



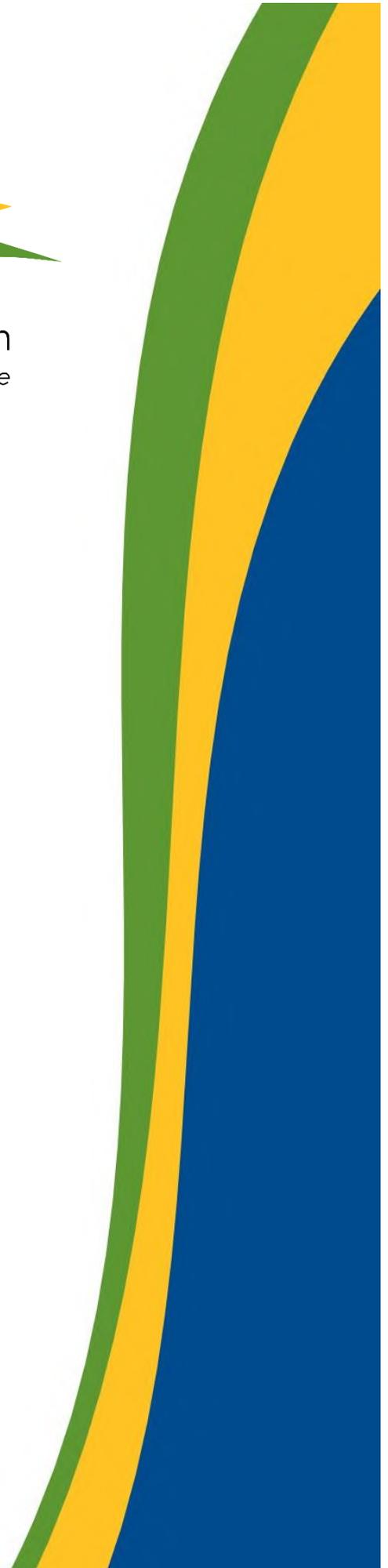
Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Agenda**

### **Ordinary Council Meeting**

**17 June 2020**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**17 June 2020**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the **Northam Recreation Centre, located on Peel Terrace**, Northam 6401, on 17 June 2020 at 5:30pm.

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.

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

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## 1. DECLARATION OF OPENING

### RECOMMENDATION

That Council, in accordance with the Local Government (Administration) Regulations 1996, section 14A, approve that Cr Pollard attend the Ordinary Council meeting on 17 June 2020 by electronic means.

**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

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

### Staff:

Chief Executive Officer	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	N K Vinicombe
Coordinator Governance / Administration	C F Greenough

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3. DISCLOSURE OF INTERESTS

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

A **financial interest** occurs where a Councillor, or a person with whom the Councillor is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

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

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Update on COVID-19 Pandemic Response Strategy/Framework	12.3.1	Cr C P Della	Impartiality	The relief fund includes provision of grants for local business – Cr Della's companies may be eligible for funding
Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam	12.3.2	Cr C P Della	Impartiality	Owner is well known to Cr Della as owner has undertaken work on Cr Della's vehicles through Cr Della's business
Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam	12.3.2	Cr S B Pollard	Impartiality	Owner is well known to Cr Pollard as owner has undertaken work on Cr Pollard's vehicles
Endorsement of the draft budget – Roads Program	12.4.4	Cr S B Pollard	Proximity	Cr S B Pollard owns a property on 20 Gregory Street, which forms a corner block with Lyon Street
Endorsement of the draft budget – Fees & Charges	12.4.4	Jason Whiteaker (CEO)	Impartiality	Mr Whiteaker is the Deputy President & Secretary of the Northam Hockey Club in 2020

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

<b>Visitations and Consultations</b>	
21/05/2020	Video conference discussion with Northam Scouts Unit
22/05/2020	AROC Weekly COVID-19 President's Video Conference
22/05/2020	WALGA COVID-19 Weekly Briefing
25/05/2020	MMM Weekly Radio Interview - Northam
25/05/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
25/05/2020	Local Business Support Committee Meeting - Northam
26/05/2020	OASG Fortnightly Meeting – Video conference
27/05/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
28/05/2020	LEMC Fortnightly Meeting Debrief
29/05/2020	AROC Weekly COVID-19 President's Video Conference
29/05/2020	WALGA COVID-19 Weekly Briefing
01/06/2020	Western Australia Day
03/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
04/06/2020	MMM Weekly Radio Interview - Northam
04/06/2020	Central Regional TAFE Video Recording for awards
05/06/2020	AROC Weekly COVID-19 President's Video Conference
05/06/2020	WALGA COVID-19 Weekly Briefing
08/06/2020	MMM Weekly Radio Interview - Northam
08/06/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
09/06/2020	OASG Fortnightly Meeting – Intra-agency exercise
10/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
11/06/2020	LEMC Fortnightly Meeting Debrief
12/06/2020	AROC Weekly COVID-19 President's Video Conference
12/06/2020	WALGA COVID-19 Weekly Briefing
15/06/2020	MMM Weekly Radio Interview - Northam
15/06/2020	AROC Presidents and CEO Meeting
17/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
<b>Upcoming Events</b>	
18/06/2020	RCAWA Meeting - Perth
19/06/2020	Avon-Midland Country Zone Meeting – Video Conference
22/06/2020	MMM Weekly Radio Interview - Northam
22/06/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
23/06/2020	OASG Fortnightly Meeting – Intra-agency exercise
25/06/2020	LEMC Fortnightly Meeting Debrief
26/06/2020	AROC Weekly COVID-19 President's Video Conference
29/06/2020	MMM Weekly Radio Interview - Northam
01/07/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference

03/07/2020	AROC Weekly COVID-19 President's Video Conference
04/07/2020	Lions Community Markets - Northam
06/07/2020	MMM Weekly Radio Interview - Northam
06/07/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
08/07/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
10/07/2020	AROC Weekly COVID-19 President's Video Conference
13/07/2020	MMM Weekly Radio Interview - Northam

## Operational Matters:

### COVID-19

The COVID-19 Pandemic has changed many parts of our daily lives.

I have kept the following three simple messages in this report for the duration of this Pandemic:

- Common Sense. This covers many activities, ranging from washing your hands properly to observing physical distancing, respecting the Regional Zones set up by the State Government and not becoming complacent.
- Protect the Vulnerable in our Community. The community, as a whole, has stepped up to determine the vulnerable sectors of our Shire, and are seeking to offer their assistance. An essential and vulnerable sector of our community is small business. We need to fully support the business community right throughout this pandemic, and beyond.
- The Department of Health is the Lead Agency. All relevant information can be found on Department of Health information sites. The Shire will provide links to relevant web pages on its own website home page.

### COVID-19 Measures

The Shire of Northam has initiated a range of measures to support our local community and will continue to review what actions we can undertake. This is in line with current restriction levels as advised by the WA State Government.

Some examples of this are establishing the COVID-19 hotline – 6608 0613 and offering Small Business Support Grants to Shire of Northam Businesses.

Council recognises that all in our community need to be acknowledged and supported during these uncertain times.

It is with all our support and actions that we will come out at the end of this pandemic stronger and more resilient. Continue to take care.

**Strategic Matters:**

Shire of Northam Projects

As part of the current annual budget process, the Shire of Northam is looking at projects that can be undertaken, or brought forward, that will support both local businesses and residents.

Details of projects will be advised once they have been determined.

## 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

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

- (1) A petition is to –
- (a) be addressed to the President;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and Page 13
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
- (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council has considered the issues raised in the petition.

### 7.2 PRESENTATIONS

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

- (1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

### 7.3 DEPUTATIONS

*Local Government Act 1995 s6.9*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION

~~That Council grant Cr M I Girak leave of absence from 24 June 2020 to 29 July 2020 (inclusive).~~

The request for leave of absence has been withdrawn by Cr Girak.

### RECOMMENDATION

That Council grant Cr C P Della leave of absence from 4 July 2020 to 19 July 2020 (inclusive).

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 20 MAY 2020

#### RECOMMENDATION

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

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JUNE 2020

#### RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 10 June 2020.

### 9.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 27 MAY 2020

#### RECOMMENDATION

That the notes of the Strategic Meeting of Council meeting held on Wednesday, 27 May 2020 be confirmed as a true and correct record of that meeting.



## Shire of Northam

### Notes

### Council Forum Meeting

10 June 2020



Council Forum Meeting Notes  
10 June 2020



**NOTICE PAPER**

**Ordinary Council Meeting**

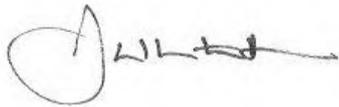
**17 June 2020**

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 17 June 2020 at 5:30pm.

There will be a Forum meeting held in the Council Chambers on 10 June 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



**Jason Whiteaker**  
**Chief Executive Officer**

Council Forum Meeting Notes  
10 June 2020



**DISCLAIMER**

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Council Forum Meeting Notes  
10 June 2020



**Preface**

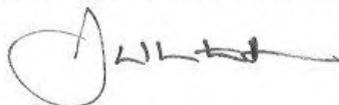
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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

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

**Unconfirmed Notes**

These notes were approved for distribution on 12 June 2020.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 17 June 2020.

Signed: .....

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

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10 June 2020



## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 5:31 pm.

The Shire President Cr C R Antonio noted that the present Council Forum Meeting is the first open meeting held since the beginning of the COVID-19 pandemic restrictions.

The Chief Executive Officer outlined the contents and requirements of the Safe Work Method Statement (SWMS) developed for the Council Chamber in response to COVID-19. All attendees signed the SMWS.

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

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

### Staff:

Chief Executive Officer

J B Whiteaker

Executive Manager Development Services  
Executive Assistant – CEO

C B Hunt  
N K Vinicombe

### 2.1 APOLOGIES

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Update on COVID-19 Pandemic Response Strategy/Framework	12.3.1	Cr C P Della	Impartiality	The relief fund includes provision of grants for local business – Cr Della's companies may be eligible for funding
Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam	12.3.2	Cr C P Della	Impartiality	Owner is well known To Cr Della as owner has undertaken work on Cr Della's vehicles through Cr Della's business
Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam	12.3.2	Cr S B Pollard	Impartiality	Owner is well known to Cr Pollard as owner has undertaken work on Cr Pollard's vehicles

Council Forum Meeting Notes  
10 June 2020



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

There was no clarification sought 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**

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

There was no clarification sought in relation to this item.

**9. CONFIRMATION OF MINUTES**

It was raised that the notes from the Strategic Council Meeting held on 27 May 2020 should be included and confirmed during the Ordinary Council Meeting to be held on 17 June 2020.

**9.1 ORDINARY COUNCIL MEETING HELD 20 MAY 2020**

There was no clarification sought in relation to this item.

**9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 10 JUNE 2020**

There was no clarification sought in relation to this item.

Council Forum Meeting Notes  
10 June 2020



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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 18 MAY 2020**

Clarification was sought in relation to:

- The end date for local business support grant funding. The Chief Executive Officer advised that there was no specified end date, and the grant funding would remain open until the allocated budget had been exhausted or until Council otherwise decided to end the funding.
- Whether the LBSC terms of reference required updating. The Chief Executive Officer advised that he would review it and update as required.

**11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 25 MAY 2020**

There was no clarification sought in relation to this item.

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

**12.1.1 Corporate Business Plan 2020/21**

Clarification was sought in relation to:

- The nature and purpose of the asterisks in the table on page 118 of the Council Forum agenda. The Chief Executive Officer advised that there had previously been a footnote that was now no longer required, and the asterisks would be removed accordingly.
- Whether the table on page 118 of the Council Forum agenda detailed the current 2019/20 financial year budget, or the budget that is being proposed for 2020/21. The Chief Executive Officer advised that the table referred to the current budget, and would be updated once Council have accepted the proposed budget, as per the officers recommendation contained within the report .
- Whether the two staff structure diagrams, noted on pages 130 and 131 of the Council Forum agenda, were duplicates. The Chief Executive Officer advised that these were duplicates and one would be removed. However, upon later review of this item after the Council Forum meeting, it was discovered that two structures

Council Forum Meeting Notes  
10 June 2020



were showing due to "Track Changes" having been switched on, and therefore one structure had already been removed from the document, with no further action required.

- Whether the staffing structures previously discussed match what is detailed in the corporate plan. The Chief Executive Officer advised that throughout COVID-19, there has been no change to the organisational structure, and what was detailed in the corporate plan was reflected in the budget, to be endorsed by Council.

#### 12.1.2 2020/21 Delegated Authority Register Review

Clarification was sought in relation to:

- Whether there were any major changes aside from amending typographical mistakes. The Chief Executive Officer advised that two delegations were removed, A04 and A08, as these delegations are covered in delegation A05 and are therefore no longer required.
- Whether the presence of delegations A04 and A08 on page 221 of the Council Forum Agenda was a mistake. The Chief Executive Officer advised that this was a mistake and they would be removed.
- Why delegation P03 was not shown on the Shire of Northam website. The Chief Executive Officer advised that the legislation has recently changed concerning reporting on delegation use, and it would now be included on the website.
- A typographical error in delegation F02, on page 183 of the Council Forum Agenda. The Chief Executive Officer advised that this would be amended (from "trading" to "trade-in of").
- Whether an extra exclusion could be proposed by Cr S B Pollard within delegation P03. The Chief Executive Officer advised that it could be proposed and included.

#### 12.2 ENGINEERING SERVICES

Nil.

#### 12.3 DEVELOPMENT SERVICES

*Cr C P Della declared an "Impartiality" interest in item 12.3.1 – Update on COVID-19 Pandemic Response Strategy/Framework as the relief fund includes provision of grants for local business, and as a business owner, his companies may be eligible for funding.*

##### 12.3.1 Update on COVID-19 Pandemic Response Strategy/Framework

Clarification was sought in relation to:

Council Forum Meeting Notes  
10 June 2020



- Further detail on the CV06 COVID-19 Economic initiatives, listed in the table on page 228 of the Council Forum Agenda. The Chief Executive Officer advised that CV06 detailed the local business support grants provided, to date, and that he would review this and inform the Council if it were not the case.
- The outstanding orders on CV03, COVID-19 PPE and Cleaning Supplies. The Chief Executive Officer advised that there were issues securing PPE.

*Cr C P Della declared an "Impartiality" interest in item 12.3.2 – Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam as the owner is well known to him - the owner has undertaken work on Cr C P Della's vehicles through his business.*

*Cr S B Pollard declared an "Impartiality" interest in item 12.3.2 – Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam as the owner is known to him - the owner has undertaken occasional work on Cr S B Pollard's vehicles.*

### **12.3.2 Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam**

Clarification was sought in relation to:

- Where exactly the recycling centre would be located. The Executive Manager for Development Services advised that it would be located in the vacant shed at the back of the property.
- Opening hours and staff manning of the proposed facility. The Executive Manager for Development Services advised that the facility would be manned, but not at all hours.
- Why there was a request for the transportable office to be raised half a metre from the ground. The Executive Officer for Development Services advised that this was required due to the location of the shed being in the 100-year-level floodplain.

## **12.4 CORPORATE SERVICES**

### **12.4.1 Accounts & Statements of Accounts – May 2020**

It was noted that Cr S B Pollard had sent several queries that could not be included in the Council Forum Agenda, but would be answered in due course.

Clarification was sought in relation to:

- The significant increase in payroll for the months of October and April, as detailed on page 327 of the Council Forum Agenda. The Shire President advised that this was likely due to payroll encountering a 3-fortnight cycle, which occurs twice a year, during those months. The Chief Executive Officer confirmed this as correct.

Council Forum Meeting Notes  
10 June 2020



- The low cost of two 45 kg gas bottles. The Chief Executive Officer advised that Council a government contract with the gas suppliers.

The following queries were raised prior to the Council Forum meeting:

Reference	Page #	Amount	Details Reference	Question	Query By	Answer
EFT36435	277	\$18,150	Consultant to develop and support statistical profiling tools for the Shire of Northam	Strategic Tools?	Cr Rob Tinetti	This was the COVID-19 initiative consultant engagement. We received three modules: community, social and economic.
EFT 36491	284	\$6,385	Almond 30L	What is Almond 30L?	Cr Rob Tinetti	These were 30l bags of Almond Trees and a large selection of plants and trees, 319 in total for the Northam Youth Space.
EFT36493	285	\$5,963	ASUS D209BA Laptop \$5,963.00	How many laptops for this price?	Cr Maria Girak	5 Laptops, 7 monitors and a notebook docking station.
EFT36537	292	\$7,601	Emuseal tub (red)	What is this please?	Cr Maria Girak	It is a binding emulsion used in road maintenance when sealing cracks in roads.
EFT36597	301	\$4,285	Kleenheat Gas - Potential Claim \$4,285.05	Is this in regards to the Aquatic Facility?	Cr Maria Girak	This was professional fees charged by Civic Legal in the claim against Kleenheat for the Northam Pool.
EFT36555	294	\$630	14 boxes of flowers for staff	Will this be reimbursed under the usual Killara agreement and if not what are these for?	Cr Julie Williams	This was a small gift organised to support and say thank you to the Killara staff for the continued hard work through the early stages of the COVID-19

Council Forum Meeting Notes  
10 June 2020



						pandemic, given that they were our highest risk area of staff, being in the aged care/medical area.
EFT36598	301	\$2,980	Vehicle Recovery	For what please?	Cr Julie Williams	Volvo Grader PN1314 brake system failure.
EFT 36628	306	\$118	Stay at home packs for children	What is this?	Cr Julie Williams	The Rec Centre school holiday program was adapted for COVID-19 restrictions and 250 packs of activity based supplies were created for children to do over the school holidays. These were distributed through Bridgeley and other community organisations.
EFT36639	307	\$532	Stay at home packs for children	What is this?	Cr Julie Williams	
EFT26797	311	\$1,278	Ink Cartridges	A lot of ink.	Cr Julie Williams	This was for 11 cartridges including the big colour Admin copier.
EFT36657	311	\$275	Memberships	Is there a YAC in the Shire?	Cr Julie Williams	The Manager of Recreation and Youth Services is writing a proposal to create a Northam branch. Unfortunately COVID-19 has slowed the process and opportunities for the relevant parties to have a meeting.
EFT36671	314	\$681	T202940	Is the only description given?	Cr Julie Williams	These are Duramax cutting edge blades for the Grader.

Council Forum Meeting Notes  
10 June 2020



**12.4.2 Financial Statement for the period ending May 31st 2020**

There have been a number of questions submitted prior to and will be submitted after the meeting, the responses will be provided to Council.

**12.4.3 Annual Budget Overview**

Noted that once the budget workshops have been completed, the Chief Executive Officer would liaise with the Shire President to determine if this item was included as part of this agenda or subject of a special meeting.

**12.4.4 Endorsement of the Draft Budget**

Noted that once the budget workshops have been completed, the Chief Executive Officer would liaise with the Shire President to determine if this item was included as part of this agenda or subject of a special meeting.

The Chief Executive Officer advised that the rate modelling developed will reflect a nil rate increase for all ratepayers.

**12.5 COMMUNITY SERVICES**

Nil.

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

**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 6.12pm.

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

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 18 MAY 2020**

**Receipt of Minutes:**

**RECOMMENDATION**

That Council receive the minutes from the Local Business Support Committee meeting held on 18 May 2020.

**11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 25 MAY 2020**

**Receipt of Minutes:**

**RECOMMENDATION**

That Council receive the minutes from the Local Business Support Committee meeting held on 25 May 2020.

**Attachment 1 – Local Business Support Committee Meeting Minutes from  
meeting held on 18 May 2020**



**Shire of Northam**

**Minutes**

**Local Business Support  
Committee Meeting**

**18 May 2020**



Local Business Support Committee Meeting Minutes  
18 May 2020



**DISCLAIMER**

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

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

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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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Local Business Support Committee Meeting Minutes  
18 May 2020



## 1. DECLARATION OF OPENING

The Chief Executive Officer, Mr J B Whiteaker declared the meeting open at 3:05pm.

The Chief Executive Officer outlined the contents of the Safe Method Work Statement (SMWS) which had been prepared for this meeting, in light of the Covid-19 pandemic. Each member of the committee indicated they understood the purpose and requirements of the SMWS and signed it.

## 2. ELECTION OF PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995. The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

### ELECTION PROCESS

The Local Government Act 1995 states that the nomination for Presiding Member is to be made in writing before the meeting or at the meeting before close of nominations. The election is to be conducted by the Chief Executive Officer in accordance with the procedure prescribed.

The Chief Executive Officer called for nominations for the position of presiding member of the Local Business Support Committee for a period ending at the next ordinary elections of Council in 2021.

The Shire President, Cr Antonio provided his written nomination for the position. There were no further nominations. Cr Antonio thanked the Committee and took the chair at 3.15pm.

Local Business Support Committee Meeting Minutes  
18 May 2020



### 3. ATTENDANCE

**Committee:**

Shire President  
Deputy Shire President  
Councillor  
Councillor

C R Antonio  
J E G Williams  
M P Ryan  
A Mencshelyi

**Staff:**

Chief Executive Officer  
Community Development Officer  
at 3.30pm

J B Whiteaker  
M Blackhurst (arrived

#### 3.1 APOLOGIES

Nil.

#### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 4. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	6.3	Cr Ryan	Impartial	Various applicants are known to him through the Northam Chamber of Commerce
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	6.3	M Blackhurst (member of staff)	Financial	An applicant could be considered a competitor of Mrs Blackhurst family business

### 5. CONFIRMATION OF MINUTES

Nil.

Local Business Support Committee Meeting Minutes  
18 May 2020



**6. COMMITTEE REPORTS**

**6.1 APPOINTMENT OF COMMITTEE MEMBER AND TERMS OF REFERENCE**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development 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**

For the committee to: For the committee to note the terms of reference for the Local Business Support Committee.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

Council established the Local Business Support Committee appointing the following as its members:

- Shire of Northam President, Cr Antonio;
- Deputy Shire of Northam President, Cr Williams;
- Councillor Ryan
- Councillor Mentshelyi

Council established the purpose of the Committee to oversee and make determinations on all matters associated with the Local Business Support Grant Scheme and delegated authority to the Committee to undertake the following:

- a. Receive and assess grant applications; and
- b. Make a final determination on all grant applications received.

**B. CONSIDERATIONS**

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

Local Business Support Committee Meeting Minutes  
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Theme Area: Economic Growth.

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

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

N/A

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Mr Simon Northey has advised that he is interested to be a member of this committee and it is therefore recommended that the committee endorse his appointment.

Local Business Support Committee Meeting Minutes  
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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: LBSC.1**

**Moved: Cr Mencshelyi**

**Seconded: Cr Ryan**

That the committee note the terms of reference as provided in Attachment 1, with an adjustment to the Committee Membership details to reflect the most recent decision of Council for the committee to comprise only of Elected Members.

**CARRIED 4/0**

Local Business Support Committee Meeting Minutes  
18 May 2020



**Attachment 1**

*Local Business Support Committee Terms of Reference*

**TERMS OF REFERENCE  
SHIRE OF NORTHAM LOCAL BUSINESS SUPPORT COMMITTEE**

**1. Purpose of the Shire of Northam Local Business Support Committee**

The purpose of the Local Business Support Committee is to oversee and make determinations on all matters associated with the Local Business Support Grant Scheme.

**2. Powers of the Local Business Support Committee**

The Local Business Support Committee is a formally appointed committee of Council and is responsible to that body. The Local Business Support Committee is delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

**3. Membership**

Voting members:

- a) Shire of Northam President;
- b) Shire of Northam Deputy President;
- c) Shire of Northam Chief Executive Officer;
- d) Northam Chamber of Commerce President; and
- e) A local accounting firm.

**4. Meetings**

Meetings will be convened as required.

**5. Reporting**

Minutes and decisions of each Local Business Support Committee meeting shall be presented to the next Ordinary Meeting of the Council.

**6. Duties and Responsibilities**

- a) Receive and assess grant applications for the Local Business Support Grant Scheme; and
- b) Make a final determination on all grant applications received as part of the Local Business Support Grant Scheme.

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**6.2 GRANT GUIDELINES - LOCAL BUSINESS SUPPORT GRANT SCHEME**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development 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**

For the committee to consider adopting the grant guidelines for the Local Business Support Grant Scheme.

**ATTACHMENTS**

Attachment 1: Grant Guidelines.

**A. BACKGROUND / DETAILS**

The Shire of Northam has endorsed the establishment of the Small Business Support Grant Scheme. The scheme has been advertised/promoted, based on broad guidelines established by Council.

**B. CONSIDERATIONS**

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

Theme Area: Economic Growth.

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

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

**B.2 Financial / Resource Implications**

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme.

**B.3 Legislative Compliance**

N/A

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**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Council does not support the business community during times of need.	Medium (3) x Possible (3) = Moderate (9)	Formal approval and implementation of grant guidelines by Committee.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

**C. OFFICER'S COMMENT**

Staff have developed grant guidelines to articulate the process of submitting, assessing and awarding an application for funding through the Business Support Grant Scheme. The grant guidelines to articulate the process of submitting, assessing and awarding an application for funding through the Business Support Grant Scheme. The grant guidelines will be available to each applicant as the key informing document for the Business Support Grant Scheme.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: LBSC.2**

**Moved: Mencshelyi**

**Seconded: Ryan**

That the committee endorse the grant guidelines for the Local Business Support Grant Scheme as provided in Attachment 1, with an adjustment to the Committee Membership details to reflect the most recent decision of Council for the committee to comprise only of Elected Members.

**CARRIED 4/0**

Local Business Support Committee Meeting Minutes  
18 May 2020



Attachment 1

Shire of Northam  
Business Support Grant Scheme

READY FOR  
BUSINESS

**PROGRAM OVERVIEW**

As part of our economic support package for Northam businesses, the Shire of Northam is offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.

The **Business Support Grant Scheme** for business and non-profit organisations include:

- Up to \$1,000 for financial planning advice.
- Up to \$2,000 for training and professional development.
- Up to \$2,000 for individual businesses and up to \$10,000 for collaborative solutions, for investing in online and e-commerce activities.
- Up to \$5,000 for increasing business opportunity and sustainability.
- Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.

COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.

**GUIDELINES**

**Objectives**

The **Business Support Grant Scheme** will provide financial assistance to eligible businesses affected by COVID-19. Four programs are available to support businesses to:

1. Invest in capital works during this challenging time and position their business to strongly benefit from the economic recovery when it happens.
2. Develop their online and e-commerce capabilities;
3. Undertake training and professional development to better prepare for return to business activities.
4. Seek financial planning advice to position their business for successful economic recovery.

**What We Fund**

Program	What we fund	Funding available
<b>Business Financial Planning grants</b>	<p>Costs associated with seeking financial planning advice to position the business for a successful economic recovery.</p> <p>Please note that retrospective financial planning advice is not eligible. Applicant must not have sought financial advice from a Northam accounting or financial planning firm within the last 6 weeks.</p> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	Up to \$1,000 (excluding GST).

Shire of Northam  
Business Support Grant Scheme

**READY FOR  
BUSINESS**

<p><b>Online and e-commerce grants</b></p>	<p>Costs associated with online and e-commerce activities, including the purchase of hardware, software and services in any of the following areas:</p> <ul style="list-style-type: none"> <li>• Website design and development;</li> <li>• E-commerce platforms (selling online and receiving payments);</li> <li>• Online content development (web pages, mobile apps, audio and visual media);</li> <li>• Digital marketing and promotion;</li> <li>• Mentoring and training in online and e-commerce activities.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST) for individual businesses.</p> <p>Up to \$10,000 (excluding GST) is available for collaborative solutions where 2 or more businesses are working together.</p>
<p><b>Training and professional development</b></p>	<p>Costs associated with increasing and enhancing worker capability to better prepare for return to business activities. Suitable professional development activities can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Online learning, webinars;</li> <li>• Attendance at training courses, seminars, workshops, forums or conferences; in-house courses delivered by an external provider or other training.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$2,000 (excluding GST).</p>
<p><b>Increasing business opportunity and sustainability</b></p>	<p>Costs associated with increasing the capacity of the business to seek and attain tenders and contracts for sustainable business growth. Suitable activities can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• External administrative support to prepare and submit tenders;</li> <li>• External support to seek opportunities for business growth.</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$5,000 (excluding GST) on a matching dollar for dollar basis.</p>
<p><b>Capital works grants</b></p>	<p>Costs associated with capital works (in partnership with property Landlord) used to produce income, including in any of the following areas:</p> <ul style="list-style-type: none"> <li>• Equipment, including major catering, processing and production equipment;</li> <li>• Business fittings, including retail, wholesale, and hospitality shop fittings; physical alterations, including remodelling of premises;</li> <li>• IT and software;</li> </ul> <p>Use of local suppliers from within the Shire of Northam will be favourably considered.</p>	<p>Up to \$10,000 (excluding GST) on a matching dollar for dollar basis.</p>

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## Shire of Northam Business Support Grant Scheme

READY FOR  
BUSINESS

### Eligibility

To be eligible for funding applicants must:

- Have an Australian Business Number (ABN);
- Be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses);
- Be located within the Shire of Northam municipality; and
- Demonstrate how the grant will help support business in response to the impact of COVID-19.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered. It is expected the proposed activity will be completed by 31 December 2020 and preference will be given to those that can be completed in shorter time frame.

### General Ineligibility

The program will not support:

- Businesses located outside the Shire of Northam municipality.
- Organisations that are political or that have a political purpose, government departments of agencies, foundations or grant making bodies, or have a primary focus on fundraising.
- Organisations that have an outstanding debt to the Shire of Northam or that have failed to comply with the terms and conditions of any previous funding agreement with Shire of Northam.
- Retrospective funding.
- Current Shire of Northam employees, immediate families and their contractors.

In addition, canvassing or lobbying of Councillors or employees of the Shire of Northam in relation to any grant application is prohibited during the application process. The Shire of Northam reserves the right to reject any application that is ineligible or does not meet the eligibility criteria.

## APPLICATION PROCESS

### Key dates

- Applications open – 27 April 2020, 9.00am.
- Assessment - applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

### How to apply

1. Complete and submit the online **Business Support Grant Scheme** application form via the Shire of Northam website. Submit one application only.
2. On submission, you will receive a submission acknowledgement receipt.

Local Business Support Committee Meeting Minutes  
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Shire of Northam  
Business Support Grant Scheme

READY FOR  
BUSINESS

Applications are kept confidential and the application details will not be disclosed to any person outside the application and assessment process, however a short summary of the application activity will be utilised in briefings to Council and the list of successful applicants will be published on the Shire of Northam's website.

The Shire of Northam reserves the right to request further information in considering any application.

### ASSESSMENT

Applications are assessed by a Committee of Council with delegated authority to make determinations on grants.

The Committee will include:

- Shire President
- Chief Executive Officer
- Deputy Shire President
- President of Chamber of Commerce
- Representative of local account firm

All funding decisions are final.

### Assessment Criteria

Applications will be assessed on the demonstration of an identified business need resulting from the impact of COVID-19 and the anticipated outcomes in response to the identified need.

Applicants that will be procuring from local suppliers in the Shire of Northam for their proposal will be favourably considered.

Applicants must have an Australian Business Number (ABN), be classified as a small to medium business (large businesses will be considered based on the combined positive net effect on small to medium businesses) and be located within the Shire of Northam municipality.

### Notification of Application Outcome

Applications will be assessed on an ongoing basis and we will endeavour to process your application and provide you with a response in writing with a turnaround of 10 working days.

### Terms and Conditions for Successful Applicants

Successful applicants are required to comply with the following terms and conditions:

- Sign a letter of agreement detailing the grant obligations.
- Submit an acquittal report evidencing the invoices and receipts for the funding approved and demonstrate how the grant helped support the business in response to the impact of COVID-19.

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18 May 2020



## Shire of Northam Business Support Grant Scheme



READY FOR  
BUSINESS

### Funding Agreement

Prior to payment, successful applicants must sign a funding agreement stating:

- Funds will be expended only for the purposes specified in the agreement unless otherwise agreed in writing by the Shire of Northam.
- Funds will be expended by 31 December 2020. The recipient will notify the Shire in writing of any delays to the proposed timeframe.
- The recipient will notify the Shire in writing of any change in scope and the Shire retains the right to refuse/reduce level of financial assistance in that instance.
- Where possible, the recipient will acknowledge the support of the Shire. This could be via media release or social media posts.
- Any additional special terms and conditions.

### WANT TO KNOW MORE?

If you would like further information about these guidelines, or require assistance in filling in the application, please contact the Shire of Northam's Community Development Officer Michelle Blackhurst on 6608 0233 or [cdo@northam.wa.gov.au](mailto:cdo@northam.wa.gov.au).

Local Business Support Committee Meeting Minutes  
18 May 2020



Cr Ryan declared an impartiality interest in the item as various applicants are known to him through the Northam Chamber of Commerce

M Blackhurst declared a financial interest in application 6 as the applicant could be considered a competitor of Mrs Blackhurst's family business. The Chief Executive Officer undertook the assessment of this application.

### 6.3 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Michelle Blackhurst, Community Development Officer declares an Interest in Application 6, her 'family' business could be viewed as a competitor to the applicant. The Chief Executive Officer undertook the assessment of this application
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

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

#### ATTACHMENTS

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

#### A. BACKGROUND / DETAILS

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

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

Local Business Support Committee Meeting Minutes  
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Shire of Northam has received eight applications for assessment by the Committee, including one resubmission. The following applications were received:

Applicant	Funding stream	Project	Amount requested
2 Days Cafe	Up to \$1,000 for financial planning advice	Financial assistance with Legal advice with negotiating with Landlord and lease.	\$1,000.00
Farm Life Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Development of website to run online fitness program.	\$2,814.90
Happy Days Coffee Pot	Up to \$1,000 for financial planning advice	Financial assistance with Legal advice with negotiating with Landlord and lease.	\$1,000.00
Mind Your Money	Up to \$2,000 for individual businesses for investing in online and e-commerce activities	Develop a website with bookings functionality.	\$2,000.00
Morris Pest and Weed	Up to \$5,000 for increasing business opportunity and sustainability	Re-establish website and training cost to offer a new employment opportunity.	\$3,800.00
Northam Autos	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles.	\$7,989.00
Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager.	\$510.00
Spectrum Celebrations	Up to \$2,000 for training and professional development.	Increase advertising in the local area.	\$1,800.00

**B. CONSIDERATIONS**

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

Theme Area: Economic Growth.

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

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

**B.2 Financial / Resource Implications**

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$11,350 in grant funding.

**B.3 Legislative Compliance**

N/A

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Application 1

Applicant	Funding stream	Project	Amount requested
2 Days Cafe	Up to \$1,000 for financial planning advice	Financial assistance with Legal advice with negotiating with Landlord and lease.	\$1,000.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

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Applicant is seeking funding for financial advice and legal fees. The COVID-19 impact on this business is substantial. Quotes provided total \$320.00. Payment of legal fees as described is not a permitted use however financial planning as per quote is permitted.

Confidential Attachment 6.3.1 - 2 Days Café Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.3**

**Moved: Mencshelyi**

**Seconded: Ryan**

**That the Local Business Support Committee approve a grant of \$320 (excluding GST) to the business '2 Days Café' for financial planning activities.**

**Carried 4/0**

Application 2

Applicant	Funding stream	Project	Amount requested
Farm Life Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Development of website to run online fitness program.	\$2,814.90

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

Applicant has had a substantial impact from COVID-19. The project seeks to diversify the business through online delivery of fitness classes and this increases business opportunity. An ongoing subscription fee has been included in the application.

Confidential Attachment 6.3.2 - Farm Life Fitness Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.4**

**Moved: Mencshelyi**

**Seconded: Ryan**

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**That the Local Business Support Committee approve a grant of \$2,120 (excluding GST) to the business 'Farm Life Fitness' for the development of a business website, excluding the cost of ongoing subscription fees.**

**CARRIED 4/0**

Application 3

Applicant	Funding stream	Project	Amount requested
Happy Days Coffee Pot	Up to \$1,000 for financial planning advice	Financial assistance with Legal advice with negotiating with Landlord and lease.	\$1,000.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

Applicant is seeking funding for financial advice and legal fees. The COVID-19 impact on this business is substantial. Quotes provided total \$352.00. Payment of legal fees as described is not a permitted use however financial planning as per quote is permitted.

Confidential Attachment 6.3.3 – Happy Days Café Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.5**

**Moved: Mencshelyi**

**Seconded: Ryan**

**That the Local Business Support Committee approve a grant of \$400 (excluding GST) to the business 'Happy Days Café' for financial planning activities.**

**Carried 4/0**

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Application 4

Applicant	Funding stream	Project	Amount requested
Mind Your Money	Up to \$2,000 for individual businesses for investing in online and e-commerce activities	Develop a website with bookings functionality.	\$2,000.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

Business established in 2008 with recent investment in rebranding. COVID-19 impact stated but not evidenced. Quotes only total \$1,945.46.

Confidential Attachment 6.3.4 - Mind Your Money Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.6**

**Moved: Williams**

**Seconded: Mencshelyi**

**That the Local Business Support Committee approve a grant of \$980 (excluding GST), being approximately 50% of the total project cost to the business, 'Mind Your Money', for the development of a business website.**

**Carried 4/0**

Application 5

Applicant	Funding stream	Project	Amount requested
Morris Pest and Weed	Up to \$5,000 for increasing business opportunity and sustainability	Re-establish website and training cost to offer a new employment opportunity.	\$3,800.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

The COVID-19 impact is that business is busier however the project creates an employment opportunity and targets a community impact of COVID-19.

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Confidential Attachment 6.3.5 - Morris Pest and Weed Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**That the Local Business Support Committee approve a grant of \$2,120 (excluding GST) to the business 'Morris Pest and Weed Control' for training to enable a new employment opportunity.**

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.7**

**Moved: Williams  
Seconded: Mencshelyi**

**That the Local Business Support Committee approve a grant of \$2,120 (excluding GST) plus 50% of the cost of website design (up to \$780) to the business 'Morris Pest and Weed Control' for training to enable a new employment opportunity.**

**Carried 4/0**

Reason for Change of Recommendation

The Committee formed a view that website development did meet the criteria and would contribute to the business being sustainable in the medium to long term.

Application 6

Applicant	Funding stream	Project	Amount requested
Northam Autos	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles.	\$7,989.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

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Business has been significantly impacted by COVID-19. Diagnostic equipment doesn't help with identified COVID-19 impact but it does help to diversify their business.

This purchase may be eligible under the Australian Tax Office instant asset write-off, where an eligible businesses can:

- immediately write off the cost of each asset that costs less than the threshold
- claim a tax deduction for the business portion of the purchase cost in the year the asset is first used or installed ready for use.

Confidential Attachment 6.3.6 - Northam Autos Application Summary

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.8**

**Moved: Williams**

**Seconded: Ryan**

**That the Local Business Support Committee approve a grant of \$4,000 (excluding GST) to the business 'Northam Autos' for approximately 50% of the cost of new diagnostic equipment to diversify business.**

**Carried 4/0**

Application 7

Applicant	Funding stream	Project	Amount requested
Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager.	\$510.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

COVID-19 impact stated but not evidenced. In talking to other Real Estate Agents, this is an industry that has been heavily impacted. Project improves employment opportunity.

Confidential Attachment 6.3.7 - Professionals Avon Valley Application Summary

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**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: LBSC.9**

**Moved: Ryan**  
**Seconded: Mencshelyi**

**That the Local Business Support Committee approve a grant of \$510 to the business 'Professionals Avon Valley' for personal development of staff member to improve employment opportunity.**

**Carried 4/0**

Application 8

Applicant	Funding stream	Project	Amount requested
Spectrum Celebrations	Up to \$2,000 for training and professional development	Increase advertising in the local area.	\$1,800.00

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets eligibility.

The COVID-19 impact is stated and viable impact. Marketing will grow business. Project does not fit funding stream but does fit the 'business opportunity and sustainability' stream.

Confidential Attachment 6.3.8 - Spectrum Celebrations Application Summary

**RECOMMENDATION**

**That the Local Business Support Committee approve a grant of \$900 to the business 'Spectrum Celebrations' for 50% of the costs of marketing of the business.**

**COMMITTEE DECISION**

**Minute No: LBSC.10**

**Moved: Ryan**  
**Seconded: Mencshelyi**

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**That the Local Business Support Committee NOT approve a grant of \$900 to the business 'Spectrum Celebrations' for 50% of the costs of marketing of the business.**

**Carried 4/0**

Reason for Change of Recommendation

The Committee formed a view that the business needed to develop more sustainable strategies for it to consolidate and grow in order for the committee to consider support any applications.

**7. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**8. DATE OF NEXT MEETING**

Monday 25, 202 to commence at 4.00pm.

**9. DECLARATION OF CLOSURE**

The meeting was declared closed at 4.15pm

**Attachment 2 – Local Business Support Committee Meeting Minutes from  
meeting held on 25 May 2020**



**Shire of Northam**

**Minutes**

**Local Business Support  
Committee Meeting**

**25 May 2020**

Local Business Support Committee Meeting Minutes  
25 May 2020



**DISCLAIMER**

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

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

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

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

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

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

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

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### 1. DECLARATION OF OPENING

Due insufficient Committee Members being in attendance the Presiding Member, Cr Antonio, delayed the opening of the meeting until all members were present.

The meeting was declared open at 4.45pm

### 2. ATTENDANCE

#### Committee:

Shire President  
Deputy Shire President  
Councillor  
Councillor

C R Antonio  
J E G Williams  
M P Ryan  
A J Mencshelyi

#### Staff:

Community Development Officer  
Chief Executive Officer

M Blackhurst  
J B Whiteaker

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3. DISCLOSURE OF INTERESTS

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

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

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's

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land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Chief Executive Officer – Mr JB Whiteaker	Financial	Family member works for one of the applicants
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr MP Ryan	Impartial	Business owners are known as a result of Cr Ryan being President of the Northam Chamber of Commerce

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 18 MAY 2020

COMMITTEE DECISION

Minute No: LBSC.11

Moved: Williams

Seconded: Ryan

That the minutes of the Local Business Support Committee meeting held on 18 May 2020 be confirmed as a true and correct record of that meeting.

Carried 4/0

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**5. COMMITTEE REPORTS**

**5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS**

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Michelle Blackhurst, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Chief Executive Officer declares a financial interest in Application 9, as he has a family member who works for the applicant. The Chief Executive Officer was not involved in the assessment of this application. It was undertaken by the Community Development Officer
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

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

**ATTACHMENTS**

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

**A. BACKGROUND / DETAILS**

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

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

Shire of Northam has received two applications for assessment by the Committee, including one resubmission.

The following applications were received:

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Applicant	Funding stream	Project	Amount requested
Cadds Fashion Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve on-line shopping experience.	\$2,000
Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability.	Development of website, new signage and radio advertising	\$5,000

**B. CONSIDERATIONS**

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

Theme Area: Economic Growth.

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

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

**B.2 Financial / Resource Implications**

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$11,350 in grant funding.

**B.3 Legislative Compliance**

N/A

**B.4 Policy Implications**

N/A

**B.5 Stakeholder Engagement / Consultation**

N/A

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		

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COVID-19 impact not clearly articulated however, profit and loss statement shows loss of income.

Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

**C. OFFICER'S COMMENT**

Application 9

Applicant	Funding stream	Project	Amount requested
Cadds Fashions Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve on-line shopping experience.	\$2,000

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets all but one of the criteria. Not procuring from local business. This specific brand of camera is not available locally.

They are applying for replacement mannequins and a new camera. The need for this equipment is justified. They are starting to document their products for an online presence and to be competitive they need to produce high quality images of their products.

More affordable options could do a similar quality job. They have chosen Olympus brand. A quality base model camera with lens in this brand can be purchased for approximately \$1,000 (online research). Beyond this model is about choice not necessity. Photography lighting accessories also quoted total \$400.

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Applicant has applied for the funding stream 'Up to \$2,000 for individual businesses for investing in online and e-commerce activities' however, it is more suited to the 'Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, to adapt to changing conditions'. This is matching dollar for dollar.

Confidential Attachment: 6.1.9 Confidential Attachment Cadds Fashions Sportfirst Northam Summary

**COMMITTEE DECISION**

**Minute No: LBSC.12**

**Moved: Cr Ryan  
Seconded: Cr Williams**

**That the Local Business Support Committee approve a grant of \$920 (excluding GST) to the business 'Cadds Fashions Sportsfirst Northam', being 50% of the cost to purchase new mannequins (up to \$220.00 (excluding GST)) and 50% of the cost to purchase a new camera and accessories (up to \$700.00 (excluding GST)).**

**Carried 4/0**

Application 10

Applicant	Funding stream	Project	Amount requested
Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability.	Development of website, new signage and radio advertising	\$5,000

The application has been assessed against the Business Support Grant Scheme Guidelines eligibility criteria and it meets all but one of the criteria. Not procuring from local business.

COVID-19 impact not well articulated however the Shire of Northam understands that this is one of the businesses (hospitality industry) with largest impacts.

Radio advertising is not a sustainable investment but signage will have a long lasting effect. Business does not have an online presence and website is required to grow business opportunity.

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Requesting \$5,000 however quotes only total \$3,825.00 (excluding GST).

Confidential Attachment: 6.1.10 Confidential Attachment Riverside Hotel Summary

**COMMITTEE DECISION**

**Minute No: LBSC.13**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

That the Local Business Support Committee approve a grant of \$1920 (excluding GST) to the business 'Riverside Hotel' for approximately 50% of the total project cost for the development of a business website and purchase of new signage, on the condition that business procures locally.

**CARRIED 4/0**

**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed.

**8. DECLARATION OF CLOSURE**

The meeting was closed at 5.07pm

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Corporate Business Plan 2020/21

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.3.1.1
Reporting Officer:	Jason Whiteaker Chief Executive Officer
Responsible Officer:	Jason Whiteaker Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

#### **BRIEF**

For Council to consider endorsing the 2020/21 Corporate Business Plan.

#### **ATTACHMENTS**

Attachment 1: Revised Corporate Business Plan 2020/21.

#### **A. BACKGROUND / DETAILS**

The Corporate Business Plan is an internal business planning tool that translates Council priorities identified in its Strategic Community Plan into operational actions/outcomes.

The plan details the services, operations and projects Council will deliver, focusing on the 2020/21 period but covering until 2024/25.

Council undertook a major review of its Corporate Business Plan in 2017 following the major review of Council's Strategic Community Plan, this resulted in significant alteration to the format and content of the plan. Annual reviews have been undertaken in the subsequent years. The 2020/21 (current) review is therefore focused on minor adjustments.

## B. CONSIDERATIONS

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

The Corporate Business Plan has been prepared in the context of, and fully integrates with, the Shire of Northam Strategic Community Plan and a range of other informing plans, including but not limited to asset management, workforce and long-term financial plans

### B.2 Financial / Resource Implications

The Strategic Community Plan and Corporate Business Plan have been used as drivers of the annual budgeting process, as a consequence Management have reviewed their upcoming annual deliverables to ensure they are satisfied the organisation has sufficient resources to deliver on established expectations.

### B.3 Legislative Compliance

Local Government Act s5.56

Local Government (Administration) Regulations 1996

*A corporate business plan for a district is to —*

*a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*

*b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

*c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

*d) A local government is to review the current corporate business plan for its district every year.*

*e) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

*f) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

*g) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Regulations also require that 'significant' modifications made to the corporate business plan be detailed in the annual report of Council.

#### B.4 Policy Implications

N/A

#### B.5 Stakeholder Engagement / Consultation

Consultation has been undertaken with relevant staff.

#### B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Council has insufficient financial resources allocated to deliver corporate plan outcomes	Possible (3) x Medium (3) = Moderate (9)	Corporate plan informs annual budget and long term financial plan
Health & Safety	N/A		
Reputation	Council fails to deliver on corporate plan outcomes	Possible (3) x Medium (3) = Moderate (9)	Departments are required to develop annual delivery plans which allow monthly tracking of progress against actions
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

#### C. OFFICER'S COMMENT

The changes have been tracked in the provided Attachment 1.

#### RECOMMENDATION

That Council:

1. Endorse the 2020/21 Corporate Business Plan as presented, with the following adjustments;
  - a. Any final publishing adjustments approved by the Chief Executive Officer;
  - b. Following adoption of the 2020/21 Annual Budget & completion of the 2019/20 annual financial report, incorporation of the various performance indicators and financial summaries;
  - c. Incorporation of reference to COVID-19 Strategic Response in the various actions.
2. Requires the Chief Executive Officer to detail the alterations to Corporate Plan in the 2019/20 Annual Financial Report, in accordance with 19CA of the Local Government (Administration) Regulations.

**ABSOLUTE MAJORITY VOTE OF 6 REQUIRED**

**Attachment 1 – Revised Corporate Business Plan 2020/21 (with mark-up)**

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## 1. Introduction

The *Corporate Business Plan* is the Shire of Northam's 5-year service and project delivery program. It is aligned to the strategic direction and priorities set within the *Strategic Community Plan 2027*.

All operational planning and reporting is driven by the current *Corporate Business Plan*, which is reviewed annually as a precursor to the Annual Budgeting process of the Shire to ensure priorities are achievable and effectively timed.

Whilst the Shire recognises the importance of long term planning it is also cognisant of the importance flexibility and adaptability in acknowledgment of the fast paced environment in which we live and operate. This has never been more applicable with the current Covid-19 pandemic environment which exists. As such it is critical that the *Corporate Business Plan* is read in this context and acknowledged by the reader that the Council needs to retain the ability to adjust to external and internal influences as they arise. The annual review process enables the Shire to frequently assess its progress and realign actions and tasks against the most currently available information.

## 2. Covid-19 Pandemic

Western Australia is in a State of Emergency because of the COVID-19 (coronavirus) pandemic. The Federal and Western Australian Governments have made it clear that our country is in the grips of a once in a life time health and subsequent economic crisis.

Western Australians are facing unprecedented restrictions of movement not only internationally, but also interstate, intrastate and interregional, as well as a range of other social distancing measures put in place in an attempt to control the spread of the COVID-19 virus. In addition to the health crisis, our international, national, state, regional and local economies are facing challenges the like we have never experienced. The Premier of Western Australia has called upon local governments to play their role, not only in the management of this health crisis, but also in the management of the economic crisis facing our communities.

This strategy has been developed by the Shire of Northam to provide a framework for moving through this state of emergency. It is acknowledged that the rate of change from a health, community and economic perspective is rapid. Consequently this plan will be reviewed, and endorsed by Council, not less than monthly to ensure it is providing the most accurate picture of what our response and recovery look like.

The following is a brief timeline of events to date which have shaped the context of this strategy:



- 27 February 2020 - Prime Minister Scott Morrison announced the Federal Government was activating the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19).
- 1 March 2020 - Australia reported the first death from COVID-19.
- 12 March 2020 - a \$17.6 billion stimulus package announced by Prime Minister to "protect Australians' health, secure jobs and set the economy to bounce back" from the crisis.
- 15 March 2020 - Premier Mark McGowan declared a state of emergency in Western Australia, along with a formal public health emergency.
- 16<sup>th</sup> March 2020- Declaration of Public Health State of Emergency(WA)
- 18 March 2020 - a human biosecurity emergency was declared by the Governor-General, David Hurley, under Section 475 of the Biosecurity Act 2015.
- 18<sup>th</sup> March 2020- Public Health Act (WA)– Mass Gatherings Directions (No 1) issued
- 20<sup>th</sup> March 2020- Public Health Act(WA)- Mass Gatherings Directions (No 2) issued
- 23<sup>rd</sup> March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 1){places closed include pubs, bars, clubs, gyms, recreation centre, restaurant (dine in), place of worship}
- 25<sup>th</sup> March 2020 - Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 2){places now include community centres, libraries, swimming pools}
- 25<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 1)
- 30<sup>th</sup> March 2020- Public Health Act(WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 3){playgrounds, skate parks and outdoor gyms now included}
- 30<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 2)
- 31<sup>st</sup> March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10<sup>th</sup> May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May.
- 17<sup>th</sup> May 2020-Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29<sup>th</sup> May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6<sup>th</sup> June 2020
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### COVID-19 WA roadmap

**Phase 1** → **Phase 2** → **Phase 3**

27 April 2020      18 May 2020      Around 4 weeks after Phase 2

**Phase 1 (27 April 2020):**

- Gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Soft start to Term 2 for public schools introduced
- Home opens permitted in accordance with the limit on gatherings
- Weddings and funerals, up to 10 people
- Outdoor personal training (no shared equipment) up to 10 people

**Phase 2 (18 May 2020):**

- Non-work gatherings limit raised to 20 people
- Weddings and funerals up to 20 people inside or 30 outside
- People are encouraged to return to work, unless they are unwell or vulnerable
- Regional travel restrictions relaxed, travel permitted between:
  - Perth, Peel, Wheatbelt, South West & Great Southern
  - Mid-West, Gascoyne & Pilbara\*
  - Within the Goldfields-Esperance region\*
  - Local Government Areas in the Kimberley\*
- Public pools permitted to open with strict rules
- Cafes and restaurants permitted to reopen with meal service, including within pubs, bars, clubs, hotels and casino, up to 20 patrons, with the 4sqm rule applied
- Places of worship, libraries, community centres & community facilities may reopen, with a 20 patron limit
- Indoor and outdoor fitness and dance classes allowed, with a 20 participant limit, minimal shared equipment and 4sqm rule applied
- Non-contact community sport and training allowed, with a 20 person limit

**Phase 3 (Around 4 weeks after Phase 2):**

- Further increases in non-work gatherings
- Contact community sport
- Beauty therapy services
- Public playgrounds, skate parks, cinemas and concert venues

Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:

- Further increase to non-work gathering limits
- Reopening playgrounds, skate parks and outdoor gym equipment
- Reopening galleries, museums, zoos, theatres, cinemas and concert venues
- Resuming beauty therapy and personal care services
- Resuming community contact sport
- Restrictions further relaxed for gyms, health clubs and indoor sport centres
- Reopening auction houses and real estate auctions
- Possible further adjustments to regional boundaries

**Phase 4:** Future easing of restrictions will be determined and occur in line with expert health advice

**Key Messages:**

- Avoid close contact with others:** Keep at least 1.5 metres away
- Healthy hygiene:** Wash your hands regularly, Cover your mouth/nose when you cough/sneeze
- 4 square metres per person**
- Download the **COVIDSafe** app

**We're all in this together.**

WA.gov.au



### **2.1 Our Covid-19 Strategic Response Objectives**

- To support and communicate the State and Federal Government Health messages and requirements;
- To provide strong, decisive & clear leadership for the Shire of Northam Community;
- To support our local community, with a focus on the elderly and 'at risk' segments (including but not limited to our noongar, youth, homeless and unemployed);
- To support our business community, acknowledging their challenges and providing a supportive environment;
- To support, and wherever possible stimulate our local economy first, regional economy second and then the broader macro economy;
- To manage the Councils finances on behalf of the community as effectively as possible;
- To be a supportive and understanding employer.

### **2.2 Our Covid-19 Strategy / Response Framework**

The Shire of Northam is looking at this state of emergency in three established timeframes, being short, medium and long. In this context the following definitions have been applied to the three timeframes;

- **Short term - 27 February 2020 to 30 June 2020**
- **Medium term - 1 July 2020 to 30 June 2021,**
- **Long term - 1 July 2021 and beyond.**

Because of the WA Government declaring a State of Emergency, on approximately Friday, 20 March 2020 the Chief Executive Officer and Executive Management Team of the Shire of Northam made a decision to activate the Councils Business Continuity Plan. The activation of the plan resulted in a realignment of the organisation to position the Shire of Northam to respond to the crisis. The following response/management structure was put in place;

- Organisation & Economy - Chief Executive Officer
- Response & Recovery - Executive Manager Development Services
- Financial - Executive Manager Corporate Services
- Community Resilience - Executive Manager Community Services





- Project Delivery - Executive Manager Engineering Services

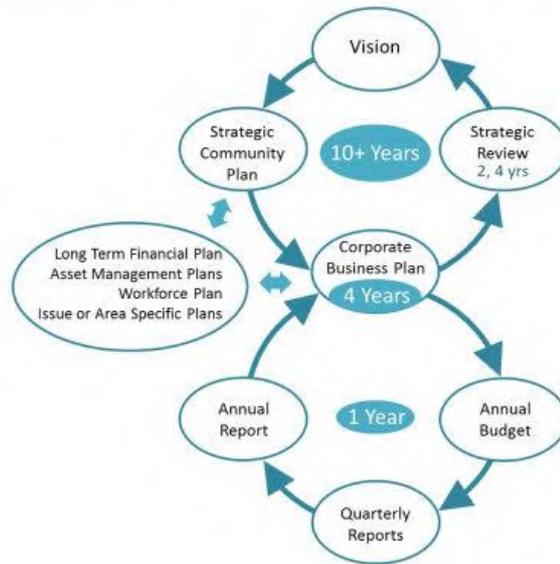
In developing this strategic response to the COVID-19 pandemic crisis, the Shire of Northam has taken a risk based approach. A risk-based approach in this context simply means Council has categorised our response into Organisation, Economy, Response & Recovery, Financial, Community Resilience and Project Delivery. Within each of these categories Council has attempted to identify, understand and assess the short, medium and long terms risks, developing a clear set of actions and directions to manage these risks to the best of the Councils ability (financial, human resource, advocacy). The risk ratings have been based on the inherent, or untreated risks identified. A formal residual risk rating has not been assigned at this point, suffice to say the mitigation actions are considered to be significantly reducing risk to Council.

The framework identifies a range of economic stimulus initiatives, including \$1,000,000 set aside as a short term response in 2019/20, and a further \$2,000,000 set aside for 2020/21. While this is the case over the April – June 2020 period Council will be exploring the opportunity to commit to a more substantial range initiatives and additional funding to assist the community navigate this challenging time.

### 2.3. Planning Context

The Covid-19 pandemic has impacted every local government in Western Australia to varying degrees. In addition to the 'normal' planning context, the Shire of Northam COVID-19 Response Strategy-Framework has had a strong influence over the planning of the 2020/21 Corporate Business Plan. This document is part of a series of strategic and forward planning documents used by the Shire. The overall process is shown below.





### 3.4. Informing Documents & Plans

Document/Plan	Date Adopted	Review Date	Document Control
<b>COVID-19 Response Strategy-Framework</b>	<u>20 May 2020</u>	<u>Monthly</u>	<u>CEO-STRAT-01</u>
Avon Sub Regional Economic Strategy	February 2013	N/A	ORG-STRAT-01
Shire of Northam Biodiversity Strategy	19 August 2015	2020/21	ORG-STRAT-02
Local Emergency Management Arrangements	16 November 2016	2020	DS-PL-01
Northam Land Rationalisation Strategy	20 March 2013	2018/19	DS-STRAT-01
Northam Railway Station Improvement Plan	December 2014	2019	ES-PL-03
Drainage Master Plan	June 2014	2018/19	ES-PL-04
Northam Regional Centre's Growth Plan; Social Infrastructure Audit Physical Infrastructure Audit Northam office Accommodation Strategy Opportunities and Gaps Assessment Commercial Investment & employment Strategy Economic & Commercial Profile	19 September 2012	2022	ORG-PL-01
DRAFT Bakers Hill Hydrological Assessment June 2018 (Koojeddah Hills)	June 2018	TBC	
Local Planning Scheme 6	21 March 2012	2018/19 – 2019/20	DS-PL-02
Local Planning Strategy	21 March 2012	2018/19 – 2019/20	DS-STRAT-02
Northam Town Centre Parking Strategy	21 December 2011	2017/18	ES-STRAT-01
Laneway Strategy	20 March 2013	2018/19	DS-STRAT-03
Minson Avenue Design Guidelines	17 August 2011	2017/18	ES-GL-01
Avon Regional Organisation of Councils Strategic Waste Management Plan 2015-2020	19 August 2015	2019/20	DS-PL-06
Inkpen Waste Facility Management Plan	25 January 2017	2021/22	DS-PL-03
Old Quarry Road Waste Management Plan	17 May 2017	2021/22	DS-PL-04
Bakers Hill Community Plan 2017	2017	2021	COMMS-PL-03
Grass Valley Community Plan	December 2002	2018	COMMS-PL-07
Wundowie Community Plan 2016	15 February 2017	2021	COMMS-PL-02
Safety & Risk Management Plan	November 2016	2019	CEO-PL-01
Strategic Community Plan –2017 - 2027	16 August 2017	2021/22	ORG-PL-02
Corporate Business Plan 2018/19	June 2019	2018/19	ORG-PL-03
Long Term Financial Plan	23 January 2019	2022	CS-PL-02



Document/Plan	Date Adopted	Review Date	Document Control
Integrated Workforce Plan 2013-2017	17 July 2013	2017	CEO-PL-02
Transport Asset Management Plan	25 January 2017	2020/21	ES-PL-09
Shire of Northam's Local Bicycle Plan	16 May 2012	2016/17	ES-PL-06
Shire of Northam's Local Bicycle Plan Addendum	May 2013	2016/17	ES-PL-07
Northam Youth & Wellbeing Plan 2018-2020			COMMS-PL-09
Community Safety and Crime Prevention Plan 2017-2020	<del>18 May 2016</del> 21 March 2018	<del>2019/20</del> 2020/21	COMMS-PL-08
Tracks Master Plan	17 February 2010	2014/15	ES-PL-08
Recreation Facilities Development Plan	21 June 2017	2021/22	COMMS-PL-01
Municipal Heritage Inventory	19 September 2012	2018/19	DS-PL-06
Community Engagement Plan	12 October 2011	2016/17	COMMS-PL-04
Bernard Park Masterplan	19 March 2014	2018/19	ES-PL-02
Disability Access & Inclusion Plan 2017-2020	<del>19 August 2016</del> 17 July 2019	<del>2018/19</del> 2023/24	COMMS-PL-05
Shire of Northam Records Keeping Plan 2013	2013	2023/24	CS-PL-01
Shire of Northam Public Health & Wellbeing Plan 2016-2019	15 June 2016	2019/20	COMMS-PL-06
Northam Town Centre Development & Connectivity Strategy	17 January 2018	2022/23	COMMS-STRAT-02
AROC Sport & Recreation Facilities Audit	2017	2022	COMMS-STRAT-01
Northam Airport Master Plan 2015	June 2017		DS-PL-05
Bush Fire Manual	April 2019		DS-GL-01
Shire of Northam Bushfire Risk Management Plan 2018-2023	April 2019		





## 4.5. Strategic Context

### a. Our Vision for Northam

*Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.*

In order to achieve this Vision, the Council will commit to display;

- **LEADERSHIP**
  - to recognise the community's expectations to provide leadership.
- **RESPECT**
  - to respect differences in age, culture, values and opinion.
- **TEAMWORK**
  - to achieve through the efforts of the team.
- **EXCELLENCE**
  - to aspire to one standard.
- **OPENNESS**
  - to engender trust through openness.

### b. Our Mission

*To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.*

In order to achieve this Mission, the Organisation will commit to being;

- **SAFE**
  - Focus on importance of safety in the organisation
- **OPEN**
  - Engage in two way communication, with transparency and trust
- **ACCOUNTABLE**
  - Know what you are responsible for, take ownership and deliver accordingly
- **RESPECTFUL**
  - Demonstrate respect for other's skills, knowledge and differing value systems





*Our cultural change emblem which includes an acronym of the values and behaviours we want embedded in our culture will remind us to soar high in our aspirations and work together as an organisation to achieve them.*



#### **c. Key Drivers**

- Agricultural sector
- Transport and logistics
- Government agency and service sectors
- Location, commutable to and from Perth
- Strong infrastructure connections to Perth and mining centres
- Status as a regional centre and Super Town

The Shire of Northam continues to be an attractor for development, with a number of major developments recently completed, such as the \$45m hospital refurbishment, \$25m new shopping centre and a \$10m refurbishment of the pre-existing shopping centre. Moving forward there are a number of projects commenced with completion due in 2019/20, including the DOME development, Commercial Hotel refurbishment, KFC development, Procon Developments Road House and Logistics Hub, while Council will have completed the development of its \$12m aquatic facility.

The private sector investment ranges from retail, to industrial, service sector, while the Government is investing in key amenity, medical and tourism related projects. More information is available at [www.northam.wa.gov.au](http://www.northam.wa.gov.au).

#### **d. Challenges facing the Shire of Northam**

The Shire of Northam faces a variety of challenges as it develops over the next 10 years. The critical challenges affecting the Shire have been identified through community engagement and the Strategic Community planning process. The Corporate Business Plan has been developed in consideration of these, which include;

- Difficulties attracting and retaining specialised labour to the area
- Economic development and, in particular, the development of a more balanced economy with diversity and choice in employment
- Increasing the engagement of youth through a range of programs and services
- Social and economic issues connected with drive in drive out (DIDO) and population transience
- Perception of Northam Communities
- Ensuring a balanced housing stock attractive to current and potential residents
- Developing an active healthy community



- Crime and vandalism trends

The development of this plan is based on the Shire's current knowledge. However, there are some critical uncertainties that the Shire has no control over, which may affect its planning, resourcing and implementation of the key initiatives described in this plan. Such critical uncertainties include:

- Growth planning funding gap
- Global financial conditions that may affect the resources industry and the Australian economy
- Change of State or Federal government policy
- Climatic/weather changes

**e. Key Opportunities**

- Realising the benefits of proximity to the metropolitan area
- State Government recognition of Northam as having significant growth potential (Super Towns)
- Diversification of economy into the areas of transport and logistics, professional services, mining related manufacturing
- Developing a tourism market around the natural and manmade assets already existing in Northam, particularly around heritage tourism, recreational aviation and adventure tourism
- Further development of Northam as a health and educational service provider to the wider region
- Land development opportunities, particularly in the smaller communities such as Wundowie and Bakers Hill
- Existing commercial interest in the Shire of Northam.

**f. Our Roles & Responsibilities**

**i. The role of the Elected Council;**

Council

Council is responsible for setting our strategic direction, which the Shire's administration then implements. In fulfilling this role, Council oversees the Shire of Northam finance and resources, determines its policies, and ensures that the Shire is meeting its statutory and community responsibilities effectively and efficiently.

The Shire of Northam meets twice monthly, on the second Wednesday of the month for an Agenda review and third Wednesday of the month for Full Council, both meetings are open to the public. In addition to this the Council have a quarterly strategic meeting, providing the opportunity for the Elected Council and Executive to discuss high level strategic issues, opportunities and challenges which may be facing the community. All meetings of Shire of Northam and its committees are



conducted in accordance with the Local Government Act. Meeting times and dates are published on the Northam website.

#### Shire President

The Local Government Act 1995 states that the role of the Shire President is to:

- preside at meetings in accordance with this Act;
- provide leadership and guidance to the community in the district;
- carry out civic and ceremonial duties on behalf of the local government;
- speak on behalf of the local government;
- perform such other functions as are given to the Mayor or president by this Act or any other written law; and
- liaise with the CEO on the local government's affairs and the performance of its functions.

#### Councillors

The Local Government Act 1995 states that the role of a Councillor is to:

- represent the interest of electors, ratepayers and residents of the district;
- provide leadership and guidance to the community in the district;
- facilitate communication between the community and the Council;
- participate in the local government's decision-making processes at Council and Committee Meetings; and
- perform such other functions as are given to a Councillor by the Local Government Act or any other written law.

### ii. The Council Executive

The Local Government Act 1995 states that the role of the CEO is to:

- advise the council in relation to the functions of a local government under this Act and other written laws;
- ensure that advice and information is available to the council so that informed decisions can be made;
- cause council decisions to be implemented;
- manage the day to day operations of the local government;
- liaise with the mayor or president on the local government's affairs and the performance of the local government's functions;
- speak on behalf of the local government if the president agrees;
- be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees);
- ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and
- perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.



The following table provides further insight into the role of the various Departments within the Shire of Northam:

**CHIEF EXECUTIVE'S OFFICE**

Service Area	Responsibility	Description	Outputs
Governance	Chief Executive Officer	Provide leadership to the organisation, liaise with all appropriate stakeholders, and ensure compliance within the legislative framework	<ul style="list-style-type: none"> <li>• Advocacy and lobbying</li> <li>• Staff Management</li> <li>• Coordinate staff newsletter</li> <li>• Compliance</li> <li>• Executive Team Leadership</li> <li>• Media liaisons</li> </ul>
Councillor Activity / Liaison	Chief Executive Officer	Provide support services for the Shire President, Elected Members and Full Council	<ul style="list-style-type: none"> <li>• Councillor liaison</li> <li>• Councillor induction and training</li> <li>• Committee meetings</li> <li>• Council meetings</li> <li>• Council agendas and minutes</li> <li>• Shire travel arrangements</li> </ul>
<u>Covid-19 Response &amp; Recovery</u>	<u>Chief Executive Officer</u>	<u>Provide leadership to the organisation &amp; community in the context of the Covid-19 pandemic</u>	<ul style="list-style-type: none"> <li>• <u>Organisation</u></li> <li>• <u>Economic support &amp; recovery</u></li> </ul>
Regional Development	Chief Executive Officer	Provide input into projects and initiatives on a regional basis	<ul style="list-style-type: none"> <li>• Avon Regional Organisation of Councils (AROC)</li> <li>• <u>Wheatbelt Regional Blueprint (WDC)</u></li> <li>• <u>Regional Capitals Alliance (Western Australia)</u></li> </ul>
Economic Development	Chief Executive Officer	Facilitate and promote economic development in the Shire	<ul style="list-style-type: none"> <li>• Economic Development <u>Plan</u></li> <li>• Advocacy for economic development</li> </ul>
Human Resources	Human Resources Coordinator	Manage human resources policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>• Human resources administration</li> <li>• Recruitment, selection, induction and retention</li> <li>• Employee and Industrial relations</li> <li>• Staff training and development</li> <li>• Staff performance and appraisal systems</li> </ul>





Service Area	Responsibility	Description	Outputs
Occupational Health and Safety			<ul style="list-style-type: none"> <li>Human resources policies and procedures</li> <li>Workforce Planning</li> </ul>
	Human Resources Coordinator	Manage occupational health and safety policies, procedures and services for the organisation	<ul style="list-style-type: none"> <li>Occupational Health and Safety Plan</li> <li>Occupational Health and Safety policies and procedures</li> <li>Occupational Health and Safety Committee</li> <li>Oversee minutes of Safety meetings and action plans</li> <li>Occupational Health and Safety awareness and education</li> <li>Accident investigation and incident reporting</li> <li>Oversee and manage return to work programs</li> <li>Provision of safety equipment</li> </ul>
Risk Management	Chief Executive Officer	Provide risk management services for the Shire	<ul style="list-style-type: none"> <li>OSH Audit reports of Shire locations</li> <li>Develop overall risk management policy for Council to endorse</li> <li>Train staff and elected members to establish context for assessing potential risks</li> <li>Define the organisations risk appetite, tolerance and likelihood guidelines</li> <li>Identify, analyse, evaluate, treat, monitor and communicate risks associated with any activity, function or process in a way that will maximise the potential to achieve goals and objectives and minimise potential for harm or loss management services for the Shire</li> </ul>



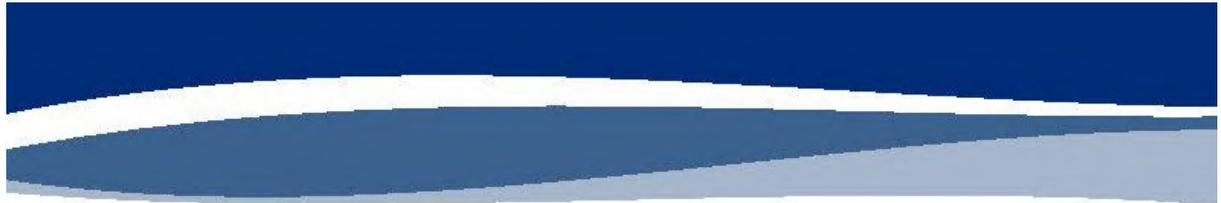


Service Area	Responsibility	Description	Outputs
Communications	Executive Assistant - CEO	Manage the Shire's internal and external communication,	<ul style="list-style-type: none"> <li>• Administer Promapp for risk management</li> <li>• Assisting with Shire staff communication</li> <li>• Oversee Shire's corporate communication policy</li> <li>• Oversee Shire style guide</li> </ul>
Business Improvement	Chief Executive Officer	Manage the organisational performance, identifying improvement opportunities	<ul style="list-style-type: none"> <li>• Administer Promapp for process mapping and improvement</li> </ul>



## CORPORATE SERVICES

Service Area	Responsibility	Description	Outputs
Administration	Executive Manager Corporate Services	Provide and manage Corporate Services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Acts, Regulations, Local Laws)</li> <li>• Compliance Audit</li> <li>• Financial management of service area</li> <li>• Insurance management and review</li> <li>• Staff management and development</li> <li>• Purchasing and compliance</li> <li>• Complaints and dispute handling</li> <li>• Council elections</li> <li>• Management of leases associated with Shire controlled land &amp; facilities (including Airport)</li> <li>• Processing insurance claims</li> </ul>
<u>Covid-19 Response &amp; Recovery</u>	Executive Manager Corporate Services	Oversee the organisational financial response and recovery	<ul style="list-style-type: none"> <li>• <u>Financial management &amp; response</u></li> </ul>
Cemetery	Administration Officer	Administration of Cemetery	<ul style="list-style-type: none"> <li>• Compliance (Local Law, Act and Regulations)</li> <li>• Maintaining Burial Register</li> <li>• Liaison with Funeral Directors</li> </ul>
Customer Service	Co-Ordinator Governance/ Administration	Provide internal and external customer service for the Shire	<ul style="list-style-type: none"> <li>• Front counter service</li> <li>• Telephone service</li> <li>• Department of Transport Licensing</li> <li>• Charter &amp; processes</li> <li>• Information Statement</li> <li>• Internal Audits</li> </ul>
Finance	Accountant	Provide financial services for the Shire	<ul style="list-style-type: none"> <li>• Payment of creditors</li> <li>• Invoicing and collection of charges</li> <li>• Managing and investing Shire funds</li> <li>• Payroll management</li> <li>• Rating and property management</li> <li>• Administering collection and remittance of</li> </ul>



Service Area	Responsibility	Description	Outputs
			Emergency Services Levy (ESL) <ul style="list-style-type: none"> <li>• Management of the asset register</li> <li>• Financial management reports</li> <li>• Statutory reporting</li> <li>• Annual budget</li> <li>• Long Term Financial Plan</li> <li>• Financial audit</li> <li>• Audit Committee</li> </ul>
Information Technology	Executive Manager Corporate Services	Provide information and communication systems for the Shire	<ul style="list-style-type: none"> <li>• Maintenance and support</li> <li>• Security of critical applications and data</li> <li>• Telecommunications management</li> <li>• IT Contract management</li> <li>• Purchase of IT equipment</li> <li>• Licensing compliance</li> <li>• Website coordination</li> </ul>
Records Management	Senior Records Officer	Provide record management services for the Shire that meet compliance requirements.	<ul style="list-style-type: none"> <li>• Registration of incoming and outgoing correspondence</li> <li>• Distribution of incoming correspondence</li> <li>• Registration of building and planning applications</li> <li>• Filing, retrieving and archiving of files</li> <li>• Disposal of records according to legislation</li> <li>• Freedom of Information requests</li> </ul>





### COMMUNITY DEVELOPMENT

Service Area	Responsibility	Description	Outputs
Aquatic	Manager Recreation Services	Provide and manage Northam and Wundowie town pools	<ul style="list-style-type: none"> <li>• Aquatic operations</li> <li>• Aquatic centres administration</li> <li>• Swim school</li> <li>• Fitness programs</li> <li>• Kiosks</li> <li>• Contribute to the planning of maintenance programs for Aquatic Centres</li> </ul>
<b>Covid-19 Response &amp; Recovery</b>	<u>Executive Manager Community Services</u>	<u>Develop and plan the community response</u>	<ul style="list-style-type: none"> <li>• <u>Community resilience</u></li> </ul>
Arts & Culture	Community Development Officer 2	Provide appropriate services and facilities which recognise the importance of art & culture to the community	<ul style="list-style-type: none"> <li>• Art &amp; Culture Development</li> <li>• Managing Shire art collection</li> <li>• <u>Coordinating Shire Arts Committees</u></li> </ul>
Community Events	Community Events Officer	Provide ongoing support to Council authorised events and activities in the Shire Provide a coordination role for all external events and support community groups in the application process	<ul style="list-style-type: none"> <li>• Events and Festivals</li> <li>• Coordinate the Event Approval process</li> </ul>
Community	Community Development Officer 2	Coordinate initiatives to ensure a safe community.	<ul style="list-style-type: none"> <li>• Community Safety and Crime Prevention Plan</li> <li>• <u>Alcohol &amp; Other Drugs Management Plan implementation</u></li> </ul>
	Community Services Admin	Assist in the delivery of the Shire's external communications.	<ul style="list-style-type: none"> <li>• Monthly newsletter update</li> <li>• Oversee Social Media usage</li> <li>• Oversee website content ensure up to date and relevant</li> </ul>
Information & Digital Innovation (Library )	Manager Information & Digital Innovation	Provide library and information services in Northam & Wundowie	<ul style="list-style-type: none"> <li>• Information technology and organisational innovation</li> <li>• Library administration</li> <li>• Collection management</li> <li>• Lending services</li> </ul>





Service Area	Responsibility	Description	Outputs
			<ul style="list-style-type: none"> <li>Reference and information</li> <li>Local history collection</li> <li>Northam and Wundowie library management</li> <li>Community education programs</li> <li>Public computer access</li> </ul>
Tourism Promotion and	Manager Tourism and Events	To contribute to the marketing of Northam Shire as a tourism destination and provide services to assist Visitors to the area	<ul style="list-style-type: none"> <li>Manage the Visitor Centre / servicing</li> <li>Contribute to marketing and promotion of the region</li> <li>Contribute to the marketing and promotion of the Shire</li> <li>Christmas Decorations</li> </ul>
Recreation	Manager Recreation and Youth Services	Manage Recreation Services	<ul style="list-style-type: none"> <li>Manage activation of recreation reserves (bookings, payments, events etc.)</li> <li>Provision of community recreation activities</li> <li>Liaise with stakeholder agencies</li> <li>Recreation centres management</li> <li>Liaise/coordinate with sporting groups/clubs</li> <li>Reserves and facility bookings management</li> </ul>
Youth	Manager Recreation and Youth Services	Provide opportunities to recognise achievements and facilitate the engagement of youth within the community	<ul style="list-style-type: none"> <li>Consultation with youth groups</li> <li>National Youth Week</li> <li>Youth sponsorship</li> <li>Liaison with government agencies and non-government organisations</li> <li>Youth Art Projects</li> <li>Manage activation of Northam Youth Precinct</li> </ul>
Respite	Killara Manager	Provide respite opportunity to the Shire of Northam Community	<ul style="list-style-type: none"> <li>Manage Killara facility</li> <li>Work with other respite service providers</li> </ul>





Service Area	Responsibility	Description	Outputs
Aged	Killara Manager	Provide opportunities to recognise achievements and facilitate the engagement of the aged within the community	<ul style="list-style-type: none"> <li>Recognising and responding to the needs of the aged community</li> <li>Providing services and facilities which are relevant and accessible to the aged</li> <li>Review and Implement the Northam Disability Access &amp; Inclusion Plan</li> </ul>
Grants Management	Community Development Officer (Joint)	To identify and facilitate the securing and management of grants both to and from the Shire of Northam	<ul style="list-style-type: none"> <li>Opportunity identification</li> <li>Application facilitation</li> <li>Acquittal facilitation</li> <li>Process oversight</li> </ul>
Place Activation	Community Development Officer 1	Coordinate the activation of community and CBD plans.	<ul style="list-style-type: none"> <li>Liaise/consult with key stakeholder group</li> <li>Oversight of Northam Pop up Shop</li> <li>Oversight of Northam co-work space</li> <li>Implement the various community and CBD plans as adopted by Council</li> </ul>
Aboriginal Culture	BKB Coordinator	Establish the needs of the local Noongar Community, and align with the desired cultural experiences of visitors	<ul style="list-style-type: none"> <li>Administration and implementation of a range of cultural activities</li> <li>Build strong relationships with local Noongar groups</li> <li>Liaise with the local Noongar communities to identify business opportunities to operate out of the Interpretive Centre</li> <li>Coordinate the day to day operations of the BKB Centre</li> </ul>



## DEVELOPMENT SERVICES

Service Area	Responsibility	Description	Outputs
Statutory Land Use Planning	Manager Planning Services	Provide development control in accordance with the Local Planning Scheme #6	<ul style="list-style-type: none"> <li>• Assessment of development applications</li> <li>• Planning and Development Act administration</li> <li>• Sub-division process management</li> <li>• State Administrative Tribunal reviews response</li> <li>• Provision of advice to customers and internal stakeholders on planning matters</li> <li>• Local Planning Scheme amendments</li> <li>• Structure Planning</li> <li>• Local planning policies</li> <li>• Compliance with local planning scheme requirements</li> <li>• Liaison and referral to relevant government agencies</li> </ul>
<u>Covid-19 Response &amp; Recovery</u>	<u>Executive Manager Development Services</u>	<u>Co-ordinate the Shire of Northam overall response to the Covid-19 pandemic</u>	<ul style="list-style-type: none"> <li>• <u>Response &amp; Recovery</u></li> </ul>
Strategic Planning	Manager Planning Services	Manage all matters that relate to strategic land use planning, primarily with respect to land use planning for the future development of the Shire	<ul style="list-style-type: none"> <li>• Review and implement the Local Planning Strategy</li> <li>• Develop and review planning strategic documents Input to State planning legislation and policy.</li> <li>• Provide strategic planning advice to customers.</li> <li>• Review precinct plans including structure plans and design guidelines</li> </ul>



Service Area	Responsibility	Description	Outputs
Building Services	Senior Building Surveyor	Manage building services to ensure overall compliance with all statutory building related legislation, codes and standards	<ul style="list-style-type: none"> <li>• Shire Land holdings management</li> <li>• Building Control including compliance with Building Legislation, Local Laws &amp; Policies</li> <li>• Provide Certification Services for all types of buildings</li> <li>• Issue Building and Demolition Permits.</li> <li>• Applications for built strata subdivisions response.</li> <li>• Site Inspections and issue of certificates where appropriate</li> <li>• Issue Occupancy permits &amp; building approval certificates</li> <li>• Provide Building statistics to the Australian Bureau of Statistics, Valuer Generals Office, Building Commission and BCITF</li> <li>• Provide advice to customers on statutory building matters</li> <li>• 4-yearly swimming pool inspections</li> <li>• Ensure building information on the website is current and correct</li> <li>• Plan search requests</li> </ul>
Community Health	Manger Health and Environment	Manage health services to ensure overall compliance with all statutory environmental health related legislation, codes and standards	<ul style="list-style-type: none"> <li>• Food Businesses Approvals and Assessment</li> <li>• Food Sampling (Legal and LHAAC Coordinated)</li> <li>• Approval of Skin Penetration Premises</li> <li>• Sampling and Assessment of aquatic facilities.</li> </ul>





Service Area	Responsibility	Description	Outputs
		Manage all matters that relate to strategic environmental health planning for the future development of the community as identified.	<ul style="list-style-type: none"> <li>• Sampling &amp; Assessment of Reclaimed Waste Water Reuse Scheme</li> <li>• Lodging House Inspection and Registration</li> <li>• Vector Investigation</li> <li>• Health Promotion</li> <li>• Registration of Offensive Trades</li> <li>• Issue permits for stallholders, street traders, morgues, stable licences and portable signs</li> <li>• Approve and issue permits for onsite Effluent Disposal Systems</li> <li>• Advise on Environmental Health related matters</li> <li>• Public Building Approvals and Assessments</li> <li>• Section 39 Liquor Licencing Approvals</li> <li>• Public Event Assessment, Permits and Monitoring</li> <li>• Unightly Land/ Hoarding</li> <li>• Complaints (noise, noxious odours, poultry, dust)</li> <li>• Liaison with DER &amp; Industry regards lead levels in community</li> </ul>
Environment	Environmental Sustainability Officer	Provide natural environmental services for the Shire and wider community	<ul style="list-style-type: none"> <li>• Investigate and recommend appropriate action on Shire controlled contaminated sites</li> <li>• Environmental compliance and complaints</li> <li>• Environmental assessment and clearances for development</li> <li>• Environmental Strategies, Policies and Local Laws</li> <li>• Avon River Town Pool</li> <li>• Implement Biodiversity Strategy</li> <li>• Incorporate Water Wise Protocols</li> </ul>





Service Area	Responsibility	Description	Outputs
Emergency	Community Emergency Services Manager	Coordinate emergency management services to provide safety and security to the local community	<ul style="list-style-type: none"> <li>Advise other Shire Departments on Environmental Approvals Processes for submissions for agencies including road widening applications to DWER and upgrading Water Reuse Scheme</li> <li>Emergency management</li> <li>Liaison with government agencies and non-government organisations</li> <li>Compliance with relevant legislation, policies, codes, regulations</li> <li>Development and ongoing review of Emergency Management Plans</li> <li>Training in emergency management practices and response</li> <li>Local &amp; District emergency management committee</li> <li>Education programs</li> <li>Monitoring and informing of emergencies</li> <li>Local recovery plans</li> <li>Bushfire mitigation plans</li> </ul>
Ranger	Senior Ranger	Administer Ranger Services in accordance with state and local legislation to ensure compliance and safety of the local community	<ul style="list-style-type: none"> <li>Animal control</li> <li>Parking management</li> <li>Permits issued under Local Laws</li> <li>Local Law enforcement</li> <li>Litter control</li> <li>White Swan colony management</li> <li>Liaison with government agencies and non-government organisations</li> <li>Assist with provision of bushfire mitigation and management</li> <li>Implementation of community education programs</li> </ul>





Service Area	Responsibility	Description	Outputs
Landfill operations	Manager Health and Environment	Provide and manage landfill operations	<ul style="list-style-type: none"> <li>• Manage Contracts for Old Quarry Road and Inkpen Road Waste Management Facilities</li> <li>• Waste Management Business Planning, Operations and Construction</li> <li>• Monthly Invoicing and Customer Management</li> <li>• Strategic Site Management and Consultant Liaison</li> <li>• Site Licence Renewals and Compliance</li> <li>• Ground Water Bore Monitoring and Sampling</li> <li>• Annual DWER Licence Report including AMR and AACR and Quarterly DWER Levy Reporting</li> <li>• Assessment of Contaminated Waste Disposals</li> <li>• Management of controlled waste disposal</li> <li>• Annual National Pollutant Inventory (NPI) Reporting for the Old Quarry Road Waste Management Facility</li> </ul>
Waste collection & Recycling services	Manager Health and Environment	Provide and manage waste collection and recycling services for the Shire	<ul style="list-style-type: none"> <li>• Manage contracted waste and recycling services for Domestic and Commercial Collection</li> <li>• Contract Renewals and Implementation</li> <li>• Strategic Waste Management Plan Implementation</li> <li>• Waste and Recycling Promotion</li> <li>• New Services and Master List Maintenance</li> <li>• Complaints and Missed Bins</li> <li>• Annual DWER Waste Census</li> </ul>





### ENGINEERING SERVICES

Service Area	Responsibility	Description	Outputs
Engineering Services Administration	Executive Manager Engineering Services	Manage and administer Engineering services for the Shire	<ul style="list-style-type: none"> <li>• Compliance (Local Laws, Acts, and Regulations)</li> <li>• Directorate financial management and reporting</li> <li>• Staff management</li> <li>• Procurement and probity</li> <li>• Regional Road Group membership</li> <li>• Complaints and dispute resolution</li> <li>• Policy review</li> <li>• Staff development</li> </ul>
<u>Covid-19 Response &amp; Recovery</u>	<u>Executive Manager Engineering Services</u>	<u>Oversee all project delivery during the Covid-19 pandemic</u>	<ul style="list-style-type: none"> <li>• <u>Project delivery</u></li> </ul>
Infrastructure Design	Technical Officer	Manage and co-ordinate internal engineering design	<ul style="list-style-type: none"> <li>• Development of standard drawings</li> <li>• Design of minor infrastructure improvement projects</li> <li>• Development and maintenance of mapped asset infrastructure</li> </ul>
Asset Management	Technical Officer	Manage the Shire's assets in accordance with asset management principles	<ul style="list-style-type: none"> <li>• Asset Management framework</li> <li>• Development of Asset Management Plans across all asset classes</li> <li>• Funding submission applications</li> <li>• Project renewal modelling</li> <li>• Asset Management reports</li> <li>• Preventative maintenance planning</li> <li>• Asset information systems management</li> <li>• Asset management information recording.</li> <li>• Data collection and analysis</li> </ul>
Building Maintenance	Building & Project Supervisor	Maintain Council buildings to an acceptable standard	<ul style="list-style-type: none"> <li>• Building Asset Management Plan</li> </ul>





Service Area	Responsibility	Description	Outputs
			<ul style="list-style-type: none"> <li>Scheduled and unscheduled maintenance to buildings, , CCTV, town clock</li> <li>Upgrades to Council buildings</li> <li>Building Project Management</li> <li>Design of building modifications</li> <li>Liaise with stakeholders</li> <li>Supervision of contractors</li> <li>Preparation and management of tenders and contracts</li> <li>Assist with preparation of specifications for grant applications</li> <li>Identify and implement energy saving opportunities</li> <li>Carry out minor repairs of buildings and structures</li> <li>Manage provision of service utilities to new building infrastructure</li> </ul>
Engineering Operations	Works Manager	Provide construction and maintenance services for the Shire's roads, drainage, Bridges and pathway networks	<ul style="list-style-type: none"> <li>Roads and laneways construction and maintenance</li> <li>Pathways construction and maintenance</li> <li>Risk assessments</li> <li>Drainage construction and maintenance</li> <li>Street &amp; footpath sweeping</li> <li>Development and implementation of annual, routine and periodic works programs for the service area.</li> <li>Private Works</li> </ul>
	Project Development Manager	Performs planning and development of capital works projects to be delivered both internal and externally.	<ul style="list-style-type: none"> <li>Traffic Management Assessments</li> <li>Initiates procurement of materials and contractors for projects.</li> <li>Risk assessments</li> </ul>





Service Area	Responsibility	Description	Outputs
			<ul style="list-style-type: none"> <li>• Management of special projects</li> <li>• Provide engineering and technical advice to external stakeholders and other internal departments.</li> </ul>
	Parks & Gardens Manager	Provide maintenance and improvement services for POS, Cemetery and Northam Airport.	<ul style="list-style-type: none"> <li>• Manage Landscape and Streetscape improvement works</li> <li>• Waste Water Re-use management</li> <li>• Risk assessments</li> <li>• Development and implementation of annual, routine and periodic works programs for the service area.</li> <li>• Development and management of service levels</li> <li>• Oversees the provision of internal labour resources support to other departments.</li> </ul>





**THEME AREA 1: ECONOMIC GROWTH**

Diversifying and growing the economy for prosperity and employment

**Key indicators of success:**

- **Grow labour force as measured by DEEWR by 10% over 5 years**
- **Increase Gross Regional Product by 10% over 5 years**

**OUTCOME 1.1**

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

**Objectives:**

- Ensure the Shire of Northam is a welcoming and easy place for quality investment to occur
- Communicate clearly and widely the benefits of doing business in the Shire of Northam
- Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation
- Embrace technology as an enabler for development, and lobby for high speed internet connectivity
- Promote the business case for Government offices servicing the Wheatbelt to choose to locate in Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<del>Lobby LandCorp</del> <b>Work with Development WA to undertake Avon Industrial Park Stage 3 development, if existing Industrial Park at 80% capacity</b>	Northam Regional Centre Growth Plan	Economic Development				
<b>Develop incentives for relocation of existing businesses to established industrial area, physical improvements to sites, encourage private investment</b>						
<b>Pursue the further development of NBN / broadband into Northam (areas Aim to have at least 300mbps upload speed in CBD)</b>						
<b>Encourage increase in professional services to the community</b>						
<b>Assess opportunities in equestrian development area</b>	Northam Regional Centre Growth Plan (Page 153)					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
LIA Capacity Assessment (key infrastructure requirements)	Northam Regional Centre Growth Plan (Page 153)	Strategic Planning				
Review Local Planning Strategy to acknowledge mineral resources in and adjacent to the Shire of Northam	Local Planning Strategy					
Develop a POS Strategy that identifies existing areas of POS (undeveloped and developed) in relation to current and future development including timeframes for proposed development/rationalisation						
Develop Northam Smart Cities/Regions Community Plan	Strategic Community Plan	Information & Innovation				
<u>Lobby Where the opportunity arises, liaise with</u> Government establish & maintain Regional Government Offices and potential State Government Departments in Northam	Strategic Community Plan	Economic Development				
Review Shire of Northam investment prospectus	Strategic Community Plan					
Actively encourage employers to employ local residents	Strategic Community Plan					



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

Objectives:

- Encourage local consumers to 'buy local' and support local businesses
- Support existing and future local businesses in maximising subcontracting opportunities within the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>In liaison with the Chamber of Commerce implement the ready.set.go marketing strategy focused on local business development</b>	Northam Regional Centre Growth Plan & Northam Development Plan	Economic Development				
<b>Lobby <del>LandCorp</del> <u>Development WA</u> to continue to implement a marketing strategy for the Avon Industrial Park</b>	Industrial Skilled Labour Force Attraction in the Avon Valley	Economic Development				
<b>Coordinate Council works to maximise opportunities for local business</b>	Strategic Community Plan	Engineering Services Administration				
<b>Be recognised as a Small Business friendly Council</b>	Strategic Community Plan	Community Development				
<b>Review Local &amp; Regional Price Preference Policy</b>	Strategic Community Plan	Economic Development				



**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.

Objectives:

- Improve and expand the retail and hospitality offerings in Northam
- An activated and attractive town centre with lower retail vacancy rates

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<del>Sale of Victoria Oval, for development</del>	<del>Northam Regional Centre Growth Plan</del>	<del>Strategic Planning</del>				
Apply Minson Avenue Design Guidelines to assist activate the area from Avon to Peel Terrace bridges. Encourage demonstration building along Minson Ave and promote detailed/precinct concept plan.	Minson Avenue Design Guidelines/Growth Plan (Page 160)	Statutory Planning				
Continue the development of Bernard Park as central focus of the CBD	Northam Regional Centre Growth Plan	Parks, Gardens and Reserves				
Work with Chamber of Commerce to develop incentives for businesses in CBD to open on weekends		Community				
Develop incentives and identify opportunities for businesses to establish in CBD		Community				
Implement CBD Centres Development & Connectivity Strategy	Northam Regional Centre Growth Plan	Community				



**OUTCOME 1.4**

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

Objectives:

- Develop tourism opportunities based around the Shire's unique cultural, heritage and environmental assets
- Position Northam as an ideal destination to attract regional, state and second-tier national events
- Effectively market the tourism options available within the Shire of Northam including annual flagship events
- Collaborate with surrounding areas to create Avon Valley tourism growth

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Manage the Northam Visitor Centre	Strategic Community Plan	Tourism and promotion				
Implement Northam tourism branding strategy	Strategic Community Plan					
<del>Review Membership of Avon Valley Tourism</del>	<del>Strategic Community Plan</del>					
Contribute to the development and review of a regional marketing strategy	Strategic Community Plan					
Review events package to assist and guide local event and festival providers	Strategic Community Plan	Community Events				
Develop a policy to guide Council in the support of various local events and festivals	Strategic Community Plan					
Support monthly local markets	Strategic Community Plan					
Encourage small business to operate 7 days	Strategic Community Plan	Economic Development				
Advocate for State League or higher sporting fixtures to be held in Northam on a regular basis – including <del>(AFL football match at Henry Street Oval (NAB cup, WAFL, AFL intra club, Netball, Basketball, Swimming &amp; aquatic sports, Hockey))</del>	Strategic Community Plan	Recreation				





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Identify and lobby for 1 second tier State or National Event to occur in Northam each year	Strategic Community Plan	Community Events				
Advocate for national or international ballooning event in Northam every two years						
Hold National or International ballooning event in Northam every two years						
Produce an Annual Calendar of events in conjunction with identified stakeholders						



**OUTCOME 1.5**

Shire of Northam is recognised for its education services and research and development excellence.

Objectives:

- Maintain an innovative and broad-ranging education system that is recognised and valued by the community and the Region
- Offer via education providers a wide range of tertiary programs, either directly or through brokerage arrangements
- Be recognised for excellence in agricultural research and development
- Facilitate growth in knowledge industries enabled by broadband

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Review current educational services and develop actions to create additional value</b>	Northam Regional Centre Growth Plan	Strategic Planning				
<b>Partner with community groups to provide early years facilities and services within Shire</b>	Strategic Plan Community	Community				



**THEME AREA 2: COMMUNITY WELLBEING**

A cohesive community with access to quality services

**Key indicators of success:**

- 5% population growth per annum
- Socio Economic Index For Areas (SEIFA) rating increases and improves by 2022

**OUTCOME 2.1**

People in the Shire of Northam feel that their community is caring and inclusive.

Objectives:

- Residents are well informed about activities and services in the Shire
- Support is provided to encourage a strong culture of volunteering
- Services targeted at parent support and building stronger families are available
- Opportunities are provided for residents to gain a greater understanding and appreciation of the diverse cultures within the community
- People with disabilities are able to live a safe and fulfilling life in the Shire
- Improved facilities and activities for youth are available within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review the Shire of Northam Disability access and inclusion plan	Disability Services Act	Community				
Partner with community groups providing services to the aged and people with disabilities						
Implement Wundowie Community Master Plan						
Implement Bakers Hill Community Master Plan						
Develop & Implement Grass Valley Community Master Plan						
Identify and support Local Service providers to deliver Youth programs						
Maintain Senior Citizens Centre (Memorial Hall)	Memorial Hall Deed	Building Maintenance				





**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

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Implement recreation facilities master plan for the Shire of Northam.</b>	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010	Recreation				
<b>Review/develop a Shire wide bike trails master plan</b>	Northam Recreation Facilities Plan, Northam Trails Master Plan 1999, Tracks Master Plan 2010					
<b>Manage the Northam &amp; Bakers Hill Recreation Centres</b>						
<b>Manage the Shire Swimming Pool facilities in Northam &amp; Wundowie</b>						
<b>Develop annual program of active recreational activities for the Shire of Northam</b>						
<del><b>Develop Northam Swimming Pool at recreation Centre precinct</b></del>		Recreation				
<b>Implement Seniors Activity Program around active ageing</b>						
<b>Assist local sporting clubs to develop their governance and expand their participation levels</b>						
<b>Implement annual program of events in partnership with Inclusion WA</b>						





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Develop, implement and review policy and procedures relating to Library Services.		Information & Innovation				
Deliver a supportive library service						



**OUTCOME 2.3**  
A needs-driven public transport system is available for residents of the Shire of Northam.

Objectives:

- Lobby for transport links from Northam to the metropolitan area to be improved to ensure they are fast, reliable and appropriate, this will include continued provision of a regular daily Avon Link train service.

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Develop a long term local bus service business case (noting importance of other services such as Taxi)	Northam Regional Centre Growth Plan	Community				
Review the trial community bus from Wundowie to Northam, via Bakers Hill and Clackline						
Promote the use of Taxi and Ride Share Services in Northam						
<del>Lobby Advocate</del> for the introduction of improved public transport links to Perth metropolitan area						



**OUTCOME 2.4**  
Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.

Objectives:

- Provide support to enable seniors to remain living in their own homes as long as possible
- Establish a range of care options to ensure people can remain in their local communities as they age
- Offer seniors activities that are accessible across the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Implement the Wheatbelt Integrated Aged Care Plan		Community				
<del>Investigate opportunities for expansion of community aged care units</del>						
Manage the Killara Adult Day Care and Respite Services		Respite				
Implement the Aged Care WAAFI (WA Assessment Framework Interface) to promote collaboration with other service providers within the Avon region						
Review and monitor the financial sustainability for the Killara facility		Finance				
Manage & Maintain Kuringal Village (8units)	Community Housing Guidelines	Building Maintenance				



**OUTCOME 2.5**  
 Northam continues to be a regional health services centre providing specialist and general and ancillary health services.

Objectives:

- Specialist health and support services are available within the Shire Northam for residents and the region
- Support establishment of new ancillary health service businesses within the Shire

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Ongoing development of Avon Health &amp; Emergency Services Precinct</b>	Avon Health & Emergency Services Precinct business case	Economic Development				



**THEME AREA 3: SAFETY AND SECURITY**

A community without fear of crime or antisocial behaviour

*Key indicator of success:*

- *A continuous downward trend in crime and anti-social behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys*

**OUTCOME 3.1**

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

Objectives:

- Plan and implement strategies to address crime and safety within the Shire of Northam
  - increase community participation in identifying and reporting of crime
  - increase community awareness and understanding of how to prevent crime and improve community safety
  - work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
- Inform community of long term crime trends and comparisons

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Implement the Shire of Northam Community Safety and Crime Prevention Plan 2017-2020</b>	Community Safety & Crime Prevention Plan 2016-2020	Community				
<del>Continue to implement Community Alcohol &amp; Other Drug Management Plan</del>						
<del>Review the Shire of Northam Community Safety and Crime Prevention Plan 2016-2020</del>	Community Safety & Crime Prevention Plan 2016-2020					
<b>Monitor and maintain the Shire's CCTV network</b>	Community Safety & Crime Prevention Plan 2016-2020	Information Communication & Technology				





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Finalise Stage 2 of the Shire's CCTV network</b>	Community Crime Prevention Plan 2016-2020	Information Communication & Technology				
<b>Lobby <u>Advocate</u> to maintain adequate police services in the Shire of Northam</b>		Governance				



**THEME AREA 4: ENVIRONMENT & HERITAGE**

Preserving the natural and historic beauty of the Shire of Northam

*Key indicators of success:*

- Determine a baseline carbon footprint for Council and identify strategies to reduce carbon emissions
- Avon River water quality remains at same or improved level by 2022
- No decrease in the number of high and medium value heritage assets on the municipal heritage inventory

**OUTCOME 4.1**

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

Objectives:

- Verges and roadsides are neat, tidy and attractive
- Information and way finding signage is clear, visible and easy to find

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Implement Shire of Northam Way find Strategy	Northam Town Centre Development & Connectivity Strategy	Tourism Promotion				
Develop incentives and policies to encourage residents to maintain property verges in both town and rural areas		Engineering Services Admin				
Develop and implement a rural verge maintenance program						
Develop and implement a town site verge maintenance program for main arterial routes						





**OUTCOME 4.2**  
Northam honours, and is recognised for, its unique heritage and cultural identity.

Objectives:

- Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted
- Northam's heritage buildings and locations are well maintained
- There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Manage Bilya Koort Boodja</b>	Northam Interpretive Centre Business Case	Aboriginal Culture				
<b><del>Develop-Implement &amp; Review from time to time Reconciliation Action plan</del></b>		Aboriginal Culture				
<b>Manage and maintain the Shire's Art Collection</b>		Arts & Culture				
<b>Review Municipal Heritage Inventory and develop Heritage List and Local Heritage Survey</b>	Heritage Act	Planning				
<b>Implement Northam Heritage Design Guidelines for Fitzgerald &amp; Gordon St areas</b>	LPP 18 - Heritage Precincts	Strategic Planning				
<b><del>Adopt Heritage Policy to guide development of privately owned buildings (refer c4.1 above)</del></b>	Municipal Heritage Inventory, Local Planning Scheme	Strategic Planning				
<b>Support Community groups to assist them raise their profiles and obtain grant funding to develop their infrastructure</b>		Community				
<b><del>Develop a plan to identify and market Northam's heritage assets.</del></b>	Municipal Heritage Inventory/Northam Development Plan	Tourism & Promotion				





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Assist local groups in identifying & preserving local stories		Community				



**OUTCOME 4.3**  
Residents and organisations within the Shire of Northam are supported to reduce their environmental impact.

Objectives:

- Increase energy efficiency in Shire-controlled buildings and increased procurement of renewable energy
- Sustainable waste management with the aim of reducing and reusing waste effectively
- Deliver a well-planned and implemented street tree program
- Support locally grown food initiatives
- Promote water re-use and water efficiency

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review and implement the regional waste management strategy initiatives.	Strategic Waste Minimisation Plan	Waste Management				
Contract manage waste facilities, to process general waste, inert waste, and liquid waste and green waste operations and access in accordance with regulations and licence conditions.	Old Quarry Road & Inkpen Road Waste Management Plans					
Update Landfill Sites Waste Management Plans	Waste Management Plans					
Review Operation of Waste Disposal Local Laws Formalise Contract for Inkpen Waste Management Facility	Local Law Waste Management Plan					
Provide general rubbish bin kerbside collections, skip bin verge & street bin service.	Strategic Waste Minimisation Plan					
Review Waste Local Law						
Develop waste minimisation community awareness campaign	Strategic Waste Minimisation Plan					
Provide kerbside and drop-off recycling facilities to reduce waste to landfill	Strategic Waste Minimisation Plan					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Develop a climate change adaptation position and potential strategy, including the development of a baseline carbon footprint for Council	WALGA Climate Change Management Toolkit	Environment				
Remediate Shire of Northam controlled contaminated sites	Contaminated Sites Act					
Review Pest Plant Local Law						
Implement Shire of Northam Biodiversity Strategy in liaison with Wheatbelt NRM	Local Government Biodiversity Planning Guidelines					
Liaise with Water Corporation in regards to waste water treatment plant upgrade						
Investigate the upgrading of existing water reuse system for use by the Shire of Northam and possible expansion for other users						
Identify opportunities to implement water efficiency into Council facilities and operations	Department of Water Policy 1.02					
Commit to water saving initiative program such as ICLEI – Local Governments for Sustainability –	ICLEI Guidelines					
Investigate and enforce compliance regards unlawful activities that are detrimental to the environment	Health Act	Community Health				
Identify opportunities to implement energy efficiency into Council facilities and operations	Building Act & Building Code of Australia	Building Services				
Introduction of water-wise programs at the swimming pools & recreation centre	Water Corporation Water Wise Community program	Recreation				
Develop & Implement Corella Management Strategy/Plan		Ranger				





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review Shire of Northam street tree guidelines	W5.5 Street Tree policy	Engineering				
Audit adequacy of street trees in Northam						
Audit adequacy of street trees in Wundowie, Bakers Hill & Grass Valley						



**OUTCOME 4.4**  
Rivers and waterways in the Shire of Northam are greatly valued and maintained to a high natural standard.

Objectives:

- The Shire of Northam is widely known and maintained as a biodiversity hotspot and the premier destination to experience the Avon River
- The Avon River is healthy, appreciated and used by the community and visitors for both passive and active recreation

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Develop / Endorse management plan for the Avon River Town Pool</b>	Proposed Avon Town Pool Management Plan	Environment				
<b>Implement strategies to improve the health and aesthetics of the Avon River Town Pool</b>	Northam Town Pool Water Quality Management Plan 2013 Northam Regional Centre Growth Plan					
<b><del>Promote</del> Investigate opportunities for passive and active recreational use of the Avon river</b>		Tourism & Promotion				
<b>Support the Avon descent</b>						



**THEME AREA 5: INFRASTRUCTURE AND SERVICE DELIVERY**

Liveable, connected communities with well-maintained assets

**Key indicators of success:**

- Asset sustainability ratio is between 90% and 110%
- Asset consumption ratio is between 60% and 75%

**OUTCOME 5.1:**

The Shire of Northam sensitively facilitates well planned development, urban renewal and improved urban realm.

**Objectives:**

- Well planned and legible urban and rural areas
- Work with the Housing Authority to deliver newer public housing stock
- Pursue a land rationalisation strategy
- Investigate a laneways strategy to enable subdivision access

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review Local Planning Strategy	Planning & Development Act	Strategic Planning				
Review Local Planning Scheme 6	Planning & Development Act					
Facilitate planning for West Northam redevelopment precinct	Northam Regional Centre Growth Plan					
Facilitate planning for Avonvale redevelopment precinct in partnership with Department of Housing	Northam Regional Centre Growth Plan					
Review Local Planning Policies	Local Planning Scheme 6 and Strategy					
Develop Urban renewal/regeneration plans for identified areas	Northam Regional Centre Growth Plan					
Process development and DAP applications in accordance with LPS 6	Planning & Development Act	Statutory Planning				
Manage and implement local planning policies.	Local Planning Scheme No.6					
Undertake compliance proceedings on development	Local Planning Scheme No.6					
Guide / control the development and use of agricultural land in the Shire and minimise potential for land use conflict as identified in the precincts contained within the LPS	Local Planning Strategy					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
<b>Review Extractive Industries Local Law</b>						
<b>Process development and DAP applications in accordance with LPS &amp; Undertake compliance proceedings on development</b>	Local Planning Scheme					
<b>Input into subdivision applications</b>	Local Planning Policies					
	Local Planning Strategy/Scheme					
<b>Facilitate clean-up of disused commercial &amp; residential properties</b>	Northam Regional Centre Growth Plan	Community Health				

**OUTCOME 5.2:**

Environmental risks are proactively managed to minimise impact on residents.

Objectives:

- Focus on stormwater management in both urban and rural areas
- Continued bushfire management planning and mitigation works
- Proactive weed and pest management

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review Local Emergency Management Arrangements	Emergency Management Act 2005	Emergency Services				
Develop and Conduct an emergency exercise for the LEMC annually	Local Emergency Management Arrangements					
Develop & coordinate delivery of community Emergency Services	Local Emergency Management Arrangements					
Encourage safe & effective bushfire mitigation management on non-Council controlled Reserve Land	Shire of Northam Bushfire Risk Management Plan					
Develop Reserve Management Plan, implement and conduct bushfire mitigation on (shire controlled) land in conjunction with BFB' and residents	Reserve Management Plan (to be developed)					
Maintain Emergency services Directory for the Shire of Northam	Local Emergency Management Arrangements					
Support local bushfire brigades in bushfire management	Bushfire Manual					
Support the bushfire brigades in the maintenance and acquiring of suitable plant and equipment	Bushfire Manual					
Provide training and support to BFB volunteers to perform firefighting operations to acceptable standard	Bushfire Manual					
Provide Recovery Support to Emergency Services	Local Emergency Management Arrangements					
Review Bushfire Management <del>Plan</del> Manual	Bushfire Management Plan					
<del>Complete</del> Review Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)					



Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Implement recommendations of Shire of Northam Resource to Risk Assessment	Shire of Northam Resource to Risk (to be completed)					
Inspect and report on properties with regard to fire breaks and fire control	Shire of Northam Firebreak Order	Ranger				
Support protection of existing & remnant vegetation and revegetation along waterways	Local Planning Scheme Special Control Area Strategies	Environment				
Encourage and support community environmental projects	Environmental Protection Act					
<del>Identify opportunities for buffer zones to protect the natural environment against development</del>	<del>Local Planning Strategy / Scheme</del>	<del>Strategic Land Use Planning</del>				
Continue to address ongoing issues with storm water drainage management in rural residential areas (Bakers Hill)		Engineering Operations				





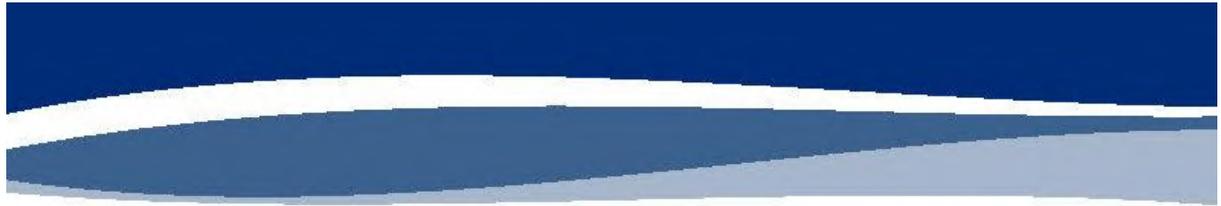
**OUTCOME 5.3:**  
To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.

Objectives:

- Implement robust asset management plans which promote efficient, safe and quality infrastructure.
- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects.
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.
- Improve and encourage utilisation of existing airport facilities and associated air services
- Maintain an efficient and safe regional road network

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Implement drainage maintenance plan	Asset Management Plan	Asset Management				
Implement 2 year footpath construction program	Asset Management Plan					
Deliver footpath program	Operational Plan					
Implement and maintain 2 year road construction program	Asset Management Plan					
<u>Lobby Advocate</u> for the development of the 'orange route' Great Eastern Highway		Engineering Services Administration				
Input into the Avon Regional Roads Group						
Implementing the Northam Bike / Footpath Plan.	Northam Local Bicycle Plan					
Maintain Roads within the Shire		Engineering Operations				
Develop road maintenance plan	Asset Management Plan					
Deliver Annual construction program	5 year Construction Program					
Implement footpath maintenance plan	Asset Management Plan					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Provide input and <b>lobby-advocate</b> to retain the Avon Link Rails Service with improved scheduling	Northam Regional Centre Growth Plan	Governance				
Encourage strong connectivity between Train Station and CBD	Northam Regional Centre Growth Plan	Strategic Planning				
Review Airport Master Plan	Northam Airport Master Plan					
Manage the Shire's Airport and maintenance	Airport master plan	Airport				
Manage the leasing of airport infrastructure	Airport Lease / Policy / Structure Plan	Administration				





**THEME 6: GOVERNANCE & LEADERSHIP**

Leading with accountability, connection and openness

*Key indicators of success:*

- *Community Perceptions Survey measures increased satisfaction that the Council is leading the Shire of Northam in the right direction*
- *Nil non-compliance with Local Government Act requirements*

**OUTCOME 6.1:**

The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

Objectives:

- 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

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Market Northam's 'brand' both externally and internally		Economic Development				





**OUTCOME 6.2:**  
Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.

Objectives:

- Decisions made by the Shire are communicated and the reasoning clearly articulated to residents and stakeholders
- Complaints are heard and resolved transparently
- Effective and efficient two-way communication between the Shire and stakeholders
- Clearer understanding of the roles of Elected Members in the community

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review Shire of Northam communications plan		Governance				
Implement a framework for regular community meetings						
Undertake biennial Community Survey						
Actively promote local government elections						
Proactively promote Shire of Northam decisions						
Actively promote the role and profile of Elected Members						
Maintain an open & transparent complaints process						



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

Objectives:

- Provide outstanding customer service
- Ensure robust financial management
- Implement systems and processes which deliver outcomes for our community
- Maintain a high standard of corporate governance
- Improve community access to information to ensure they are able to be informed of our activities
- Encourage active community participation in our local government
- Undertake our regulatory roles in a safe, open, accountable and respectful manner
- Be an organisation where people want to work

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Provide management and leadership to the organisation and stakeholders	Corporate Plan	CEO & Executive Management				
Manage and administer the Shire's financial systems and procedures.		Finance				
Review the Shire's rates strategy.						
Review UV to GRV rating for rural residential properties under 5 hectares						
Manage and implement Fair Value of assets to meet legislative requirements						
Review Council Insurance coverage		Human Resources				
Provide occupational health & safety advice and fit for work support to Shire of Northam staff	OSH Policy, Injury Management Manual					
Review attraction & retention strategy	Workforce Plan					
Maintain a staff development framework	Workforce Plan					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Manage customer services through use and maintenance of appropriate systems and processes		Customer Service				
Implement Shire of Northam Customer Services Charter						
Implement an organisational wide process for dealing with/responding to customer requests/complaints						
Maintain provision of Department of Transport licensing services for the community		Ranger				
Provide a proactive approach to responsible animal (dog, cat) ownership and management within the community						
Develop/implement community education program on animal management requirements						
Coordinate the Council Community grant contributions and processes		Community				
Provide records management systems and services while maintaining compliance with relevant legislation.		Records				
Ensure latest retention and disposal guidelines are met						
Administer and review of the Shire's Record Keeping Plan.						
Manage the Shire's plant, equipment and vehicle fleet.		Plant & Fleet				
Review Plant Replacement Strategy.						
Ensure telecommunication needs of the Council are met to an adequate standard.		Administration				
Review the provision of the Department of Transport licensing services by the Shire						



Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Oversee the ongoing maintenance and support services for Shire systems and applications.		Information Technology				
Develop and implement an IT Strategy for the Shire.						
Review adequacy of Administration Building		Building Services				
Review Council Building Asset Management Plan.	Asset Management Strategy	Asset Management				
Review Council Road Asset Management Plan.	Asset Management Strategy					
Review Council Footpath Asset Management Plan.	Asset Management Strategy					
Review Council Drainage Asset Management Plan.	Asset Management Strategy					
Develop Council Parks & Reserves Asset Management Plan.	Asset Management Strategy					
Develop/implement environmental health programs	Public Health Planning Guide 2011	Environmental Health				
Review Public Health Plan	Public Health Act					
Implement a Public Health & Wellbeing Plan.	Public Health Act					
Assessment and approval of stallholders, portable signs, effluent disposal systems, temporary accommodation and public events	Health Act & Regulations, Food Act, Local Laws					
Review Health Local Law	Health Local Law					
Regular inspections of commercial establishments - food premises, lodging houses, offensive trades, caravan parks, stallholders, swimming pools	Health Act, Food Act, Local Laws					
Monitoring and sampling of food and water outlets including commercial food businesses, swimming pools and wastewater reuse scheme	Health Act, Food Act					





Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Continue to implement process mapping and process improvement across the organisation		Governance				
Implement an organisational innovation group		Governance				
Implement the Shire of Northam COVID-19 Strategic Response Framework		Governance				



**OUTCOME 6.4:**  
The elected members of the Shire of Northam provide accountable, strong and effective community leadership.

Objectives:

- Open, accountable and effective decision making
- Effectively communicate the Shire's vision and strategic priorities, internally and externally
- Be a valued member and leader in our regional context
- Develop clear policy settings to guide our organisation and community
- Ensure effective and well-utilised long term planning

Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Active Membership of the Avon Regional Organisation of Councils (AROC)	Strategic Community Plan	Regional Development				
Partner with the Wheatbelt Development Commission & RDA Wheatbelt on identified regional initiatives	Strategic Community Plan	Regional Development				
Review Governance Policy	Council Manual	Policy Governance				
Review Community support policies	Council Manual	Policy Community Events				
Review Finance policies	Council Manual	Policy Finance				
Review Long Term Financial Plan	Corporate Plan	Business				
Review Human Resource policies	Council Manual	Policy Human Resources				
Review Workforce Plan	Corporate Plan	Business				



Actions and Projects	Informing Plan/Legislation	Service Area	2020/21	2021/22	2022/23	2023/24
Review Works (engineering) policies	Council Manual	Policy Engineering Services Administration				
Review Health policies	Council Manual	Policy Environmental Health				
Review Building policies	Council Manual	Policy Building				
Review Administration policies	Council Manual	Policy Administration				
Review Strategic Community Plan	LG Act	Strategy				
Review Corporate Business Plan	Strategic Community Plan	Strategy				
Review Asset Management Strategy	Corporate Business Plan	Asset Management				
Monitor and implement the Northam Regional Centre Growth Plan, incorporating the Northam Development Plan, to encourage population growth in the Shire	Northam Regional Centre Growth Plan	Economic Development				
Review Northam Growth Plan Implementation Schedule	Northam Regional Centre Growth Plan	Economic Development				



## 5.6. Priority Projects

The Shire of Northam has a significant number and range of priority projects which have been identified through its various planning processes. The priorities have been split into two distinct categories. The first category focusing on projects which will be programmed into the annual budgeting process with revenue for the project either coming entirely from the Council, is already confirmed, or likely to be confirmed by a third party. While the Council reserves the right to make a final determination as to the delivery of these projects during its annual budget process, it can be assumed that the projects will be delivered. The second category identifies projects which are more strategic and aspirational in their nature and are projects that the Council will be endeavouring to focus on and deliver, however will require a significant financial contribution from a third party which has yet to be confirmed. The nature of these projects is that they have significantly more risk in terms of deliverability within identified timeframes than those which identified in category one.

	2020/21	2021/22	2022/23	2023/24
Playground & Open Space Improvements	75,000	75,000	75,000	40,000
Council Owned Building Maintenance	600,000	650,000	680,000	690,000
Wundowie Sports Pavilion		1,700,000		
Wundowie Swimming Pool refurbishment				1,000,000
Northam Town Pool Dredging (subject to external funding)	50,000	50,000	50,000	50,000
Drainage improvements general	472,750	472,750	450,000	400,000
Administration building redevelopment	1,000,000			
Northam depot redevelopment	2,000,000		0	
CBD Street scape	50,000	50,000	50,000	25,000
Northam Hockey Turf (subject to additional external funding)				
Develop Northam Youth sapce				
<b>ANNUAL TOTAL</b>	<b>4,247,750</b>	<b>2,949,431</b>	<b>4,338,000</b>	<b>2,205,000</b>





## 6-7. Organisational Context

### a. Project Management

Project management forms an integral part of the management of the Shire of Northam. We are not only committed to focusing on delivering projects within budgets established by Council, but we have a strong focus on delivering projects safely, within established timeframes and which deliver established outcomes.

This will be achieved through a range of initiatives which include:

#### Training

Staff who are required to manage or contribute to the management of projects will be provided basic project management training through a recognised training provider.

#### Reporting

Executive Managers will be required to report the progress of major projects to the Chief Executive Officer at agreed timeframes.

#### Risk Management

Executive Managers will ensure the risk matrix illustrated below is applied.

In order to assess projects and determine the level and complexity of project management required, the following framework will be applied. In many cases, projects will have elements in a number of the project categories (major, project, works). In this circumstance, the classification should reflect a conservative approach, that is, if in doubt projects are to be scaled to the higher level.

### i. Project Classification

Criteria	Major Project	Project	Works
Scope of Work	Complex	Defined	Simple/well known
Budget	Above \$250k	Above \$50k to \$250k	Up to \$50k
Timing	> 10 weeks	2 – 10 weeks	Less than 2 weeks





ii. Project Delivery

Criteria	Major Project	Project	Works
<b>Project Planning</b>	Detailed Gantt chart required utilizing MS-Project (or similar). Detailed working or engineering designs and plans required to be signed off prior to commencement by Chief Executive Officer.	Schedule of timeframes required. Detailed working or engineering designs and plans required to be signed off prior to commencement by Executive Manager.	Preliminary planning required. Detailed working or engineering designs and plans may be required generally, but are required for capital road works.
<b>Risk Management</b>	<p><b>High Risk</b> Complex analysis and mitigation management formalised in writing and registered on project file. Will require the assistance of Regional Risk Co-ordinator.</p> <p>All risks and treatments to be input into 'Promapp' Risk Module</p>	<p><b>Medium Risk</b> Initial analysis and priority mitigation monitored in project meeting reports. May require the assistance of Regional Risk Co-ordinator at discretion of Executive Manager.</p> <p>All risks identified as being High or Extreme and their treatments to be input into 'Promapp' Risk Module</p>	<p><b>Low risk</b> Monitored by responsible officer. JSA required or reference to risk register.</p> <p>All risks identified as being Extreme and their treatments to be input into 'Promapp' Risk Module</p>
<b>Range of Personnel, including Sub-Contractors</b>	High level of competence in PM required. Executive Manager to project manage or external project manager appointed with authority of CEO. Project Team to be established, which must include a minimum of two Executive Managers.	Sound level of competence in areas of technical and project management. Generally managed by Senior Officer, Manager or Executive Manager.	Managed by works supervisor, manager, or other member of staff authorised by Executive Manager.
<b>Level of Communications</b>	High - detailed reporting and data management to CEO on fortnightly cycles. Reports to include progress against Gantt Chart and against financial budget.	Weekly reporting to Executive Manager, or as otherwise agreed	Exception reporting to the CEO (i.e. if perceived issue arising).





Criteria	Major Project	Project	Works
<b>Contract (if required)</b>	Consideration to be given to contract development or vetted by legal representative.	Standard Contracts in accordance with WALGA template for single supplier contracts, else refer works schedule requirements.	Purchase Order and standard contracts in accordance with WALGA templates at discretion of Executive Manager.
<b>Authorisation</b>	Formal CEO sign off to commence required after presentation of project planning, may require common seal.	Executive Manager authorization to commence required (may require Council approval for tenders).	Official Council order considered sufficient sign off.
<b>Data Management</b>	All documents, including planning and internal documents required to be registered on file created specifically for project in question. At completion of project, summary of financial outcomes required.	All documents, including planning and internal documents require registration. Reference made to job number or chart of account number established within Synergy for future reference.	Synergy financial system records along with Notes taken and registered in accordance with standard records management practices.
<b>Financial</b>	Specific Chart of Account or Job Number Required. Detailed budgets to be prepared and supporting documentation to be placed on file. Budget should include breakdown by nature and type.	Either specific Chart of Account Number or Job Number required. Planning and other supporting documents to be placed on file.	Either specific Chart of Account Number or Job Number required.
<b>Compliance &amp; Quality Control</b>	Detailed management plans to be developed identifying HOLD points through various stages of the project in accordance with contract specifics	Inspection Test Plans to be developed and implemented identifying HOLD points in accordance with standards and specifications	Basic checklists to be maintained as directed by Executive Manager





### iii. Risk Management

Risks should be identified or categorised into one of the following general areas and analysed by determining how they might affect the success of the project. Generally the impact of a risk will realise one or any combination of the following consequences:

- Project outcomes (benefits) are delayed or reduced
- Project output quality is reduced
- Timeframes are extended
- Costs are increased
- Occupational Health & Safety protocols breached

#### Risk Management Definitions

Term	Definition
<b>Risk</b>	The effect of uncertainty on objectives (may be positive, negative or a deviation from what is expected)
<b>Consequence</b>	Outcome of an event or change in circumstances affecting the achievement of objectives
<b>Likelihood</b>	The chance of something happening
<b>Event</b>	An occurrence or existence of a particular set of circumstances
<b>Hazard</b>	Object or activity which may cause a risk (now referred to as a 'risk source') - interaction with the risk source is required to create a risk
<b>Risk Management</b>	Coordinated activities to direct and control an organisation in regard to risk





Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
Insignificant (1)	<\$10,000	Medical injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low news item	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Medium (3)	\$25,001 - \$250,000	Lost Time Injury >30 Days	Substantiated, public embarrassment, moderate impact, news profile	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
High (4)	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Extreme (5)	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact



### Likelihood

Description	Examples	Frequency
<b>Almost Certain (A)</b>	The event is expected to occur	More than once per year
<b>Likely (B)</b>	The event will probably occur	At least once per year
<b>Possible (C)</b>	The event could occur	At least once in five years
<b>Unlikely (D)</b>	The event could occur but probably won't	At least once in ten years
<b>Rare (E)</b>	The event is not expected to occur	Less than once in 20 years

### Level of Risk

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
<b>Almost Certain (5)</b>	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
<b>Likely (4)</b>	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
<b>Possible (3)</b>	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
<b>Unlikely (2)</b>	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
<b>Rare (1)</b>	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

**E EXTREME RISK:** Immediate action required by Executive Management

**H HIGH RISK:** Senior Management attention required

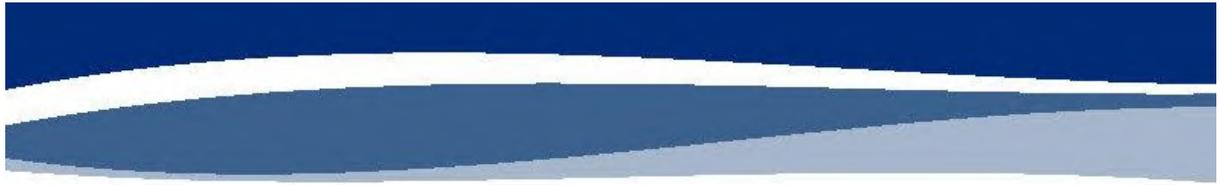
**M MODERATE RISK:** Management by specific monitoring or response procedures

**L LOW RISK:** Manage by routine procedures, unlikely to need specific application of resources

Mitigation of risks involves the identification of actions to reduce the likelihood that a threat will occur (preventative action) and/or reduce the impact of a threat that does occur (contingency action). This strategy also involves identifying the stage of the project when the action should be undertaken, either prior to the start of or during the project.

Risk mitigation strategies to reduce the chance that a risk will be realised and/or reduce the seriousness of a risk if it is realised should be developed. Written mitigation strategies will usually only be prepared and/or deployed for projects classified as Major, however mitigation strategies may be prepared for projects and works at the discretion of the Executive Manager.





#### b. Asset Management Planning

The Shire of Northam adopted an asset management plan in 2013 to cover the following asset classes;

- Property Plant and Equipment
- Land
- Buildings
- Plant and Equipment

#### Infrastructure

- Roads
- Bridges
- Footpaths and cycleways\*
- Drainage\*
- Parks, open space and streetscapes
- Other Infrastructure\*

Key elements of the plan and are:

- Levels of service – specifies the services and levels of service to be provided by council.
- Future demand – how this will impact on future service delivery and how this is to be met.
- Life cycle management – how Council will manage its existing and future assets to provide the required services
- Financial summary – what funds are required to provide the required services.
- Asset management practices
- Monitoring – how the plan will be monitored to ensure it is meeting Council's objectives.
- Asset management improvement plan



Key Performance Indicator	Calculation	Standards	Current Performance 2018/19-2020/21	Basic Standard Achieved
Asset consumption ratio (ACR)	Depreciated replacement cost of assets (written down value) divided by current replacement costs of depreciable assets.	Standard is not met if ratio data cannot be identified or ratio is less than 50%. Basic standard is met if ratio data can be identified and ratio is 50% or greater. Advanced standard is met if this ratio is between 60% and 75%.	57%	Yes
Asset sustainability ratio (ASR)	Capital expenditure on replacement or renewal of assets divided by the depreciation expense	Standard is not met if ratio data cannot be identified or ratio is less than 90%. Basic standard is met if ratio data can be calculated and ratio is 90% or greater. Advanced standard is met if this ratio is between 90% and 110%	117%	Yes
Asset renewal funding ratio	Net present value of planned capital expenditure based on current Departmental guidance on renewals over ten years divided by the net present value of the required capital expenditures on renewals over the same period	Standard is not met if ratio data cannot be identified or ratio is less than 75%. Basic standard is met if ratio data can be identified and ratio is between 75% and 95%. Advanced standard is met if this ratio is between 95% and 105% and the ASR falls within the range 90% to 110% and ACR falls within the range of 50% to 75%.	107%	Yes





### c. Workforce Planning

The role of Local Government is to oversee the delivery of a diverse range of programs, services, facilities and projects for their community. Effective workforce planning is fundamental in meeting the community's needs now and into the future. Achieving the optimum combination of staffing, volunteers and contractors is vital.

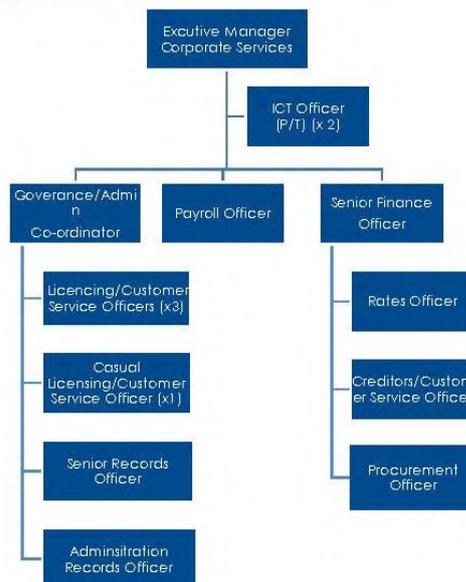
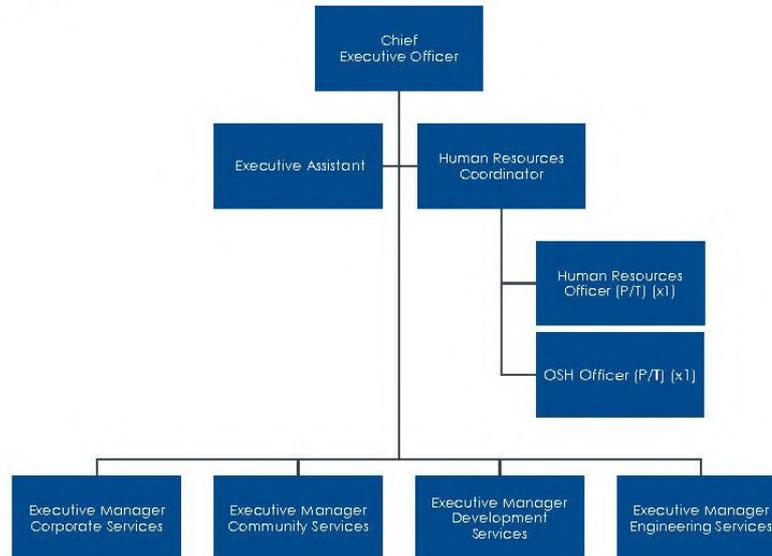
Workforce Planning is a key component of the Integrated Planning and Reporting Framework which was introduced to Western Australian local governments in 2011. The Shire of Northam Workforce Plan 2019-2021 is an informing document to the Shire's Strategic Community Plan, Corporate Business Plan and long term Financial Plan as well as being an output of those plans. It provides a consolidation of workforce requirements and strategies for current and future operations.

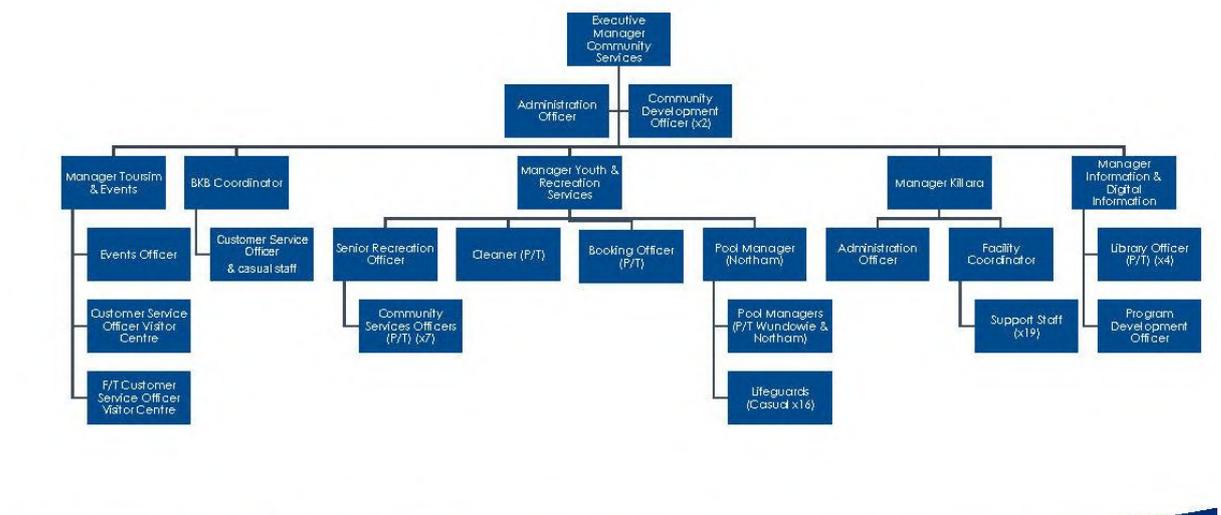
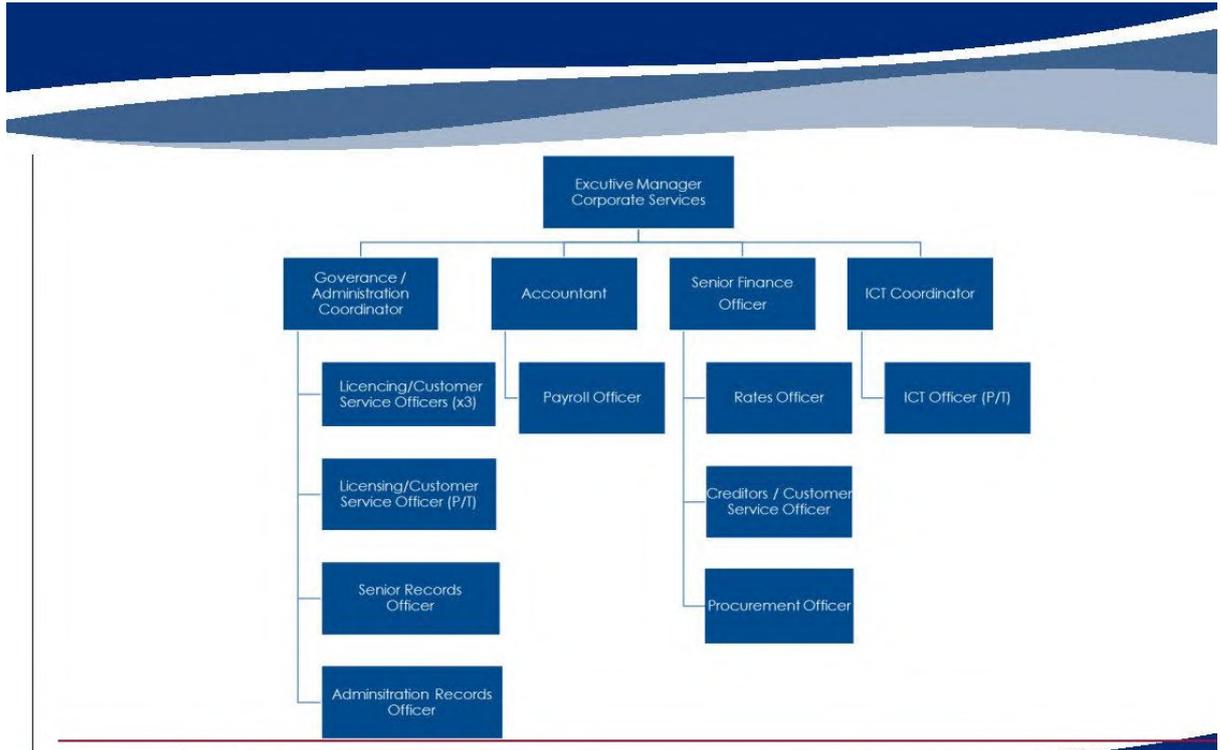
The Workforce Plan identifies a significant review in 2021-2022 to consider efficiencies and innovation to improve the sustainability of the Shire's workforce. This review was intended to set the framework for future structure and recruitment with strategies and accompanying actions aligned with the major reviews of the Strategic Community Plan and Corporate Business Plan. With the onset of the Covid-19 pandemic the organisation has been through significant upheaval and uncertainty. This being the case, a decision on a full organisational review will be made during the 2020/21 financial year.

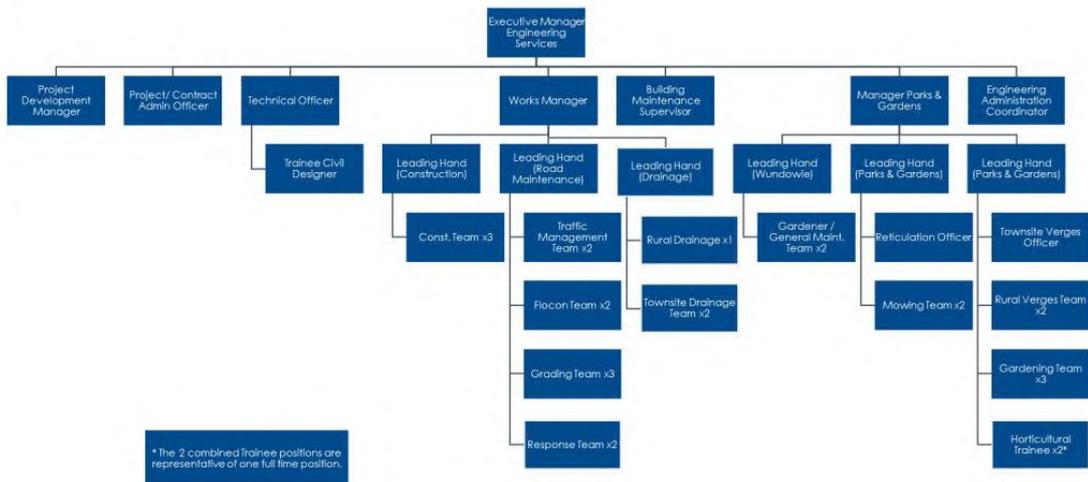
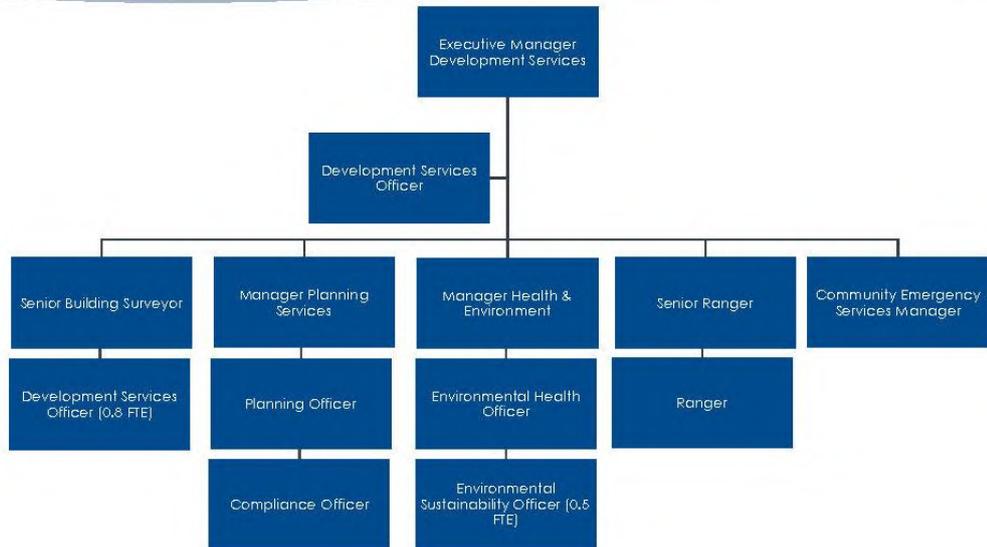
Currently the Workforce Plan will be implemented from 2020/21 and comprises of 10 key strategies. Throughout the life of the Plan the Shire will undertake annual reviews to ensure the Workforce Plan strategies are implemented, monitored and reported against.

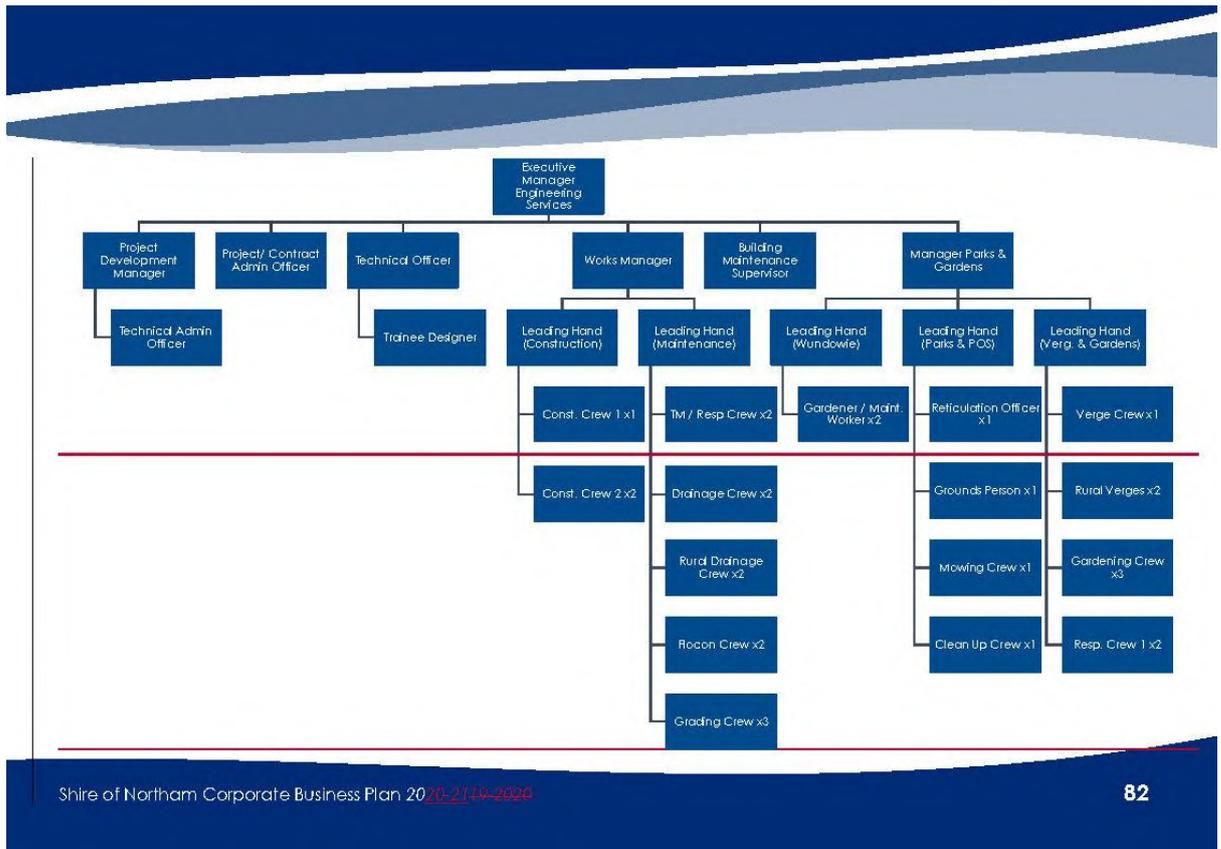
Opportunities for improvement identified within the Plan focus around staff turnover, youth employment, disability employment and organisational training. Implementation of the Workforce Plan will support the Shire in delivering on its Attraction and Retention Strategy which demonstrates why people are attracted to work for the Shire, why they choose to remain employed by the Shire and why they make discretionary efforts in their roles. In doing so it will position the Shire as a sustainable local government authority that achieves excellence through a well-resourced, skilled and effective workforce.

i. Organisational Structure









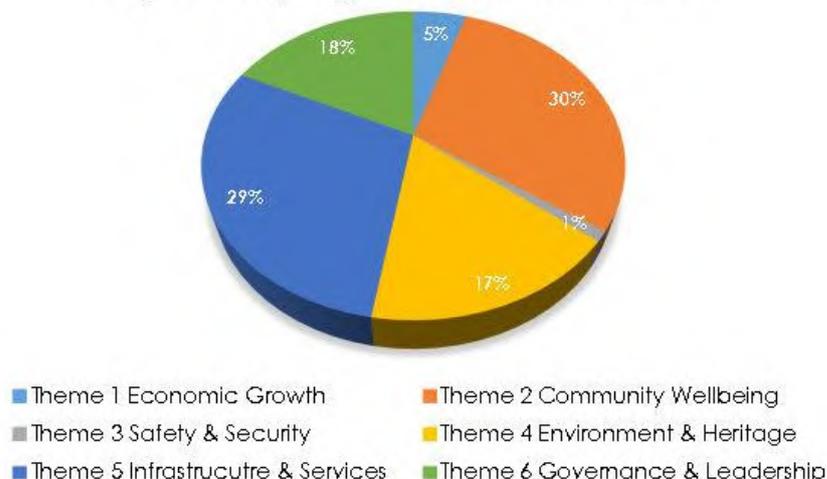


#### d. Financial Planning

The following provides an indication as to the financial resource allocations for the Shire of Northam in 2020/21 against each of the Strategic & Corporate Business Plan themes;

Theme	Operating Expenditure	Operating revenue	Capital Expenditure	Capital Revenue
Theme 1 – Economic Growth	\$1,100,216	\$ 159,100	\$ 21,300	-
Theme 2 – Community Wellbeing	\$6,736,329	\$ 3,908,959	\$10,179,806	\$5,851,357
Theme 3 – Safety & Security	\$ 237,786	\$ 317,092	\$ 287,486	-
Theme 4 – Environment & Heritage	\$3,800,108	\$ 2,730,676	\$ 1,008,500	\$ 345,493
Theme 5 – Infrastructure & Services	\$6,691,852	\$ 5,492,796	\$ 8,531,663	\$ 320,350
Theme 6 – Governance & Leadership	\$4,004,642	\$13,016,321	\$ 1,930,334	\$ 983,850

#### Operating Expenditure Allocations



The Shire of Northam has a current long term financial plan which is adjusted annually.

This plan has been prepared to support the strategic planning process for the Shire. The plan addresses the operating and capital needs placed on the Shire over the next 10 years.

The plan is reviewed every 12 months to reflect the prevailing economic conditions and changing community needs placed on the Shire. In compiling this long term plan





consideration has been given to the economic drivers that will influence the future cost of providing facilities and services. The values disclosed in this plan therefore represent estimated future prices and costs.

This long-term strategic financial plan is set against economic uncertainty. The plan addresses operating and capital renewal of the period 2019/20 and concluding in 20/29/30. The changing economic circumstances have meant that projections for growth and therefore community demand as facilities and services are subject to how the Australian and State economies recover from the current position.

This plan represents a financial solution to meeting the competing demands of services and facilities to the community. There are numerous ways that will enable the Shire to achieve its objectives. This plan balances the funding needs of renewal and new infrastructure assets, existing services against rating expectations, reasonable fees, debt\leverage and the use of accumulated funds held in reserve accounts.

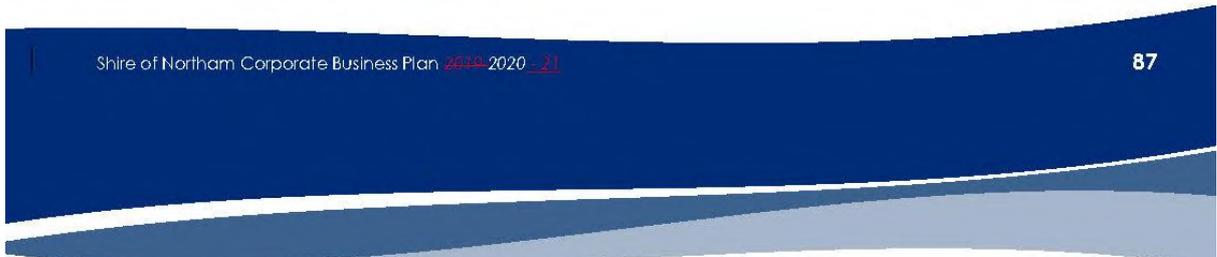
The following financial projections have been taken from the Councils Long Term Financial Plan, Developed in the context of the Strategic Community Plan and Corporate Business Plan deliverables.





Shire of Northam  
Forecast Statement of Comprehensive Income  
For the period 2017 - 2029

INCOME STATEMENT	Notes	Base			Forecast Statement of Comprehensive Income											
		2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Revenues</b>																
Fees		8,281,186	8,666,545	8,945,651	9,598,261	10,109,634	10,568,205	11,064,906	11,546,600	12,061,714	12,599,424	13,142,519	13,710,422	14,219,801	14,764,570	15,602,995
Operating grants, subsidies and contributions		6,940,731	7,729,296	5,222,542	5,444,729	4,379,720	5,981,066	5,891,227	5,799,726	5,911,505	6,025,106	6,141,180	6,259,569	6,380,522	6,504,086	6,629,110
Fees and charges		3,772,076	3,717,347	3,739,512	3,841,941	3,965,379	4,056,080	4,148,882	4,243,810	4,340,962	4,440,271	4,542,080	4,644,109	4,752,669	4,861,641	4,972,546
Interest earnings: General interest earnings		237,812	121,606	220,000	198,495	251,200	259,517	256,534	261,551	261,500	261,500	261,500	261,500	261,500	261,500	261,500
Revenue		194,422	24,581.5	1,200,000	1,257,446	1,399,986	1,054,722	90,293	118,251	91,606	112,270	105,148	141,676	116,968	138,232	131,602
<b>Expenses</b>																
Employee costs		(7,016,776)	(7,552,624)	(7,720,062)	(8,007,698)	(8,085,620)	(8,275,512)	(8,479,248)	(8,725,941)	(8,987,719)	(9,457,251)	(9,741,072)	(10,033,204)	(10,344,282)	(10,644,212)	(11,162,662)
Materials and consumables		(5,352,675)	(5,160,216)	(6,041,965)	(5,357,675)	(6,545,128)	(5,980,398)	(6,052,901)	(6,140,223)	(6,291,228)	(6,394,008)	(6,546,628)	(6,667,274)	(6,812,956)	(7,004,889)	(7,179,225)
Utility charges (electricity, gas, water etc.)		(730,225)	(868,216)	(812,191)	(843,991)	(952,576)	(1,009,555)	(1,063,724)	(1,094,323)	(1,125,841)	(1,158,395)	(1,191,743)	(1,226,197)	(1,261,660)	(1,298,217)	(1,335,965)
Depreciation on non-current assets		(1,540,042)	(1,684,126)	(1,157,607)	(1,594,267)	(1,345,387)	(1,507,577)	(1,789,228)	(1,935,078)	(1,935,078)	(1,935,078)	(1,935,078)	(1,935,078)	(1,935,078)	(1,935,078)	(1,935,078)
Interest expense		(188,977)	(156,612)	(141,208)	(145,189)	(139,941)	(125,227)	(167,509)	(150,339)	(122,201)	(113,280)	(103,390)	(93,688)	(84,088)	(74,789)	(65,109)
Insurance expense		(542,766)	(648,555)	(628,444)	(645,021)	(675,048)	(678,087)	(689,095)	(698,296)	(707,764)	(717,412)	(727,243)	(737,261)	(747,469)	(757,861)	(768,431)
Other expenditure		(775,780)	(648,827)	(140,566)	(145,278)	(158,639)	(159,278)	(192,062)	(176,834)	(201,786)	(206,831)	(212,002)	(217,502)	(222,735)	(228,283)	(234,011)
Other expenditure		(181,488,382)	(18,390,916)	(19,484,216)	(18,946,955)	(20,251,171)	(20,653,620)	(21,426,911)	(21,961,076)	(22,558,116)	(23,257,137)	(24,010,974)	(24,863,101)	(25,744,518)	(26,695,992)	(28,968,515)
<b>OPERATING RESULT</b>		2,526,551	(1,291,528)	(673,658)	990,141	(1,127,917)	687,014	991,115	911,236	911,041	910,545	1,037,680	1,270,992	1,481,270	1,610,962	1,564,199
<b>Revenue (Asset related)</b>																
Non-Operating grants, subsidies and contributions		2,380,000	1,746,295	7,093,233	4,895,564	7,221,945	2,096,732	2,802,064	1,208,907	1,548,561	1,275,237	1,293,676	1,312,520	1,331,779	1,360,287	1,388,402
Loss on disposal of assets		194,222	8,491	212,712	-	84,234	258,500	-	-	-	-	-	-	-	-	-
Profit on asset disposal		(2,598,954)	(9,589)	(14,629)	-	(1,60,892)	(1,077,800)	-	-	-	-	-	-	-	-	-
<b>NET RESULT</b>		31,793,607	20,726,889	8,308,611	5,585,795	6,621,138	2,864,416	2,991,159	2,842,143	2,459,602	2,285,782	2,231,436	2,582,512	2,732,149	2,971,149	2,964,601
<b>Other Comprehensive Income</b>		94,718,041	618,484	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Other Comprehensive Income</b>		97,811,648	628,068	6,698,611	5,585,795	6,621,138	2,864,416	2,991,159	2,842,143	2,459,602	2,285,782	2,231,436	2,582,512	2,732,149	2,971,149	2,964,601



**e. Business Improvement**

At the Shire of Northam we are committed to improving our internal business processes and interactions with our community and stakeholders. This being the case the Council has embarked on an extensive identification and review of its most critical processes with the view of eliminating wastage and providing value to our customers. This initiative has been underway for the last three years and has resulted in a range of beneficial outcomes and improvements. We have established and internal business improvement team who are our process champions. It is their responsibility to co-ordinate the identification, review and implementation of our most critical organisational business processes.

To date we have identified and mapped 69 of our critical processes and made 409 improvements to these processes and while our initial focus has been on our administration processes we will soon be moving into our more critical operational processes to identify and improve how we deliver our services. The following is a list of our currently identified, mapped and improved processes;

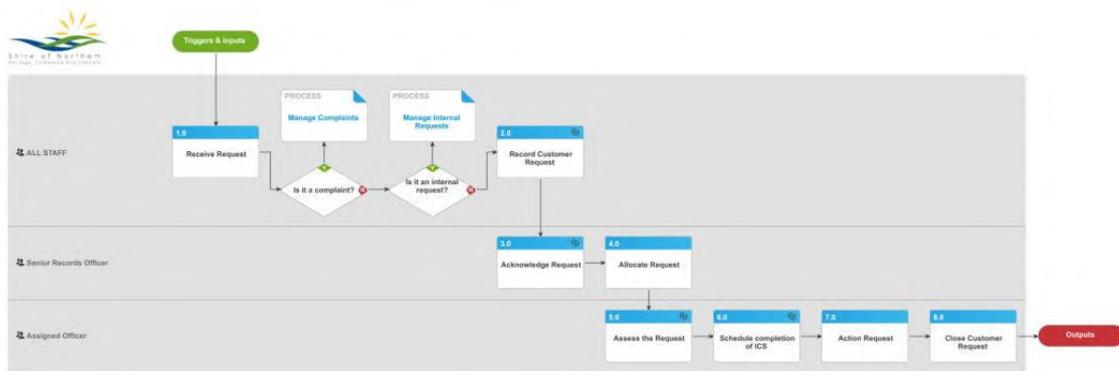
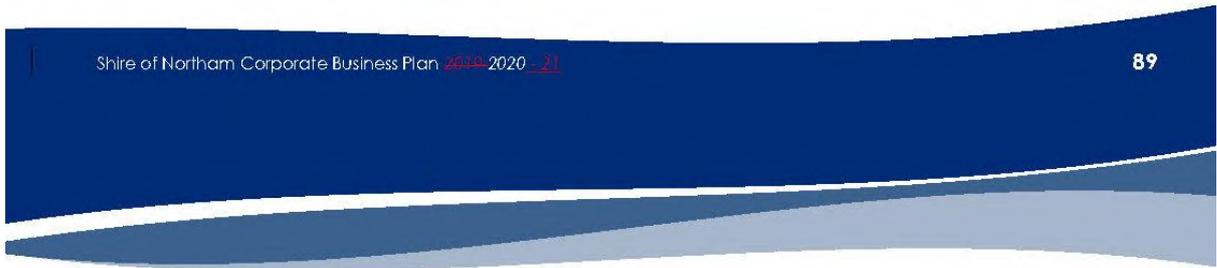
Conduct Citizenship Ceremonies	Receiving Visitor Centre Money	Manage Hazard Reporting
Develop Annual Report	Updating a Creditor Record	Manage Inductions
Prepare Council Forum agenda's & meetings	Create New Standpipe Keycard User	Manage Infrastructure Bonds
Prepare Council meeting minutes	Manage Employee Termination	Manage Internal Requests
Prepare Ordinary Council agenda's & meetings	Declaring Dangerous Dogs	Manage Major Projects
Manage Facilities & Bookings	Issue Tree Subsidy Vouchers	Manage Near Miss, Incident & Injury Reporting
Manage Grants	Manage Building Application	Manage Public Interest Disclosures
Organise Shire Event	Manage Development Applications	Manage Records
Process Event Applications	Manage Development Compliance	Manage Recruitment
Processing KidSport Applications	Manage Firebreaks	Manage Staff Training
Arrange payment plans for Rates	Manage Harvest Bans	Manage Tenders
Manage Burial Requests and Reservations	Manage Public Swimming Pool Water Sampling	Manage Website
Manage Debtors	Manage Reclaimed Water Sampling	Managing Employee Grievance





Manage Insurance Claims	Manage Stallholder Application	Managing Poor Performance
Manage Payroll	Approving Traffic Management Plans	Managing Return to Work Programs (RTWP)
Manage Purchasing	Develop Annual Works Program (Roads and Footpaths)	Managing Staff Misconduct and Discipline
Manage Rate Recovery	Manage As Built Data	Process Time Sheets & Time Cards
Process Creditors Payments	Manage Bridge Maintenance	Undertake Staff Development & Review
Process Superannuation Payment	Administering Injury Management	Follow Up Process Development
Processing New Creditor Applications	Develop Annual Budgets	Run a Process Development Workshop
Receipting Debtors Payments	Handling & Disposing of Sharps	Run a Process Validation Workshop
Receipting Pool Money	Manage Complaints	
Receipting Rates payments	Manage Council's Media	
Manage Customer Requests	Manage Document Control	

In order to be able to map, monitor and improve our processes we utilise an off the shelf system call Promapp. Promapp allow us to clearly identify our processes making them accessible across our organisation. Critically it also allows us to track our improvements and monitor our staff use of these processes. The following is an example of a process map which we utilise.



### 7.8. Monitoring and Reporting

The implementation of the Corporate Business Plan will be monitored monthly and reported corporately on an annual basis through progress of action and project delivery against targets and year to date expenditure against budget. In addition, performance will be monitored and reported against corporate or operational key performance indicators. The tables below outlines the Shire's corporate key performance indicators. Where necessary, additional performance measures will be progressively developed and implemented across the organisation during ~~2013-2014~~2020/21.

As the Corporate Business Plan is integrated with and delivers on the Strategic Community Plan, monitoring and reporting of outcome performance through the strategic key performance indicators is also important in determining the effectiveness of the Shire's services and projects.

All elements of the Corporate Business Plan will be reviewed and amended as required each year prior to the annual budget process. This enables the corresponding year of the Corporate Business Plan and Long Term Financial Plan to accurately inform the annual budget.

#### a. Human Resources

Performance Area	Key Performance Indicator	Formula	Target	2019/20 Actual	2018/19 Actual
<b>Safe Working Environment</b>					
Workplace Safety	Lost Time Injury Frequency Rate	$\frac{\text{Number of lost time injuries} \times 1,000,000}{\text{Total hours worked}}$	<15		5.1
Occupational Health and Safety Management	Percentage compliance with AS/NZS 4801:2001 requirements	Average percentage compliance over 10 sections through an independent audit *formal assessment by LGIS to be undertaken	> 76%		80% (est)
<b>Appropriately Skilled Workforce</b>					
Professional Development	Percentage employee satisfaction with professional development opportunities	Average percentage satisfaction across all Departments determined through Tri- Annual Workforce Systems Processes People Audit	>60%		TBA
<b>Retention of Valued Staff</b>					
Staff Turnover	Staff turnover rate	$\frac{\text{Number of staff separations}^*}{\text{Total number of staff}}$ (less casual and Council instigated)	<20%		12%

b. Financial Management

Performance Indicator	Definition	Formula	Target	2019/20 Actual	2018/19 Actual
Budget Management	Percentage variance in actual year to date expenditure (operating) versus budgeted expenditure	$\frac{\text{Actual Expenditure} - \text{Budgeted Expenditure}}{\text{Budgeted Expenditure}} \times 100$	<10%		-3.35%
Current Ratio	This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions	$\frac{\text{Current Assets MINUS Restricted Assets}}{\text{Current Liabilities MINUS Liabilities Associated with Restricted Assets}}$	1:1 (100% or greater)		289%
Debt Service Ratio	This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan	$\frac{\text{Annual Operating Surplus BEFORE Interest and Depreciation and Principal and Interest}}{\text{Interest}}$	>4		16.90

c. Governance

Performance Indicator	Definition	Formula	Target	2019/20 Actual	2018/19 Actual
Corporate Plan Achievement	Percentage of identified Corporate Actions achieved	$\frac{\text{Corporate Actions undertaken in current year}}{\text{Total Number of Corporate Actions}}$	100%		
Project Delivery	Percentage of Major Projects delivered	$\frac{\text{Number of Major Projects Delivered in current year}}{\text{Total Number of Major Projects Identified in Corporate Plan}}$	100%		

d. Compliance

Performance Indicator	Definition	Formula	Target	2019/20 Actual	2018/19 Actual
<b>Statutory Planning</b>					
Building Permit Processing	Average Building Permit processing time	Building Permit process times to be measured by the official date received and official date Permit issued	Uncertified working days	≤25	
			Certified working days	<10	
Development Application Processing	Average Development Application processing times	Total days to process development applications Total number of development applications Development application process times measured by the official date received and official date approval issued, less any official hold periods recorded	≤30 days (delegated decisions)		
			≤40 days (non-delegated decisions)		
<b>Local Government Compliance</b>					

Compliance Auditing	Percentage of elements identified within the annual Department of Local Government Audit Return identified as being complied with by the Shire of Northam	# of Audit elements complied with x 100 Total number Audit elements Compliance audit for the period 1st January to 31st December against the requirements of the Compliance Audit Return	≥90%		
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### 12.1.2 2020/21 Delegated Authority Register Review

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.3.1.6
<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>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

In accordance with Section 5.46 of the *Local Government Act 1995 (the Act)*, Council is required to keep and review its Delegated Authority Register at least once every financial year.

#### ATTACHMENTS

Attachment 1: Reviewed Delegated Authority Register (with mark-up)

#### A. BACKGROUND / DETAILS

In accordance with the Local Government Act 1995, a local government may delegate to the CEO any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43. All delegations made by the Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act which legislates Council's ability to delegate functions to the CEO. Section 5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

The Act requires a local government to review its delegations once every financial year. The previous review undertaken was presented to the Ordinary Council meeting held on 19 June 2019 and therefore a review is now due.

## 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.

- Implement systems and processes which deliver quality outcomes for our community;
- Undertake our regulatory roles in a safe, open, accountable and respectful manner.

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

- Open, accountable and effective decision making.

### B.2 Financial / Resource Implications

N/A

### B.3 Legislative Compliance

*Local Government Act 1995:*

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### 5.16. Delegation of some powers and duties to certain committees

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.

\* Absolute majority required.

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and

- (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

5.42. Delegation of some powers and duties to CEO

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
  - (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
  - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
  - (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) — *conditions* includes qualifications, limitations or exceptions.

*Local Government (Administration) Regulations 1996 – Regulation 18G and 19:*

18G. Delegations to CEOs, limits on (Act s. 5.43)

Powers and duties of a local government exercised under the following provisions are prescribed under section 5.43(i) as powers and duties that a local government cannot delegate to a CEO —

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

19. Delegates to keep certain records (Act s. 5.46(3))

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
  - (b) when the person exercised the power or discharged the duty; and
- 1 the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

#### **B.4 Policy Implications**

Council has various policies in place which guide the Chief Executive Officer in the application of delegations.

Policy G1.7 Risk Management. Requires any risks identified as high or extreme, to be entered into the Councils risk register.

#### **B.5 Stakeholder Engagement / Consultation**

Relevant staff reviewed their respective delegations and each was checked for accuracy.

## B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Various decisions are not made quickly or efficiently due to lack of delegation	Possible (3) x Medium (3) = Moderate (9)	Council adopts officer recommendation
	Council unaware of decisions being made under delegation	Possible (3) x Medium (3) = Moderate (9)	Chief Executive Officer to publish delegation register (use) on Council website monthly
Service Interruption	Council does not delegate any authority, leading to large inefficient agendas, long Council meetings, and considerable time for staff in preparation	Possible (3) x Medium (3) = Moderate (9)	Council adopts officer recommendation
Compliance	Council delegates authority in contravention of the Act	Possible (3) x High (4) = High (12)	Staff have reviewed the delegated authority register
			Have external review conducted once every 3-4 years
Property	Nil		
Environment	Nil		

## C. OFFICER'S COMMENT

The aim of delegated authority is to assist with improving Council decision-making efficiency within the constraints allowed by relevant legislation. Without delegated authority, there would be a significant increase in items presented to Council for decision at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

The major adjustments made to the delegated authority register are;

1. A04 – recommended for removal. This delegation is covered by delegation A05 (authorised officers);
2. A08 - recommended for removal. This delegation is covered by delegation A05 (authorised officers).

## RECOMMENDATION

### That Council:

1. Endorses the revised Delegated Authority Register (attached) for the period June 18, 2020 to June 16, 2021 unless otherwise determined, with the following amendments;
  - a.
2. Notes the decisions made under delegated authority for the 2019/20 year, as published on the Shire of Northam website each month.
3. Requires the inclusion of the identified compliance risk (Council delegates authority in contravention of the Local Government Act) in the Council's risk register in accordance with Council Policy G1.7

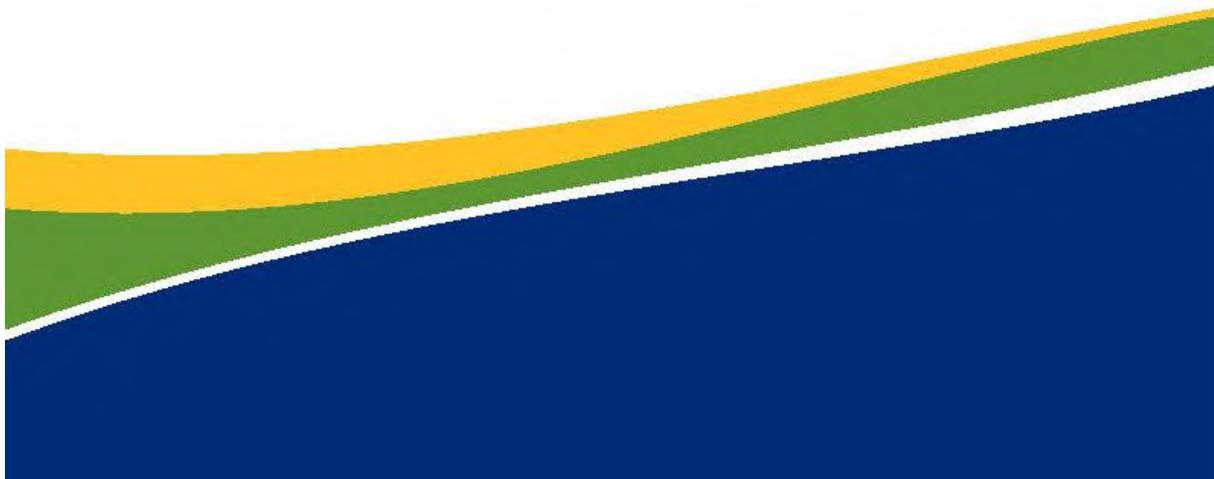
**ABSOLUTE MAJORITY OF SIX (6) REQUIRED**

**Attachment 1 - Reviewed Delegated Authority Register (with mark-up)**



Shire of Northam  
2019/2020/21

# Delegated Authority Register



2020/21 ~~19/20~~ Delegated Authority Register

## Version Control

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
<a href="#">17/06/2020</a>		<a href="#">Complete</a>	<a href="#">5.6</a>

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## EXPLANATION NOTES

### General

Section 5.42 of the Local Government Act 1995 allows ~~for~~ a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows ~~for~~ the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

### Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation, is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Executive Manager for the period of absence.

### Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

# SECTION A

## DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER (OTHER OFFICERS, WHERE APPROPRIATE)

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### Administration

- DELEGATION NUMBER** - A01
- LEGISLATIVE POWER** - Local Government Act 1995, s9.49A (2) & (3), s9.49A (4)
- DELEGATION SUBJECT** - **Affixing of Common Seal**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to;

- Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally.
- Sign documents on behalf of the local government.

A01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.



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- DELEGATION NUMBER** - **A02**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.39, s3.40A, s3.42, s3.44, s3.46, 3.48*
- DELEGATION SUBJECT** - **Power to Remove & Impound Goods**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to:

1. Authorise an employee in accordance with s3.39 and 3.40A to remove and impound any goods that are involved in a contravention that can lead to impounding.
2. Take appropriate action in respect to impounded non-perishable goods in accordance with s3.42.
3. Give notice in accordance with s3.44 to collect goods.
4. Refuse to allow goods to be collected until all costs have been paid in accordance with s3.46.
5. Take action to recover expenses in accordance with s3.48.

A02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.



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- DELEGATION NUMBER** - **A03**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.43 & s3.47.
- DELEGATION SUBJECT** - **Disposing of Confiscated or Uncollected Goods**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to dispose of, in accordance with s3.47, any vehicles or goods that have been impounded/seized/confiscated under the provisions of s3.39 and 3.40A (Delegation A02) or any goods that have been ordered to be confiscated under section 3.43 of the Act.

In disposing of said goods by way of auction or after calling public tenders in accordance with Part 4 of the Local Government (Functions and General) Regulations, the Chief Executive Officer is authorised pursuant to s5.43 (b) to accept any auction outcomes ~~or and~~ tender up to the value of \$20,000. ~~Auction~~Pre-auction outcomes—estimates and tenders for amounts considered to exceed \$20,000 shall be referred to the Council for consideration prior to sale.

A03 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
shd	Owners of uncollected/claimed vehicles	Approval of tender for vehicles	Jason Whiteaker - CEO
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.



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- DELEGATION NUMBER** - **A04 - REMOVED**
- LEGISLATIVE POWER** - Caravan Parks And Camping Grounds Regulations 1997, (Reg. 11)
- DELEGATION SUBJECT** - **Approval of Camping Other than at a Caravan Park or Camping Ground**
- DELEGATE** - Chief Executive Officer
- SUB-DELEGATE** - Executive Manager Development Services  
Manager Health and Environment

The Chief Executive Officer is delegated authority to:

1. Provide a written approval for a person to camp on land in accordance with regulation 11 (2) (a) for longer than 3 nights up to 3 months in any period 12 months.
2. Provide a written approval for a person to camp on land in accordance with regulation 11 (2) (c) (i) & (ii) providing the approval will not result in the land being camped on for longer than 12 consecutive months.

Conditions

1. The approval is to be in accordance with Council Policy H6.4 Temporary Accommodation during Construction of a Dwelling.

A04 – Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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<b>DELEGATION NUMBER</b>	- <b>A05</b>
<b>LEGISLATIVE POWER</b>	- Local Government Act 1995 Local Government (Miscellaneous Provisions) Act 1960 Dog Act 1976 Cat Act 2011 Control of Vehicles (Off Road Areas) Act 1978 Caravan Parks & Camping Grounds Act 1995 Litter Act 1979 Planning & Development Act 2005 Building Act 2011 Food Act 2008 Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911
<b>DELEGATION SUBJECT</b>	- <b>Authorised, Designated &amp; Approved Officers – Appointment</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Nil.

The Chief Executive Officer is delegated authority to appoint "authorised Officers/persons" and "Designated Officers" to perform functions under the Local Government Act and Regulations, Local Laws and other regulations and acts including but not limited to the following:

- Local Government Act 1995;
- Local Government (Miscellaneous Provisions) Act 1960;
- Dog Act 1976 and Regulations there under;
- Cat Act 2011 and Regulations there under;
- Control of Vehicles (Off Road Areas) Act 1978 and Regulations there under;
- Caravan Parks & Camping Grounds Act 1995
- Litter Act 1979 and Regulations there under;
- Planning & Development Act 2005.
- Building Act 2011
- Food Act 2008
- Public Health Act 2016 & Health (Miscellaneous Provisions) Act 1911
- Health (Asbestos) Regulations 1992

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**The following is a list of Authorised Officers:**

Planning & Development Act 2005:

Chief Executive Officer, Executive Manager Development Services; Manager Planning Services; Planning Officer/s, Compliance Officer.

Litter Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Community Services; Executive Manager Development Services; Executive Manager Engineering Services; Manager Health and Environment Environmental Health Officer/s; Ranger/s.

Dog Act Officers:

Chief Executive Officer; Executive Manager Corporate Services; Executive Manager Engineering Services; Executive Manager Development Services; Executive Manager Community Services; Environmental Health Officer/s, Ranger/s, Senior Building Surveyor.

Cat Act Officers:

Chief Executive Officer; Executive Manager Development Services; Ranger/s.

Swimming Pool Inspections:

Chief Executive Officer, Executive Manager Development Services; Senior Building Surveyor, Technical Officer; Ranger/s, Compliance Officer.

Building Act 2011

Chief Executive Officer, Executive Manager Development Services, Senior Building Surveyor, Compliance Officer.

Food Act 2008

Chief Executive Officer, Executive Manager Development Services, Manager Health and Environment, Environmental Health Officer/s.

Public Health Act 2016

Chief Executive Officer, Executive Manager Development Services, Manager Health and Environment, Environmental Health Officer/s.

Health (Miscellaneous Provisions) Act 1911

Chief Executive Officer, Executive Manager Development Services, Manager Health and Environment, Environmental Health Officer/s.

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Caravan Parks and Camping Ground Act 1995

Chief Executive Officer, Executive Manager Development Services, Manager Health and Environment, Environmental Health Officer/s and Compliance Officer.

Health (Asbestos) Regulations 1992

Chief Executive Officer, Executive Manager Development Services, Manager Health and Environment, Environmental Health Officer/s, Compliance Officer.



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- DELEGATION NUMBER** - **A06**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.27, Schedule 3.1
- DELEGATION SUBJECT** - **Authority to undertake work on land not controlled by Council**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

In accordance with Section 3.27 of the Local Government Act 1995, the Chief Executive Officer is delegated authority to perform the general function of the local government and do any of the things prescribed in Schedule 3.2 of the Local Government Act 1995 even though the land on which it is done is not local government property and the local government does not have consent to do it.

A06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
9/08/2019	Peter Griggs	Notice of Entry	Jason Whiteaker - CEO
9/03/2020	Joyce Daniels	Notice of Entry	Jason Whiteaker - CEO
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Choose an item.

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<b>DELEGATION NUMBER</b>	- <b>A07</b>
<b>LEGISLATIVE POWER</b>	- Shire of Northam Local Laws
<b>DELEGATION SUBJECT</b>	- <b>Shire of Northam Local Laws Administration</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services Executive Manager Engineering Services Manager Planning Services Environmental Health Officer/s Planning Officer/s Senior Building Surveyor Compliance Officer Ranger/s

The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws.

Conditions:

- Determinations and decisions under the Shire of Northam's Local Laws having regard to the relevant Council policies in force at the time.
- The administration of the Extractive Industries Local Law 2016, including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:
  - o Issue or refusal of a licence under clause 3.1(2)
  - o Determination of a licence period under clause 3.1(3)(a)
  - o Transfer, cancel or refusal to renew a licence under clauses 4.1(2), 4.2 and 4.3(4) determination of any security under clause 5.1(1).

Exclusions – Renewal of a licence where it is proposed to vary the conditions of the licence; or where the licensee has not complied with the conditions of the licence.

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<b>DELEGATION NUMBER</b>	- <del>A08</del> <b>REMOVED</b>
<b>LEGISLATIVE POWER</b>	- <del>Caravan Parks and Camping Grounds Act 1995</del>
<b>DELEGATION SUBJECT</b>	- <del>Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995</del>
<b>DELEGATE</b>	- <del>Chief Executive Officer</del>
<b>SUB DELEGATE</b>	- <del>Executive Manager Development Services Manager Environmental Health Environmental Health Officer Compliance Officer</del>

~~The Chief Executive Officer is delegated authority to perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995 to exercise and discharge the following powers and functions, including:~~

- ~~1. Determine applications for licences, undertake inspections and carry out the provisions of under Caravan Parks and Camping Grounds Act 1995 in accordance with the relevant provisions.~~

~~Condition~~

- ~~1. A license may only be issued for a renewal, or Council approved, caravan park or camping ground.~~

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## Building

DELEGATION NUMBER	- B01
LEGISLATIVE POWER	- <i>Building Act 2011, s20, s127</i>
DELEGATION SUBJECT	- <b>Buildings – Grant or Refusal of Building Permits</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Senior Building Surveyor

The Chief Executive Officers of the Shire of Northam is delegated authority to grant or refuse building permits, subject to the provisions of s20 *Building Act 2011*.

### **Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the *Building Act 2011*, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**REFER TO SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR.**

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- DELEGATION NUMBER** - **B02**
- LEGISLATIVE POWER** - *Building Act 2011, s21, s127*
- DELEGATION SUBJECT** - **Buildings – Grant or Refusal of Demolition Permits**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Senior Building Surveyor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant or refuse demolition permits, subject to the provisions of s21 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the *Building Act 2011*, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

Any buildings or structure on the Shire of Northam Municipal Inventory being referred to Council for decision.

B02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



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- DELEGATION NUMBER** - **B03**
- LEGISLATIVE POWER** - *Building Act 2011, s22, s127*
- DELEGATION SUBJECT** - **Buildings – Further Grounds for Not Granting an Application**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
 Senior Building Surveyor

The Chief Executive Officer of the Shire of Northam is delegated authority to refuse building or demolition permits due to errors in information or documentation submitted, subject to the provisions of s22 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the *Building Act 2011*, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

**B03 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>



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- DELEGATION NUMBER** - **B04**
- LEGISLATIVE POWER** - *Building Act 2011, s58, s127*
- DELEGATION SUBJECT** - **Buildings – Grant of Occupancy Permit, Building Approval Certificate**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Senior Building Surveyor

The Chief Executive Officer of the Shire of Northam is delegated authority to grant, modify or refuse Occupancy Permits or Building Approval Certificates, subject to the provisions of s58 *Building Act 2011*.

**Special Conditions or Guidelines**

An officer to whom this authority is delegated cannot, in accordance with the provisions of the *Building Act 2011*, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
<a href="#">14/09/2018</a>			
<a href="#">4/09/2018</a>			
<a href="#">14/09/2018</a>			



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- DELEGATION NUMBER** - **B05**
- LEGISLATIVE POWER** - *Building Act 2011, s110, s127*
- DELEGATION SUBJECT** - **Buildings – Building Orders**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to issue Building Orders in relation to:

- Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act;
- Take specific action to prevent contravention of the Act;
- Finish an outward facing side of a wall;
- Buildings which are considered as being unsafe or not fit for human habitation.

Subject to the provisions of *Building Act 2011*.

**Special Conditions or Guidelines**

An Officer to whom this authority is delegated cannot, in accordance with the provisions of the Building Act 2011, approve plans in which he/she has an interest.

An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.

B05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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- DELEGATION NUMBER - **B06**
- LEGISLATIVE POWER - Building Act 2011, s133, s127
- DELEGATION SUBJECT - **Buildings – Prosecutions**
- DELEGATE - Chief Executive Officer
- SUB DELEGATE - Nil.

The Chief Executive Officer is delegated authority to commence prosecution for an offence against this Act, subject to the provisions of *Building Act 2011*.

B06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

2020/21 ~~19/20~~ Delegated Authority Register



DELEGATION NUMBER	- B07
LEGISLATIVE POWER	- Building Act 2011, s127 Building Regulations 2012, r53 Local Government Act 1995, s5.42 & s9.10
DELEGATION SUBJECT	- <b>Recover the Charge Imposed for Private Swimming Pool Inspections</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover the amount of a charge imposed for the inspection of a private swimming pool in a court of competent jurisdiction, subject to Reg 53 of the Building Regulations 2012.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**

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DELEGATION NUMBER	- B08
LEGISLATIVE POWER	- <i>Local Government (Uniform Local Provisions) Regulations 1996 r. 5, 6</i>
DELEGATION SUBJECT	- <b>Issue Permit to Deposit Material on or Excavate on or Adjacent Street</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Executive Manager Engineering Services Senior Building Surveyor

The Chief Executive Officer is delegated authority to:

1. Serve written notice on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, require the person to cover the footpath during the period specified in the notice so as to:
  - (a) Prevent damage to the footpath; or
  - (b) Prevent inconvenience to the public or danger from falling materials.
2. Grant permission for a person to place on a specified part of public thoroughfare one or more specified things that may obstruct the public thoroughfare and impose such conditions as the CEO thinks fit on granting permission.

**REFER TO SEPARATE USAGE REGISTER KEPT BY SENIOR BUILDING SURVEYOR.**



**2020/21-19/20 Delegated Authority Register**

- DELEGATION NUMBER** - **B09**
- LEGISLATIVE POWER** - *Building Act 2011, s65*
- DELEGATION SUBJECT** - **Buildings - Extending the period of duration an Occupancy permit or a Building Approval Certificate**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
 Senior Building Surveyor

The Chief Executive Officer is Delegated Authority to extend the period of duration of an Occupancy permit or a Building Approval Certificate, subject to the provisions of s65 *Building Act 2011*.

<b>B09 - Delegation Use</b>			
<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
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2020/21 ~~19/20~~ Delegated Authority Register



- DELEGATION NUMBER** - **B10**
- LEGISLATIVE POWER** - *Building Act 2011, s117*
- DELEGATION SUBJECT** - **Buildings – Revoke Building Orders**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Senior Building Surveyor

The Chief Executive Officer is Delegated Authority to Revoke Building Orders, subject to the provisions of s117 Building Act 2011.

B10 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO
Click here to enter a date.	Click here to enter text.	Click here to enter text.	Jason Whiteaker - CEO

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<b>DELEGATION NUMBER</b>	- <b>B11</b>
LEGISLATIVE POWER	- <i>Building Regulations 2012 Reg 70(1A)(1)&amp; 70(2)</i>  - <i>Local Government Act 1995 Sections 5.44, 9.10(1), 9.16, 9.19 &amp; 9.20</i>  - <i>Criminal Procedure Act 2004 section 6(a), 6(b) &amp; 7(1)</i>
DELEGATION SUBJECT	- <b>Authorised and Approved Officers - Building Act Infringement Notices</b>
DELEGATE	- Chief Executive Officer (Approved Officer)
SUB DELEGATE	- Executive Manager Development Services (Authorised Officer)  - Senior Building Surveyor (Authorised Officer)  - Compliance Officer (Authorised Officer)

The Chief Executive Officer is delegated authority to appoint Authorised Officers under s.9.10 (1) of the Local Government Act 1995 for the purposes of issuing Building Act Infringement notices, in accordance with the Criminal Procedure Act 2004 s.6 (b) and Building Regulations 2012, section 70(2).

**Special Conditions or Guidelines**

A person who is appointed as an approved officer is not eligible to be appointed as an authorised officer. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.

Delegation as an "Approved Officer" in accordance with *Building Regulation 70(1)* for the purposes of *Building Act 2011* Infringement Notices is limited to the Chief Executive Officer ONLY who is delegated authority to:

- Grant extension of time to pay a Building Act Infringement Notice in accordance section 9.19 of the local Government act 1995 providing authority to determine to extension of time to pay Building act Infringement notice, in accordance with Building Regulation 70(1), and
- Section 9.20 of the Local Government Act providing authority to determine withdrawal of a Building Act Infringement Notice in accordance with Building Regulation 70(1).

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Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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## Engineering

<b>DELEGATION NUMBER</b>	- <b>E01</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995, s3.50 &amp; s3.50A</i> <i>Local Government (Functions and General) Regulations – Part 2 – Thoroughfares</i> <i>Road Traffic Act 1974, s92 &amp; s81D</i>
<b>DELEGATION SUBJECT</b>	- <b>Temporary Closure of Thoroughfares to Vehicles</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Engineering Services Executive Manager Development Services

The Chief Executive Officer is delegated authority:

- a) In accordance with Section 3.50(1) of the Local Government Act 1995, close any thoroughfare, wholly or partially, for a period of up to 4 weeks after giving local public notice of the intention to do so;
- b) In accordance with Section 3.50(1)(a) and 3.50(4) of the Local Government Act 1995, close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4 weeks, but not exceeding 3 months, after giving local public notice of the intention to do so and allowing submissions to be made and considered; and
- c) In accordance with Section 3.50A of the Local Government Act 1995, partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare.

*(Note: Not for the permanent closure of a road/road reserve: refer Land Administration Act).*

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E01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



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- DELEGATION NUMBER** - **E02**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.50 & s3.50A*  
*Road Traffic (Events on Roads) Regulations 1991*  
*Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places*
- DELEGATION SUBJECT** - **Events on Roads**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services  
Executive Manager Development Services

The Chief Executive Officer is delegated authority to determine applications for the temporary closure of thoroughfares under its management for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulations 1991.

E02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **E03**
- LEGISLATIVE POWER** - *Local Government Act 1995, Sch 9.1, cl 5(1)*  
*Local Government (Uniform Local Provisions) Regulations 1996 Reg 9*
- DELEGATION SUBJECT** - **Gates across Public Thoroughfare**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for permission to erect gates or other devices across public thoroughfares under Council control or management to enable traffic to pass across the public thoroughfare and prevent livestock from straying. This authority relates to all of the provisions of Regulation 9, Local Government (Uniform Local Provisions) Regulations 1996.

E03 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **E04**
- LEGISLATIVE POWER** - *Local Government Act 1995, Schedule 9.1, Clause 7*  
  
*Local Government (Uniform Local Provisions) Regulations 1996 Regs 12 to 16 (Inclusive)*
- DELEGATION SUBJECT** - **Crossovers**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council policy.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with the provisions of Schedule 9.1 Clause 7 of the Act.

This delegated authority relates to all of the provisions of Local Government (Uniform Local Provisions) Regulations 1996; Regulation numbers 12 to 16 inclusive.

E04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



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- DELEGATION NUMBER** - **E05**
- LEGISLATIVE POWER** - Local Government Act 1995, s3.51
- DELEGATION SUBJECT** - **Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to give the required notices as specified in s3.51(3) and (4) before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land.

Further, the Chief Executive Officer is delegated authority to consider submissions received and proceed with the proposal if no objection is received.

E05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **E06**
- LEGISLATIVE POWER** - *Local Government Act 1995, s3.52*
- DELEGATION SUBJECT** - **Public Thoroughfares – Public Access & Plans – s3.52 (within designated Town sites)**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to ensure that public thoroughfares are kept open for public use except if they are closed or have restricted use subject to:

1. In fixing or altering the level of, or the alignment of a public thoroughfare, ensure that access by vehicle to land adjoining the thoroughfare can be reasonably provided. (Reference s3.52 (3)).
2. Keeping plans of the levels and alignments of public thoroughfares that are under Council's control or management and make those plans available for public inspection. (Reference s3.52 (4)).

E06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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## Finance

DELEGATION NUMBER	- F01
LEGISLATIVE POWER	- <i>Local Government Act 1995, s6.10</i> <i>Local Government (Financial Management) Regulations 1996, Reg 12</i>
DELEGATION SUBJECT	- <b>Creditors, Payment of</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to make payments from the Municipal fund or the Trust fund in accordance with the provisions of Local Government (Financial Management) Reg 12

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER CORPORATE SERVICES.**



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<b>DELEGATION NUMBER</b>	- <b>F02</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995, s3.58</i> <i>Local Government (Functions General) Regulations, Reg. 30</i>
<b>DELEGATION SUBJECT</b>	- <b>Disposal of Council Property (Public Auction, Public Tender or Private Treaty)</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Corporate Services Executive Manager Development Services Executive Manager Community Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to dispose of property to the highest bidder, at public auction, public tender or by private treaty subject to the following limits:

- Up to \$10,000
- Between \$10,000 and \$100,000 for the purpose of disposal (including trade-in of ~~ing~~ plant and equipment) ~~specified to be disposed of~~ authorised in the Annual Budget.

Subject to the disposal complying with the following requirements:

- If the disposal is for land with a budget value of great than \$10,000 the disposal must be within 10% of a written valuation.

F02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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DELEGATION NUMBER	- F03
LEGISLATIVE POWER	- Local Government Act 1995 Recovery of Rates and Charges, s6.55 & s6.56
DELEGATION SUBJECT	- <b>Recovery of Unpaid Debtors</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Corporate Services

The Chief Executive Officer is delegated authority to recover outstanding rates and service charges and take the legal action necessary for recovery in accordance with the provisions of Part 6, Division 6, subdivisions 5 and 6 of the Local Government Act 1995.

**REFER TO SEPARATE USAGE REGISTER KEPT BY EXECUTIVE MANAGER OF CORPORATE SERVICES.**

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<b>DELEGATION NUMBER</b>	- <b>F04</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995</i> <i>Inviting of Tenders s3.57</i> <i>Local Government (functions and general) Regulations cl. 14, 18, 20</i>
<b>DELEGATION SUBJECT</b>	- <b>Inviting Tenders</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Nil.

The Chief Executive Officer is delegated authority to;

1. Invite tenders before for the local government to enter into a contract of a prescribed kind under which another person is to supply goods or services.
2. Determine an appropriate selection criteria based on one or more of the following criteria;
  - a. Price
  - b. Ongoing Operational costs
  - c. Quality
  - d. Timeliness of deliver
  - e. Fit purpose
  - f. Community benefit
  - g. Application of regional price preference in accordance with Council policy
  - h. Relevant experience
  - i. Reliability
3. Make minor variations to awarded tenders within the following parameters;
  - a. Cost to Council not to exceed available budget allocations.
4. Make a determination to accept or reject tenders up to ~~\$150~~\$250,000.
5. Make determinations on purchases under \$250,000 for the supply of the goods or services obtained through the Council Purchasing Service of WALGA.

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F04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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- DELEGATION NUMBER** - **F05**
- LEGISLATIVE POWER** - *Local Government Act 1995*  
*Local Government (functions and general) Regulations cl. 14, 18, 20*
- DELEGATION SUBJECT** - **Write Off / Waive Small Fees or Debts**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer is delegated authority to make a determination to waive or grant concessions in relation to any amount of money or write off any amount of money that is owed to the local government [subject to section 6.12(2) and in accordance with policy C 3.4 Write Off / Waive Small Fees or Debts] – up to a maximum of \$5,000.

F05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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DELEGATION NUMBER	- F06
LEGISLATIVE POWER	- Section 3.58 Local Government Act 1995
DELEGATION SUBJECT	- <b>Disposing of Property by Lease or Licence</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Nil.

The Chief Executive Officer is delegated authority for the disposal of property by lease or licence in accordance with section 3.58 of the Local Government Act 1995 and policy A8.4 Management of Council Property Leases.

NOTE: Section 3.58(1) defines:

**'dispose'** as includes to sell, lease, or otherwise dispose of, whether absolutely or not; and

**'property'** as includes the whole or any part of the interest of a local government in property, but does not include money.

The Chief Executive Officer and Shire President are authorised to execute leases and licences on behalf of the Shire of Northam subject to:

Subject to the disposal;

1. complying with the requirements of:
  - i. Section 3.58 of the Local Government Act 1995;
  - ii. The exclusions set out in Regulation 30 of the Local Government (Functions and General) Regulations 1996;
  - iii. Council Policies or Management Procedures;

The grant of a lease or licence in relation to:

1. freehold land owned by the Shire; or
2. crown land managed/leased by the Shire.

is further subject to:

1. Disposal by Lease
  - a) The disposal of property by lease being subject to:
    - i. The lease being in accordance with the Shire's Leasing Policy (as then applicable);
    - ii. The term of the lease being no greater than twelve (12) years for Northam Airport Hangar Sites and five (5) years for all other property;
    - iii. The rental fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the lease term; and
    - iv. The area leased being no greater than 1000m<sup>2</sup>.

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- b) The agreement for the varying the terms of a lease including but not limited to terminations, renewal options, assignments, subletting, special conditions or payment schedules of a lease subject to:
  - i. The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
  - ii. The lease providing for an option for extension and specifying the applicable terms of that option term;
  - iii. The exercise of the lease being in accordance with the terms of the option provisions of the original lease, and in particular that the lessee is not in a material and un-remedied breach of that lease; and
  - iv. The extension being in accordance with the option provisions of the original lease.
- 2. Disposal by Licence
  - a) The disposal of property by licence being subject to:
    - i. The licence being in accordance with the Shire's Leasing Policy (as then applicable);
    - ii. The granting of a licence being permitted under the Shire's management order or lease;
    - iii. The term of the licence being no greater than five (5) years;
    - iv. The fee payable being no greater than \$20,000 (plus GST) per annum during the initial year of the licence term; and
    - v. The area licenced being no greater than 1000m<sup>2</sup>.
  - b) The agreement for the varying the terms of a licence including but not limited to terminations, renewal options, assignments, sublicensing, special conditions or payment schedules of a licence subject to:
    - i. The variation being minor in nature in accordance with the Shire's Leasing Policy (as then applicable);
    - ii. The licence providing for an option for extension and specifying the applicable terms of that option term;
    - iii. The exercise of the licence being in accordance with the terms of the option provisions of the original licence, and in particular that the licensee is not in a material and un-remedied breach of that licence; and
    - iv. The extension being in accordance with the option provisions of the original licence.

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F06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation

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## Health

<b>DELEGATION NUMBER</b>	- <b>H01</b>
<b>LEGISLATIVE POWER OR DUTY DELEGATED</b>	- All powers exercisable by the Local Government under the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911 and Regulations made there under; and the Shire's Health Local Laws.
<b>LEGISLATIVE POWER TO DELEGATE</b>	Public Health Act 2016 s21(1)(b) Enforcement agency may delegate  Health (Miscellaneous Provisions) Act 1911 s26 Powers of Local Government
<b>DELEGATION SUBJECT</b>	- <b>Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services  Manger Health and Environment  Environmental Health Officer

The Chief Executive Officer is delegated authority to exercise and discharge all or any of the powers and functions of the local government (enforcement agency) as prescribed in the Public Health Act 2016 and associated Regulation.

**REFER TO SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S.**

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<b>DELEGATION NUMBER</b>	- <b>H02</b>
<b>LEGISLATIVE POWER OR DUTY DELEGATED</b>	- Food Act 2008: s65(1) Prohibition orders s66 Certificate of clearance to be given in certain circumstances s67(4) Request for re-inspection s110 Registration of food businesses s112 Variation of conditions or cancellation of registration of food businesses s125 Institution of proceedings
<b>LEGISLATIVE POWER TO DELEGATE</b>	Food Act 2008 s118(2)(b) Local Government (Enforcement Agency)
<b>DELEGATION SUBJECT</b>	- <b>Food Act 2008 – Functions of enforcement agency</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services Manger Health and Environment Environmental Health Officer

The Chief Executive Officer is delegated authority to perform the functions of an enforcement agency :

1. Serve a Prohibition Order on the proprietor of a food business in accordance with s65 of the Food Act 2008.
2. Give a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices in accordance with s66 of the Food Act 2008.
3. Give written notice to the proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection in accordance with s67 of the Food Act 2008.
4. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with s110 and s112 of the Food Act 2008.

**REFER TO SEPARATE USAGE REGISTER KEPT BY ENVIRONMENTAL HEALTH OFFICER/S.**

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## Planning

<b>DELEGATION NUMBER</b>	- <b>P01</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995</i>  <i>Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960</i>
<b>DELEGATION SUBJECT</b>	- <b>Instruct Legal Action</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services

The Chief Executive Officer is delegated authority to instruct Council's Solicitors to take legal action in respect of any breach, contravention or offence under the Planning and Development Act 2005, gazetted Local Planning Schemes, the Local Government (Miscellaneous Provisions) Act 1960 and all subsidiary legislation made under those acts including signing and executing documents on behalf of the Shire.

P01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P02**
- LEGISLATIVE POWER** - *Planning and Development (Local Planning Schemes) Regulations 2015, section 64(1)(c) & (2)*  
Local Planning Scheme No. 6
- DELEGATION SUBJECT** - **Development Applications – Waiver of Requirement for Advertising**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to waive a requirement for an application to be advertised if it does not comply with the requirements of Local Planning Scheme No. 6 if satisfied that the departure from the Scheme is of a minor nature and there is no likely impact.

P02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	- P03
<b>LEGISLATIVE POWER</b>	- Local Planning Scheme No 6
<b>DELEGATION SUBJECT</b>	- <b>Planning Determinations</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services Manager Planning Services

**General Delegation**

The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to approve or refuse applications for development approval, including amendments, made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Where applications for development approval have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, it:

**Conditions**

- a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or
- b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations;
- c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but:
  - i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or the party or parties that lodged the submissions (the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and

**Exclusions**

General Exclusions

1. Applications for development approval for development exceeding \$4M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' or 'I' within the Scheme at variance with Scheme requirements and standards.

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Specific Exclusions and Exceptions for Minor Works etc.

2. Subject to 8 below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.
3. Subject to 8 below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.
4. Subject to 8 below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:
  - i) Animal Establishment in other than the 'Rural' or 'Rural Smallholding' Zone;
  - ii) Equestrian Activity in other than the 'Rural' or 'Rural Smallholding' Zone;
  - iii) Hotel (except for alterations and additions on existing licensed premises);
  - iv) Industry – Extractive (except for minor modifications to existing approvals);
  - v) Industry – Mining in other than the 'Rural' Zone;
  - vi) Liquor Store (small and large) (except for minor modifications to existing approvals);
  - vii) Motel in other than the 'Commercial' or 'Tourist' Zone (except for minor modifications to existing premises);
  - viii) Night Club;
  - ix) Restricted Premises;
  - x) Tavern (except for minor modifications to existing premises);
  - xi) Major new Telecommunications Infrastructure.
5. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority..
6. Subject to 8 below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority, except for minor modifications or extensions. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).
7. Subject to 8 below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that are assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).
8. Subject to 9 below, the provisions of 1 - 7 above do not apply to applications for an extension of time to commence a development approval, alterations and/or expansions affecting a maximum area of 20% of the existing development, or 250m<sup>2</sup> (in terms of floor space or land area in use, as appropriate), whichever is the lesser, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.

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9. Where an extension of time to commence a development approval is granted pursuant to 8 above, the term of any renewal shall not exceed 24 months, however, an unlimited number of renewals may be granted under delegated authority.

**An officer to who this authority is delegated cannot approve plans in which he/she may have a conflict of interest.**

**REFER TO SEPARATE USAGE REGISTER KEPT BY MANAGER PLANNING SERVICES**



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- DELEGATION NUMBER** - **P04**
- LEGISLATIVE POWER** - Strata Titles Act 1985, s23
- DELEGATION SUBJECT** - **Strata Titles – Certificate of Local Government**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
 Manager Planning Services

Under s23(4) of the Strata Titles Act 1985 the Chief Executive Officer is delegated to issue certificates relating to Strata Title developments confirming various obligations have been met under s23 of the Strata Titles Act 1985, excluding modifications to existing buildings (s23(3) and s24).

P04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P05**
- LEGISLATIVE POWER** - Strata Titles Act 1985, s19(10)
- DELEGATION SUBJECT** - **Consent to the Lease of Common Property**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
 Manager Planning Services

The Chief Executive Officer is delegated to give consent to the mortgage and/or lease of common property on Strata Plans where the provisions of the Act are met and in accordance with Council Policy.

P05 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P06**
- LEGISLATIVE POWER** - Local Planning Schemes No 6
- DELEGATION SUBJECT** - **Advertising Signs**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to approve signs that require such approval and where appropriate the licensing of signs that comply with the Local Planning Schemes, any Council Policy which may exist from time to time and Local Laws of the Council.

P06 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	- <b>P07</b>
<b>LEGISLATIVE POWER</b>	- Local Government Act 1995, s5.42 Local Planning Scheme No 6 Local Planning Policy
<b>DELEGATION SUBJECT</b>	- <b>Illegal Development, Giving Written Direction</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to exercise the power under s5.42(1) of the Local Government Act 1995, to give an owner or developer a direction requiring them to comply under Section 214 of the Planning & Development Act, with the Local Planning Scheme, Policy or Planning requirement. The Chief Executive Officer should inform the owner if the developer is not the owner.

P07 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	- P08 <sub>JWT1</sub>
LEGISLATIVE POWER	- Local Government Act 1995, s5.42
DELEGATION SUBJECT	- <b>Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005, subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions

Applications that, were they approved by the WAPC, might result in a net increase of more than 10 lots, a recommendation to the WAPC may only be made under delegated authority if-

- a) The application is consistent with a strategy, local structure plan, local development plan or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or
- b) The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the delegated officer, of a minor nature.

P08 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	- <b>P09</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995, s5.42</i>  <i>Deemed Provisions for Local Planning Schemes (Cl. 82)</i>
<b>DELEGATION SUBJECT</b>	- <b>Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services  Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to clearance of conditions of development approval, clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

P09 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	- <b>P10</b>
LEGISLATIVE POWER	- <i>Local Government Act 1995, s5.42</i>
DELEGATION SUBJECT	- <b>Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997</b>
DELEGATE	- Chief Executive Officer
SUB DELEGATE	- Executive Manager Development Services Manager Planning Services

The Chief Executive Officer is delegated authority to advise the Department of Lands with respect to proposed changes of tenure, changed/new management orders, and/or granting or renewing of leases and/or licences relating to Crown Land.

Exclusions/Conditions  
Nil.

P10 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P11**
- LEGISLATIVE POWER** - *Local Government Act 1995, s5.42*
- DELEGATION SUBJECT** - **Advising other Regulatory Authorities**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to advise other regulatory authorities (other than the Western Australian Planning Commission with respect to applications for subdivision) with respect to matters where planning-related advice is required subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

P11 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P12**
- LEGISLATIVE POWER** - *Local Government Act 1995, s5.42*
- DELEGATION SUBJECT** - **Appeals, Requests for Reconsideration**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.

Exclusions/Conditions  
Nil.

P12 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **P13**
- LEGISLATIVE POWER** - *Planning and Development Act 2005*  
*Gazetted Local Planning Schemes*  
*Local Government (Miscellaneous Provisions) Act 1960*
- DELEGATION SUBJECT** - **Authorised Officers – Planning Infringements**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority under Section 234 of the Planning and Development Act 20015 to appoint authorised persons under Sections 228-231 of the Act to issue Planning Infringement Notices.

P13 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	-	<b>P14</b>
<b>LEGISLATIVE POWER</b>	-	<i>Planning and Development Regulations 2009, clause 52.</i>  Local Planning Scheme No. 6
<b>DELEGATION SUBJECT</b>	-	<b>Development Applications – Waiver of Application Fees</b>
<b>DELEGATE</b>	-	Chief Executive Officer
<b>SUB DELEGATE</b>	-	Executive Manager Development Services  Manager Planning Services

The Chief Executive Officer, pursuant to clause 52 of the *Planning and Development Regulations 2009*, is delegated authority to waive or refund, defer in whole or part, payment of a fee for a planning service.

Where fees for a planning service, have been deferred, the fees will be payable on practical completion of the approved development or as stipulated in the conditions of approval.

The following guidelines are applicable –

- o Applications submitted by Not for Profit, Charitable or Sporting Organisations – no fees
- o Applications for new home based businesses – 50% fee reduction- payable upon commencement of development
- o Application for change of use within existing commercial zoned premises- 50% fee reduction – payable on practical completion (development physically completed) of the development
- o All other applications – payable on practical completion (development physically completed)

**P14 - Delegation Use**

<b>Date of Decision</b>	<b>Person/party impacted by decision</b>	<b>How power / discharge of duty was exercised</b>	<b>Name of Officer Exercising Delegation</b>
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## Properties

<b>DELEGATION NUMBER</b>	- <b>PR01</b>
<b>LEGISLATIVE POWER</b>	- <i>Local Government Act 1995, s3.24</i>
<b>DELEGATION SUBJECT</b>	- <b>Notice Requiring Certain Things to be done by the Owner or Occupier of Land</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to exercise the power under s3.25 (1) of the Local Government Act 1995, to give an owner or occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1 of the Act. The Chief Executive Officer must inform the owner if the occupier is not the owner.

PR01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **PR02**
- LEGISLATIVE POWER** - *Liquor Licensing Act 1988*
- DELEGATION SUBJECT** - **Authority to Issue s39 & s40 Certificates  
Liquor Licensing Act 1988**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Manager Planning Services

The Chief Executive Officer is delegated authority to issue s39 and s40 Certificates under the Liquor Licensing Act 1988.

PR02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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## Ranger

<b>DELEGATION NUMBER</b>	- R01
<b>LEGISLATIVE POWER</b>	- <i>Shire of Northam Keeping and Control of Cats Local Law 2008, Shire of Northam Dogs Local Law 2008</i>
<b>DELEGATION SUBJECT</b>	- <b>Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws</b>
<b>DELEGATE</b>	- Chief Executive Officer
<b>SUB DELEGATE</b>	- Executive Manager Development Services

The Chief Executive Officer is delegated authority under the provisions of the relevant local law to approve more than the prescribed number of dogs or cats provided the application has been advertised in accordance with Council Policy and that no adverse comments have been received.

R01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation



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- DELEGATION NUMBER** - **R02**
- LEGISLATIVE POWER** - Section 3.47A(1) Local Government Act 1995
- DELEGATION SUBJECT** - **Disposal of Sick or Injured Impounded Animals**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services

The Chief Executive Officer is delegated authority to destroy an animal and dispose of the carcass if an impounded animal is ill or injured to such an extent that treating it is not practicable, in accordance with section 3.47A of the Local Government Act 1995.

No. - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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**Other**

- DELEGATION NUMBER** - O01
- LEGISLATIVE POWER** - Bush Fires Act 1954, s33 & s48
- DELEGATION SUBJECT** - **Firebreak Order - Variation**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Nil.

The Chief Executive Officer, in accordance with s48(1) of the *Bush Fires Act 1954*, is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to provide alternative fire protection measures on land in consultation with the Chief Bush Fire Control Officer.

**s48 (3) of the Bush Fires Act 1954 precludes sub delegation from the CEO to others.**

**O01 - Delegation Use**

Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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<b>DELEGATION NUMBER</b>	-	<b>O02</b>	
LEGISLATIVE POWER	-	Bush Fires Act 1954, s17(10) & s18	
DELEGATION SUBJECT	-	<b>Burning, Prohibited (Variations)</b>	
DELEGATE	-	Shire President Chief Bush Fire Control Officer	} <b>Jointly</b>
SUB DELEGATE	-	Nil.	

That pursuant to s17(10), the Shire President and the Chief Bush Fire Control Officer be delegated **jointly** the Council's powers and duties under the Bush Fires Act 1954, to vary the prohibited burning times and restricted burning times s17(7), and give notice of such s17.8, provided that the Officer in Charge of the Department of Environment and Conservation (DEC) is consulted with before the authority under this delegation is exercised in accordance with the provisions of s18 of the Bush Fires Act 1954.

O02 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **O03**
- LEGISLATIVE POWER** - *Bush Fires Act 1954, s59(3)*
- DELEGATION SUBJECT** - **Offences - Bush Fires Act**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Development Services  
Community Emergency Services Manager  
Ranger/s

In accordance with s59 (3) of the *Bush Fires Act 1954*, the Chief Executive Officer is delegated authority generally to consider allegations of offences alleged to have been committed against the *Bush Fires Act* within the district and to institute and carry out proceedings in the name of the Shire against any person alleged to have committed any of those offences. This delegation extends to the issue of infringement notices by authorised Fire Control Officers in accordance with the provisions of s59A of the Act.

O03 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **O04**
- LEGISLATIVE POWER** - *Local Government Act 1995, s9.10*
- DELEGATION SUBJECT** - **Issuing of Licences, Approvals & Permits – Local Laws**
- DELEGATE** - Chief Executive Officer
- SUB DELEGATE** - Executive Manager Corporate Services  
 Executive Manager Development Services  
 Executive Manager Community Services  
 Executive Manager Engineering Services

The Chief Executive Officer is delegated authority to determine applications for the issue and or renewal of licenses and permits that are provided for in Council local laws.

O04 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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- DELEGATION NUMBER** - **O05**
- LEGISLATIVE POWER** - *Local Government Act 1995, Schedule 9.1*
- DELEGATION SUBJECT** - **Authority to Approve Requests for Short Term Parking**
- DELEGATE** - Chief Executive Officer

The Chief Executive Officer is delegated authority to approve requests for short term parking bays on town Streets within the Shire.

O01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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# SECTION B

## DELEGATIONS FROM COUNCIL TO COMMITTEES



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- DELEGATION NUMBER** - C01
- LEGISLATIVE POWER** - Local Government Act 1995, s5.16
- DELEGATION SUBJECT** - **Receive, Assess and Determine Grant Applications for the Local Business Support Grant Scheme**
- DELEGATE** - Local Business Support Committee

The Local Business Support Committee has been delegated authority to undertake the following:

- a. Receive and assess grant applications; and
- b. Make a final determination on all grant applications received.

C01 - Delegation Use			
Date of Decision	Person/party impacted by decision	How power / discharge of duty was exercised	Name of Officer Exercising Delegation
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# SECTION C

## DELEGATIONS FROM CHIEF EXECUTIVE OFFICER TO OTHER EMPLOYEES

## 2019/20 Delegated Authority Register



The following Delegations have been made by the Chief Executive Officer to:

### EXECUTIVE MANAGER CORPORATE SERVICES:

- B07** Recover charges imposed for Private Swimming Pool inspections
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- F03** Recovery of unpaid Debtors
- O04** Issuing of Licences, Approvals & Permits – Local Laws

### EXECUTIVE MANAGER DEVELOPMENT SERVICES

- A02** Power to Remove and Impound Goods
- ~~**A04** Approval of Camping Other than at a Caravan Park or Camping Ground~~
- A07** Shire of Northam Local Laws Administration
- ~~**A08** Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995~~
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings – Grant of Occupancy Permit, Building Approval Certificate
- B05** Buildings – Building Orders
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an Occupancy permit or a Building Approval Certificate
- B10** Buildings – Revoke Building Orders
- B11** Authorised and Approved Officers - Building Act Infringement Notices
- E01** Temporary Closure of Thoroughfares to Vehicles
- E02** Events on Roads
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)

## 2019/20 Delegated Authority Register



<b>H01</b>	Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
<b>H02</b>	Food Act 2008 – Functions of enforcement agency
<b>P01</b>	Instruct Legal Action
<b>P02</b>	Development Applications - Waiver of Requirement for Advertising
<b>P03</b>	Planning Determinations
<b>P04</b>	Strata Titles – Certificates of Local Government
<b>P05</b>	Consent to the lease of Common Property
<b>P06</b>	Advertising Signs
<b>P07</b>	Illegal Development, Giving Written Direction
<b>P08</b>	Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
<b>P09</b>	Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
<b>P10</b>	Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997
<b>P11</b>	Advising other Regulatory Authorities
<b>P12</b>	Appeals, Requests for Reconsideration
<b>P13</b>	Authorised Officers – Planning Infringements
<b>PR01</b>	Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
<b>PR02</b>	Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988
<b>R01</b>	Approval to keep more than the prescribed number of cats and dogs permitted by relevant local laws
<b>R02</b>	Disposal of Sick or Injured Impounded Animals
<b>O03</b>	Offences – Bush Fires Act
<b>O04</b>	Issuing of Licences, Approvals & Permits – Local Laws

### EXECUTIVE MANAGER ENGINEERING SERVICES

<b>A02</b>	Power to Remove and Impound Goods
<b>A07</b>	Shire of Northam Local Laws Administration
<b>B08</b>	Issue Permit to Deposit Material on or Excavate on or
<b>E01</b>	Temporary Closure of Thoroughfares to Vehicles

## 2019/20 Delegated Authority Register



- E02** Events on Roads
- E03** Gates Across Public Thoroughfare
- E04** Crossovers
- E05** Public Thoroughfares – Fixing or Altering Levels, or Alignments, or Drainage onto Adjoining Land
- E06** Public Thoroughfares – Public Access & Plans s3.52 (within designated Townsites)
- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- PR01** Notice Requiring Certain Things to be Done by the Owner or Occupier of Land
- O04** Issuing of Licences, Approvals & Permits – Local Laws

### EXECUTIVE MANAGER COMMUNITY SERVICES

- F01** Creditors, Payment of
- F02** Disposal of Council Property (Public Auction, Public Tender or Private Treaty)
- O04** Issuing of Licences, Approvals & Permits – Local Laws

### MANAGER PLANNING SERVICES

- A07** Shire of Northam Local Laws Administration
- P02** Development Applications - Waiver of Requirement for Advertising
- P03** Planning Determinations
- P04** Strata Titles – Certificates of Local Government
- P05** Consent to the lease of Common Property
- P06** Advertising Signs
- P07** Illegal Development, Giving Written Direction
- P08** Recommendations to the WAPC Regarding Applications for Subdivision/Amalgamation or Strata Title
- P09** Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval
- P10** Advice to the Department for Lands Regarding Matters Associated with the Land Administration Act 1997

## 2019/20 Delegated Authority Register



- P11** Advising other Regulatory Authorities
- P12** Appeals, Requests for Reconsideration
- PR02** Authority to Issue Section 39 & 40 Certificates Liquor Licensing Act 1988

### MANAGER HEALTH AND ENVIRONMENT

- A04** Approval of Camping Other than at a Caravan Park or Camping Ground
- A07** Shire of Northam Local Laws Administration
- A08** Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995
- H01** Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
- H02** Food Act 2008 – Functions of enforcement agency

### ENVIRONMENTAL HEALTH OFFICER/S

- A07** Shire of Northam Local Laws Administration
- A08** Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995
- H01** Public Health Act 2016 and the Health (Miscellaneous Provisions) Act 1911 – Power or duty of the local government (enforcement agency) under any provision of these Acts
- H02** Food Act 2008 – Functions of enforcement agency

### SENIOR BUILDING SURVEYOR

- A07** Shire of Northam Local Laws Administration
- B01** Buildings – Grant or Refusal of Building Permits
- B02** Buildings – Grant or Refusal of Demolition Permits
- B03** Buildings – Further Grounds for Not Granting an Application
- B04** Buildings - Grant of Occupancy Permit, Building Approval Certificate
- B08** Issue Permit to Deposit Material on or Excavate on or Adjacent Street
- B09** Buildings – Extending the period of duration of an

2019/20 Delegated Authority Register



- B10 Occupancy permit or a Building Approval Certificate
- B10 Buildings – Revoke Building Orders
- B11 Authorised and Approved Officers - Building Act Infringement Notices

**COMPLIANCE OFFICER**

- A07 Shire of Northam Local Laws Administration
- A08 Perform the functions of the "local government" pursuant to the Caravan Parks and Camping Grounds Act 1995
- B11 Authorised and Approved Officers - Building Act Infringement Notices

**RANGER/S**

- A07 Shire of Northam Local Laws Administration
- O03 Offences - Bush Fires Act

**COMMUNITY EMERGENCY SERVICES MANAGER**

- O03 Offences - Bush Fires Act

**SHIRE PRESIDENT**  
**CHIEF BUSH FIRE CONTROL OFFICER** } Jointly

- O02 Burning, Prohibited (Variations)

## 12.2 ENGINEERING SERVICES

Nil.

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Update on COVID-19 Pandemic Response Strategy/Framework

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Responsible Officer:</b>	Executive Manager Development Services - Chadd Hunt
<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 updated COVID-19 Virus Response Strategy/Framework.

#### ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework.

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#### A. BACKGROUND / DETAILS

Council adopted at its meeting held on 15<sup>th</sup> April 2020 the Shire of Northam COVID-19 Virus Response Strategy/Framework.

At this meeting Council resolved the following –

##### That Council;

- 1. Endorses the COVID-19 Virus Response Strategy/Framework as presented;**
- 2. Requires the COVID-19 Virus Response Strategy/Framework to be presented monthly for Council consideration and update as required.**

The strategy was prepared in order to document and provide a clear picture for Council and the Community, the response actions being undertaken in relation to the local impacts of the global pandemic.

The framework has been developed in order for tracking of the actions and works being undertaken as documented within the strategy.

The purpose of this report is to provide an updated strategy for Council endorsement and for Council to note the progress made within the framework documentation.

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

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

Objective:

- Open, accountable and effective decision making.
- Effectively communicate the Shire's vision and strategic priorities, internally and externally.
- Be a valued member and leader in our regional context.
- Develop clear policy settings to guide our organisation and community.
- Ensure effective and well-utilised long term planning.

### **B.2 Financial / Resource Implications**

There are significant financial implications resulting from the strategy, which Council has been briefed on previously. Most notable is the significant financial commitment already made in relation to rates and charges, setting aside \$1,000,000 in the current 19/20 annual budget for an immediate response and a further \$2,000,000 for the 20/21 annual budget. In addition the strategy provides the direction for staff to continue exploring more significant large scale responses to the economic and social challenges currently facing the Community which Council will be considering over the ensuing months.

Currently expenditure is as follows –

COVID-19 Expenditure							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INITIATIVES	04042182	COVID 19	20,000	4,737	7,641	12,378
CV02	COVID19 WORKS - MATERIALS	04042182	COVID 19	10,000	9,786	2,096	11,882
CV03	COVID 19 PPE and Cleaning Supplies	04042182	COVID 19	25,000	13,177	12,694	25,871
CV04	COVID 19 ICT Equipment	04042182	COVID 19	20,000	17,569	1,866	19,435
CV05	COVID 19 Holding Account	04042182	COVID 19	1,044,394	-		
CV06	COVID 19 Economic Initiatives	04042182	COVID 19	30,000	17,470		17,470
<b>Total</b>				<b>1,149,394</b>			<b>87,035</b>

The above table shows expenditure relating to COVID-19, all budget allocations are approved by the Executive Manager Corporate Services, job number CV05 is a holding account and is locked. As new initiatives are recognised new jobs are created and a budget allocated, which is transferred from the locked holding account.

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

There are a range of policy adjustments which have been undertaken and are being recommended for consideration in the strategy. All policy matters will require specific Council resolution in the future, in the event of identified required/suggested changes

### B.5 Stakeholder Engagement / Consultation

N/A

### B.6 Risk Implications

The strategy has taken a risk based approach. Consequently, extensive risk assessments have been undertaken and are contained within the strategy itself.

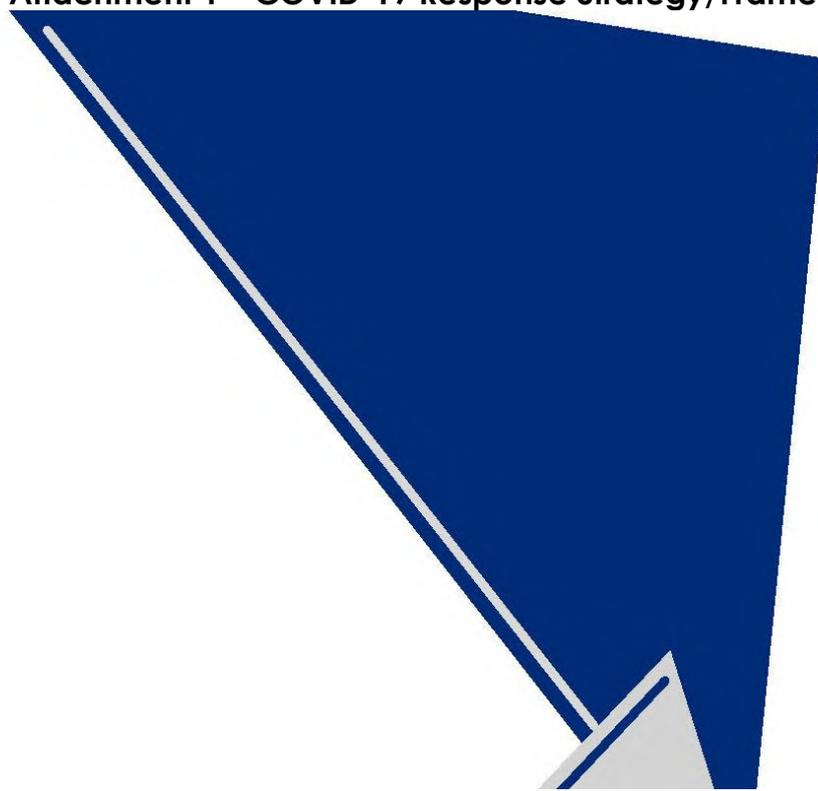
## C. OFFICER'S COMMENT

The Shire of Northam continues to respond and adapt to the changing circumstances regarding the pandemic. The aim of this report is to document those changes and responses for the information of Council, staff and the community.

### RECOMMENDATION

**That Council endorse the updated COVID-19 Virus Response Strategy/Framework as presented.**

## Attachment 1 – COVID-19 Response Strategy/Framework



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### **COVID-19 Virus Response Strategy / Framework**

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*The Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.*

Document Control		
Version No.	Date	Author
DRAFT	6 April 2020	Jason Whiteaker
V1	15 April 2020	Jason Whiteaker
V2	15 May 2020	Chadd Hunt
V3	29 May 2020	Chadd Hunt

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### 1) Background / Context

Western Australia is in a State of Emergency because of the COVID-19 (coronavirus) pandemic. The Federal and Western Australian Governments have made it clear that our country is in the grips of a once in a life time health and subsequent economic crisis.

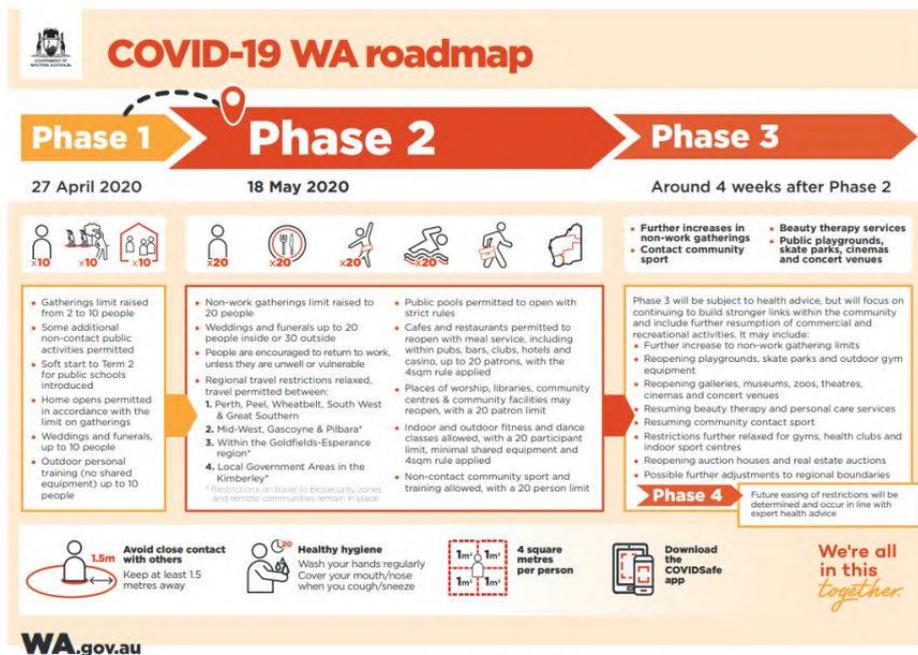
Western Australians are facing unprecedented restrictions of movement not only internationally, but also interstate, intrastate and interregional, as well as a range of other social distancing measures put in place in an attempt to control the spread of the COVID-19 virus. In addition to the health crisis, our international, national, state, regional and local economies are facing challenges the like we have never experienced. The Premier of Western Australia has called upon local governments to play their role, not only in the management of this health crisis, but also in the management of the economic crisis facing our communities.

This strategy has been developed by the Shire of Northam to provide a framework for moving through this state of emergency. It is acknowledged that the rate of change from a health, community and economic perspective is rapid. Consequently this plan will be reviewed, and endorsed by Council, not less than monthly to ensure it is providing the most accurate picture of what our response and recovery look like.

The following is a brief timeline of events to date which have shaped the context of this strategy:

- 27 February 2020 - Prime Minister Scott Morrison announced the Federal Government was activating the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19).
- 1 March 2020 - Australia reported the first death from COVID-19.
- 12 March 2020 - a \$17.6 billion stimulus package announced by Prime Minister to "protect Australians' health, secure jobs and set the economy to bounce back" from the crisis.
- 15 March 2020 - Premier Mark McGowan declared a state of emergency in Western Australia, along with a formal public health emergency.
- 16<sup>th</sup> March 2020- Declaration of Public Health State of Emergency(WA)
- 18 March 2020 - a human biosecurity emergency was declared by the Governor-General, David Hurley, under Section 475 of the Biosecurity Act 2015.
- 18<sup>th</sup> March 2020- Public Health Act (WA)- Mass Gatherings Directions (No 1) issued
- 20<sup>th</sup> March 2020- Public Health Act(WA)- Mass Gatherings Directions (No 2) issued
- 23<sup>rd</sup> March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 1)(places closed include pubs, bars, clubs, gyms, recreation centre, restaurant (dine in), place of worship)
- 25<sup>th</sup> March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 2)(places now include community centres, libraries, swimming pools)
- 25<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 1)

- 30<sup>th</sup> March 2020- Public Health Act(WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 3)(playgrounds, skate parks and outdoor gyms now included)
- 30<sup>th</sup> March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 2)
- 31<sup>st</sup> March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10<sup>th</sup> May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May. <https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf>
- 17<sup>th</sup> May 2020-Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29<sup>th</sup> May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6<sup>th</sup> June 2020



**COVID-19 WA roadmap**

**Phase 1** 27 April 2020

- Gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Soft start to Term 2 for public schools introduced
- Home opens permitted in accordance with the limit on gatherings
- Weddings and funerals, up to 10 people
- Outdoor personal training (no shared equipment) up to 10 people

**Phase 2** 18 May 2020

- Non-work gatherings limit raised to 20 people
- Weddings and funerals up to 20 people inside or 30 outside
- People are encouraged to return to work, unless they are unwell or vulnerable
- Regional travel restrictions relaxed, travel permitted between:
  - Perth, Peel, Wheatbelt, South West & Great Southern
  - Mid-West, Gascoyne & Pilbara\*
  - Within the Goldfields-Esperance region\*
  - Local Government Areas in the Kimberley\*
- Public pools permitted to open with strict rules
- Cafes and restaurants permitted to reopen with meal service, including within pubs, bars, clubs, hotels and casino, up to 20 patrons, with the 4sqm rule applied
- Places of worship, libraries, community centres & community facilities may reopen, with a 20 patron limit
- Indoor and outdoor fitness and dance classes allowed, with a 20 participant limit, minimal shared equipment and 4sqm rule applied
- Non-contact community sport and training allowed, with a 20 person limit

**Phase 3** Around 4 weeks after Phase 2

- Further increases in non-work gatherings
- Contact community sport
- Beauty therapy services
- Public playgrounds, skate parks, cinemas and concert venues

Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:

- Further increase to non-work gathering limits
- Reopening playgrounds, skate parks and outdoor gym equipment
- Reopening galleries, museums, zoos, theatres, cinemas and concert venues
- Resuming beauty therapy and personal care services
- Resuming community contact sport
- Restrictions further relaxed for gyms, health clubs and indoor sport centres
- Reopening auction houses and real estate auctions
- Possible further adjustments to regional boundaries

**Phase 4** Future easing of restrictions will be determined and occur in line with expert health advice

**1.5m** Avoid close contact with others. Keep at least 1.5 metres away

**Healthy hygiene** Wash your hands regularly. Cover your mouth/nose when you cough/sneeze

**4 square metres per person**

Download the COVIDSafe app

**We're all in this together.**

WA.gov.au

**2) Our Objectives**

- To support and communicate the State and Federal Government Health messages and requirements;
- To provide strong, decisive & clear leadership for the Shire of Northam Community;
- To support our local community, with a focus on the elderly and 'at risk' segments (including but not limited to our noongar, youth, homeless and unemployed);
- To support our business community, acknowledging their challenges and providing a supportive environment;
- To support, and wherever possible stimulate our local economy first, regional economy second and then the broader macro economy;
- To manage the Councils finances on behalf of the community as effectively as possible;

- To be a supportive and understanding employer.

### 3) Strategy / Response

The Shire of Northam is looking at this state of emergency in three established timeframes, being short, medium and long. In this context the following definitions have been applied to the three timeframes:

- **Short term - 27 February 2020 to 30 June 2020**
- **Medium term - 1 July 2020 to 30 June 2021.**
- **Long term - 1 July 2021 and beyond.**

Because of the WA Government declaring a State of Emergency, on approximately Friday, 20 March 2020 the Chief Executive Officer and Executive Management Team of the Shire of Northam made a decision to activate the Councils Business Continuity Plan. The activation of the plan resulted in a realignment of the organisation to position the Shire of Northam to respond to the crisis. The following response/management structure was put in place:

- Organisation & Economy - Chief Executive Officer
- Response & Recovery - Executive Manager Development Services
- Financial - Executive Manager Corporate Services
- Community Resilience - Executive Manager Community Services
- Project Delivery - Executive Manager Engineering Services

In developing this strategic response to the COVID-19 pandemic crisis, the Shire of Northam has taken a risk based approach. A risk-based approach in this context simply means Council has categorised our response into Organisation, Economy, Response & Recovery, Financial, Community Resilience and Project Delivery. Within each of these categories Council has attempted to identify, understand and assess the short, medium and long terms risks, developing a clear set of actions and directions to manage these risks to the best of the Councils ability (financial, human resource, advocacy). The risk ratings have been based on the inherent, or untreated risks identified. A formal residual risk rating has not been assigned at this point, suffice to say the mitigation actions are considered to be significantly reducing risk to Council.

The framework identifies a range of economic stimulus initiatives, including \$1,000,000 set aside as a short term response in 2019/20, and a further \$2,000,000 set aside for 2020/21. While this is the case over the April - June 2020 period Council will be exploring the opportunity to commit to a more substantial range initiatives and additional funding to assist the community navigate this challenging time.

a) Response / Recovery

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to undertake response activities due to inadequate finance	Possible(3) x Extreme(5) = High(15)	Refer to section F (finance) - Section ii, iii, iv
Health & Safety	Food businesses not aware of responsibilities / implications of COVID19-measure	Likely(4) x High(4) = High(16)	Section ii 1a
	Community not aware of local issues surrounding the COVID-19 pandemic	Possible(3) x Extreme(5) = High(15)	Section ii 1b
	Refuse collection not being operation resulting in public health issues	Likely(4) x Extreme(5) = Extreme(20)	Section ii 2a
	Not understanding the medium to long term effect on the community	Possible(3) x High(4) = High(12)	Section iv 1c
	Exposure of staff to high traffic community services (such as licensing)	Possible(3) x High(4) = High(12)	Section (4) (e)
Reputation	Social distancing measures not being adhered to in council facilities resulting in complaints	Likely(4) x Medium(4) = High(16)	Section ii 4a
	Council fails to support community in recovery actions	Likely(4) x Medium(4) = High(16)	Section 3 of this report
	Shire response & messaging is reactive, unclear and unorganised	Possible(3) x High(4) = High(12)	Section ii (6)

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	Community unable to access key Council services	Possible(3) x High(4) = High(12)	Section ii (6)
Service Interruption	Staff unable to work / fall ill due to insufficient PPE	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
	Public not being able to access services of Council	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
Compliance	OSH procedures and protocols not being followed in workplace	Likely(4) x High(4) = High(16)	Section ii 4c
Property	Council facilities (including closures) not being able to be operated in accordance with social distancing requirements	Likely(4) x High(4) = High(16)	Section ii 4c
Environment	Non operation of waste pickup and facilities resulting in increased illegal dumping in reserve areas	Possible(3) x High(4) = High(12)	Section ii 2a & 2b

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**ii) Short term actions**

- (1) Health services:
  - (a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options
  - (b) Education – website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses
  - (c) Compliance – business (soft approach), in particular ensuring food standards are met
  - (d) Education – engagement with local businesses and community groups to outline requirements of phase **three** of WA Government roadmap to recovery. To be undertaken by established Covid-19 Education Team
- (2) Waste and recycling management:
  - (a) Secure continuity of both kerbside collection and waste disposal service with contractors
  - (b) Ensure waste disposal sites can continue to operate through contractors
  - (c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)
- (3) Ranger Services:
  - (a) Secure continuity of service
- (4) Organisational:
  - (a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements
  - (b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff
  - (c) Physical modification to all operational centres to ensure social distancing
  - (d) Reduction in site inspections (e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses
  - (e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment
  - (f) Commence reopening Shire of Northam facilities (**at 6 June 2020**) in line with the requirements of phase **three** of WA Government roadmap to recovery. This will include phased bring back of staff into office environments
- (5) Bush Fire Brigades:
  - (a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities

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- (6) Develop Covid-19 Virus Response Strategy / Framework & report progress to Council, and community;
- (7) Emergency Response:
  - (a) Call Local Emergency Management Committee meeting
  - (b) Provide opportunity for regular (initially weekly) LEMC briefings
- (8) Council
  - (a) Introduce online meeting protocols for all Full Council Meetings
  - (b) Suspend all non-essential Committee meetings of Council
  - (c) As at 18 May 2020, revert to meeting in person protocols for Full Council Meetings

**iii) Medium term actions**

- (1) Health services:
  - (a) Ongoing community education programs
  - (b) Ongoing business consultation/compliance
  - (c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts
- (2) Waste and recycling management:
  - (a) Review need to increase service levels (two weekly pickups?)
  - (b) Review need for green waste verge side collection service, in the case of total lockdown
  - (c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues
- (3) Ranger Services:
  - (a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)
  - (b) Investigate 1 year free dog/cat registration rollover
- (4) Organisational:
  - (a) Continuity of supply of PPE (including sanitisers), cleaning equipment
  - (b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility
- (5) Bush Fire Brigades:
  - (a) Development of protocols for cleaning regime following notification of COVID-19 infection in a Brigade/appliance

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- (b) Review impact on volunteer's base.
- (6) Emergency Recovery:
  - (a) Monthly LEMIC meetings

**iv) Long term actions**

- (1) Health services:
  - (a) Undertake audit of food business premises to understand who/what is still operating
  - (b) Develop guidelines for free food business registration for new enterprises
  - (c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes
- (2) Waste and recycling management:
  - (a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID19 issues
- (3) Ranger Services:
  - (a) Develop procedure/policy for free reduced dog/cat registration/microchipping
- (4) Organisational:
  - (a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)
- (5) Bush Fire Brigades:
  - (a) Assess impacts of COVID-19 on volunteer base

**b) Organisational**

As at 1 March 2020 the Northam Shire Council had 150 employees, made up of 6 on contract, 73 full time, 34 part time, 10 fixed term and 25 casual. Of this number 3 fixed term and 14 casual employees were due to complete their tenures because of the Northam Aquatic facility season ending. In addition there were 2 casuals working on an as needs basis at the Bilya Koort Boodja Centre for Aboriginal Cultural & Environmental Knowledge.

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At 1 April 2020 the Council employed 128 employees.

**i) Risk Assessment**

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
Health & Safety	Unable to provide safe work environment	Possible (3) x Extreme (5) = High (15)	Section iii (2)
	Staff become disengaged as result of working remotely / individually	Possible (3) x Extreme (5) = High (15)	Section iii (1)
Reputation	Unable to deliver appropriate services	Possible (3) x Extreme (5) = High (15)	Section ii (1)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Extreme (5) = High (15)	Section iii (3) (5) Section ii (3) Section I (3)
Service Interruption	Service outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
	Services unable to continue as a result of being closed down by State government	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Staff fall ill as result of virus and unable to attend work, impacting service deliverables	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Almost Certain (5) x Extreme (5) = High (25)	Section iii

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Compliance	As result of pandemic focus and staff working offsite compliance with policy & legislation 'slips'	Possible (3) x Major (4) = High (12)	Section iii (6)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Activate business continuity plan;
- (a) Ensure the occupational health & safety of employees
  - (b) Closure of facilities (redeployment of staff)
  - (c) Move staff offsite
  - (d) Move to working from home model
  - (e) Provide security of tenure for employees
  - (f) Monitor staff levels to ensure service delivery can be maintained.
  - (g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19
  - (h) Extend invitation to redeploy staff externally to health and WAPOL
  - (i) Continue services online, where possible;
    - Development services
      - Health
      - Building
      - Planning
      - Regulatory
      - Emergency
    - Administrative & financial
    - Governance
    - Community services
      - Libraries (online / click & collect)
      - Youth
  - (j) Commence reopening Shire of Northam facilities (at 6<sup>th</sup> June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bringing back of staff into office environments
  - (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.

**iii) Medium term actions**

- (1) Monitor health & wellbeing of employees;
- (a) Online survey
- (2) Provide training & retraining opportunities where required/possible;

- (3) Review organisational structure (based on learning of new business model implemented as result of COVID-19);
- (4) Review Human Resource Plan;
  - (a) Position organisation for back to full operations (staff levels)
  - (b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists;
- (5) Strong focus on compliance & internal audit;
- (6) Review effectiveness of working from home arrangements;
  - (a) Output assessment
  - (b) Staff survey
- (7) Develop taking of leave strategy to utilised current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses).

**iv) Long term actions**

- (1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response;
- (2) Implement new or retain current structure.

**c) Community**

Total Population 11,112

643 aboriginal population (5.8%) – classified as high risk to impacts of COVID-19  
2,762 residents aged over 60 (24.8%) – classified as high risk to impacts of COVID-19

**i) Risk Assessment**

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of income from council facility hire and patron entry fees	Almost Certain (5) x High (4) = High (16)	Section f (finance)
Health & Safety	Insufficient controls in place for service delivery areas still operating	Likely (4) x Medium (3) = High (12)	Section ii (1)
Reputation	Unable to provide appropriate services	Likely (4) x Medium (3) = High (12)	Section ii (1)
	Failure to support sporting/community groups during pandemic and recovery	Likely (4) x Medium (3) = High (12)	Section iii (3)
	Council seen as not providing sufficient support to the community	Likely (4) x Medium (3) = High (12)	Section ii (3) (4) (5) (6)
	Council seen as being non communicative	Likely (4) x Medium (3) = High (12)	Section ii (2)

Service Interruption	Services unable to run due to compulsory closedown	Likely (4) x Medium (3) = High (12)	Section ii (2) (3) (4) (5) (6)
	Sporting seasons postponed/cancelled	Possible (3) x Major (4) = High (12)	Section ii (2) (3) (4) (5) (6)
	Major events postponed/cancelled and coordinators do not have resources to conduct event	Possible (4) x Major (4) = High (16)	Section iii (1) Section iv (1)
Compliance	Due to change in scope of works, and staff redeployments, Council established policies and procedures are not followed.	Likely (4) x Medium (3) = High (12)	Section ii (1)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Activate organisational business continuity plan;
- (2) Develop community communication strategy and weekly implementation plan;
- (3) Coordinate human / social services response;
  - (a) Focus on 'at risk';
    - (i) Establish community support hot line
    - (ii) Develop neighbour assistance program
    - (iii) Personal contact to be made with registered pensioners
    - (iv) Personal contact to be made with noongar community (by Bilya Koort Boodja staff)
- (4) Coordinate youth services response;
  - (a) Develop programs with youth (online, at home / private activities)
- (5) Noongar Community;
  - (a) Elders to deliver message to noongar community
  - (b) Look at potential of noongar patrol (only with WAPOL identify need)
  - (c) Link with Aboriginal Health Services (ACOSH / WGP)
- (6) Volunteers;
  - (a) Engage with volunteers (focus bush fire brigades & SES)
- (7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas.
- (8) Facilitate care for the homeless in Northam, including provision of food, shelter & shower facilities

**ii) Medium term actions**

- (1) Support & plan community events for recovery phase;
  - (a) Northam Weekend Markets (monthly)
  - (b) Local events to support local suppliers, businesses etc. where possible
  - (c) Northam Agricultural Show (September 2020)

- (d) Wundowie Iron Festival (October 2020)
  - (e) Christmas on Fitzgerald (December 2020)
  - (f) Bakers Hill Community Fair (December 2020)
  - (g) Northam Motor Sport Festival (April 2021)
  - (h) Avon Descent (August 2021)
  - (i) Confirm 2021 World Women's Ballooning Championships (September 2021)
- (2) Deliver Council projects which will support long term recovery activities;
- (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
- (4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions:
- (a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;
    - (i) Re-activate community facilities and sporting fields
    - (ii) Facility bookings to be coordinated
    - (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence
    - (iv) Work with State Sporting Associations to provide assistance to local sporting groups
  - (b) Provide ongoing support for sporting groups;
    - (i) Make contact with each sporting club to ascertain their planning around future seasons
  - (c) Ensure sporting facilities are maintained to high level whilst not being utilised
- (5) Continue to maintain parks, gardens and reserves to a high standard;
- (6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas;
- (7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can:
- (a) Promote local tourism experiences

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- (b) Promote local tourism ancillary businesses.

**iv) Long term actions**

- (1) Deliver key events, including:
- (a) Confirm 2021 World Women's Ballooning Championships Celebration
  - (b) Northam Motor Sport Festival
  - (c) Wundowie Iron Festival
  - (d) Bakers Hill Community Fair
  - (e) Northam Agricultural Show
  - (f) Avon Descent
  - (g) Christmas on Fitzgerald
- (2) Focus on activation of Northam Central Business District;
- (3) Support sporting associations:
- (a) Provide human resource support for sporting associations looking to reactivate
  - (b) Undertake opportunities identified in section iii
- (4) Survey Community to gauge community wellness and identify areas of focus.

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**d) Economic**

The total GRP for the Shire of Northam is unknown, with these statistics only collected on a regional basis. The most recent information available for the Shire of Northam as it relates to the profile of locally registered businesses indicates;

Professional Services – 155; Health, Social Welfare and Education – 37; Retail, Tourism and Hospitality – 87; Construction – 165; Manufacturing – 37; Transport and Logistics – 62; Agriculture – 169; Other – 96

According to the Avon Sub Regional Economic Strategy the major drivers of the economy are industrial uses, professional services, agriculture and construction.

Economic Stratification (prioritized based on Economic Input to Community), Priority 1 – Construction, Manufacturing, Agriculture, Transport and Logistics, Priority 2 – Retail Tourism and Hospitality, Professional Services, Priority 3 – Health, Social Welfare and Education, Other

According to the Small Area Labour Markets – December quarter 2019, which is being used as the baseline for future comparative purposes, the Shire of Northam had a total labour force of 5,757 and an unemployment rate of 6.0%.

**i) Risk Assessment**

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial/ Economic	Council uses fund ineffectively	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Local economy sustains significant medium/long term damage	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council not communicating effectively	Possible (3) x Medium (3) = Moderate (9)	Section ii (1) (2)

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	Council fails to respond to economic crisis and provides no support	Likely (4) x Medium (3) = High (12)	Sections ii, iii, iv Section ii (a), (b)
	Council uses funds ineffectively	Likely (4) x Medium (3) = High (12)	Section ii (3) (f) Section ii (c)
	Council not supportive of business	Likely (4) x Medium (3) = High (12)	Section ii (3), (4) (f), iii (2)
	Council is seen to be not supportive / inclusive of NCCI	Likely (4) x Medium (3) = High (12)	Section ii (5), iii (1), iv
	Planned and new developments do not occur in Shire of Northam over the coming two years	Likely (4) x Medium (3) = High (12)	Section iii, iv
	Council owned land not available for development	Possible (3) x Medium (3) = Moderate (9)	Section iii (6)
Service Interruption	NIL		
Compliance	NIL		
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Communicate Councils economic support and stimulus packages and decision;
- (2) Connect with business community;
  - (a) Direct email to businesses
  - (b) Private Facebook page
  - (c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief
- (3) Provide initial small scale initial economic stimulus package;
  - (a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works. Grants could include:
    - Up to \$2,000 for investing in online and e-commerce activities.

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- Up to \$2,000 for training and professional development.
  - Up to \$1,000 for financial planning advice
  - Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.
- COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.
- Develop online application form and assessment criteria
  - Establish Committee of Council with delegated authority to make determinations on grants:
    - Shire President – Cr Antonio
    - Deputy Shire President – Cr Williams
    - Cr M Ryan
    - Cr A. Mencshelyi

- (4) Review policies and delegations to ensure fast / efficient development & building assessments and approvals;
- (5) Engage 'forecast.ID' to build a community and economic profile for Shire of Northam;
- (6) Consider reduction or deferral of planning, building and health fees and charges.
- (7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)
- (8) As part of recovery phase, commence buy local campaign in partnership with Northam Chamber of Commerce

#### ii) Medium term actions

- (1) Facilitate future development opportunities to position for recovery:
  - (a) [REDACTED] (est. 40 jobs)
  - (b) [REDACTED] (est. 40 jobs)
  - (c) [REDACTED] (est. 30 jobs)
  - (d) [REDACTED] (est. 200 jobs)
  - (e) [REDACTED] (Aged Care facility) (est. 40 jobs)

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- (2) Intelligence:
  - (a) Monitor number of businesses going into hibernation / closing
    - (i) Request Chamber of Commerce to continue tracking
  - (b) Monitor unemployment / job seekers
  - (c) Liaise with local accountants group
- (3) Rate relief:
  - (a) Nil increase in Rates levied
  - (b) 5% discount on rates paid within 35 days of notice being issued
  - (c) Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2021
  - (d) No charge for ratepayers who choose pay by instalment in 2020/21
- (4) Identify future development opportunities:
  - (a) Identify / secure land for future development (services)
  - (b) Ensure zoning appropriate for development
  - (c) Develop incentives for development
- (5) Assess need for development of longer term economic stimulus package;
- (6) Review Councils land rationalisation strategy to identifying property potential for development (look at innovative ways to develop).

#### iv) Long term actions

- (1) Resume / progress existing long term economic development strategies;
- (2) Intelligence:
  - (a) Monitor number of businesses not reopening;
    - (i) Request Chamber of Commerce continue tracking
  - (b) Monitor unemployment / job seekers levels
- (3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;
  - (a) Rate holidays

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- (b) Peppercom leases
- (c) Land provision.

## e) Project Delivery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial / Economic	Projects are delivered by contractors outside of the Shire of Northam, reducing local economic benefit	Likely (4) x Extreme (5) = Extreme (20)	Section ii (3), iii(1) Section d (economic) ii (3) a
Health & Safety	NIL		
Reputation	Unable to deliver appropriate services	Possible (3) x Medium (3) = Moderate (9)	Section ii (5 a-d)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Medium (3) = Moderate (9)	Section ii (5b)
	Service level outputs are unable to be maintained as result of crisis	Possible (3) x Medium (3) = Moderate (9)	Section ii, (5d)
Service Interruption	Services unable to continue as a result of being closed down by State government	Likely (4) x Medium (3) = High (12)	Section ii (4)
	Staff fall ill as result of virus and unable to attend work	Likely (4) x Medium (3) = High (12)	Section ii, (5b) (5d)
	Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Likely (4) x Medium (3) = High (12)	Section ii, (5d)

	Unable to deliver projects as the service cannot be obtained locally	Likely (4) x Medium (3) = High (12)	Section ii (5a)
	Insufficient internal staff effectively plan and deliver projects	Likely (4) x Medium (3) = High (12)	Section i (2)
Compliance	NIL		
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Consolidate all Council projects into Engineering Services (this 'project' area);
- (2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required;
- (3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review;
  - (a) Set aside \$1,000,000 for immediate response purposes in 2019/20
  - (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21
- (4) Deliver currently budgeted projects;
- (5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on;
  - (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events)
  - (b) Demonstrating a significant local content
  - (c) Maintaining and potentially increase Council works & services staffing levels.

**ii) Medium term actions**

- (1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus;
- (2) Deliver budgeted works;
- (3) Review asset plans to position for ongoing future sustainability;
- (4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects.

**iv) Long term actions**

- (1) Resume normal capital projects, with a specific focus on future asset sustainability.

#### f) Financial

As at 1 February 2020 the Shire of Northam had:

- A current ratio of 1:8.071, however this will continue to diminishing naturally as the financial year progresses. It is projected to be 1-2 by year end.
- \$4,477,268 in cash backed reserve funds.
- \$6,595,849 in long term debt
- A debt service ratio of 1:10.825
- 33% in outstanding rates, with the final instalment due in April 2020
- A capacity to borrow an additional \$8m-10m, based on the projections made in the most recent Long Term Financial Plan.

#### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council experiences Liquidity Issues	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Council makes decisions which are not financially sustainable	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
	Council borrowings exceeds capacity	Possible (3) x Extreme (5) = Extreme (15)	Section iii (5)
	Council unable to deliver future projects due to inadequate finance	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
Health & Safety	Nil		
Reputation	Council fails to meet its financial obligations	Possible (3) x Extreme (9) = Moderate (9)	Section ii, iii, iv
	Community dissatisfied with how Council applies funding	Possible (3) x Extreme (3) = Moderate (9)	Section ii, iii, iv

Service Interruption	NIL		
Compliance	Statutory requirements are not met	Likely (4) x Medium (3) = High (12)	Section iii (3) (4)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Review current financial position;
  - (a) Assess Councils capacity to take on additional debt if required
  - (b) Focus on short term liquidity
- (2) Monitor cash flow monthly;
- (3) Review policies to facilitate local purchasing;
- (4) Provide 7 day payment terms for small and medium sized business;
- (5) Rationalise current (2019/20 budgeted) projects with focus on local content;
- (6) Establish COVID-19 immediate response funds;
- (7) Review current reserves to position for medium & long term response to COVID-19 pandemic;
- (8) Develop financial hardship policy;
- (9) Review Council provided leases (discounting/waiving?);
- (10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020).
- (11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)
- (12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).

**ii) Medium term actions**

- (1) Develop 2020/21 annual budget with the following parameters;
  - (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters
  - (b) Focus on labour intensive programs
  - (c) Focus Council projects with significant local content
  - (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects
  - (e) Ensure whole of life cost of projects is considered when making decisions around projects
  - (f) Aiming to maintain Council within acceptable key financial indicator parameters
  - (g) No increase in individual wages or salaries in 2020/21
- (2) Review long term financial plan – establish 3 to 5 year financial recovery plan;
- (3) Focus on regulatory compliance and internal audit processes;
- (4) Continue quarterly Audit Committee meetings;

(5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.

**iv) Long term actions**

(1) Implement 3 to 5 year financial recovery plan.

### 12.3.2 Proposed Container Deposit Recycling Centre – 51 Old York Rd, Northam

<b>Address:</b>	Lot 100 (51) Old York Road, Northam
<b>Owner:</b>	A & M Sibley
<b>Applicant:</b>	C Brown
<b>File Reference:</b>	A13227 / P20033
<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
<b>Press release to be issued:</b>	No

#### BRIEF

A development application has been submitted to obtain approval to use a portion of 51 Old York Road, Northam for the purposes of a Container Deposit Recycling Centre.

#### ATTACHMENTS

- Attachment 1: Submitted Plans & Supporting Information  
Attachment 2: WAPC's Position Statement: Container Deposit Scheme Infrastructure  
Attachment 3: Statutory Assessment

#### A. BACKGROUND / DETAILS

The Applicant has been successful in obtaining approval under the State Government's Containers for Change program to operate the regional refund point.

It is proposed to establish the Container Deposit Recycling Centre on a portion of an existing premises currently used by the owner for the purposes of an auto electrician.

The property is located on the corner of Old York Road and Stewart Street in the industrial area, which is a central location and provides good access for customers and removal of materials.

Refer to the Attachment 1 for the application information.

## 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.

### B.2 Financial / Resource Implications

There are no financial or resource implications for the Shire associated with this proposal.

### B.3 Legislative Compliance

- Shire of Northam Local Planning Scheme No. 6 (LPS6)
- Western Australian Planning Commission's (WAPC) Position Statement: Container Deposit Scheme Infrastructure (Attachment 2)

### B.4 Policy Implications

There are no policy implications associated with this proposal. The application is being presented to Council for determination in accordance with the Shire's Delegated Authority (P03) – General Exclusions (5).

### B.5 Stakeholder Engagement / Consultation

There are no consultation requirements associated with this proposal. Refer to the Officer's comments for further discussion.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/a	N/a	N/a
Health & Safety	N/a	N/a	N/a
Reputation	N/a	N/a	N/a
Service Interruption	N/a	N/a	N/a
Compliance	The proposal is not conducted in accordance with the imposed conditions.	Insignificant (1) x Unlikely (2) = Low (2)	Monitor conditions when required.
Property	N/a	N/a	N/a
Environment	Use impacts the environment due to nature of business.	Insignificant (1) x Unlikely (2) = Low (2)	Monitor conditions when required.

### C. OFFICER'S COMMENT

The subject property is zoned Light and Service Industry and to determine the permissibility of the proposed use, the WAPC's Position Statement on Container Deposit Scheme Infrastructure advises that a container deposit recycling centre could be deemed as a use not listed by the local planning scheme. To address this and clarify the WAPC's position, the following definition is proposed:

*Container deposit recycling centre* means premise 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 LPS6 in the upcoming scheme review and that it will be listed as a permitted (P) use in the zone.

Clause 3.4.2 of LPS6 relates to proposals that are not listed in the zoning table (i.e. uses not listed) and enables the local government to:

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) determine that the use may be consistent with the objectives of the particular zone and therefore follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

Taking in consideration the guidance provided in the WAPC's Position Statement, it has been determined that the use is consistent with the zone objectives and is therefore permitted, which means that the use is permitted by LPS6 providing the use complies with the relevant development standards and requirements of LPS6.

The development complies with the standards and requirements of LPS6 and is therefore permitted. In addition, the key matters identified in the WAPC's Position Statement have been considered in assessment of this application. Refer to the assessment attached to this Report (Attachment 3).

The application is therefore recommended for conditional approval as outlined in the Officer's Recommendation.

## RECOMMENDATION

### That Council:

1. Determine that the use of Lot 100 (51) Old York Road, Northam for the purposes of a container deposit recycling centre is consistent with the objectives of the Light and Service Industry Zone and is therefore permitted.
2. Approve the application for development approval (ref: P20033) to use Lot 100 (51) Old York Road, Northam as a container deposit recycling centre, subject to the following conditions:
  - a. All development must be carried out in accordance with the approved plans as listed below:
    - i. Overall Site Plan (Issue B) dated May 2020;
    - ii. Part Site Plan (Issue B) dated May 2020;
    - iii. Floor Plan (Issue B) dated May 2020.In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.
  - b. Prior to occupation or use of the development, the car parking and loading area(s), and vehicle access and circulation areas shown on the approved site plan, which shall include the provision of a universally accessible (disabled) car parking, is to be constructed and line marked to the satisfaction of the local government.
  - c. The transportable office shall be installed a minimum of 500mm above the 1% AEP (Annual Exceedance Probability).
  - d. No outdoor storage of recycling materials is permitted.

## Attachment 1 - Submitted Plans & Supporting Information

### APPLICANT'S DESCRIPTION OF USE

#### PROPOSED CONTAINER DEPOSIT RECYCLING CENTRE

The use Recycle of the Containers for Change will be the depot for depositing eligible containers, sorting and collection for their recycling in Northam. These to be recycled and renewed.

My main aim and business plan is to:

1. Lessen the footprint on Mother Earth and Our Region, clean up road ways and reduce the land fill.
2. Support community engagement for fund raising opportunities
3. Work with the Shire with the waste disposal facilities within the Northam Shire to avail depot to assist with containers disposal collect at these sites where possible. ( to be discussed with shire if this is possible)
4. Employ 3-5 staff initially as supply and more if demand dictates with volumes, working with Forrest Personnel with long term unemployed and offering work experience all ready in process, I am open to discussion with Fresh Start also.
5. I will have collection points in Wooroloo, (Wundowie advertised on C4C website as a flexi collection point), Bakers Hill, possibly Clackline, Spencers Brook. Our Depot in Northam along with Cunderdin (advertised flexi point) and Meckering. These will be a collection with small Van/Truck/Trailer and will be collected as demand requires. Minimum once a week before a Friday. Vehicle to be purchased closer to time of commencement.
6. Early education programs through schools K-Y7s as rolled out by WARRRL.
7. Supporting local Community events as they present.
8. Advertising Locally with Radio and Newspaper and group gathering, sporting, community for information. Scheme sign up at events.

The shed itself will be equipped with fire and safety, practice OSH standards, with approved directional sign-age and a secure cash dispensary office.

All collection containers will remain in the shed with bulk bags and a supplied skip bin behind the roller door for all glass to be collected and collected by approved contractors from Perth as demands indicates.

Sorting tables and all collection vessels will be behind front roller door and easy access to the public.

Rubbish excess skip will be placed on fence for collection when required.

All containers are required to be dry, clean and no contamination to be accepted and pre-sorted is a bonus.

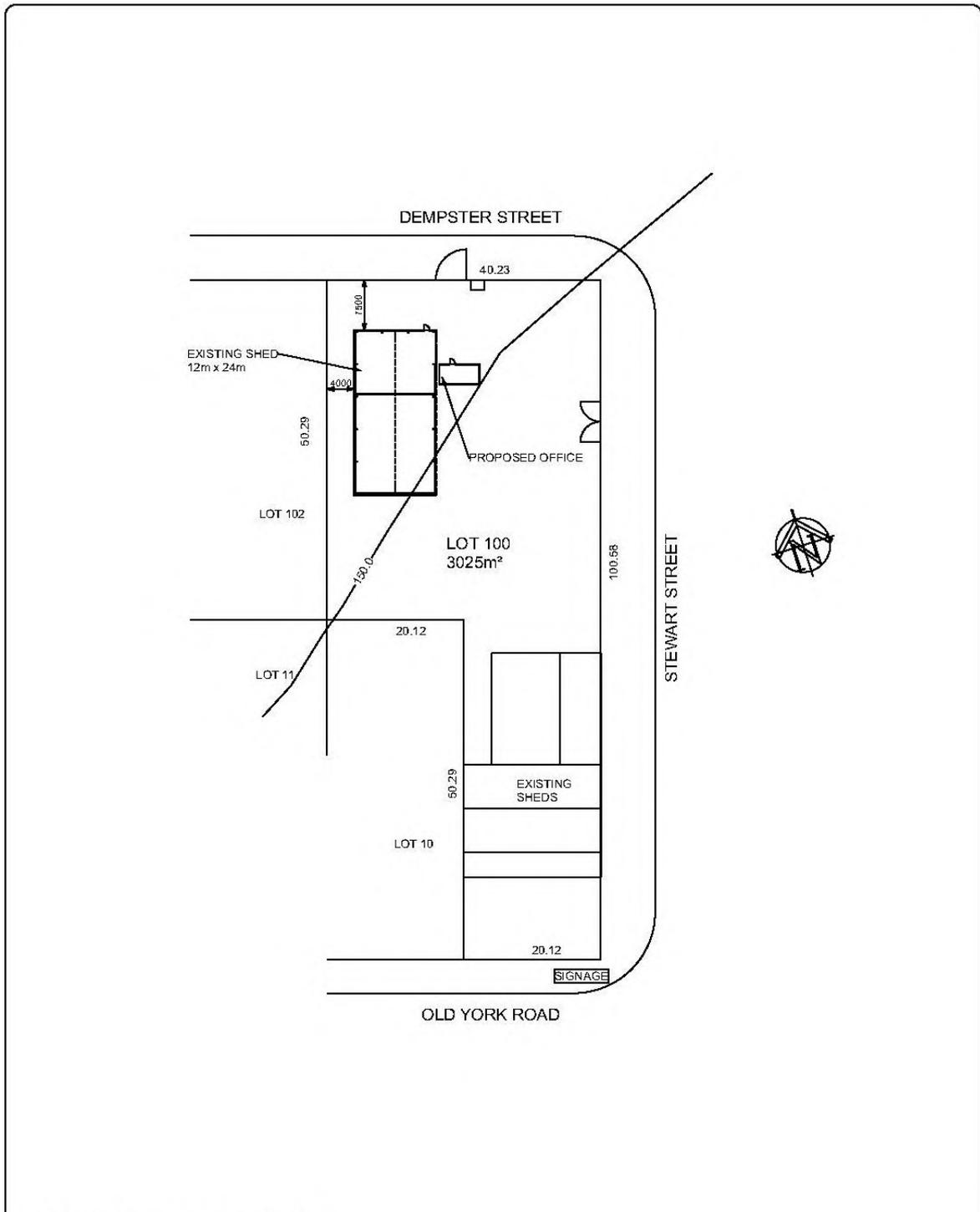
Parking will be decided at some point as I am not clear on the approved but have indicated on map (this may/will need revising).

Opening hours at Depot are as follows:

- Saturday 9- 1pm
- Closed Sundays and Mondays
- Tuesday - Thursday 9- 5
- Friday - 9- 4

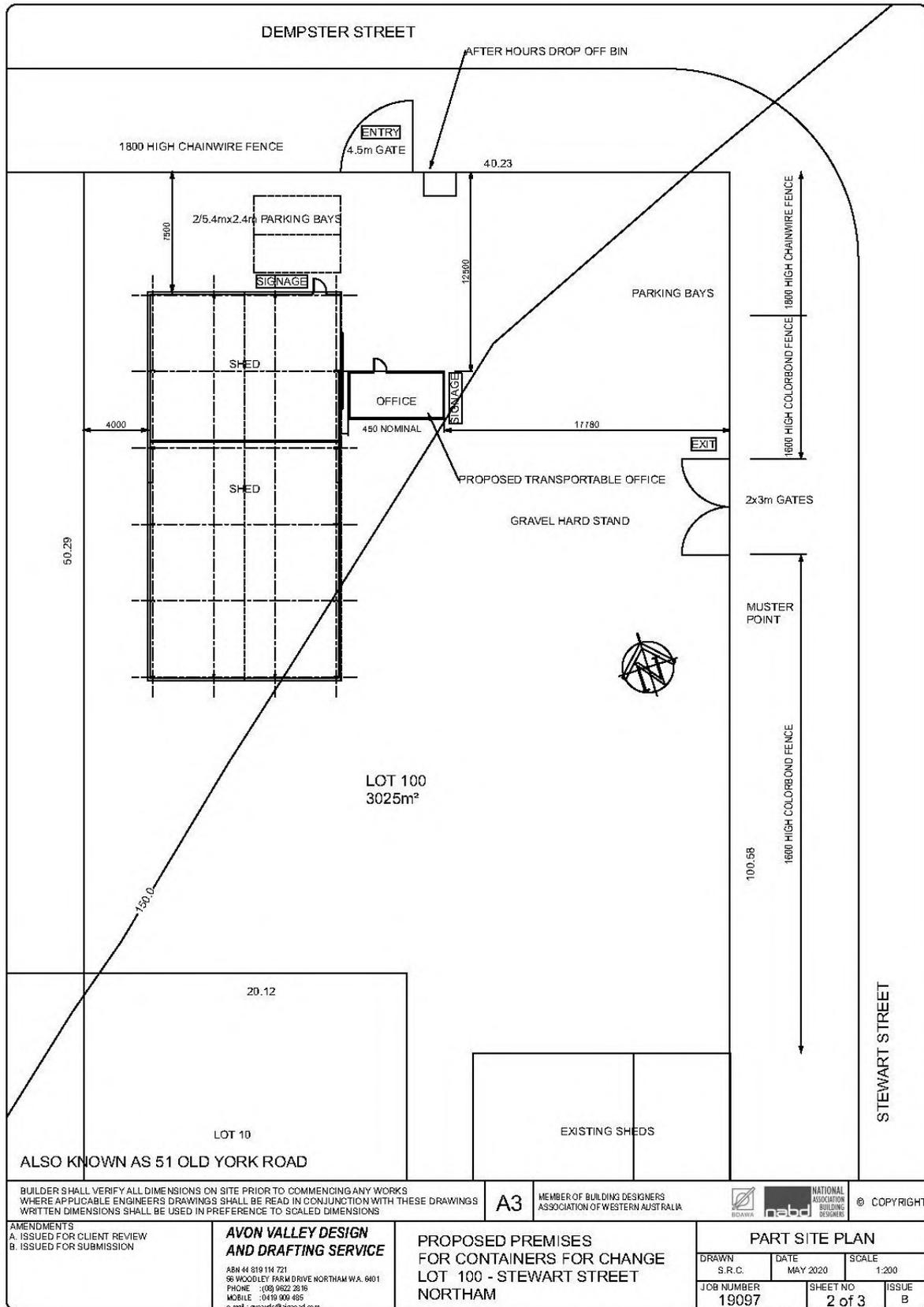
All advertised on the Containers for Change website once Minister has given approval to start date.

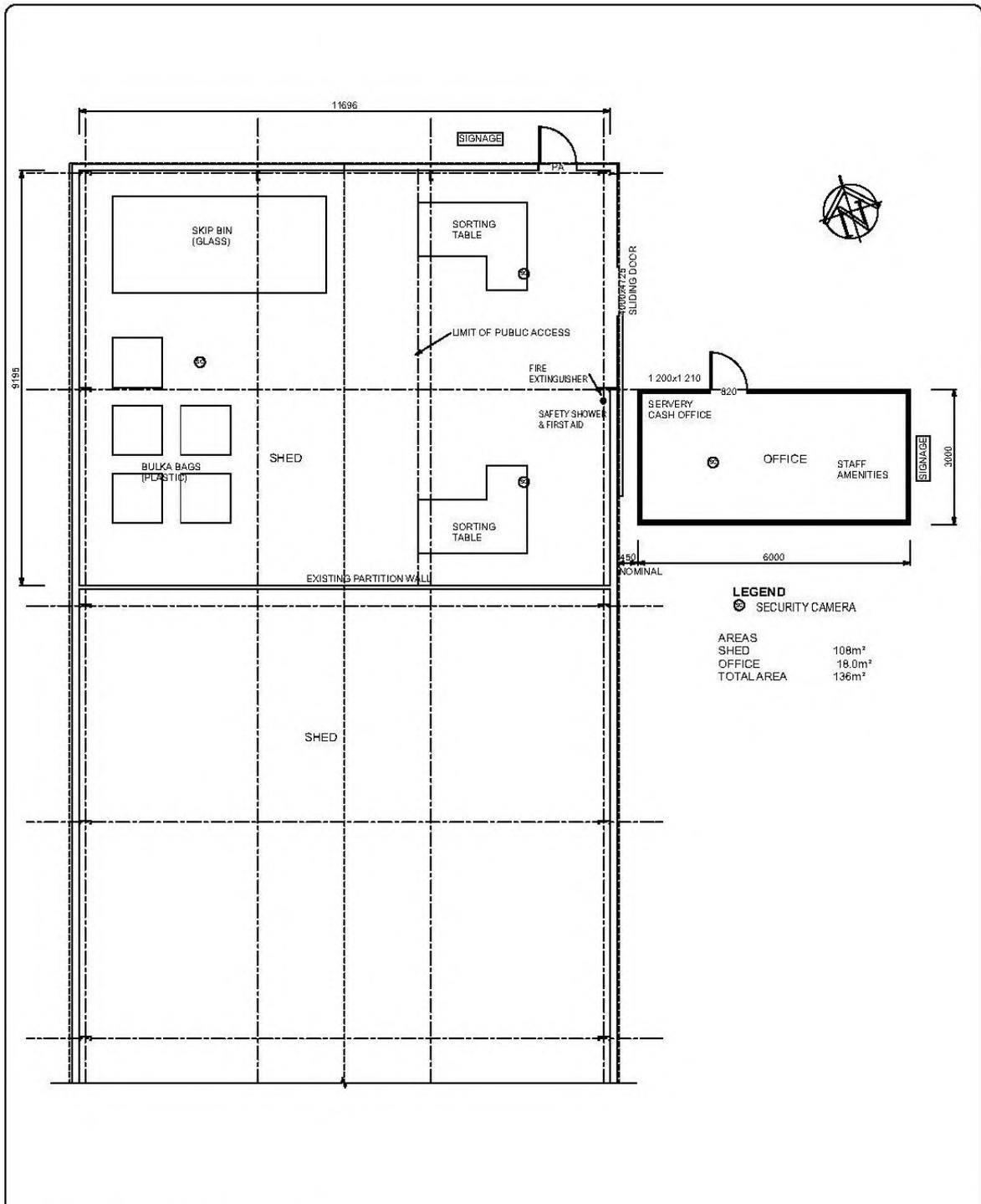
This is subject to change with demand for longer hours if required. Private and by appointments, only opening to groups on Mondays after events in the Northam/Avon Region if the need, (Not advertised on C4C website).



ALSO KNOWN AS 51 OLD YORK ROAD

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b>	MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA	 © COPYRIGHT
AMENDMENTS A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR SUBMISSION	<b>AVON VALLEY DESIGN                  AND DRAFTING SERVICE</b>  ABN 44 819 114 721 96 WOODLEY FARM DRIVE NORTHAM W.A. 6401 PHONE : (08) 9522 2816 MOBILE : 0419 900 455 e mail : avonvalleydesign@optusnet.com.au	<b>PROPOSED PREMISES                  FOR CONTAINERS FOR CHANGE                  LOT 100 - STEWART STREET                  NORTHAM</b>		<b>OVERALL SITE PLAN</b>
		DRAWN S.R.C.	DATE MAY 2020	SCALE 1:500
		JOB NUMBER <b>19097</b>	SHEET NO <b>1 of 3</b>	ISSUE <b>B</b>
PRINTED 8:02:58 PM 10/02/2020 VERSION X12				





ALSO KNOWN AS 51 OLD YORK ROAD

BUILDER SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING ANY WORKS WHERE APPLICABLE ENGINEERS DRAWINGS SHALL BE READ IN CONJUNCTION WITH THESE DRAWINGS WRITTEN DIMENSIONS SHALL BE USED IN PREFERENCE TO SCALED DIMENSIONS		<b>A3</b> MEMBER OF BUILDING DESIGNERS ASSOCIATION OF WESTERN AUSTRALIA	 © COPYRIGHT						
AMENDMENTS A. ISSUED FOR CLIENT REVIEW B. ISSUED FOR SUBMISSION	<b>AVON VALLEY DESIGN AND DRAFTING SERVICE</b> ABN 44 819 114 721 96 WOODLEY FARM DRIVE NORTHAM W.A. 6011 PHONE : (08) 9522 2816 MOBILE : 0419 900 455 e MAIL : <a href="mailto:avonvalleydesign@avonvalleydesign.com.au">avonvalleydesign@avonvalleydesign.com.au</a>	<b>PROPOSED PREMISES FOR CONTAINERS FOR CHANGE LOT 100 - STEWART STREET NORTHAM</b>	<b>FLOOR PLAN</b> <table border="1"> <tr> <td>DRAWN S.R.C.</td> <td>DATE MAY 2020</td> <td>SCALE 1:75</td> </tr> <tr> <td>JOB NUMBER 19097</td> <td>SHEET NO 3 of 3</td> <td>ISSUE B</td> </tr> </table>	DRAWN S.R.C.	DATE MAY 2020	SCALE 1:75	JOB NUMBER 19097	SHEET NO 3 of 3	ISSUE B
DRAWN S.R.C.	DATE MAY 2020	SCALE 1:75							
JOB NUMBER 19097	SHEET NO 3 of 3	ISSUE B							

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## SITE OFFICE – 6m x 3m, 1 ROOM LAYOUT

Transportable Site Office or multi-purpose building suitable for any use where an open plan layout is required.

Reverse cycle air-conditioning included

Security grills to windows included

Lock-box to entry door included (padlock to be supplied by hirer)

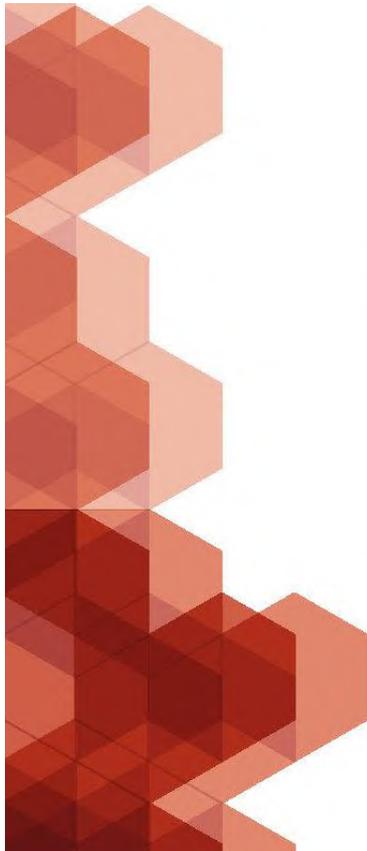
**Power Requirement:** 15amps



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**DIMENSIONS**      *6000 × 3000 × 2900 mm*

## Attachment 2 - WAPC's Position Statement: Container Deposit Scheme Infrastructure



Department of Planning,  
Lands and Heritage



We're working for  
Western Australia.

# Position Statement:

## Container Deposit Scheme Infrastructure

May 2019

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formats on application to the  
Communications Branch

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 ongoing operational needs
- establish minimum development requirements to exempt certain CDS infrastructure from requiring planning approval, for adoption by local governments.

#### 5. Policy Measures

##### 5.1 Container Deposit Scheme Infrastructure

There are broadly five types of CDS infrastructure to facilitate the return of containers in WA. These are:

###### Container collection cages:

This infrastructure comprises a cage which containers are placed in and stored before collection and return for refund. These cages will generally be donation points, rather than refund points. They may be located in association with schools, sporting or other clubs or not-for-profit organisations. Individuals will deposit the containers into the collection cages and the receiving organisation will arrange collection of the containers and receive the refund as a donation to their organisation.

**In shop / over-the-counter / bag drop return points:** This infrastructure incorporates the use of a new or existing retail outlet or shop where participants can deposit individual containers or bags of containers that are collected and returned to a retailer on behalf of the scheme, with a refund given to the participant. This infrastructure will typically be located within existing retail and commercial areas.

###### Reverse vending machines:

These are permanently-located, unattended infrastructure that accept the return of empty beverage containers in exchange for a refund. Reverse vending machines come in various shapes and sizes.

*Small reverse vending machines* are similar in size to 'traditional' food and drink vending machines, and can be located in shopping centres, train stations or other public places where people are likely to return one or two containers at a time. Small reverse vending machines will generally be incidental to the predominant land use, often located internally or adjacent high traffic locations such as foyers and passageways. Accordingly, small reverse vending machines are likely to be exempt from requiring development approvals.

*Large reverse vending machines* (see figures on page 5) are generally mounted onto a storage structure similar to a sea container. The location of large reverse vending machines may vary, but they could be placed within existing commercial or industrial premises. These machines allow for greater volume of returns and it is likely that participants would travel to these sites with a variety of eligible containers.

**Container deposit recycling centres:** This infrastructure, depicted on page 5, 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 in 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

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 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 5(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.

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Large reverse vending machines



Container deposit recycling centres



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**Appendix 1**

**Model Local Planning Policy**

**Container deposit scheme development provisions**

**Purpose**

To provide an exemption in accordance with Clause 51(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 to 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.

**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 6 of the Heritage Act; or
3. included on a heritage list prepared in accordance with the Scheme; or
4. within an area designated under the Scheme as a heritage area; or
5. the subject of a heritage agreement entered into under section 29 of the Heritage Act.

Container deposit scheme infrastructure proposed to be erected on a temporary basis of not more than 48 hours within a 12 month period are typically exempt from approval, as per the requirements of 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.

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.

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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.

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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.

### Attachment 3 – Statutory Declaration

#### PROPOSED CONTAINER DEPOSIT RECYCLING CENTRE – 51 OLD YORK ROAD, NORTHAM

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and Local Planning Policies have been carried out as follows:

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
4.5 & 4.28.4	Setbacks: 7.5m front and rear; 4m sides.	Utilise existing shed with new transportable office.	Existing building and new transportable complies.
4.13	Car parking: use not listed.	2 formal parking bays proposed for use. Additional parking available on site.	Complies. Parking is considered sufficient. It is expected that customers will visit the site intermittently.
4.16	Sufficient area on site for loading and unloading vehicles.	Access to the use is available from Stewart St. Loading and unloading areas available on site.	Complies. Sufficient area available.
4.24	Advertisements – approval required unless exempt.	No details of advertising submitted.	Advice note recommended.
4.31	Amenity of non-residential development	Utilise existing shed with new transportable office. No outdoor storage proposed.	No amenity impacts identified. Refer also to assessment of WAPC Position Statement.
Deemed Provisions – Clause 67 of Regulations			
A	Aims and provisions of LPS6	Container deposit recycling centre	Proposal is consistent with zone objectives and provisions of LPS6.
G	Any local planning policy: LPP 26 – Container Deposit Infrastructure	Container deposit recycling centre	The proposal is not exempt under the provisions of LPP26. Development approval is required.
I	Any report of review of LPS6	Container deposit recycling centre	Report does not affect permissibility or assessment of the proposal.
M	Compatibility of development with its setting.	Container deposit recycling centre using existing shed and installation of new transportable office.	Development is compatible with the locality in the Northam industrial area.

Clause	Provision	Proposal	Assessment
N	Amenity of locality – environmental; character; or social impacts.	Container deposit recycling centre.	No impacts identified. The centre will have positive social impacts by providing a local refund centre.
O	Likely effect on natural environment	Container deposit recycling centre within existing building.	No effects identified. No outdoor storage is proposed or should be permitted. Condition required.
Q	Suitability of land taking into consideration risks, such as flooding.	Container deposit recycling centre within existing building and new transportable office.	The suitability of the land for the proposal is not affected by the flood risk of the land. The proposal is predominantly within an existing building. The new transportable building should be located 500mm above the flood level. Condition required.
S	Adequacy of access, egress, loading, unloading and manoeuvring of vehicles.	Existing access from Stewart St to be used together with existing yard and parking area.	Complies. Area is adequate for the proposed use.
T	Amount of traffic likely to be generated and impacts on road system.	Container deposit recycling centre.	Traffic generated is likely to be intermittent and is unlikely to impact traffic flows or safety of users.
U	Availability and adequacy of storage, management and collection of waste; access for older people and people with a disability.	Container deposit recycling centre.	Recycling collected will be stored and sorted within the existing shed. Universal access and parking will need to be provided to the centre. Condition required.
V	Potential loss or benefit to the community as a result of the proposal.	Container deposit recycling centre.	The establishment of a refund centre in Northam is likely to have a positive benefit to the community.
W	History of the site	Container deposit recycling centre within existing building.	The site is currently used by the owner as an auto electrician. The recycling centre will occupy the rear portion of the site.

Clause	Provision	Proposal	Assessment
X	Impact on the community as a whole	Container deposit recycling centre.	The establishment of a refund centre in Northam is likely to have a positive impact on the community.
Y	Any submissions	Container deposit recycling centre.	The application was not required to be advertised.
ZB	Any other planning consideration: WAPC Position Statement – matters for consideration to include visual appearance; onsite operations; car parking.	Container deposit recycling centre.	The proposal is consistent with the WAPC's Position Statement and complies with the requirements of LPS6.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – May 2020

<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 May to 31 May 2020.

#### ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – 1 May 2020 to 31 May 2020.  
Attachment 2: Declaration.

#### A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

## B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 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

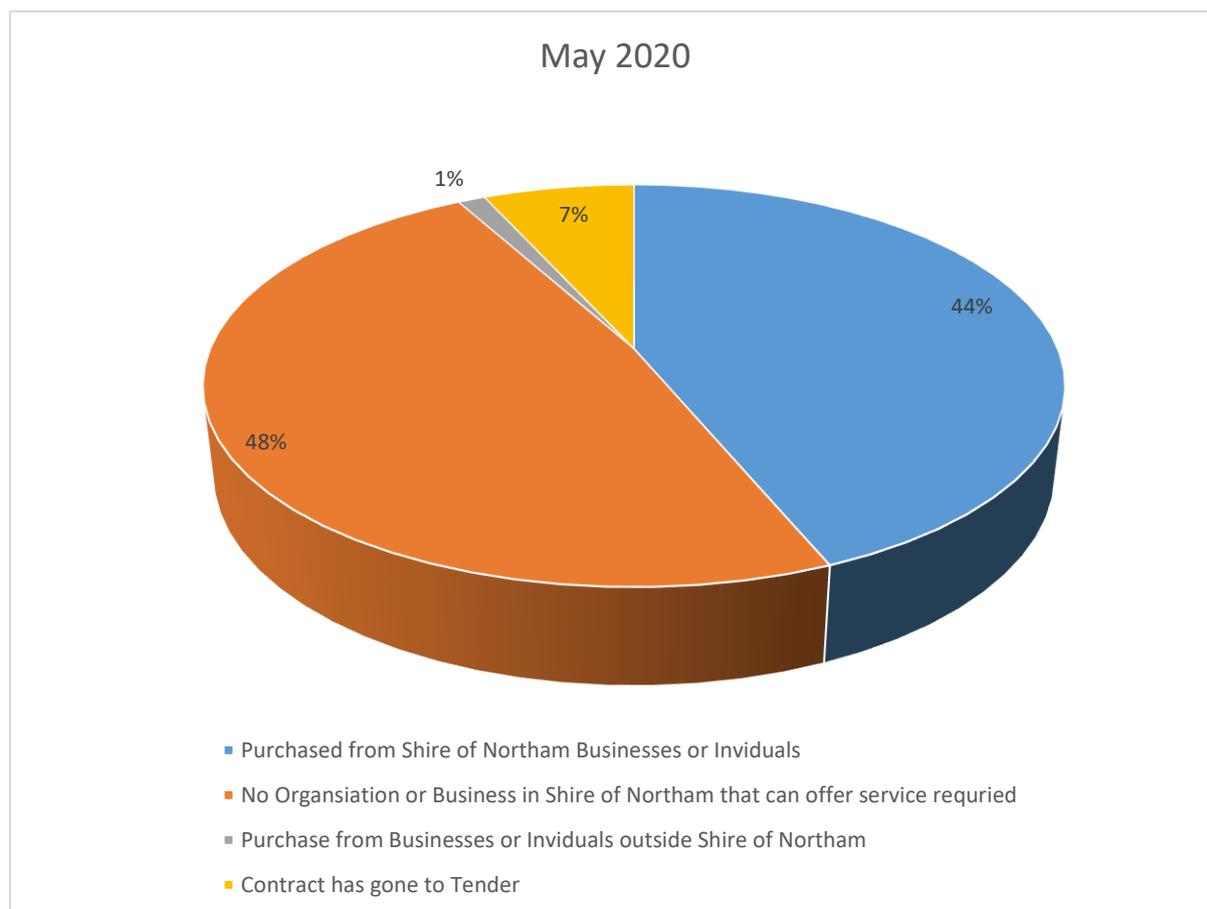
Not applicable.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to 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 May 2020;



#### RECOMMENDATION

That Council endorse the payments for the period 1<sup>st</sup> May 2020 to 31<sup>st</sup> May 2020, as listed, which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42):

- Municipal Fund payment cheque numbers 35310 to 35313 Total \$111,488.76.
- Municipal Fund EFT36415 to EFT36706 Total \$1,686,542.53.
- Direct Debits Total \$80,506.74.
- Payroll Total \$422,790.70.

**TOTAL: \$2,301,328.73**

**Attachment 1: Accounts & Statements of Accounts – 1 May 2020 to 31 May 2020**

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35310	14/05/2020	SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY RETENTION - PALMER CIVIL CONSTRUCTION. EXP 21/2/2021.	1		36,099.83
INV 0000978918/03/2020		SHIRE OF NORTHAM	C.201920-15 - ASPHALT OVERLAY FOR HENTY PLACE & CARLIN/TAMMA INTERSECTION 12 MONTHS DEFECTS LIABILITY PERIOD RETENSIONS - SUPERCIVIL - EXP 17 MARCH 2021	1	1,199.00	
INV 6008520	31/03/2020	SHIRE OF NORTHAM	C.201920-13 - BITUMINOUS SPRAY SEAL FOR SPENCER BROOK ROAD SLK 16.47-19.55 12MONTHS DEFECTS LIABILITY RETENENIOS - DOWNER EDI WORKS. EXP 31/3/2021.	1	2,180.20	
INV 0000554350/04/2020		SHIRE OF NORTHAM	C.201920-12 - BITUMINOUS SPRAY SEAL FOR EAST TOWN SITES 12MONTHS DEFECTS LIABILITY RETENTION - BITUMEN SURFACING. EXP 27/3/2021.	1	3,231.49	
INV C.20192008/05/2020		SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY RETENTION - PALMER CIVIL CONSTRUCTION. EXP 21/2/2021.	1	29,489.14	
35311	14/05/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUCT14/04/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
INV DEDUCT28/04/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35313	14/05/2020	WATER CORPORATION	NORTHAM REC CENTRE & AQUATIC FACILITY 08/01/2020-16/03/2020	1		75,258.93
INV 9007913116/03/2020		WATER CORPORATION	DEPOT BYFIELD ST 13/01/2020-13/03/2020	1	292.50	
INV 9007913516/03/2020		WATER CORPORATION	STANDPIPE PEEL TCE NORTHAM 13/01/2020-13/03/2020	1	1,269.93	
INV 9007909717/03/2020		WATER CORPORATION	NORTHAM REC CENTRE & AQUATIC FACILITY 08/01/2020-16/03/2020	1	16,424.09	
INV 9007923520/03/2020		WATER CORPORATION	TRAFFICE ISLAND 22/01/2020-19/03/2020	1	114.27	
INV 9007923620/03/2020		WATER CORPORATION	SWIMMING POOL HOUSE 22/1/2020-19/03/2020	1	333.38	
INV 9007918420/03/2020		WATER CORPORATION	PERINA WAY PARK 21/01/2020-19/03/2020	1	1,493.28	
INV 9021499420/03/2020		WATER CORPORATION	SWIMMIN POOL MITCHELL AVE 22/01/2020-19/03/2020	1	186.55	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007925920/03/2020		WATER CORPORATION	RESERVE 21/01/2020-19/03/2020	1	1,121.90	
INV 9007925924/03/2020		WATER CORPORATION	NORTHAM POUND 23/01/2020-23/03/2020	1	137.64	
INV 9010596325/03/2020		WATER CORPORATION	GEORGE NUICH PARK 24/01/2020-24/03/2020	1	1,163.46	
INV 9007938708/04/2020		WATER CORPORATION	STANDPIPE LOCKYER RD CLACKLINE 07/02/2020-07/04/2020	1	11,472.96	
INV 9007891709/04/2020		WATER CORPORATION	HOOPER PARK BAKERS HILL 12/02/2020-08/04/2020	1	296.06	
INV 9007891809/04/2020		WATER CORPORATION	STANDPIPE KEANE ST BAKERS HILL 12/02/2020-08/04/2020	1	4,587.33	
INV 9007892009/04/2020		WATER CORPORATION	BAKERS HILL FIRE SHED 12/02/2020-08/04/2020	1	10.39	
INV 9007892509/04/2020		WATER CORPORATION	BAKERS HILL REC CENTRE 12/02/2020-08/04/2020	1	2,331.27	
INV 9007840215/04/2020		WATER CORPORATION	STANDPIPE KEANE ST GRASS VALLEY 14/02/2020-14/04/2020	1	359.71	
INV 9007840215/04/2020		WATER CORPORATION	GRASS VALLEY HALL 14/02/2020-14/04/2020	1	1,559.69	
INV 9007840315/04/2020		WATER CORPORATION	GRASS VALLEY BFB SHED 14/02/2020-14/04/2020	1	95.30	
INV 9007869128/04/2020		WATER CORPORATION	FLUFFY DACKS DAYCARE 26/02/2020-24/04/2020	1	1,669.25	
INV 9007871828/04/2020		WATER CORPORATION	RESERVE BANKSIA AVE WUNDOWIE 26/02/2020-24/04/2020	1	412.51	
INV 9007868928/04/2020		WATER CORPORATION	WUNDOWIE PUBLIC TOILETS 26/02/2020-24/04/2020	1	262.40	
INV 9007871928/04/2020		WATER CORPORATION	WUNDOWIE OVAL 26/02/2020-24/04/2020	1	561.74	
INV 9007869128/04/2020		WATER CORPORATION	WUNDOWIE LIBRARY 26/02/2020-24/04/2020	1	3,040.79	
INV 9007869128/04/2020		WATER CORPORATION	WUNDOWIE HALL 27/02/2020-24/04/2020	1	1,686.33	
INV 9007787228/04/2020		WATER CORPORATION	UNIT 1/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	498.82	
INV 9007872228/04/2020		WATER CORPORATION	UNIT 2/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	509.84	
INV 9007872228/04/2020		WATER CORPORATION	UNIT 3/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	497.05	
INV 9007872228/04/2020		WATER CORPORATION	UNIT 4/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	509.02	
INV 9007872228/04/2020		WATER CORPORATION	UNIT 5/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	516.38	
INV 9007872228/04/2020		WATER CORPORATION	UNIT 6/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	556.61	
INV 9007872328/04/2020		WATER CORPORATION	UNIT 7/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	509.04	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007872328/04/2020		WATER CORPORATION	UNIT 8/410 KURINGAL VILLAGE 27/02/2020-24/04/2020	1	541.28	
INV 9007872228/04/2020		WATER CORPORATION	410 KURINGAL RD - 28/02/2020 - 24/04/2020	1	87.98	
INV 9007871929/04/2020		WATER CORPORATION	WUNDOWIE DEPOT 26/02/2020-28/04/2020	1	94.39	
INV 9007868529/04/2020		WATER CORPORATION	WUNDOWIE POOL 27/02/2020-28/04/2020	1	10,461.04	
INV 9007901104/05/2020		WATER CORPORATION	MORRELL STREET PLAYGROUND 04/03/2020 - 01/05/2020.	1	2,294.87	
INV 9007901605/05/2020		WATER CORPORATION	RAILWAY MUSEUM 07/03/2020 TO 04/05/2020	1	307.32	
INV 9007945105/05/2020		WATER CORPORATION	TOILETS AT KATRINE RD 04/03/2020 TO 04/05/2020.	1	166.21	
INV 9008729705/05/2020		WATER CORPORATION	SHIRE ADMIN BUILDING 07/03/2020 TO 04/05/2020.	1	502.69	
INV 9007903706/05/2020		WATER CORPORATION	TOWN & LESSER HALL 07/03/2020 TO 05/05/2020.	1	2,243.57	
INV 9007901706/05/2020		WATER CORPORATION	FURSLOW PARK 06/04/2020-05/05/2020	1	4,080.09	
EFT36415	01/05/2020	CIPHERTEL PTY LTD	PROVIDE WIRELESS ASSESSMENT FOR WUNDOWIE CCTV PROJECT AS PER QUOTE 14639	1		2,750.00
INV 0001463921/04/2020		CIPHERTEL PTY LTD	PROVIDE WIRELESS ASSESSMENT FOR WUNDOWIE CCTV PROJECT AS PER QUOTE 14639	1	2,750.00	
EFT36416	01/05/2020	SPECIALISED TREE SERVICE	ERUNING PARK TREES (90 DAY NOTICE) RUSTON PARK	1		3,129.00
INV 3299	24/04/2020	SPECIALISED TREE SERVICE	KATRINE ROAD - PRUNE BACK TO FENCE LINE AS PER QUOTE DATED 16/03/2020 - ICS94393	1	984.00	
INV 3299	24/04/2020	SPECIALISED TREE SERVICE	ERUNING PARK TREES (90 DAY NOTICE) RUSTON PARK	1	2,145.00	
EFT36417	01/05/2020	TECHNOLOGY ONE LIMITED	UPDATE INTRAMAPS / MAPBUILDER DATA, RESOLVE ERRORS IN MAP LAYERS & DOCUMENT PROCESS FOR FUTURE UPDATES	1		1,967.00
INV 189889	30/03/2020	TECHNOLOGY ONE LIMITED	UPDATE INTRAMAPS / MAPBUILDER DATA, RESOLVE ERRORS IN MAP LAYERS & DOCUMENT PROCESS FOR FUTURE UPDATES	1	1,967.00	
EFT36418	01/05/2020	AARON KEVIN WIRTH	REFUND OF OVERPAYMENT OF RATES FOR A.2474 58 JOSE RD BAKERS HILL 6556	1		510.15
INV A.2474	22/04/2020	AARON KEVIN WIRTH	REFUND OF OVERPAYMENT OF RATES FOR A.2474 58 JOSE RD BAKERS HILL 6556	1	510.15	
EFT36419	01/05/2020	AG IMPLEMENTS NORTHAM PTY LTD	TCU15881 Z TRAC BLADES 60" (SET OF 3)	1		341.35

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INV 393438	22/04/2020	AG IMPLEMENTS NORTHAM PTY LTD	TCU15881 Z TRAC BLADES 60" (SET OF 3)	1	341.35	
EFT36421	01/05/2020	ALL ABOUT BITUMEN & ASPHALT	HIRE OF FLO-CON AND CREW TO SUPPLY REPAIRS AND CRACK SEAL TO CHIDLOW STREET PLUS SUPPLY AND CART 1 TONNE OF AC7 DENCE GRADE BLACK ASPHALT AS PER QUOTE 2954	1		4,114.00
INV 2954	24/03/2020	ALL ABOUT BITUMEN & ASPHALT	HIRE OF FLO-CON AND CREW TO SUPPLY REPAIRS AND CRACK SEAL TO CHIDLOW STREET PLUS SUPPLY AND CART 1 TONNE OF AC7 DENCE GRADE BLACK ASPHALT AS PER QUOTE 2954	1	4,114.00	
EFT36422	01/05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT28/04/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT36423	01/05/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 28/04/2020	1		60,258.00
INV PAYG28/04/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 28/04/2020	1	60,258.00	
EFT36424	01/05/2020	AVON WASTE	RUBBISH SERVICE PER FORTNIGHT	1		74,872.07
INV 38084	13/03/2020	AVON WASTE	RUBBISH SERVICE PER FORTNIGHT	1	37,287.02	
INV 38493	10/04/2020	AVON WASTE	RUBBISH SERVICE PER FORTNIGHT	1	37,585.05	
EFT36425	01/05/2020	BITUMEN SURFACING	VARIATION 2 TO C201920-12 SUPPLIER PROPOSED TO APPLY EMULPRIME TO THE EXISTING SURFACE PRIOR TO RESEAL FMB OVER THE CRACKS AND HOLES. TOTAL AREA 3897M2 @ \$1.18/M2 = \$ 4598.46 + GST	1		5,058.31
INV 0000549424/03/2020		BITUMEN SURFACING	VARIATION 2 TO C201920-12 SUPPLIER PROPOSED TO APPLY EMULPRIME TO THE EXISTING SURFACE PRIOR TO RESEAL FMB OVER THE CRACKS AND HOLES. TOTAL AREA 3897M2 @ \$1.18/M2 = \$ 4598.46 + GST	1	5,058.31	
EFT36426	01/05/2020	CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1		88.00
INV 0003929114/04/2020		CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1	88.00	
EFT36427	01/05/2020	COATES HIRE OPERATIONS PTY LTD	FRIDAY 24TH, COLLECT TUESDAY 28TH TO/FROM DEPOT).	1		537.90

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INV 1906205030/01/2020		COATES HIRE OPERATIONS PTY LTD	FRIDAY 24TH, COLLECT TUESDAY 28TH TO/FROM DEPOT).	1	537.90	
EFT36428	01/05/2020	COMBINED TYRES PTY LTD	REPAIR TYRE	1		66.00
INV INV-477114/04/2020		COMBINED TYRES PTY LTD	REPAIR TYRE	1	66.00	
EFT36429	01/05/2020	CORE BUSINESS AUSTRALIA	VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-06	1		6,557.63
INV INV-103031/03/2020		CORE BUSINESS AUSTRALIA	VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-06	1	6,557.63	
EFT36430	01/05/2020	DMC CLEANING	VARIOUS SHIRE BUILDINGS - CLEANING FOR THE PERIOD 16/03/2020-31/03/2020	1		990.00
INV SON032	31/03/2020	DMC CLEANING	VARIOUS SHIRE BUILDINGS - CLEANING FOR THE PERIOD 16/03/2020-31/03/2020	1	990.00	
EFT36431	01/05/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT28/04/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT28/04/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36433	01/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1		23,100.00
INV 001640	21/04/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1	23,100.00	
EFT36434	01/05/2020	GRAFTON ELECTRICS	SUPPLY RETICULATION PUMP	1		3,366.00
INV 6761	03/04/2020	GRAFTON ELECTRICS	SUPPLY RETICULATION PUMP	1	3,366.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36435	01/05/2020	ID CONSULTING PTY LTD	ENGAGEMENT OF CONSULTANT TO DEVELOP AND SUPPORT STATISTICAL PROFILING TOOLS FOR THE SHIRE OF NORTHAM AREA.	1		18,150.00
INV 0001325624/04/2020		ID CONSULTING PTY LTD	ENGAGEMENT OF CONSULTANT TO DEVELOP AND SUPPORT STATISTICAL PROFILING TOOLS FOR THE SHIRE OF NORTHAM AREA.	1	18,150.00	
EFT36436	01/05/2020	IH COMPUTER SERVICES PTY LTD	FORTIGATE 80E-POE	1		3,959.95
INV 0000193726/03/2020		IH COMPUTER SERVICES PTY LTD	FORTIGATE 80E-POE	1	2,200.00	
INV 0000194115/04/2020		IH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS 11HRS FOR PRICE OF 10HRS	1	1,759.95	
EFT36437	01/05/2020	JR & A HERSEY PTY LTD	28MM BLK CHS3AN SUPER TRIGGER	1		165.00
INV 0004570427/03/2020		JR & A HERSEY PTY LTD	28MM BLK CHS3AN SUPER TRIGGER	1	165.00	
EFT36438	01/05/2020	KLEENHEAT GAS	ADMIN BUILDING. YEARLY GAS BOTTLE SERVICE FEE.	1		39.60
INV 4287607	01/04/2020	KLEENHEAT GAS	ADMIN BUILDING. YEARLY GAS BOTTLE SERVICE FEE.	1	39.60	
EFT36439	01/05/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - JAIME HAWKINS	1		3,430.00
INV 16,441	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - JAIME HAWKINS	1	350.00	
INV 16,442	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES -ROSS RAYSON	1	280.00	
INV 16,444	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - ROB WILSON	1	350.00	
INV 16,445	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - JOHN RUTHERFORD	1	350.00	
INV 16,446	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - SUE CONNELL	1	350.00	
INV 16,447	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - SHANE MOOREHEAD	1	350.00	
INV 16,448	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - SANTO LEOTTA	1	350.00	
INV 16,443	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - GLEN MCPHERSON	1	350.00	

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INV 16,449	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - MICHELLE BLACKHURST	1	350.00	
INV 16,450	17/04/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PROJECT MANAGEMENT MASTERCLASS WEBINAR SERIES - DAVID SPARROW	1	350.00	
EFT36440	01/05/2020	MENTAL MEDIA PTY LTD	EAYMENT FOR OVERDUE INVOICES 1203 & 1204	1		3,876.84
INV RR16042016/04/2020		MENTAL MEDIA PTY LTD	EAYMENT FOR OVERDUE INVOICES 1203 & 1204	1	3,876.84	
EFT36441	01/05/2020	MIDALLA STEEL	T5050 TEES	1		143.48
INV 6273404422/04/2020		MIDALLA STEEL	T5050 TEES	1	143.48	
EFT36442	01/05/2020	NORTHAM BETTA ELECTRICAL	WIFI EXTENDER FOR HR	1		127.00
INV 2001001115/04/2020		NORTHAM BETTA ELECTRICAL	MOBILE PHONE CHARGER	1	38.00	
INV 2001001224/04/2020		NORTHAM BETTA ELECTRICAL	WIFI EXTENDER FOR HR	1	89.00	
EFT36443	01/05/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1		154.00
INV 0000274909/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	82.00	
INV 0000275917/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	36.00	
INV 0000276020/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	36.00	
EFT36444	01/05/2020	NORTHAM FLORIST	WREATH FOR ANZAC DAY - NORTHAM, WUNDOWIE, GRASS VALLEY AND BAKERS HILL	1		260.00
INV 22725	29/04/2020	NORTHAM FLORIST	WREATH FOR ANZAC DAY - NORTHAM, WUNDOWIE, GRASS VALLEY AND BAKERS HILL	1	260.00	
EFT36445	01/05/2020	NORTHAM MAZDA	SUPPLY NEW BT50 4X2 DUAL CAB AUTO 3.2L TURBO DIESEL WITH ALLOY TRAY , FIRE EXTINGUISHER, FIRST AID KIT, CANVAS SEAT COVERS , RUBBER MATS, TINTING TOWBAR & WIRING AS PER QUOTE DATED 02/04/2020 AND ATTACHED	1		40,144.00
INV 1055893614/04/2020		NORTHAM MAZDA	SUPPLY NEW BT50 4X2 DUAL CAB AUTO 3.2L TURBO DIESEL WITH ALLOY TRAY , FIRE EXTINGUISHER, FIRST AID KIT, CANVAS SEAT COVERS , RUBBER MATS, TINTING TOWBAR & WIRING AS PER QUOTE DATED 02/04/2020 AND ATTACHED	1	40,144.00	

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EFT36446	01/05/2020	CASIS OUTDOOR STRUCTURES	FOOTPATH CONSTRUCTION 2109-20 C201920-14 VARIATION 1 CORNER OF WATTLE CRESCENT AND ZAMIA TERRACE- REMOVAL OF CONCRETE SECTION AROUND SEWER INSPECTION PIT AND INSTALL KERB CONCRETE PATH PLUS ADDITIONAL PRM RAMP TOTAL AREA 36M2 @ \$69/M2 AS PER CONTRACT	1		2,732.40
INV INV-051120/04/2020		CASIS OUTDOOR STRUCTURES	FOOTPATH CONSTRUCTION 2109-20 C201920-14 VARIATION 1 CORNER OF WATTLE CRESCENT AND ZAMIA TERRACE- REMOVAL OF CONCRETE SECTION AROUND SEWER INSPECTION PIT AND INSTALL KERB CONCRETE PATH PLUS ADDITIONAL PRM RAMP TOTAL AREA 36M2 @ \$69/M2 AS PER CONTRACT	1	2,732.40	
EFT36447	01/05/2020	OXTER SERVICES	WUNDOWIE DEPOT. SUPPLY 1 X BOX TOILET PAPER, 1 X BOX OF HAND TOWEL AND 1 X HAND TOWEL DISPENSER.	1		475.07
INV 22567	24/03/2020	OXTER SERVICES	VISITORS CENTRE. SUPPLY 1 X HAND TOWEL.	1	98.37	
INV 22718	24/04/2020	OXTER SERVICES	WUNDOWIE DEPOT. SUPPLY 1 X BOX TOILET PAPER, 1 X BOX OF HAND TOWEL AND 1 X HAND TOWEL DISPENSER.	1	376.70	
EFT36448	01/05/2020	PRIMARIES OF WA PTY LTD	SUPPLY SPRAY GUN AS REQUIRED	1		126.25
INV 4102648921/04/2020		PRIMARIES OF WA PTY LTD	SUPPLY SPRAY GUN AS REQUIRED	1	126.25	
EFT36449	01/05/2020	STEWART & HEATON CLOTHING CO.PTY LTD	EPE FOR THE BUSHFIRE BRIGADES.	1		1,383.81
INV SIN-318602/04/2020		STEWART & HEATON CLOTHING CO.PTY LTD	EPE FOR THE BUSHFIRE BRIGADES.	1	1,383.81	
EFT36450	01/05/2020	TELSTRA CORPORATION	SES BROADBAND 15/03/2020-14/04/2020	1		39.95
INV 2000049020/04/2020		TELSTRA CORPORATION	SES BROADBAND 15/03/2020-14/04/2020	1	39.95	
EFT36451	01/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR APRIL 2020	1		58.14
INV 0441-S3029/03/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR APRIL 2020	1	58.14	
EFT36452	01/05/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOK X MOKINE ROAD	1		17,953.98

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INV INV-066231/03/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRWA SPEC GRAVEL - DELIVERED TO SPENCERS BROOK X MOKINE ROAD	1	14,677.74	
INV INV-069631/03/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 - 150 Rock Pitching for WANDRRA AGRN822	1	3,276.24	
EFT36453	01/05/2020	TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY GLASS N/S REAR 1/4 - PART #92008011	1		214.70
INV 0084605731/03/2020		TUTT BRYANT EQUIPMENT PTY LTD	SUPPLY GLASS N/S REAR 1/4 - PART #92008011	1	214.70	
EFT36454	01/05/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	TOWN HALL ELECTRICAL DISTRIBUTION BOARDS UPGRADES TO STANDARDS AS PER QUOTE NQ03951 REV-A EXCLUDING ITEM 4 LIGHT SWITCHES.	1		2,029.50
INV 91293	30/04/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	TOWN HALL ELECTRICAL DISTRIBUTION BOARDS UPGRADES TO STANDARDS AS PER QUOTE NQ03951 REV-A EXCLUDING ITEM 4 LIGHT SWITCHES.	1	2,029.50	
EFT36455	01/05/2020	WA CONTRACT RANGER SERVICES	WA CONTRACT RANGER SERVICES FOR 06/04/2020-19/04/2020	1		1,529.00
INV 02660	20/04/2020	WA CONTRACT RANGER SERVICES	WA CONTRACT RANGER SERVICES FOR 06/04/2020-19/04/2020	1	1,529.00	
EFT36456	01/05/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	HND AND REPAIR BREAKAWAY CABLE.	1		1,094.50
INV INV-101220/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	P5017 - REVERSE BEEPER IS STAYING ON ALL THE TIME WHILST IN USE	1	461.50	
INV INV-101220/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	HND AND REPAIR BREAKAWAY CABLE.	1	633.00	
EFT36457	01/05/2020	WOODLANDS DISTRIBUTORS PTY LTD	SUPPLY GALVANISED DISPENSERS (DOG WASTE BAGS)	1		1,311.20
INV NTM1-0015/04/2020		WOODLANDS DISTRIBUTORS PTY LTD	SUPPLY GALVANISED DISPENSERS (DOG WASTE BAGS)	1	1,311.20	
EFT36468	08/05/2020	ABBOTTS FORGE	OLD GIRLS SCHOOL FABRICATE AND INSTALL 2 X HANDRAILS FOR FRONT FOOTPATH STEPS AS PER QUOTE 3900.	1		860.00
INV 0000390028/04/2020		ABBOTTS FORGE	OLD GIRLS SCHOOL FABRICATE AND INSTALL 2 X HANDRAILS FOR FRONT FOOTPATH STEPS AS PER QUOTE 3900.	1	480.00	
INV 0000390128/04/2020		ABBOTTS FORGE	OLD GIRLS SCHOOL FABRICATE AND INSTALL SINGLE HANDRAIL FOR CURVED STEPS AS PER QUOTE 3901.	1	380.00	

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EFT36469	08/05/2020	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1		4,870.80
INV 2050	29/04/2020	ADVANTEERING - CIVIL ENGINEERS	MONTHLY UPKEEP OF DEFECTS LIABILITY PERIOD FOR NYP	1	4,870.80	
EFT36470	08/05/2020	AG IMPLEMENTS NORTHAM PTY LTD	WHIPPER SNIPPER CORD	1		215.71
INV 390103	11/03/2020	AG IMPLEMENTS NORTHAM PTY LTD	19M7269 - CAP SCREW	1	36.63	
INV 390413	16/03/2020	AG IMPLEMENTS NORTHAM PTY LTD	GEARBOX BREATHER WITH 3/8 BFPF THREAD	1	69.08	
INV 390907	24/03/2020	AG IMPLEMENTS NORTHAM PTY LTD	WHIPPER SNIPPER CORD	1	110.00	
EFT36471	08/05/2020	ALAN'S AUTO ELECTRICS	INVESTIGATE AND REPAIR BATTERY / STARTING PROBLEM	1		241.25
INV INV-540620/04/2020		ALAN'S AUTO ELECTRICS	INVESTIGATE AND REPAIR BATTERY / STARTING PROBLEM	1	241.25	
EFT36472	08/05/2020	ALEXANDER JOHN HENRY FIEGE	RATES CREDIT REFUND FOR ASSESSMENT A.12811	1		474.81
INV A.12811	01/05/2020	ALEXANDER JOHN HENRY FIEGE	RATES CREDIT REFUND FOR ASSESSMENT A.12811		474.81	
EFT36473	08/05/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING MARCH.	1		291.50
INV A.18704	30/04/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING MARCH.	1	291.50	
EFT36474	08/05/2020	ASLAB PTY LTD	COMPACTION TESTS	1		2,484.17
INV 0002296501/04/2020		ASLAB PTY LTD	COMPACTION TESTS	1	2,484.17	
EFT36475	08/05/2020	AVON VALLEY CONTRACTORS	THE RELOCATION OF 18,900T OF CLEAN FILL FROM THE NORTHAM RACE COURSE TO THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY. THE SPREADING OF 8,000T OF CLEAN FILL AT 1M IN HEIGHT ON THE CLOSED PORTION OF THE LANDFILL FACE FOR REHABILITATION AND THE STOCK FILLING OF THE REMAINING 10,900T OF CLEAN FILL	1		164,241.00

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INV 3285	20/04/2020	AVON VALLEY CONTRACTORS	THE RELOCATION OF 18,900T OF CLEAN FILL FROM THE NORTHAM RACE COURSE TO THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY. THE SPREADING OF 8,000T OF CLEAN FILL AT 1M IN HEIGHT ON THE CLOSED PORTION OF THE LANDFILL FACE FOR REHABILITATION AND THE STOCK PILING OF THE REMAINING 10,900T OF CLEAN FILL.	1	164,241.00	
EFT36476	08/05/2020	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA TGN121R-DTTXKQ HILUX 4X2 2.7L PETROL D/C 6AT WORKMATE DUAL CAB WHITE AUTO WITH BOXER ALLOY TRAY, CANVAS SEAT COVERS, FIRST AID KIT, FIRE EXT, TOW BAR & WIRING, RUBBER FLOOR MATS, WINDOW TINT AS PER QUOTE 7909	1		33,530.00
INV 9422801	29/04/2020	AVON VALLEY TOYOTA	SUPPLY NEW TOYOTA TGN121R-DTTXKQ HILUX 4X2 2.7L PETROL D/C 6AT WORKMATE DUAL CAB WHITE AUTO WITH BOXER ALLOY TRAY, CANVAS SEAT COVERS, FIRST AID KIT, FIRE EXT, TOW BAR & WIRING, RUBBER FLOOR MATS, WINDOW TINT AS PER QUOTE 7909	1	33,530.00	
EFT36477	08/05/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY APRIL 2020	1		84,477.07
INV 38515	24/04/2020	AVON WASTE	FORTNIGHTLY RUBBISH COLLECTION	1	37,500.69	
INV 0003851424/04/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY APRIL 2020	1	46,734.38	
INV 0003851324/04/2020		AVON WASTE	COLLECTION OF BOTH WASTE AND BIN DUMPED ON A SHIRE RESERVE, LOT 61 NO 3451 A.1399 RESERVE CORNER GEH AND BODEGURO WAY.	1	242.00	
EFT36478	08/05/2020	BITUMEN SURFACING	BOONDINE ROAD SLK 0.00-0.80 - SPRAY SEAL OVERLAY FOR EXISTING SEAL.	1		72,642.25
INV 0000547825/03/2020		BITUMEN SURFACING	BOONDINE ROAD SLK 0.00-0.80 - SPRAY SEAL OVERLAY FOR EXISTING SEAL.	1	27,439.46	
INV 0000551925/03/2020		BITUMEN SURFACING	CHIDLOW STREET SLK 1.48-1.95 - SPRAY SEAL OVERLAY FOR EXISTING SEAL.	1	17,564.34	
INV 0000551725/03/2020		BITUMEN SURFACING	CHIDLOW STREET SLK 0.02-0.30 - SPRAY SEAL OVERLAY FOR EXISTING SEAL INCLUDING PRIME SEALED PORTION.	1	13,472.36	
INV 0000551825/03/2020		BITUMEN SURFACING		1	14,166.09	

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EFT36479	08/05/2020	BLACKWELL PLUMBING PTY LTD	KILLARA DAY RESPITE. REPAIR LEAKING TAP NEAR GAS CYLINDER.	1		74.45
INV INV-212404/05/2020		BLACKWELL PLUMBING PTY LTD	KILLARA DAY RESPITE. REPAIR LEAKING TAP NEAR GAS CYLINDER.	1	74.45	
EFT36480	08/05/2020	CID EQUIPMENT PTY LTD	V12735882 - CLIP	1		21.05
INV 1991115	11/02/2020	CID EQUIPMENT PTY LTD	V12735882 - CLIP	1	16.96	
INV 1999685	27/02/2020	CID EQUIPMENT PTY LTD	ELASTIC RIVET - V0E11201200	1	4.09	
EFT36481	08/05/2020	COUNTRY COPIERS NORTHAM	100GSM A4 PAPER	1		104.40
INV 43406	03/04/2020	COUNTRY COPIERS NORTHAM	100GSM A4 PAPER	1	104.40	
EFT36482	08/05/2020	COUNTRYWIDE GROUP	ATOM EDGER	1		1,246.75
INV 29321	23/04/2020	COUNTRYWIDE GROUP	SERVICE OF TWO WUNDOWIE BLOWERS	1	366.15	
INV 29312	23/04/2020	COUNTRYWIDE GROUP	ATOM EDGER	1	759.00	
INV 29325	24/04/2020	COUNTRYWIDE GROUP	POLESAW - PLEASE REPAIR BROKEN POLESAW AS PRESENTED.	1	56.50	
INV 29361	30/04/2020	COUNTRYWIDE GROUP	P100 CHAIN AND FLAT FILE	1	65.10	
EFT36483	08/05/2020	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	LETTERHEADS	1		954.00
INV 1,061,67124/03/2020		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	LETTERHEADS	1	954.00	
EFT36484	08/05/2020	DAMIAN'S PLUMBING	REITC FITTINGS & GIBOLT JOINT	1		649.00
INV 5290	23/04/2020	DAMIAN'S PLUMBING	REPAIR BROKEN PIPE ON BROOME TCE, NORTHAM (COPPER)	1	143.00	
INV 5328	30/04/2020	DAMIAN'S PLUMBING	REITC FITTINGS & GIBOLT JOINT	1	506.00	
EFT36485	08/05/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	QUARTERLY LEVY RETURN JAN - MAR 2020 FOR INKPEN AND OLD QUARRY ROAD WASTE MANAGEMENT FACILITIES.	1		12,835.56
INV JAN-MAR29/04/2020		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	QUARTERLY LEVY RETURN JAN - MAR 2020 FOR INKPEN AND OLD QUARRY ROAD WASTE MANAGEMENT FACILITIES.	1	12,835.56	

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EFT36486	08/05/2020	DOWNER EDI WORKS PTY LTD	FRIME SEAL AND RE-SEAL OF SPENCER BROOK ROAD SLK 16.34-19.34 AS PER SIGNED CONTRACT C.201920-13	1		97,589.88
INV 6008520	31/03/2020	DOWNER EDI WORKS PTY LTD	FRIME SEAL AND RE-SEAL OF SPENCER BROOK ROAD SLK 16.34-19.34 AS PER SIGNED CONTRACT C.201920-13	1	85,028.90	
INV 6008520	31/03/2020	DOWNER EDI WORKS PTY LTD	VARIATION 1 SPENCER BROOK ROAD 16.34-19.34TRAFFIC MANAGEMENT USED FROM THE SPRAY SEAL SUPPLIER RATE WAS QUOTED IN CONTRACT C.201920-13	1	12,560.98	
EFT36487	08/05/2020	ELDERS LIMITED	GLYPHOSATE 45	1		541.20
INV INVC43719/09/2019		ELDERS LIMITED	GLYPHOSATE 45	1	541.20	
EFT36488	08/05/2020	FERMORA PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A15861	1		133.89
INV A15861	01/05/2020	FERMORA PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A15861		133.89	
EFT36489	08/05/2020	EM SURVEYS	PEG THE BOUNDARY ALONG THE FACE OF THE BOUNDARY AND PROVIDE A PLAN SHOWING THE PROXIMITY TO BOUNDARIES	1		1,320.00
INV 0002099826/04/2020		EM SURVEYS	PEG THE BOUNDARY ALONG THE FACE OF THE BOUNDARY AND PROVIDE A PLAN SHOWING THE PROXIMITY TO BOUNDARIES	1	1,320.00	
EFT36490	08/05/2020	FRAMESWEST	REPAIR OF INFORMATION BAY SHELTER AS PER QUOTE ATTACHED INSURANCE EXCESS	1		4,009.50
INV 0001968306/05/2020		FRAMESWEST	REPAIR OF INFORMATION BAY SHELTER AS PER QUOTE ATTACHED INSURANCE EXCESS	1	4,009.50	
EFT36491	08/05/2020	LLOYDS EARTHMOVING	ALMOND 30 LITRE	1		7,771.23
INV INV-173930/04/2020		LLOYDS EARTHMOVING	AMIGOZANTHOS - BUSH FLARE 14CM POTS	1	450.00	
INV INV-173730/04/2020		LLOYDS EARTHMOVING	ALMOND 30 LITRE	1	6,385.23	
INV INV-173830/04/2020		LLOYDS EARTHMOVING	FRAXINUS ANGSTIFOLIA RAYWOOD (CLARET ASH) 30LT	1	936.00	
EFT36492	08/05/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 09/03/2020-15/03/2020	1		15,048.00
INV N2466	23/03/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 09/03/2020-15/03/2020	1	3,762.00	

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INV N2467	23/03/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 16/03/2020-22/03/2020	1	3,762.00	
INV N2483	06/04/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 23/03/2020-29/03/2020	1	3,762.00	
INV N2484	06/04/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 30/03/2020-05/04/2020	1	3,762.00	
EFT36493	08/05/2020	NORTHAM BETTA ELECTRICAL	ASUS D209BA Laptop	1		7,544.90
INV 2001001023/03/2020		NORTHAM BETTA ELECTRICAL	ASUS D209BA Laptop	1	5,963.00	
INV 2001001026/03/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	48.00	
INV 2001001027/03/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	100.00	
INV 2001001027/03/2020		NORTHAM BETTA ELECTRICAL	RETURN MSDOCK USB EXPANSION DOCK PAID ON INVOICE 20010010746	1	-236.00	
INV 2001001027/03/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	189.50	
INV 2001001101/04/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	239.80	
INV 2001001101/04/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	247.60	
INV 2001001103/04/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	348.00	
INV 2001001108/04/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	287.00	
INV 2001001220/04/2020		NORTHAM BETTA ELECTRICAL	TELSTRA. EVOKE PLUS A7 - SPARES FOR IT	1	358.00	
EFT36494	08/05/2020	OXTER SERVICES	BURIAL DATE 23/04/2020 REOPEN FOR THE BURIAL OF THOMAS EDWARD OLIVER	1		1,001.00
INV 22722	28/04/2020	OXTER SERVICES	BURIAL DATE 23/04/2020 REOPEN FOR THE BURIAL OF THOMAS EDWARD OLIVER	1	1,001.00	
EFT36495	08/05/2020	FOOL AND PUMP SERVICE AND REPAIRS	FOOL MANAGER 4 X HOURS 09/04/2020	1		180.00
INV 100035	09/04/2020	FOOL AND PUMP SERVICE AND REPAIRS	FOOL MANAGER 4 X HOURS 09/04/2020	1	180.00	
EFT36496	08/05/2020	PRIMARIES OF WA PTY LTD	INSIGHT 750W 5KG (CLOPYRALID)	1		257.73
INV 4103089730/04/2020		PRIMARIES OF WA PTY LTD	INSIGHT 750W 5KG (CLOPYRALID)	1	257.73	

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EFT36497	08/05/2020	SARAH TAYLOR	RATES CREDIT REFUND FOR ASSESSMENT A.13924	1		801.99
INV A.13924	06/05/2020	SARAH TAYLOR	RATES CREDIT REFUND FOR ASSESSMENT A.13924		801.99	
EFT36498	08/05/2020	SPECIALISED TREE SERVICE	TREE PRUNING AS PER CLEARANCE ENVELOPE DRAWING ES-SD-VEG-001 VERSION 2 OPTION B FOR SOUTHERN BROOK ROAD SLK 0.00-3.07 ALL MATERIALS WILL BE REMOVED FROM SITE. TMP AS PER A. S1742.3. ALL PRUNING TO CONFORM TO A. S4373 PRUN OF AMENITY TREES. UNDER CONTRACT C.201819-09. AS QUOTED TO NADEEM	1		20,225.50
INV 3303	05/05/2020	SPECIALISED TREE SERVICE	TREE PRUNING AS PER CLEARANCE ENVELOPE DRAWING ES-SD-VEG-001 VERSION 2 OPTION B FOR SOUTHERN BROOK ROAD SLK 0.00-3.07 ALL MATERIALS WILL BE REMOVED FROM SITE. TMP AS PER A. S1742.3. ALL PRUNING TO CONFORM TO A. S4373 PRUN OF AMENITY TREES. UNDER CONTRACT C.201819-09. AS QUOTED TO NADEEM	1	20,225.50	
EFT36499	08/05/2020	SUPERCIVIL	ASPHALT OVERLAY FOR HENTY PLACE SLK 0-270.	1		46,761.00
INV 0000978918	03/2020	SUPERCIVIL	ASPHALT OVERLAY FOR HENTY PLACE SLK 0-270.	1	46,761.00	
EFT36500	08/05/2020	SYMONDS ENGINEERING (WA)	STEELWORK FABRICATION, PROTECTIVE TREATMENT AND DELIVERY TO NORTHAM FOR FREE STANDING SIGN AT BKB CENTRE	1		4,488.00
INV 0000351431	03/2020	SYMONDS ENGINEERING (WA)	STEELWORK FABRICATION, PROTECTIVE TREATMENT AND DELIVERY TO NORTHAM FOR FREE STANDING SIGN AT BKB CENTRE	1	4,488.00	
EFT36501	08/05/2020	SYNERGY	BAKERS HILL REC CENTRE 24/02/2020-28/04/2020	1		1,105.21
INV 2092853502	01/2020	SYNERGY	OLD GIRLS SCHOOL 27/11/2019-02/01/2020	1	80.02	
INV 2028931224	04/2020	SYNERGY	CLACKLINE HALL 21/02/2020-24/04/2020	1	119.66	
INV 2004929124	04/2020	SYNERGY	CLACKLINE POST OFFICE 21/02/2020-24/04/2020	1	115.05	
INV 2068933928	04/2020	SYNERGY	BAKERS HILL REC CENTRE 24/02/2020-28/04/2020	1	790.48	
EFT36502	08/05/2020	THELMA MARGARET HALLIDAY	RATES CREDIT REFUND FOR ASSESSMENT A.531	1		455.00

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INV A531	06/05/2020	THELMA MARGARET HALLIDAY	RATES CREDIT REFUND FOR ASSESSMENT A531		455.00	
EFT36503	08/05/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE WATER PUMP ON FLOCON TRUCK DUE TO BURNT OUT NO KNOWN CAUSE PN1201 - REGO N.008	1		3,759.40
INV INV-101220/12/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1605 - REGO N.4259 - AIRCOND ISSUES - SERVICE/REGAS	1	300.00	
INV INV-980104/10/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE AND RE-POSITION WARNING LIGHT FOR BECON BEING ON AND ADD EXTRA AMBER FLASHING LIGHTS TO LH /RH SIDE OF STEPS	1	398.90	
INV INV-972708/10/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE 2 X BATTERIES STOLEN FROM KOMATSU LOADER PN1003.	1	770.00	
INV INV-101220/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN0913 - REGO N.3805 CALLOUT BEACONS UN-OPERATIONAL	1	266.50	
INV INV-101320/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	UPGRADE ANTENNAS AND REPLACE DAMAGED CABLE/ TEST PN1510 - REGO 1TRA501	1	491.50	
INV INV-101813/01/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE FRONT AND REAR INSIDE AMBER LIGHTS FROM TRADE IN PN1613 AND INSTALL INTO NEW VEHICLE	1	456.00	
INV INV-101530/01/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE WATER PUMP ON FLOCON TRUCK DUE TO BURNT OUT NO KNOWN CAUSE PN1201 - REGO N.008	1	1,076.50	
EFT36504	08/05/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT CEMETERY MAINTENANCE 2017-201 - 17/3/2020-26/03/2020	1		8,796.70
INV 0030111614/04/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT CEMETERY MAINTENANCE 2017-201 - 17/3/2020-26/03/2020	1	3,272.50	
INV 0030111714/04/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 - 01/04/2020-09/04/2020	1	2,316.60	
INV 0030111829/04/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 - 15/04/2020-23/04/2020	1	3,207.60	
EFT36505	08/05/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CRUCIAL SSDS FOR UPGRADE 120GB	1		432.50
INV 26135	30/04/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CRUCIAL SSDS FOR UPGRADE 120GB	1	432.50	
EFT36506	12/05/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	

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EFT36507	12/05/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,100.00
INV APRIL 2012/05/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,100.00	
EFT36508	12/05/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36509	12/05/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR APRIL 2020	1		4,935.76
INV APRIL 2012/05/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR APRIL 2020	1	4,935.76	
EFT36510	12/05/2020	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36511	12/05/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR APRIL 2020	1		2,843.23
INV APRIL 2012/05/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR APRIL 2020	1	2,843.23	
EFT36512	12/05/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36513	12/05/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36514	12/05/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36515	12/05/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36516	12/05/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR APRIL 2020	1		1,905.73
INV APRIL 2012/05/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR APRIL 2020	1	1,905.73	
EFT36517	12/05/2020	TPG TELECOM	SES 01/04/2020-30/04/2020	1		614.23
INV 1516748101/05/2020		TPG TELECOM	SES 01/04/2020-30/04/2020	1	614.23	

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EFT36518	12/05/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE	1		28,071.71
INV 227	11/05/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE		28,071.71	
EFT36519	14/05/2020	ANDY'S PLUMBING SERVICE	KURINGAL UNIT 5. CLEAN OUT DRAINS AND CHECK FOR ROOTS ETC.	1		2,167.00
INV A18706	05/05/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING MAY 2020.	1	264.00	
INV A18708	05/05/2020	ANDY'S PLUMBING SERVICE	KURINGAL UNIT 5. CLEAN OUT DRAINS AND CHECK FOR ROOTS ETC.	1	1,155.00	
INV A18707	05/05/2020	ANDY'S PLUMBING SERVICE	FLUFFY DUCKLINGS. REPLACE CRACKED CISTERN, REPLACE HWS RELIEF VALVE AND RESET TOILET BASE THAT IS LEAKING.	1	748.00	
EFT36520	14/05/2020	AUS RECORD	TRADITIONAL TUBE CLIP SET (BASE & TOP)	1		126.50
INV 0009127117/04/2020		AUS RECORD	TRADITIONAL TUBE CLIP SET (BASE & TOP)	1	126.50	
EFT36521	14/05/2020	AUSTRALIA POST	POSTAGE FOR ADMIN MARCH 2020.	1		3,492.81
INV 1009483403/04/2020		AUSTRALIA POST	POSTAGE FOR ADMIN MARCH 2020.	1	3,492.81	
EFT36522	14/05/2020	AVON CONCRETE	PROJECT 3535 COMPLETE PACKAGE INCLUDES 1 X EROFILER WET HIRE , 1 X TRUCK WET HIRE, 3 MEN CREW ( INCLUSIVE 2 X OPERATORS FOR THESE MACHINES) DAY RATE AS QUOTED TO NADEEM GUL \$2000/DAY +GST X 10 DAYS OR LESS ONLY	1		12,221.00
INV 1892	24/04/2020	AVON CONCRETE	PROJECT 3535 COMPLETE PACKAGE INCLUDES 1 X EROFILER WET HIRE , 1 X TRUCK WET HIRE, 3 MEN CREW ( INCLUSIVE 2 X OPERATORS FOR THESE MACHINES) DAY RATE AS QUOTED TO NADEEM GUL \$2000/DAY +GST X 10 DAYS OR LESS ONLY	1	12,221.00	
EFT36523	14/05/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 07/04/2020-19/04/2020	1		3,584.00
INV 0031	19/04/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 07/04/2020-19/04/2020	1	1,792.00	
INV 0032	03/05/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 21/04/2020-03/05/2020	1	1,792.00	

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EFT36524	14/05/2020	AVON SERVICE SPECIALISTS	SERVICE 60,000KM OF PN1621 - REGO N9467	1		239.95
INV 18782	11/05/2020	AVON SERVICE SPECIALISTS	SERVICE 60,000KM OF PN1621 - REGO N9467	1	239.95	
EFT36525	14/05/2020	BLACKWELL PLUMBING PTY LTD	REPAIR LEAKING TAP TO RM5 BATHROOM SINK KILLARA COTTAGE	1		44.50
INV INV-21222/04/2020		BLACKWELL PLUMBING PTY LTD	REPAIR LEAKING TAP TO RM5 BATHROOM SINK KILLARA COTTAGE	1	44.50	
EFT36526	14/05/2020	BOW STEEL PTY LTD	NORTHAM AERODROME. REPAIR GATE NOT CLOSING AUTOMATICALLY.	1		1,243.00
INV 632	06/05/2020	BOW STEEL PTY LTD	NORTHAM AERODROME. REPAIR GATE NOT CLOSING AUTOMATICALLY.	1	1,243.00	
EFT36527	14/05/2020	BRIDGELEY COMMUNITY CENTRE	ENVELOPING COVID-19 FLYER FOR RESIDENTS	1		495.00
INV 0000283305/05/2020		BRIDGELEY COMMUNITY CENTRE	ENVELOPING COVID-19 FLYER FOR RESIDENTS	1	495.00	
EFT36528	14/05/2020	BUZZINROUND PTY LTD T/A BR COMMS	CNSITE TO TROUBLESHOOT PABX. BATTERY REPLACED AND TESTED AND CONFIG RELOADED AND BACKED UP	1		327.25
INV 0000285529/04/2020		BUZZINROUND PTY LTD T/A BR COMMS	CNSITE TO TROUBLESHOOT PABX. BATTERY REPLACED AND TESTED AND CONFIG RELOADED AND BACKED UP	1	327.25	
EFT36529	14/05/2020	CDA AIR & SOLAR	OLD ADMIN BUILDING. REPLACE AIR CONDITIONING PARTS AS PER QUOTE 8846	1		1,188.20
INV 0000884629/04/2020		CDA AIR & SOLAR	OLD ADMIN BUILDING. REPLACE AIR CONDITIONING PARTS AS PER QUOTE 8846	1	1,188.20	
EFT36530	14/05/2020	CLACKLINE FENCING CONTRACTORS	FENCE REPAIRS AT INKPEN ROAD LANDFILL	1		100.00
INV 1302	12/05/2020	CLACKLINE FENCING CONTRACTORS	FENCE REPAIRS AT INKPEN ROAD LANDFILL	1	100.00	
EFT36531	14/05/2020	CLARK EQUIPMENT	84" MINI GRADER BLADE TO FIT NEW SKID STEER S90SJC	1		15,895.00
INV 0820960905/05/2020		CLARK EQUIPMENT	84" MINI GRADER BLADE TO FIT NEW SKID STEER S90SJC	1	15,730.00	
INV 0820961005/05/2020		CLARK EQUIPMENT	FREIGHT NEW 84" BOBCAT GRADER ATTACHMENT TO NORTHAM DEPOT	1	165.00	
EFT36532	14/05/2020	COMBINED TYRES PTY LTD	EN1908 TYRE PUNCTURE REPAIR (FORD RANGER WHITE (N11657) DOUBLE CAB)	1		50.00

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INV INV-493101/05/2020		COMBINED TYRES PTY LTD	EN1908 TYRE PUNCTURE REPAIR (FORD RANGER WHITE (N11657) DOUBLE CAB)	1	50.00	
EFT36533	14/05/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL SECURITY MONITORING FROM START CF JULY 2019 TILL END JUNE 2020.	1		797.25
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.97	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	87.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	87.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	53.00	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	90.56	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS308/20/04/2020		CTI SECURITY SERVICES PTY LTD		1	53.00	
INV CINS308/30/04/2020		CTI SECURITY SERVICES PTY LTD		1	53.00	
EFT36534	14/05/2020	CUTTING EDGES EQUIPMENT PARTS	2D5572 KNOCK ON RIPPER BOOTS	1		351.12
INV 3275992	16/04/2020	CUTTING EDGES EQUIPMENT PARTS	2D5572 KNOCK ON RIPPER BOOTS	1	351.12	
EFT36535	14/05/2020	DEPENDABLE LAUNDRY SOLUTIONS	REPAIR FAULTY PARTS AND SERVICE TO WASHER/DRYER COMBO IN KILLARA COTTAGE	1		870.10
INV DI20200231/03/2020		DEPENDABLE LAUNDRY SOLUTIONS	REPAIR FAULTY PARTS AND SERVICE TO WASHER/DRYER COMBO IN KILLARA COTTAGE	1	870.10	
EFT36536	14/05/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL - REPAIR LAYFLAT HOSES	1		1,135.60
INV 67430	14/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL - REPAIR LAYFLAT HOSES	1	382.10	
INV 67432	14/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE - REPAIR LAYFLAT HOSES	1	376.75	
INV 67431	14/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE - REPAIR LAYFLAT HOSES	1	376.75	

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EFT36537	14/05/2020	FULTON HOGAN INDUSTRIES PTY LTD	EMUSEAL TUB (RED)	1		7,601.00
INV 1388110408/04/2020		FULTON HOGAN INDUSTRIES PTY LTD		1	7,601.00	
EFT36538	14/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1		45,859.28
INV 001645	30/04/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1	36,135.00	
INV 001645	30/04/2020	GDR CIVIL CONTRACTING PTY LTD	VARIATION #02 AS PER CONTRACT C.201920-18 - GRAVEL ROAD GRADING - EXTRA 160M SEARLE ROAD.	1	484.28	
INV 001649	06/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1	9,240.00	
EFT36539	14/05/2020	IKOM 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		1,452.51
INV 6209258	29/02/2020	IKOM 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	823.86	
INV 6244187	30/04/2020	IKOM OPERATIONS PTY LTD	920KG CHLORINE GAS	1	628.65	
EFT36540	14/05/2020	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1		483.73
INV 0000456025/03/2020		KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1	483.73	
EFT36541	14/05/2020	IE&A FIRST RESPONSE	SANITOL 500ML ANTIBACTERIAL PUMP BOTTLE	1		981.75
INV IN10901	12/05/2020	IE&A FIRST RESPONSE	SANITOL 500ML ANTIBACTERIAL PUMP BOTTLE	1	981.75	
EFT36542	14/05/2020	LOCAL DRUG ACTION GROUPS INC.	NET EFFECT IS THE PAYMENT OF THE GST AMOUNT OF 674.18 BALANCE OF CHANGEMAKER PROGRAM GRANT GST MISSED	1		674.18
INV ZM08/05/08/05/2020		LOCAL DRUG ACTION GROUPS INC.	NET EFFECT IS THE PAYMENT OF THE GST AMOUNT OF 674.18 BALANCE OF CHANGEMAKER PROGRAM GRANT GST MISSED	1	674.18	
EFT36543	14/05/2020	M&L AUSTRALIA - DO NOT USE	MEDALS AND CASES FOR CITIZENSHIP CEREMONIES	1		1,008.37

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INV 11646A	07/04/2020	M&L AUSTRALIA - DO NOT USE	MEDALS AND CASES FOR CITIZENSHIP CEREMONIES	1	1,008.37	
EFT36544	14/05/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM	1		916.66
INV 0000032430/04/2020		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM	1	916.66	
EFT36545	14/05/2020	MCDOWALL AFFLECK PTY LTD	KURINGAL VILLAGE. STRUCTURAL REPORT ON UNIT 7 AND 5 DUE TO CRACKING AS PER QUOTE 17533.	1		2,090.00
INV 610704	30/04/2020	MCDOWALL AFFLECK PTY LTD	KURINGAL VILLAGE. STRUCTURAL REPORT ON UNIT 7 AND 5 DUE TO CRACKING AS PER QUOTE 17533.	1	2,090.00	
EFT36546	14/05/2020	MCINTOSH & SONS	EN1619 - CASE TR270 - 84200915 - LIGHT SHROUD	1		323.32
INV 1538353	08/04/2020	MCINTOSH & SONS	EN1619 - CASE TR270 - 84200915 - LIGHT SHROUD	1	323.32	
EFT36547	14/05/2020	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOME-4 HOVEA CRESCENT, WUNDOWIE	1		715.56
INV 113639	30/04/2020	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOME-4 HOVEA CRESCENT, WUNDOWIE	1	715.56	
EFT36548	14/05/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 06/04/2020-12/04/2020	1		7,524.00
INV N2489	20/04/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 06/04/2020-12/04/2020	1	3,762.00	
INV N2491	20/04/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 13/04/2020-19/04/2020	1	3,762.00	
EFT36549	14/05/2020	MR NATURALLY CLEAN	NORTHAM LIBRARY. AFTER HOURS SECURITY CALL CUT FOR 05/04/2020.	1		962.50
INV INV-199110/04/2020		MR NATURALLY CLEAN	NORTHAM LIBRARY. AFTER HOURS SECURITY CALL CUT FOR 05/04/2020.	1	962.50	
EFT36550	14/05/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS 15/04/2020-14/05/2020	1		1,264.29
INV 9193919805/04/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS IN PLANT AT DEPOT X 19 - 05/04/2020-04/05/2020	1	417.67	
INV 9194509415/04/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS 15/04/2020-14/05/2020	1	846.62	
EFT36551	14/05/2020	NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1		213.85

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INV 2001001217/04/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	129.90	
INV 2001001223/04/2020		NORTHAM BETTA ELECTRICAL	RUSSELL HOBBS 7L SLOW COOKER FOR KILLARA KITCHEN	1	59.00	
INV 2001001201/05/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	24.95	
EFT36552	14/05/2020	NORTHAM CHAMBER OF COMMERCE	KILLARA COMMUNITY INCENTIVE	1		700.00
INV IV00000003/04/2020		NORTHAM CHAMBER OF COMMERCE	KILLARA COMMUNITY INCENTIVE	1	700.00	
EFT36553	14/05/2020	NORTHAM FAMILY PRACTICE	FLU VACCINATIONS FOR SON STAFF	1		1,656.50
INV 122777	27/02/2020	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL JASON CACIC, RANGER	1	236.50	
INV 126166	05/05/2020	NORTHAM FAMILY PRACTICE	FLU VACCINATIONS FOR SON STAFF	1	1,420.00	
EFT36554	14/05/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1		366.00
INV 0000276822/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	72.00	
INV 0000277728/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	18.00	
INV 0000277829/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	18.00	
INV 0000277930/04/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	18.00	
INV 0000278501/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	54.00	
INV 0000278604/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000278705/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	42.00	
INV 0000279906/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000280007/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000280108/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	54.00	
INV 0000280211/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	36.00	
EFT36555	14/05/2020	NORTHAM FLORIST	14x BOX OF FLOWERS FOR KILLARA STAFF	1		630.00
INV 22658	07/04/2020	NORTHAM FLORIST	14x BOX OF FLOWERS FOR KILLARA STAFF	1	630.00	

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EFT36556	14/05/2020	NORTHAM HOLDEN	EN1507 - REGON11114 SERVICE OF HOLDEN STORM ( 486500) PLUS REPLACE THE AIR FILTER AND NEW BATTERY	1		620.86
INV 128491	11/05/2020	NORTHAM HOLDEN	EN1507 - REGON11114 SERVICE OF HOLDEN STORM ( 486500) PLUS REPLACE THE AIR FILTER AND NEW BATTERY	1	620.86	
EFT36557	14/05/2020	NORTHAM TOWING SERVICE	REMOVE CRASHED HOLDEN COMMODORE FROM SPENCERS BROOK ROAD	1		121.00
INV 209359	22/04/2020	NORTHAM TOWING SERVICE	REMOVE CRASHED HOLDEN COMMODORE FROM SPENCERS BROOK ROAD	1	121.00	
EFT36558	14/05/2020	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. REGULAR CLEANING 3 TIMES A WEEK FOR APRIL.	1		5,744.58
INV 22519	18/03/2020	OXTER SERVICES	ADDITIONAL LINE TO BALLOONING PLINTH	1	165.00	
INV 22769	28/04/2020	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS 4 X EXTRA WEEKLY CLEANS DUE TO COVID19 FOR APRIL.	1	1,320.00	
INV 22721	28/04/2020	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. REGULAR CLEANING 3 TIMES A WEEK FOR APRIL.	1	1,355.20	
INV 22762	08/05/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 1 X PINEAWAY, 3 X CARTONS OF TOILET PAPER AND 1 X NOURISH HAND SOAP.	1	229.38	
INV 22770	08/05/2020	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS 4 X EXTRA WEEKLY CLEANS DUE TO COVID19 FOR MAY	1	1,320.00	
INV 22761	08/05/2020	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. REGULAR CLEANING 3 TIMES A WEEK FOR MAY	1	1,355.00	
EFT36559	14/05/2020	EBF AUSTRALIA	CORPORATE MEMBERSHIP PBF	1		3,500.00
INV INV04202702/2020		EBF AUSTRALIA	CORPORATE MEMBERSHIP PBF	1	3,500.00	
EFT36560	14/05/2020	PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR ROAD MAINTENANCE	1		770.00
INV 0000981106/04/2020		PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR ROAD MAINTENANCE	1	770.00	
EFT36561	14/05/2020	PRESTIGE ALARMS	ADMIN BUILDING.4 X QUARTERLY MONITORING CHARGES FOR 2019/20.	1		172.00
INV 0001383208/05/2020		PRESTIGE ALARMS	ADMIN BUILDING.4 X QUARTERLY MONITORING CHARGES FOR 2019/20.	1	172.00	

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EFT36562	14/05/2020	PROFESSIONAL LOCKSERVICE	FLOOD PUMP STATION. SUPPLY 2 X D07 PADLOCKS.	1		1,086.25
INV 0010490501/05/2020		PROFESSIONAL LOCKSERVICE	FLOOD PUMP STATION. SUPPLY 2 X D07 PADLOCKS.	1	1,086.25	
EFT36563	14/05/2020	FUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES MARCH 2020	1		3.00
INV APRIL 2030/04/2020		FUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES MARCH 2020	1	3.00	
EFT36564	14/05/2020	SIGMA.CHEMICALS	10 x PHENOL RED BOX 250 TABS	1		609.00
INV 139311/030/04/2020		SIGMA.CHEMICALS	10 x PHENOL RED BOX 250 TABS	1	609.00	
EFT36565	14/05/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT	1		88.00
INV 7104253730/04/2020		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT	1	88.00	
EFT36566	14/05/2020	STEWART & HEATON CLOTHING CO.PTY LTD	BEB UNIFORM	1		33.00
INV SIN-316620/02/2020		STEWART & HEATON CLOTHING CO.PTY LTD	BEB UNIFORM	1	33.00	
EFT36567	14/05/2020	STRATAGREEN	CICADA CULTIHOE	1		124.91
INV 120725	23/04/2020	STRATAGREEN	CICADA CULTIHOE	1	90.60	
INV 120908	30/04/2020	STRATAGREEN	CICADA MINI MATLOCK	1	34.31	
EFT36569	14/05/2020	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) MARCH - APRIL 2020.	1		4,886.58
INV 2726009016/03/2020		TELSTRA CORPORATION	HARVEST LINE BAN MARCH 2020	1	238.65	
INV 2726009028/03/2020		TELSTRA CORPORATION	MOBILES FOR DEPOT/KILLARA -A/H MARCH - APRIL 2020.	1	93.68	
INV 2726009028/03/2020		TELSTRA CORPORATION	VEMS TRAILERS & SPRINKLERS SYSTEMS - MARCH - APRIL 2020.	1	50.00	
INV 2726008928/03/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) MARCH - APRIL 2020.	1	3,008.51	
INV 2726008910/04/2020		TELSTRA CORPORATION	BUSH FIRE BRIGADE APRIL 2020	1	149.98	
INV 3864754812/04/2020		TELSTRA CORPORATION	HENRY ST OVAL APRIL 2020	1	40.00	
INV 2726009016/04/2020		TELSTRA CORPORATION	HARVEST LINE BAN APRIL 2020	1	1,047.95	

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INV 6305302927/04/2020		TELSTRA CORPORATION	BAKERS HILL FIRE SHED APRIL 2020	1	61.13	
INV 2726009028/04/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS APRIL 2020	1	50.00	
INV 2726009028/04/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS APRIL	1	146.68	
EFT36570	14/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES MARCH 2020	1		152.74
INV 0439-S3015/03/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR MARCH 2020	1	67.71	
INV 0440-S3022/03/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES MARCH 2020	1	85.03	
EFT36571	14/05/2020	VINCELEC	NORTHAM DEPOT. REPLACE LIGHT ABOVE JOHN'S DESK AND CHECK ALL OTHE LIGHTS FOR GLOBES/STARTERS.	1		255.20
INV IV203	12/05/2020	VINCELEC	NORTHAM DEPOT. REPLACE LIGHT ABOVE JOHN'S DESK AND CHECK ALL OTHE LIGHTS FOR GLOBES/STARTERS.	1	255.20	
EFT36572	14/05/2020	VODAFONE	HARVEST BAN LINE APRIL 2020	1		440.00
INV 1125866106/04/2020		VODAFONE	HARVEST BAN LINE APRIL 2020	1	440.00	
EFT36573	14/05/2020	WA CONTRACT RANGER SERVICES	RANGER SERIVCES 20/04/2020-03/05/2020	1		1,870.00
INV 02674	01/05/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE APRIL 2020	1	550.00	
INV 02675	06/05/2020	WA CONTRACT RANGER SERVICES	RANGER SERIVCES 20/04/2020-03/05/2020	1	1,320.00	
EFT36574	14/05/2020	WARRICKS NEWSAGENCY	STATIONERY FOR SES	1		1,479.47
INV 57610	04/03/2020	WARRICKS NEWSAGENCY	STATIONERY FOR SES	1	1,374.77	
INV SN00017/03/04/2020		WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES MARCH 2020	1	37.20	
INV SN0000630/04/2020		WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN APRIL 2020	1	67.50	
EFT36575	14/05/2020	WHEATBELT SAFETYWEAR	SAFETY BOOTS - YVONNE RYDER / KATE BURTON	1		292.00
INV 9373	20/04/2020	WHEATBELT SAFETYWEAR	SAFETY BOOTS - YVONNE RYDER / KATE BURTON	1	292.00	
EFT36576	14/05/2020	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK ITEMS FOR VISITORS CENTRE	1		383.41
INV 147056	28/02/2020	WW SOUVENIRS GIFTS & HOMEWARES PTY LTD	STOCK ITEMS FOR VISITORS CENTRE	1	383.41	

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EFT36578	19/05/2020	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE INKPEN LAND FILL SITE.	1		4,392.62
INV 842755	17/03/2020	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE INKPEN LAND FILL SITE.	1	3,955.00	
INV 851202	29/04/2020	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE INKPEN LAND FILL SITE.	1	437.62	
EFT36579	21/05/2020	AKRON PTY LTD	REFUND OF INFRASTRUCTURE BOND	1		1,509.96
INV T1113	21/05/2020	AKRON PTY LTD	REFUND OF INFRASTRUCTURE BOND	1	1,509.96	
EFT36580	21/05/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2020.	1		2,774.39
INV T1080	21/05/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2020.	1	1,448.80	
INV T1080	21/05/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2020.	1	1,325.59	
EFT36581	21/05/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2020.	1		2,040.73
INV T1079	21/05/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2020.	1	1,218.13	
INV T1079	21/05/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MARCH 2020.	1	822.60	
EFT36582	21/05/2020	FALMER CIVIL CONSTRUCTION	CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822	1		52,154.18
INV 0000275412/05/2020		FALMER CIVIL CONSTRUCTION	CONTRACT C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE. WANDRRA AGRN 822	1	29,489.15	
INV T1192	21/05/2020	FALMER CIVIL CONSTRUCTION	C.201819-02 REINSTATEMENT WORKS TO FLOOD DAMAGED INFRASTRUCTURE - RELEASE OF DEFECTS LIABILITY RETENTIONS TO PALMER CIVIL.	1	22,665.03	
EFT36583	21/05/2020	EROCON DEVELOPMENTS	REFUND FOR BUILDING SERVICE LEVY ON BUILDING APPLICATION 19174.	1		61.65

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INV T1080	21/05/2020	EROCON DEVELOPMENTS	REFUND FOR BUILDING SERVICE LEVY ON BUILDING APPLICATION 19174.	1	61.65	
EFT36584	21/05/2020	STALLION BUILDING CO PTY LTD	GRASS VALLEY FIRE SHED 12 MONTHS DEFECTS LAIBILITY RETENTION C.201819/01 - SUPPLY & CONSTRUCT - INV 1400.	1		7,361.30
INV T1232	21/05/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND-INSPECTION UNDERTAKEN 02/04/2020.	1	1,000.00	
INV T1193	21/05/2020	STALLION BUILDING CO PTY LTD	GRASS VALLEY FIRE SHED 12 MONTHS DEFECTS LAIBILITY RETENTION C.201819/01 - SUPPLY & CONSTRUCT - INV 1400.	1	6,361.30	
EFT36585	22/05/2020	AG IMPLEMENTS NORTHAM PTY LTD	2016 JOHN DEER XUV 625i (MY16) GATOR 394GM-1M0625GSCGM112516 FITTED WITH CROPLANDS US200/15 200L CROP PACK ALL ENCLUDING EXTRAS AS PER QUOTE 332496 ( ATTACHED)	1		20,850.00
INV 2499	15/05/2020	AG IMPLEMENTS NORTHAM PTY LTD	2016 JOHN DEER XUV 625i (MY16) GATOR 394GM-1M0625GSCGM112516 FITTED WITH CROPLANDS US200/15 200L CROP PACK ALL ENCLUDING EXTRAS AS PER QUOTE 332496 ( ATTACHED)	1	20,850.00	
EFT36586	22/05/2020	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY GREASE TRAP SERVICE AND REPORT TO WATER CORP.	1		1,457.50
INV A.18638	17/02/2020	ANDY'S PLUMBING SERVICE	NORTHAM SWIMMING POOL URGENT CALL OUT FOR BLOCKED TOILETS.	1	291.50	
INV A.18716	18/05/2020	ANDY'S PLUMBING SERVICE	REC CENTRE. 6 MONTHLY GREASE TRAP SERVICE AND REPORT TO WATER CORP.	1	638.00	
INV A.18717	18/05/2020	ANDY'S PLUMBING SERVICE	KILLARA. 6 MONTHLY GREASE TRAP SERVICE AND REPORT TO WATER CORP.	1	528.00	
EFT36587	22/05/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FEEL TERRACE -BRACKET TO FIX WATER LEAK	1		40.16
INV 6503358	11/05/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FEEL TERRACE -BRACKET TO FIX WATER LEAK	1	40.16	
EFT36588	22/05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT12	05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT36589	22/05/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 12/05/2020	1		64,554.00

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INV PAYG 1212/05/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 12/05/2020	1	64,554.00	
EFT36590	22/05/2020	AUTOPRO NORTHAM	EN1502: 2X TUBES SIKAFLEX	1		109.17
INV 843086	06/05/2020	AUTOPRO NORTHAM	WINDOW WIPERS (PAIR)	1	12.44	
INV 843089	06/05/2020	AUTOPRO NORTHAM	WINDOW WIPER BLADES (PAIR)	1	13.68	
INV 843661	08/05/2020	AUTOPRO NORTHAM	EN1502: 2X TUBES SIKAFLEX	1	83.05	
EFT36591	22/05/2020	AVON CONCRETE	PROJECT 3535 COMPLETE PACKAGE ENCLUDES 1 X EROFILER WET HIRE , 1 X TRUCK WET HIRE, 3 MEN CREW ( INCLUSIVE 2 X OPERATORS FOR THESE MACHINES) DAY RATE AS QUOTED TO NADEEM GUL \$2000/DAY + GST X 10 DAYS OR LESS ONLY	1		7,821.00
INV 1899	14/05/2020	AVON CONCRETE	PROJECT 3535 COMPLETE PACKAGE ENCLUDES 1 X EROFILER WET HIRE , 1 X TRUCK WET HIRE, 3 MEN CREW ( INCLUSIVE 2 X OPERATORS FOR THESE MACHINES) DAY RATE AS QUOTED TO NADEEM GUL \$2000/DAY + GST X 10 DAYS OR LESS ONLY	1	7,821.00	
EFT36592	22/05/2020	AVON VALLEY GLASS	NORTHAM TIP BUILDING. REPAIR ROLLER SHUTTERS AFTER ATTEMPTED BREAK IN.	1		483.70
INV 0001076505/05/2020		AVON VALLEY GLASS	NORTHAM TIP BUILDING. REPAIR ROLLER SHUTTERS AFTER ATTEMPTED BREAK IN.	1	483.70	
EFT36593	22/05/2020	AVON WASTE	RUBBISH COLLECTION FOR F/AE 08/05/2020	1		38,272.87
INV 38834	08/05/2020	AVON WASTE	RUBBISH COLLECTION FOR F/AE 08/05/2020	1	38,272.87	
EFT36594	22/05/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM VISITORS CENTRE/BKB. ANNUAL BACKFLOW DEVICE TESTING.	1		599.70
INV INV-212913/05/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM VISITORS CENTRE/BKB. ANNUAL BACKFLOW DEVICE TESTING.	1	396.00	
INV INV-213416/05/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM AERODROME. REPAIR WATER LEAK.	1	203.70	
EFT36595	22/05/2020	BOQ ASSET FINANCE & LEASING PTY LTD	MAY LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 856714	05/05/2020	BOQ ASSET FINANCE & LEASING PTY LTD	MAY LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE/COMMUNITY DEVELOPMENT TEAM	1	145.56	

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EFT36596	22/05/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1706 - JOHN DEERE GRADER - 3000 HOUR SERVICE. TO BE PERFORMED ONSITE ON 10 FEBRAURY 2020	1		10,374.60
INV 0000310708/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1314 - VOLVO GRADER - BACK RAM LEAKING	1	343.20	
INV 0000311108/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1706 - JOHN DEERE GRADER - 3000 HOUR SERVICE. TO BE PERFORMED ONSITE ON 10 FEBRAURY 2020	1	1,462.23	
INV 0000311208/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	ROLLER - 4750 HOUR SERVICE - TYRE ROLLER	1	1,171.28	
INV 0000311308/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1007 - FOOTPATH SWEEPER - STRIP AND INVESTIGATE NOISE. RETURN PLANT TO ORIGINAL STATE FOR PICKUP	1	528.00	
INV 0000311408/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN0001 DYNO TRAILER - REMOVE AND REPLACE WINCH	1	440.00	
INV 0000311908/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1018 SERVICE LOADER AT INKPEN TIP	1	1,448.70	
INV 0000310808/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1610 HINO TRUCK - SERVICE AS PER BOOK (40,000KM) 24 FEBRUARY 2020	1	928.90	
INV 0000310908/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1620 - PLANT TRAILER - WELD CRACKS ON BASE PLATES ON JOCKEY WHEEL (PLEASE ADVISE OF MONDAY TO ALLOW TO BE DROPPED OFF FRIDAY PRIOR)	1	159.50	
INV 0000311608/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1502-5000HR SERVICE ON SITE AT HITCHCOCK RD	1	1,235.63	
INV 0000311708/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN 1706 - 3250HR SERVICE - TO BE PERFORMED ONSITE - HITCHCOCK RD	1	1,419.33	
INV 0000311508/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1810 - WATER TRUCK - 1500HR SERVICE	1	1,237.83	
EFT36597	22/05/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1		4,285.05
INV 506555	30/04/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1	4,285.05	
EFT36598	22/05/2020	CJD EQUIPMENT PTY LTD	EN1314 - VEHICLE RECOVERY	1		2,979.87
INV 0063032317/04/2020		CJD EQUIPMENT PTY LTD	EN1314 - VEHICLE RECOVERY	1	2,979.87	
EFT36599	22/05/2020	COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE WITH SPARE TYRE WITH NEW TYRE	1		1,210.00
INV INV-489128/04/2020		COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE WITH SPARE TYRE WITH NEW TYRE	1	1,210.00	
EFT36600	22/05/2020	COUNTRYWIDE GROUP	P100 - B LOWER - REPAIR FAULTY BLOWER	1		203.00

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INV 29430	07/05/2020	COUNTRYWIDE GROUP	BLE6447 EDGER BLADES (PACK OF 2 BLADES PER MACHINE)	1	88.00	
INV 29458	13/05/2020	COUNTRYWIDE GROUP	P100 - B LOWER - REPAIR FAULTY BLOWER	1	115.00	
EFT36601	22/05/2020	DAVID HOWARD GOLDSMITH	RATES CREDIT REFUND FOR ASSESSMENT A.10103	1		1,200.00
INV A.10103	20/05/2020	DAVID HOWARD GOLDSMITH	RATES CREDIT REFUND FOR ASSESSMENT A.10103		1,200.00	
EFT36602	22/05/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR APRIL 2020.	1		19,340.39
INV APRIL 2020/04/2020		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR APRIL 2020.	1	19,340.39	
EFT36603	22/05/2020	E & J LOGISTIC PTY LTD T/A/S FLAT OUT FREIGHT	HCK UP FROM FULTON HOGAN AND DELIVER TO SHIRE CF NORTHAM DEPOT	1		991.85
INV 0000170330/04/2020		E & J LOGISTIC PTY LTD T/A/S FLAT OUT FREIGHT	HCK UP FROM FULTON HOGAN AND DELIVER TO SHIRE CF NORTHAM DEPOT	1	880.00	
INV 0000170330/04/2020		E & J LOGISTIC PTY LTD T/A/S FLAT OUT FREIGHT	HCK UP CARTON OF CAT EYES	1	62.15	
INV 0000170330/04/2020		E & J LOGISTIC PTY LTD T/A/S FLAT OUT FREIGHT	HCK UP FREIGHT FORM 7-11 ORCHARD AVENUE MIDLAND - ( 4XBOX EAR PLUGS/ 4 X COVERALLS/4 X EKTS NITRILE GLOVES ) DELIVER TO HEAD OFFICE ATT SHARLENE	1	24.85	
INV 0000170330/04/2020		E & J LOGISTIC PTY LTD T/A/S FLAT OUT FREIGHT	HCK UP FREIGHT FROM PERTH SAFETY PRODUCTS ( AMBER CAT EYES ) DELIVER TO HEAD OFFICE 395 FITZGERALD STREET	1	24.85	
EFT36604	22/05/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT12/05/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT12/05/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36605	22/05/2020	EM SURVEYS	SPENCERS BROOK ROAD UNDER CONTRUCTION ROAD SET OUT 12-00-12.80 SURVEY CENTRE AND EDGE OF ROAD CALCULATE NEW CENTERLINE AND OFF SETS PEG 0.5M OFF SETS AT GRADE TO SHOULDER	1		3,630.00
INV 0002100514/05/2020		EM SURVEYS	SPENCERS BROOK ROAD UNDER CONTRUCTION ROAD SET OUT 12-00-12.80 SURVEY CENTRE AND EDGE OF ROAD CALCULATE NEW CENTERLINE AND OFF SETS PEG 0.5M OFF SETS AT GRADE TO SHOULDER	1	3,630.00	

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EFT36606	22/05/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM CENTRAL - REPAIR WATER LEAK ON DELIVERY GAUGE	1		5,579.09
INV 67164	10/03/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM CENTRAL - REPAIR WATER LEAK ON DELIVERY GAUGE	1	4,170.77	
INV 67239	18/03/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB UNIFORMS	1	305.23	
INV 67479	16/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	LED LENSER P7R RECHARGEABLE TORCH	1	526.08	
INV 67547	24/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - SUPPLY AND FIT O/S HOSE REEL HOSE 3/4" X 30M	1	453.86	
INV 67580	30/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	LEATHERMAN RAPTOR C/W HOLSTER	1	123.15	
EFT36607	22/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1		62,370.00
INV 001650	07/05/2020	GDR CIVIL CONTRACTING PTY LTD	GRAVEL ROAD GRADING	1	6,820.00	
INV 001652	11/05/2020	GDR CIVIL CONTRACTING PTY LTD	GRAVEL ROAD GRADING	1	24,420.00	
INV 1655	13/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-18 - GRAVEL ROAD GRADING - VARIOUS ROADS AS PER CONTRACT SPECIFICATION AND SCHEDULE.	1	28,380.00	
INV 1656	13/05/2020	GDR CIVIL CONTRACTING PTY LTD	VARIATION #1 TO CONTRACT C.201920-18 - GRAVEL ROAD GRADING. ADDITION OF GARDEN ROAD.	1	2,750.00	
EFT36608	22/05/2020	GLENN STUART BEVERIDGE	TO COLLECT ASBESTOS DUMPED ON WARRIIN ROAD, ICS #95507.	1		1,500.00
INV 43	06/05/2020	GLENN STUART BEVERIDGE	TO COLLECT ASBESTOS DUMPED ON WARRIIN ROAD, ICS #95507.	1	1,500.00	
EFT36609	22/05/2020	GROVE WESLEY DESIGN ART	NAME BADGE - GLENN PADDICK, REC CENTRE MANAGER	1		118.47
INV 6012	15/05/2020	GROVE WESLEY DESIGN ART	NAME BADGE - GLENN PADDICK, REC CENTRE MANAGER	1	118.47	
EFT36610	22/05/2020	HI CONSTRUCTIONS AUST PTY LTD	VINTAGE VEHICLE BUILDING. CLEAN OUT ALL RUBBLE IN CAVITIES AS PER QUOTE.	1		9,456.88
INV AVVC-E08/05/2020		HI CONSTRUCTIONS AUST PTY LTD	VINTAGE VEHICLE BUILDING. CLEAN OUT ALL RUBBLE IN CAVITIES AS PER QUOTE.	1	9,456.88	
EFT36611	22/05/2020	IKOM OPERATIONS PTY LTD	920KG CHLORINE GAS	1		3,116.30

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INV 6210010	03/02/2020	IXOM OPERATIONS PTY LTD	920KG CHLORINE GAS	1	3,116.30	
EFT36612	22/05/2020	JACK HATT	RATES CREDIT REFUND FOR ASSESSMENT A.13767	1		796.59
INV A.13767	20/05/2020	JACK HATT	RATES CREDIT REFUND FOR ASSESSMENT A.13767		796.59	
EFT36613	22/05/2020	JADWIGA THERESA PULLEINE	RATES CREDIT REFUND FOR ASSESSMENT A.12530	1		854.64
INV A.12530	20/05/2020	JADWIGA THERESA PULLEINE	RATES CREDIT REFUND FOR ASSESSMENT A.12530		854.64	
EFT36614	22/05/2020	JH COMPUTER SERVICES PTY LTD	EDIMAX AC1200 RANGE EXTENDER FOR CLINTON KLEYNHAN'S LAPTOP COVID-19	1		91.50
INV 0000194201	05/2020	JH COMPUTER SERVICES PTY LTD	EDIMAX AC1200 RANGE EXTENDER FOR CLINTON KLEYNHAN'S LAPTOP COVID-19	1	91.50	
EFT36615	22/05/2020	JR & A HERSEY PTY LTD	EARPLUGS & WIPES	1		337.66
INV 0004572116	04/2020	JR & A HERSEY PTY LTD	EARPLUGS & WIPES	1	337.66	
EFT36616	22/05/2020	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1		1,267.40
INV 0004675816	04/2020	KLEENWEST DISTRIBUTORS	ANTIBACTERIAL HAND & SURFACE WIPES 6/CTN EACH EACK 200 WIPES	1	360.56	
INV 0004330422	04/2020	KLEENWEST DISTRIBUTORS	ASSORTED ITEMS FOR KILLARA	1	543.84	
INV 0004681824	04/2020	KLEENWEST DISTRIBUTORS	COVECOS MXXL COVERALL BLUE FOR COVID-19	1	363.00	
EFT36617	22/05/2020	KOMATSU AUSTRALIA PTY LTD	EN1003 - MIRROR ASSY 421-54-25610	1		192.69
INV 0018346617	04/2020	KOMATSU AUSTRALIA PTY LTD	EN1003 - MIRROR ASSY 421-54-25610	1	192.69	
EFT36618	22/05/2020	LANDGATE	GROSS RENTAL VALUE CHARGEABLE SCHEDULE NO G2020/7 DATED 07/03/2020-03/04/2020	1		823.92
INV 355157-1023	03/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO-G2020/3 DATED 08/02/2020 TO 06/03/2020	1	238.11	
INV 355189-1024	03/2020	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R.2020/2 DATE 01/02/2020 TO 28/02/2020.	1	83.76	

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INV 355244-1025/03/2020		LANDGATE	MINING TENEMENTS CHARGEABLE SCHEDULE NO: M2020/2 DATED 04/02/2020 TO 13/03/2020.	1	39.80	
INV 355791-1027/04/2020		LANDGATE	GROSS RENTAL VALUE CHARGEABLE SCHEDULE NO G2020/7 DATED 07/03/2020-03/04/2020	1	462.25	
EFT36619	22/05/2020	IFA FIRST RESPONSE	BACTOL 1LT POD 020059	1		2,574.00
INV IN11098	07/05/2020	IFA FIRST RESPONSE	IEACVID ( FREE STANDING HAND SANITIZER ) UNITS (COVID-19)	1	858.00	
INV IN11100	07/05/2020	IFA FIRST RESPONSE	BACTOL 1LT POD 020059	1	1,716.00	
EFT36620	22/05/2020	LLOYDS EARTHMOVING	10X PUNNETS OF SEEDLINGS & 1X BAG OF POTTING MIX FOR KILLARA.	1		46.00
INV INV-172922/04/2020		LLOYDS EARTHMOVING	10X PUNNETS OF SEEDLINGS & 1X BAG OF POTTING MIX FOR KILLARA.	1	46.00	
EFT36621	22/05/2020	MAYDAY EARTHMOVING	STEEL DRUM ROLLER HIRE)	1		1,023.00
INV 0007431528/04/2020		MAYDAY EARTHMOVING	STEEL DRUM ROLLER HIRE)	1	1,023.00	
EFT36622	22/05/2020	MEGA-FIX	BLOCK ADHESIVE FISCHER	1		175.56
INV 81452	12/05/2020	MEGA-FIX	BLOCK ADHESIVE FISCHER	1	175.56	
EFT36623	22/05/2020	MIDALLIA STEEL	SUPPLY FLASHING	1		49.71
INV 6275028808/05/2020		MIDALLIA STEEL	SUPPLY FLASHING	1	30.00	
INV 6276311413/05/2020		MIDALLIA STEEL	EN1612 - FENCING SCREWS TO REATTACH PANEL.	1	19.71	
EFT36624	22/05/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 20/04/2020-26/04/2020	1		7,524.00
INV N2497	04/05/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 20/04/2020-26/04/2020	1	3,762.00	
INV N2498	04/05/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 27/04/2020-03/05/2020	1	3,762.00	
EFT36625	22/05/2020	N&P.A.A DIVISION OF GPC ASIA PACIFIC PTY LTD	EAR PLUGS PART # EPOU 200/BOX	1		336.51
INV 1320062716/04/2020		N&P.A.A DIVISION OF GPC ASIA PACIFIC PTY LTD	EAR PLUGS PART # EPOU 200/BOX	1	199.45	

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INV 1320062916/04/2020		NAPA A DIVISION OF GPC ASIA PACIFIC PTY LTD		1	137.06	
EFT36626	22/05/2020	NAVIGATOR PHOTOGRAFIX	EXHIBITION UPGRADE FOR BKB - PLACES TOUCH TABLE CRONE FOOTAGE OF SIGNIFICANT SITES AS PER INTERPERATIVE DESIGN AS PER QUOTE 1024	1		5,500.00
INV 1018	18/04/2020	NAVIGATOR PHOTOGRAFIX	EXHIBITION UPGRADE FOR BKB - PLACES TOUCH TABLE CRONE FOOTAGE OF SIGNIFICANT SITES AS PER INTERPERATIVE DESIGN AS PER QUOTE 1024	1	5,500.00	
EFT36627	22/05/2020	NORTHAM BETTA ELECTRICAL	MILT-MXVERTICAL ERGONOMIC MOUSE	1		344.00
INV 2001001305/05/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	39.00	
INV 2001001307/05/2020		NORTHAM BETTA ELECTRICAL	VARIOUS ELECTRONIC ITEMS NEED TO SET UP WORKING FROM HOME SYSTEMS DUE TO COVID-19.	1	126.00	
INV 2001001112/05/2020		NORTHAM BETTA ELECTRICAL	MILT-MXVERTICAL ERGONOMIC MOUSE	1	179.00	
EFT36628	22/05/2020	NORTHAM CRAFT CENTRE	ELASTIC FOR KIDS STAY AT HOME PACKS	1		117.87
INV 21/56	23/04/2020	NORTHAM CRAFT CENTRE	ELASTIC FOR KIDS STAY AT HOME PACKS	1	117.87	
EFT36629	22/05/2020	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL KELLY BREWIS	1		236.50
INV 123668	12/03/2020	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL KELLY BREWIS	1	236.50	
EFT36630	22/05/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1		142.00
INV 0000280912/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	42.00	
INV 0000281013/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	46.00	
INV 0000281714/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000281815/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	36.00	
EFT36631	22/05/2020	NORTHAM TOWING SERVICE	REMOVE ABANDONED BLACK KIA, REGO 9JW 492, CNR THROSSELL AND CHARLES STREETS	1		88.00
INV 209440	19/05/2020	NORTHAM TOWING SERVICE	REMOVE ABANDONED BLACK KIA, REGO 9JW 492, CNR THROSSELL AND CHARLES STREETS	1	88.00	

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EFT36632	22/05/2020	NORTHAM VETERINARY CENTRE	CONSULT OF A UNDERWEIGHT SURRENDER DOG	1		355.66
INV 79058	14/05/2020	NORTHAM VETERINARY CENTRE	CONSULT OF A UNDERWEIGHT SURRENDER DOG	1	355.66	
EFT36633	22/05/2020	NUTRIEN AG SOULTIONS LIMITED	PCTI SUREFIRE FIVERSTAR 1L	1		223.30
INV 9026992813/03/2020		NUTRIEN AG SOULTIONS LIMITED	PCTI SUREFIRE FIVERSTAR 1L	1	223.30	
EFT36634	22/05/2020	CEFFICEWORKS SUPERSTORES PTY LTD	IPAD AIR 10.5" WIFI 64GB SPACE GREY	1		783.95
INV 4810576121/04/2020		CEFFICEWORKS SUPERSTORES PTY LTD	IPAD AIR 10.5" WIFI 64GB SPACE GREY	1	783.95	
EFT36635	22/05/2020	OXTER SERVICES	BURIAL DATE 4.5.2020 NEW GRAVE FOR THE BURIAL OF CHAD HENERY LEEDER	1		1,067.00
INV 22753	07/05/2020	OXTER SERVICES	BURIAL DATE 4.5.2020 NEW GRAVE FOR THE BURIAL OF CHAD HENERY LEEDER	1	1,067.00	
EFT36636	22/05/2020	PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR COATES ROAD	1		869.00
INV 0000983217/04/2020		PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR COATES ROAD	1	869.00	
EFT36637	22/05/2020	ERIMARIES OF WA PTY LTD	20L WETTING AGENT	1		132.42
INV 4103393506/05/2020		ERIMARIES OF WA PTY LTD	20L WETTING AGENT	1	132.42	
EFT36638	22/05/2020	CUBE LOGISTICS (AUST) PTY LTD	REMOVAL OF OLD CHLORINE GAS CYLINDERS (4)	1		1,626.90
INV TS18149408/05/2020		CUBE LOGISTICS (AUST) PTY LTD	REMOVAL OF OLD CHLORINE GAS CYLINDERS (4)	1	813.45	
INV TS18149308/05/2020		CUBE LOGISTICS (AUST) PTY LTD	REMOVAL OF OLD CHLORINE GAS CYLINDERS (4)	1	813.45	
EFT36639	22/05/2020	RED DOT STORES	STAY AT HOME KIDS PACKS (50)	1		532.00
INV 4540625107/04/2020		RED DOT STORES	ART AND CRAFT SUPPLIES FOR "STAY AT HOME" SCHOOL KID PACKS	1	143.50	
INV 4543243909/04/2020		RED DOT STORES	SUPPLIES FOR STAY AT HOME PACKS FOR CHILDREN	1	187.50	
INV 4556046522/04/2020		RED DOT STORES	STAY AT HOME KIDS PACKS (50)	1	201.00	
EFT36640	22/05/2020	SKILL HIRE WA PTY LTD	CASUAL LABOUR HIRE LENARD BERNSON WEEK ENDING 29/03/2020	1		1,633.45
INV AP55182708/05/2020		SKILL HIRE WA PTY LTD	CASUAL LABOUR HIRE LENARD BERNSON WEEK ENDING 29/03/2020	1	1,633.45	

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EFT36641	22/05/2020	SOUTHERN CROSS AUSTEREO PTY LTD	COMMUNITY UPDATE ON PROGRESS FOR COVID 19 - APRIL 2020	1		1,948.10
INV 7140253930/04/2020		SOUTHERN CROSS AUSTEREO PTY LTD	COMMUNITY UPDATE ON PROGRESS FOR COVID 19 - APRIL 2020	1	1,684.10	
INV 7104253830/04/2020		SOUTHERN CROSS AUSTEREO PTY LTD	WEEKLY SHIRE PRESIDENT INTERVIEW / AROUND THE TOWNS - APRIL 2020	1	264.00	
EFT36642	22/05/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	HRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 4 (SEPT 19, DEC 19, MAR 20, JUNE 2020) REC CENTRE	1		1,678.53
INV CYINV0019/09/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.		1	422.82	
INV CYINV0003/10/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	HRST AID KITS- X 1 (SEPT 19) DOG POUND	1	106.58	
INV CYINV0004/10/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.		1	292.75	
INV CYINV0008/10/2019		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	HRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 4 (SEPT 19, DEC 19, MAR 20, JUNE 2020) REC CENTRE	1	454.32	
INV CYINV0007/01/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	HRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 1 (SEPT 2019) ADMIN OFFICE	1	402.06	
EFT36643	22/05/2020	STEWART & HEATON CLOTHING CO.PTY LTD	BFB UNIFORMS	1		2,838.88
INV SIN-319322/04/2020		STEWART & HEATON CLOTHING CO.PTY LTD	BFB UNIFORMS	1	2,838.88	
EFT36644	22/05/2020	STRATAGREEN	YELLOW DYMARK PAINT AS PER QUOTE 26952 (BOX OF 12)	1		203.21
INV 121267	12/05/2020	STRATAGREEN	YELLOW DYMARK PAINT AS PER QUOTE 26952 (BOX OF 12)	1	203.21	
EFT36645	22/05/2020	SYNERGY	GROUPED ELECTRICITY 05/03/2020 TO 03/04/2020.	1		59,734.51
INV 2060902319/03/2020		SYNERGY	KILLARA 20/02/2020-19/03/2020	1	798.58	
INV 1686149901/04/2020		SYNERGY	STREET LIGHTS 03/03/2020 - 01/04/2020.	1	22,352.33	
INV 9152416401/04/2020		SYNERGY	AUXILIARY LIGHTING CHARGES - 03/03/2020 TO 01/04/2020.	1	123.76	
INV 7921762203/04/2020		SYNERGY	GROUPED ELECTRICITY 05/03/2020 TO 03/04/2020.	1	29,147.64	

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INV 2068931424/04/2020		SYNERGY	BAKERS HILL FIRE SHED 21/02/2020-24/04/2020	1	271.40	
INV 2084938024/04/2020		SYNERGY	CLACKLINE FIRE SHED 21/02/2020-24/04/2020	1	110.10	
INV 1422759529/04/2020		SYNERGY	WUNDOWIE OVAL 25/02/2020 TO 29/04/2020	1	267.27	
INV 2096928829/04/2020		SYNERGY	WUNDOWIE POOL 25/02/2020-29/04/2020	1	3,315.69	
INV 2008934429/04/2020		SYNERGY	WUNDOWIE FOOT PAVILLION 25/02/2020-29/04/2020	1	143.80	
INV 2092941029/04/2020		SYNERGY	WUNDOWIE TOWN HALL 25/02/2020-29/04/2020	1	312.11	
INV 2064937329/04/2020		SYNERGY	WUNDOWIE LIBRARY 25/02/2020-29/04/2020	1	578.70	
INV 2076940129/04/2020		SYNERGY	WUNDOWIE TENNIS CLUB 25/02/2020-29/04/2020	1	110.03	
INV 2008934929/04/2020		SYNERGY	WUNDOWIE MEDICAL CENTRE 25/02/2020-29/04/2020	1	110.03	
INV 2076939629/04/2020		SYNERGY	EURINGAL VILLAGE MAIN 24/02/2020-29/04/2020	1	65.30	
INV 2080940729/04/2020		SYNERGY	YAK SHACK 25/02/2020-29/04/2020	1	111.14	
INV 2076939129/04/2020		SYNERGY	WUNDOWIE DEPOT 25/02/2020-29/04/2020	1	409.28	
INV 2064936529/04/2020		SYNERGY	WUNDOWIE OVAL 25/02/2020-29/04/2020	1	267.27	
INV 2032945430/04/2020		SYNERGY	WUNDOWIE OVAL PUMP 25/02/2020-30/04/2020	1	225.48	
INV 2004932030/04/2020		SYNERGY	HOOPER PARK BAKERS HILL 26/02/2020-30/04/2020	1	163.06	
INV 2052942113/05/2020		SYNERGY	BKB 08/04/2020-13/05/2020	1	468.00	
INV 2008949318/05/2020		SYNERGY	GRASS VALLEY OVAL 16/03/2020-15/05/2020	1	113.52	
INV 2072950518/05/2020		SYNERGY	GRASS VALLEY FIRE SHED 17/03/2020-18/05/2020	1	270.02	
EFT36646	22/05/2020	TEAM SYSTEMS WA PTY LTD	BAILEY 7 ACC PLATFORM - 1933MM	1		2,336.19
INV 12134/01 05/05/2020		TEAM SYSTEMS WA PTY LTD	BAILEY 7 ACC PLATFORM - 1933MM	1	2,336.19	
EFT36647	22/05/2020	TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT APRIL-MAY 2020.	1		1,805.11
INV 9026075012/04/2020		TELSTRA CORPORATION	MAINLINE PHONE ACCOUNT APRIL-MAY 2020.	1	1,805.11	
EFT36648	22/05/2020	THE PRINT SHOP BUNBURY	4X A3 SIGNS FOR RIVER- FEEDING SWANS	1		143.00
INV 1249840	24/04/2020	THE PRINT SHOP BUNBURY	4X A3 SIGNS FOR RIVER- FEEDING SWANS	1	143.00	

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EFT36649	22/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR DEPOT & BUSHFIRES W/E 05/04/2020.	1		26.51
INV 0442-S30/05/04/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR DEPOT & BUSHFIRES W/E 05/04/2020.	1	26.51	
EFT36650	22/05/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRD APPROVED GRAVEL TO BE DELIVERED IN 2 INSTALLMENTS ARRANGED WITH SANTO LEOTTA @ \$18/TONNE + GST DELEVERIED PLEASE ENSURE THAT GRAVEL SUPPLIED DOES NOT GO OVER 3000 TONNE	1		69,194.18
INV INV-075230/04/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 - 150 ROCK PITCHING FOR WANDERRA AGRN822	1	10,793.64	
INV INV-074730/04/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	19MM MRD APPROVED GRAVEL TO BE DELIVERED IN 2 INSTALLMENTS ARRANGED WITH SANTO LEOTTA @ \$18/TONNE + GST DELEVERIED PLEASE ENSURE THAT GRAVEL SUPPLIED DOES NOT GO OVER 3000 TONNE	1	58,400.54	
EFT36651	22/05/2020	TYREPOWER	SUPPLY 295/80R22.5 AND FIT AS REQUIRED (28/04/2020)	1		617.25
INV 8265.1330/04/2020		TYREPOWER	SUPPLY 295/80R22.5 AND FIT AS REQUIRED (28/04/2020)	1	617.25	
EFT36652	22/05/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES (WEEKLY) - 04/05/20 - 17/05/20	1		1,320.00
INV 2700	18/05/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES (WEEKLY) - 04/05/20 - 17/05/20	1	1,320.00	
EFT36653	22/05/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1214 - BOBCAT TRAILER - REPLACE ELECTRICAL BOX AND CHECK BRAKES (LOCATED AT CMMR)	1		2,181.35
INV INV-101219/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	7 PIN TRAILER PLUG.	1	109.50	
INV INV-101520/01/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND INSTALL BATTERY ON GRAFFITI TRAILER.	1	225.00	
INV INV-101831/01/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1214 - BOBCAT TRAILER - REPLACE ELECTRICAL BOX AND CHECK BRAKES (LOCATED AT CMMR)	1	364.50	
INV INV - 10203/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN0913 - REPAIR DAMAGED TAIL LIGHT, REPLACE CPPOSITE TAILLIGHT TO MATCH AND REPAIR ANY WIRING DAMAGE TO REAR	1	266.50	
INV INV-102910/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1201 - REPAIR ROOF WORKMAN SIGN - WONT STAND UP	1	311.50	
INV INV-103010/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1706 - JD GRADER - TRAVEL TO SITE AND REMOVE AND REPLACE GLOBE ON WORK LIGHT. 10/02/2020	1	240.00	

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INV INV-102910/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1214 - BOBCAT TRAILER - REPLACE ELECTRICAL BOX AND CHECK BRAKES (LOCATED AT CMMR)	1	260.85	
INV INV-102914/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1511 - REMOVE AND REPLACED FOG LIGHT	1	147.00	
INV INV-103025/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1408 - JOHN DEERE TRACTOR - INVESTIGATE AND REPAIR HORN NOT WORKING.	1	256.50	
EFT36654	22/05/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES	1		1,541.70
INV 24025	03/10/2018	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIGES	1	263.70	
INV 25797	13/02/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES	1	1,278.00	
EFT36655	22/05/2020	WHEATBELT SAFETYWEAR	FLURO WORK JUMPERS FOR REDEPLOYMENT AT NORTHAM DEPOT (CLAYTON, JANELLE, KATE, YVONNE, TENAYA)	1		528.00
INV 9368	14/04/2020	WHEATBELT SAFETYWEAR	DANGER TAPE	1	27.00	
INV 9367	14/04/2020	WHEATBELT SAFETYWEAR	STEEL CAP BOOTS FOR CLAYTON DICKSON	1	135.00	
INV 9371	15/04/2020	WHEATBELT SAFETYWEAR	SHIRE OF NORTHAM WIDE BRIM OR BUCKET HAT x3	1	31.00	
INV 9395	05/05/2020	WHEATBELT SAFETYWEAR	FLURO WORK JUMPERS FOR REDEPLOYMENT AT NORTHAM DEPOT (CLAYTON, JANELLE, KATE, YVONNE, TENAYA)	1	150.00	
INV 9393	05/05/2020	WHEATBELT SAFETYWEAR	EAR MUFFS & FACE SHIELDS	1	150.00	
INV 9421	18/05/2020	WHEATBELT SAFETYWEAR	5 LITRE HAND SANITISER	1	35.00	
EFT36656	22/05/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - APRIL 2020.	1		597.02
INV APRIL 2030/04/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA - APRIL 2020.	1	597.02	
EFT36657	22/05/2020	YOUTH AFFAIRS COUNCIL OF WA	YACWA MEMBERSHIP 22.04.20 -30.6.2021	1		275.00
INV 0000346422/04/2020		YOUTH AFFAIRS COUNCIL OF WA	YACWA MEMBERSHIP 22.04.20 -30.6.2021	1	275.00	
EFT36658	22/05/2020	ZENIEN	NORTHAM TIP BUILDING. REPLACE STOLEN CAMERAS FROM POLICE REPORT # 30032020 8218860.	1		3,118.50

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INV 17526	19/05/2020	ZENIEN	NORTHAM TIP BUILDING. REPLACE STOLEN CAMERAS FROM POLICE REPORT # 30032020 8218860.	1	3,118.50	
EFT36659	25/05/2020	RETAIL DECISIONS (COLES)	COLES ACCOUNT MARCH 2020.	1		5,171.79
INV MARCH 31/03/2020		RETAIL DECISIONS (COLES)	COLES ACCOUNT MARCH 2020.	1	3,663.38	
INV APRIL 2030/04/2020		RETAIL DECISIONS (COLES)	COLES ACCOUNT APRIL 2020.	1	1,508.41	
EFT36660	27/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVER FOR APRIL 2020 INV 25006	1		6,745.75
INV 65006	30/04/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVER FOR APRIL 2020 INV 25006	1	6,718.25	
INV 65007	30/04/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVER FOR APRIL 2020 INV 25007	1	27.50	
EFT36661	27/05/2020	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM REC CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 13/03/2020-12/09/2020	1		974.79
INV 9659064413/02/2020		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM REC CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 13/03/2020-12/09/2020	1	909.34	
INV 9662922306/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	CREDIT NOTE FOR NEW NORTHAM AQUATIC FACILITY DUE TO CLOSURE	1	-18.80	
INV 9663062207/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	CREDIT NOTE FOR SUSPENDED SERVICES	1	-9.89	
INV 9663633414/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	BERT HAWKE PAVILLION. CREDIT DUE TO COVID-19 CLOSURE	1	-13.49	
INV 9664720315/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS.	1	247.50	
INV 9664720315/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 01/10/2019 TO 31/07/2020.	1	283.72	
INV 9665459316/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	WUNDOWIE TOWN HALL, BAKERS HILLS PAVILLION, NORTHAM MEMORIAL HALL, NORTYHAM LIBRARY - CREDIT NOTE FOR COVID-19 CLOSURES	1	-18.39	
INV 9665527117/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM TOWN & LESSER HALL CREDIT DUE TO COVID-19 CLOSURE	1	-4.60	
INV 9666736027/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE. MONTHLY SANITARY UNIT SERVICE FROM 01/10/2019 TO 31/07/2020. CREDIT NOTE DUE TO COVID-19 CLOSURE	1	-26.79	
INV 9666735927/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS. CREDIT NOTE DUE TO COVID-19 CLOSURE	1	-17.88	
INV 9666735927/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD		1	-20.49	

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INV 9667086327/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	WUNDOWIE TOWN HALL, BAKERS HILL PAVILLION, BERT HAWKE OVAL, RAILWAY MUSEUM, TOWN HALL, MEMORIAL HALL, NORTHAM LIBRARY, BKB, NORTHAM AQUATIC FACILITY CREDIT NOTE DUE TO COVID-19 CLOSURE	1	-73.59	
INV 9667086327/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	NEW SWIMMING POOL. SUPPLY AND SERVICE SANITARY AND NAPPY BINS CREDIT NOTE DUE TO COVID-19 CLOSURE	1	-205.66	
INV 9666731027/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM SWIMMING POOL CLOSURE	1	-25.14	
INV 9666736027/04/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X AUTOMATIC AIR FRESHENERS. CREDIT NOTE DUE TO COVID-19 CLOSURE	1	-23.38	
INV 9667675008/05/2020		CANNON HYGIENE AUSTRALIA PTY LTD		1	-7.67	
EFT36662	27/05/2020	CENTRAL REGIONAL TAFE	CERT IV BUSINESS ADMIN - BRANDON BUSWELL - CRGANISE MEETINGS	1		1,625.00
INV 10010733	23/04/2020	CENTRAL REGIONAL TAFE	CERT IV BUSINESS ADMIN - BRANDON BUSWELL - CRGANISE MEETINGS	1	1,625.00	
EFT36663	27/05/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL MAY 2020	1		424.12
INV 1853918	30/04/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARPS DISPOSAL MAY 2020	1	188.50	
INV 1853919	30/04/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL MAY 2020	1	235.62	
EFT36664	27/05/2020	DMC CLEANING	ADMIN BUILDING. CLEANING FOR THE PERIOD 01/04/2020-30/04/2020	1		4,348.05
INV SON033	27/04/2020	DMC CLEANING	ADMIN BUILDING. CLEANING FOR THE PERIOD 01/04/2020-30/04/2020	1	4,348.05	
EFT36665	27/05/2020	DONCON & CO PTY LTD T/AS SUPREME HEATING WA	REPAIRS TO BIRD DAMAGE	1		1,320.00
INV INV 140431/03/2020		DONCON & CO PTY LTD T/AS SUPREME HEATING WA	REPAIRS TO BIRD DAMAGE	1	1,320.00	
EFT36666	27/05/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SY STEM MONTHLY SERVICING. 01/04/2020-30/04/2020	1		1,063.70
INV 520688	24/04/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SY STEM MONTHLY SERVICING. 01/04/2020-30/04/2020	1	532.40	

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INV 520690	24/04/2020	E FIRE & SAFETY	KILLARA SUPPLY MAINTTENANCE LOG BOOKS	1	132.00	
INV 520839	30/04/2020	E FIRE & SAFETY	TOWN HALL FIRE DETECTION SYSTEM MONTHLY SERVICING APRIL 2020	1	162.80	
INV 520914	01/05/2020	E FIRE & SAFETY	TOWN HALL FIRE DETECTION SYSTEM MONTHLY SERVICING APRIL 2020	1	236.50	
EFT36667	27/05/2020	ELGAS PTY LTD	INKPEN FIRE STATION - 2 X 45 KG GAS BOTTLES	1		94.60
INV 0362295815/05/2020		ELGAS PTY LTD	INKPEN FIRE STATION - 2 X 45 KG GAS BOTTLES	1	94.60	
EFT36668	27/05/2020	GREENACRES TURF GROUP	200M2 VILLAGE GREEN KIKUYU	1		1,300.00
INV 0005799301/05/2020		GREENACRES TURF GROUP	200M2 VILLAGE GREEN KIKUYU	1	1,300.00	
EFT36669	27/05/2020	LANDGATE	OTHER DLI INVOICES	1		26.20
INV 1006269	04/05/2020	LANDGATE	OTHER DLI INVOICES	1	26.20	
EFT36670	27/05/2020	MARKETFORCE	FULL PAGE INFORMATION SHEET - AVON VALLEY ADVOCATE 01/04/2020	1		2,237.51
INV 33058	28/04/2020	MARKETFORCE	FUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 01/04/2020 - PROPOSED EDUCATION ESTABLISHMENT	1	335.52	
INV 33061	28/04/2020	MARKETFORCE	FUBLIC NOTICE FOR CHANGE TO COUNCIL MEETINGS - COVID-19 - WEST AUSTRALIAN 03/04/2020	1	444.49	
INV 33060	28/04/2020	MARKETFORCE	ADVERT ON SEEK FOR TECHNICAL OFFICER	1	225.50	
INV 33059	28/04/2020	MARKETFORCE	FULL PAGE INFORMATION SHEET - AVON VALLEY ADVOCATE 01/04/2020	1	1,232.00	
EFT36671	29/05/2020	AG IMPLEMENTS NORTHAM PTY LTD	T202940	1		680.68
INV 392795	15/04/2020	AG IMPLEMENTS NORTHAM PTY LTD	T202940	1	680.68	
EFT36672	29/05/2020	ALLSTRONG OUTDOOR GARAGE DOORS	KILLARA BUS SHED REPAIR ROLLER DOOR CHAIN AND SERVICE ALL 4 X DOORS.	1		1,760.00
INV 0000105021/05/2020		ALLSTRONG OUTDOOR GARAGE DOORS	KILLARA BUS SHED REPAIR ROLLER DOOR CHAIN AND SERVICE ALL 4 X DOORS.	1	1,760.00	
EFT36673	29/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR THE MONTH OF APRIL 2020	1		1,767.49
INV 64027	12/03/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR THE MONTH OF MARCH 2020	1	337.85	

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INV 64792	16/04/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR THE MONTH OF APRIL 2020	1	962.80	
INV 64843	23/04/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR THE MONTH OF APRIL 2020	1	466.84	
EFT36674	29/05/2020	AUSTRALIA POST	FOSTAGE FOR APRIL 2020	1		4,792.00
INV 1009567903/05/2020		AUSTRALIA POST	FOSTAGE FOR APRIL 2020	1	4,792.00	
EFT36675	29/05/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT26/05/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT36676	29/05/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 20/03/2020	1		1,034.00
INV PAYG 20/20/03/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 20/03/2020	1	856.00	
INV PAYG 01/01/05/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 01/05/2020	1	178.00	
EFT36677	29/05/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 05/05/2020-17/05/2020	1		1,568.00
INV 0033	05/05/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 05/05/2020-17/05/2020	1	1,568.00	
EFT36678	29/05/2020	AVON SERVICE SPECIALISTS	ETT INSPECTION OF NEW GATOR TO BE LICENCED	1		130.90
INV 18838	20/05/2020	AVON SERVICE SPECIALISTS	ETT INSPECTION OF NEW GATOR TO BE LICENCED	1	130.90	
EFT36679	29/05/2020	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE WATER RATES 01/05/2020-30/06/2020 USAGE 13/03/2020-13/05/2020	1		53.16
INV 8289	20/05/2020	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE MONTHLY RATES FOR DUMP POINT ON PEEL TCE WATER RATES 01/05/2020-30/06/2020 USAGE 13/03/2020-13/05/2020	1	53.16	
EFT36680	29/05/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1515 - SUPPLY AND INSTALL STEEL ON PN1515 FOR ROLL TARP	1		8,981.28
INV 0003128	15/05/2020	CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR COMPRESSOR	1	433.40	
INV 0000312115/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1703 - SERVICE AS REQUIRED. WILL BE DROPPED OFF ON FRIDAY FOR SERVICE ON 06 APRIL 2020.	1	745.47	
INV 0000312015/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1515 - SUPPLY AND INSTALL STEEL ON PN1515 FOR ROLL TARP	1	3,608.00	

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INV 0000312715/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN5017 - INVESTIGATE WHY VIBE HAS STOPPED WORKING AND RESEARCH AND QUOTE ON COST TO FIX SUPPLY AND INSTALL AIRCONDITIONER COMPRESSOR	1	396.00	
INV 0000312315/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1805 - RESPONSE TRUCK - REMOVE AND REPLACE PTO SWITCH	1	2,011.68	
INV 0000312215/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1405 - FORKLIFT - REMOVE AND REPLACE RAM SEAL AND MUFFLER	1	697.95	
INV 0000312415/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS		1	1,088.78	
EFT36681	29/05/2020	CLEANAWAY DANIELS SERVICES PTY LTD	CLACKLINE TOILETS. SHARPS DISPOSALSERVICES FOR MARCH.	1		94.25
INV 1845473	31/03/2020	CLEANAWAY DANIELS SERVICES PTY LTD	CLACKLINE TOILETS. SHARPS DISPOSALSERVICES FOR MARCH.	1	94.25	
EFT36682	29/05/2020	COMBINED TYRES PTY LTD	EN1706 - JOHN DEERE GRADER - REPAIR SLOW LEAK IN TYRE.	1		162.80
INV INV-521019/05/2020		COMBINED TYRES PTY LTD	EN1706 - JOHN DEERE GRADER - REPAIR SLOW LEAK IN TYRE.	1	162.80	
EFT36683	29/05/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT26/05/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT26/05/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36684	29/05/2020	EM SURVEYS	SOUTHERN BROOK ROAD SLK 3.5-9.1 SURVEY ROAD	1		6,050.00
INV 0002098616/03/2020		EM SURVEYS	SOUTHERN BROOK ROAD SLK 3.5-9.1 SURVEY ROAD	1	6,050.00	
EFT36685	29/05/2020	GRAFTON ELECTRICS	BKB. REPLACE BROKEN PATH BOLLARD LIGHT LENSES WITH PERSPEX.	1		99.00
INV 6920	26/05/2020	GRAFTON ELECTRICS	BKB. REPLACE BROKEN PATH BOLLARD LIGHT LENSES WITH PERSPEX.	1	99.00	
EFT36686	29/05/2020	LANDGATE	RURAL UV GENRAL REVALUATION 2019/2020	1		14,470.47
INV 353800-13001/2020		LANDGATE	GROSS RENTAL VALUE CHARGEABLE SCHEDULE NO: G 2019/13 DATED 16/11/2019 TO 13/12/2019	1	441.36	
INV 353825-13001/2020		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2019/12 DATE: 23/11/2019 TO 20/12/2019	1	67.85	
INV 993178	03/03/2020	LANDGATE	OTHER DLI INVOICES	1	85.10	
INV 355538-1014/04/2020		LANDGATE	RURAL UV GENRAL REVALUATION 2019/2020	1	13,876.16	

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EFT36687	29/05/2020	LEIGH SHERSBY	REFUND ON LIFETIME DOG REGISTRATION REGO NO IT00896 AFTER STERILISATION IN 2ND YEAR RECEIPT NO 119789	1		50.00
INV 119789	28/05/2020	LEIGH SHERSBY	REFUND ON LIFETIME DOG REGISTRATION REGO NO IT00896 AFTER STERILISATION IN 2ND YEAR RECEIPT NO 119789	1	50.00	
EFT36688	29/05/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS	1		417.67
INV 9196016405/05/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS	1	417.67	
EFT36689	29/05/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT PAYMENT FOR STEPHEN DINKER - NORTHAM COUNTRY CLUB	1		100.00
INV 2996	19/05/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT PAYMENT FOR STEPHEN DINKER - NORTHAM COUNTRY CLUB	1	100.00	
EFT36690	29/05/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1		108.00
INV 0000282418/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000282519/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000282620/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000282721/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	36.00	
INV 0000283425/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
EFT36691	29/05/2020	NORTHAM MAZDA	EN1702 - REGON11131 SERVICE	1		334.91
INV 128714	26/05/2020	NORTHAM MAZDA	EN1702 - REGON11131 SERVICE	1	334.91	
EFT36692	29/05/2020	NUTRIEN AG SOULTIONS LIMITED	EN1405 - FORKLIFT GAS	1		60.08
INV 9027175218/03/2020		NUTRIEN AG SOULTIONS LIMITED	EN1405 - FORKLIFT GAS	1	60.08	
EFT36693	29/05/2020	OXTER SERVICES	REGULAR CLEANING 3 TIMES A WEEK FOR MAY 2020	1		2,675.20
INV 22809	22/05/2020	OXTER SERVICES	EXTRA WEEKLY CLEAN'S DUE TO COVID19 FOR MAY 2020	1	1,320.00	
INV 22808	22/05/2020	OXTER SERVICES	REGULAR CLEANING 3 TIMES A WEEK FOR MAY 2020	1	1,355.20	

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EFT36694	29/05/2020	PERTH ENERGY PTY LTD	ELECTRICTY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) STATEMENT NO. 2191459	1		231.97
INV 2191459	15/05/2020	PERTH ENERGY PTY LTD	ELECTRICTY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) STATEMENT NO. 2191459	1	231.97	
EFT36695	29/05/2020	PRIMARIES OF WA PTY LTD	GREY CEMENT PALLET	1		2,894.10
INV 4101711101/04/2020		PRIMARIES OF WA PTY LTD	FENCE DROPPERS - GALVANISED	1	356.88	
INV 4102680022/04/2020		PRIMARIES OF WA PTY LTD	GREY CEMENT PALLET	1	1,268.61	
INV 4104277525/05/2020		PRIMARIES OF WA PTY LTD	WANDRRA AGRB 822 ALMOND AVE - 64 20KG BAGS/PALLET @ \$9.01 + GST/BAG = \$634.304/PALLET	1	1,268.61	
EFT36696	29/05/2020	RED DOT STORES	EARTY SUPPLIES	1		49.00
INV 4450464922/01/2020		RED DOT STORES	EARTY SUPPLIES	1	49.00	
EFT36697	29/05/2020	SANDRA LEE O'DONNELL	RATES CREDIT REFUND FOR ASSESSMENT A.1749	1		4,030.98
INV A.1749	29/05/2020	SANDRA LEE O'DONNELL	RATES CREDIT REFUND FOR ASSESSMENT A.1749		4,030.98	
EFT36698	29/05/2020	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	HAND SANITZER	1		759.60
INV 1359369	16/04/2020	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	HAND SANITZER	1	759.60	
EFT36699	29/05/2020	SYNERGY	SHIRE ADMIN BUILDING 16/04/2020-21/05/2020	1		3,233.54
INV 2060935604/05/2020		SYNERGY	AUXILLARY LIGHTING 01/04/2020-04/05/2020	1	134.32	
INV 2048953419/05/2020		SYNERGY	BERT HAWK OVAL RETIC 17/03/2020-19/05/2020	1	972.87	
INV 2028951319/05/2020		SYNERGY	SKATE PARK CLARK ST 17/03/2020-19/05/2020	1	143.15	
INV 2004949520/05/2020		SYNERGY	CREATE 298 15/04/2020-20/05/2020	1	564.65	
INV 2012960421/05/2020		SYNERGY	SHIRE ADMIN BUILDING 16/04/2020-21/05/2020	1	1,418.55	
EFT36700	29/05/2020	TELSTRA CORPORATION	HENRY ST OVAL APRIL 2020	1		40.00
INV 3864754812/05/2020		TELSTRA CORPORATION	HENRY ST OVAL APRIL 2020	1	40.00	

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EFT36701	29/05/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR APRIL 2020	1		246.02
INV 0443-S30	12/04/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR APRIL 2020	1	246.02	
EFT36702	29/05/2020	VERLINDENS ELECTRICAL SERVICE (WA)	RETURN OF FULL BOND PAYMENT FOR BOOKING # 4109	1		500.00
INV 4109	26/05/2020	VERLINDENS ELECTRICAL SERVICE (WA)	RETURN OF FULL BOND PAYMENT FOR BOOKING # 4109	1	500.00	
EFT36703	29/05/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1		463.30
INV 58114	30/04/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1	463.30	
EFT36704	29/05/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1804 - INVESTIGATE AND REPAIR REVERSING ALARM FAULT	1		216.50
INV INV-103124	02/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1804 - INVESTIGATE AND REPAIR REVERSING ALARM FAULT	1	216.50	
EFT36705	29/05/2020	WHEATBELT OFFICE & BUSINESS MACHINES	HDMI TO DVI VIDEO ADAPTER	1		12.30
INV 25266	03/09/2019	WHEATBELT OFFICE & BUSINESS MACHINES	HDMI TO DVI VIDEO ADAPTER	1	12.30	
EFT36706	29/05/2020	WHEATBELT SAFETYWEAR	STEP TAPE	1		76.00
INV 9314	12/03/2020	WHEATBELT SAFETYWEAR	STEP TAPE	1	40.00	
INV 9428	21/05/2020	WHEATBELT SAFETYWEAR	ROLLS OF DANGER TAPE	1	36.00	
DD15054.1	01/05/2020	WA SUPER	Superannuation contributions	1		197.68
INV SUPER	01/05/2020	WA SUPER	Superannuation contributions	1	197.68	
DD15108.1	12/05/2020	WA SUPER	Payroll deductions	1		25,273.19
INV SUPER	12/05/2020	WA SUPER	Superannuation contributions	1	21,332.74	
INV DEDUCT	12/05/2020	WA SUPER	Payroll deductions	1	2,461.16	
INV DEDUCT	12/05/2020	WA SUPER	Payroll deductions	1	77.58	
INV DEDUCT	12/05/2020	WA SUPER	Payroll deductions	1	30.52	
INV DEDUCT	12/05/2020	WA SUPER	Payroll deductions	1	291.84	
INV DEDUCT	12/05/2020	WA SUPER	Payroll deductions	1	25.00	

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INV DEDUCT12/05/2020		WA SUPER	Payroll deductions	1	581.33	
INV DEDUCT12/05/2020		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT12/05/2020		WA SUPER	Payroll deductions	1	149.17	
INV DEDUCT12/05/2020		WA SUPER	Payroll deductions	1	122.43	
DD15108.2	12/05/2020	ESSENTIAL SUPER	Superannuation contributions	1		165.26
INV SUPER	12/05/2020	ESSENTIAL SUPER	Superannuation contributions	1	165.26	
DD15108.3	12/05/2020	REST INDUSTRY SUPER	Superannuation contributions	1		661.70
INV SUPER	12/05/2020	REST INDUSTRY SUPER	Superannuation contributions	1	661.70	
DD15108.4	12/05/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		212.58
INV SUPER	12/05/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	212.58	
DD15108.5	12/05/2020	FRIME SUPER	Payroll deductions	1		450.90
INV SUPER	12/05/2020	FRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUCT12/05/2020		FRIME SUPER	Payroll deductions	1	125.83	
DD15108.6	12/05/2020	CNEPATH	Superannuation contributions	1		195.87
INV SUPER	12/05/2020	CNEPATH	Superannuation contributions	1	195.87	
DD15108.7	12/05/2020	MEDIA SUPER	Superannuation contributions	1		151.26
INV SUPER	12/05/2020	MEDIA SUPER	Superannuation contributions	1	151.26	
DD15108.8	12/05/2020	UNISUPER	Payroll deductions	1		609.32
INV SUPER	12/05/2020	UNISUPER	Superannuation contributions	1	439.28	
INV DEDUCT12/05/2020		UNISUPER	Payroll deductions	1	170.04	
DD15108.9	12/05/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		211.66
INV SUPER	12/05/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	152.59	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT12/05/2020		MLC NOMINEES PTY LTD	Payroll deductions	1	59.07	
DD15109.1	11/05/2020	BANKWEST	MASTERCARD CLINTON KLEYNHAN'S 23/3/2020 TO 22/4/2020	1		10,215.94
INV B RUTTE11/05/2020		BANKWEST	MASTERCARD BRENDON RUTTER 24/3/2020 TO 22/4/2020	1	847.50	
INV C HUNT 11/05/2020		BANKWEST	MASTERCARD CHADD HUNT 24/3/2020 TO 22/4/2020	1	4,999.00	
INV R RAYSC11/05/2020		BANKWEST	MASTERCARD ROSS RAYSON 23/3/2020 TO 22/4/2020	1	748.61	
INV C YOUNG11/05/2020		BANKWEST	MASTERCARD COLIN YOUNG 23/4/2020 TO 22/4/2020	1	1,100.71	
INV C KLEYM11/05/2020		BANKWEST	MASTERCARD CLINTON KLEYNHAN'S 23/3/2020 TO 22/4/2020	1	2,520.12	
DD15120.1	12/05/2020	WA SUPER	Superannuation contributions	1		-66.80
INV REVERS12/05/2020		WA SUPER	Superannuation contributions	1	-66.80	
DD15123.1	12/05/2020	WA SUPER	Superannuation contributions	1		10.22
INV SUPER 19/05/2020		WA SUPER	Superannuation contributions	1	10.22	
DD15159.1	26/05/2020	WA SUPER	Payroll deductions	1		25,149.72
INV SUPER 26/05/2020		WA SUPER	Superannuation contributions	1	21,189.92	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	2,474.18	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	90.57	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	36.97	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	285.06	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	148.66	
INV DEDUCT26/05/2020		WA SUPER	Payroll deductions	1	172.94	
DD15159.2	26/05/2020	ESSENTIAL SUPER	Superannuation contributions	1		173.96

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INV SUPER	26/05/2020	ESSENTIAL SUPER	Superannuation contributions	1	173.96	
DD15159.3	26/05/2020	REST INDUSTRY SUPER	Superannuation contributions	1		657.57
INV SUPER	26/05/2020	REST INDUSTRY SUPER	Superannuation contributions	1	657.57	
DD15159.4	26/05/2020	FRIME SUPER	Payroll deductions	1		450.90
INV SUPER	26/05/2020	FRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUCT	26/05/2020	FRIME SUPER	Payroll deductions	1	125.83	
DD15159.5	26/05/2020	CNEPATH	Superannuation contributions	1		195.87
INV SUPER	26/05/2020	CNEPATH	Superannuation contributions	1	195.87	
DD15159.6	26/05/2020	MEDIA SUPER	Superannuation contributions	1		164.50
INV SUPER	26/05/2020	MEDIA SUPER	Superannuation contributions	1	164.50	
DD15159.7	26/05/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	26/05/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	26/05/2020	UNISUPER	Payroll deductions	1	160.61	
DD15159.8	26/05/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		211.66
INV SUPER	26/05/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	152.59	
INV DEDUCT	26/05/2020	MLC NOMINEES PTY LTD	Payroll deductions	1	59.07	
DD15159.9	26/05/2020	HESTA SUPER FUND	Superannuation contributions	1		149.17
INV SUPER	26/05/2020	HESTA SUPER FUND	Superannuation contributions	1	149.17	
DD15165.1	13/05/2020	WATER CORPORATION	CORRECTION OF ERROR OF DIRECT DEBIT WHEN INVOICE IN BATCH 15155 & 15161	1		-286.91
INV 90079039	13/05/2020	WATER CORPORATION	CORRECTION OF ERROR OF DIRECT DEBIT WHEN INVOICE IN BATCH 15155 & 15161	1	-286.91	
DD15108.10	12/05/2020	HESTA SUPER FUND	Superannuation contributions	1		138.94
INV SUPER	12/05/2020	HESTA SUPER FUND	Superannuation contributions	1	138.94	

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DD15108.11	12/05/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		101.34
INV SUPER	12/05/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	101.34	
DD15108.12	12/05/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,047.66
INV SUPER	12/05/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,756.87	
INV DEDUCT	12/05/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	290.79	
DD15108.13	12/05/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	12/05/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15108.14	12/05/2020	BT SUPER FOR LIFE	Superannuation contributions	1		70.37
INV SUPER	12/05/2020	BT SUPER FOR LIFE	Superannuation contributions	1	70.37	
DD15108.15	12/05/2020	TELSTRA SUPER	Payroll deductions	1		629.32
INV SUPER	12/05/2020	TELSTRA SUPER	Superannuation contributions	1	319.82	
INV DEDUCT	12/05/2020	TELSTRA SUPER	Payroll deductions	1	309.50	
DD15108.16	12/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.69
INV SUPER	12/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.87	
INV DEDUCT	12/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.82	
DD15108.17	12/05/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		622.20
INV SUPER	12/05/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	448.56	
INV DEDUCT	12/05/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	173.64	
DD15108.18	12/05/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		91.33
INV SUPER	12/05/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	91.33	
DD15108.19	12/05/2020	AMP LIFE LIMITED	Superannuation contributions	1		758.24

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INV SUPER	12/05/2020	AMP LIFE LIMITED	Superannuation contributions	1	758.24	
DD15108.20	12/05/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	12/05/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15108.21	12/05/2020	HOSTPLUS SUPER	Superannuation contributions	1		278.81
INV SUPER	12/05/2020	HOSTPLUS SUPER	Superannuation contributions	1	278.81	
DD15108.22	12/05/2020	SUNSUPER	Superannuation contributions	1		684.91
INV SUPER	12/05/2020	SUNSUPER	Superannuation contributions	1	684.91	
DD15108.23	12/05/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	12/05/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD15159.10	26/05/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		68.81
INV SUPER	26/05/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	68.81	
DD15159.11	26/05/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		206.11
INV SUPER	26/05/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	206.11	
DD15159.12	26/05/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,052.76
INV SUPER	26/05/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,773.67	
INV DEDUCT	26/05/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	279.09	
DD15159.13	26/05/2020	BT SUPER FOR LIFE	Superannuation contributions	1		53.17
INV SUPER	26/05/2020	BT SUPER FOR LIFE	Superannuation contributions	1	53.17	
DD15159.14	26/05/2020	TELSTRA SUPER	Payroll deductions	1		629.07
INV SUPER	26/05/2020	TELSTRA SUPER	Superannuation contributions	1	319.69	
INV DEDUCT	26/05/2020	TELSTRA SUPER	Payroll deductions	1	309.38	

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DD15159.15	26/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.44
INV SUPER	26/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.69	
INV DEDUCT	26/05/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.75	
DD15159.16	26/05/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	26/05/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUCT	26/05/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD15159.17	26/05/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		114.16
INV SUPER	26/05/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	114.16	
DD15159.18	26/05/2020	AMP LIFE LIMITED	Superannuation contributions	1		756.17
INV SUPER	26/05/2020	AMP LIFE LIMITED	Superannuation contributions	1	756.17	
DD15159.19	26/05/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	26/05/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15159.20	26/05/2020	HOSTPLUS SUPER	Superannuation contributions	1		274.83
INV SUPER	26/05/2020	HOSTPLUS SUPER	Superannuation contributions	1	274.83	
DD15159.21	26/05/2020	SUNSUPER	Superannuation contributions	1		695.19
INV SUPER	26/05/2020	SUNSUPER	Superannuation contributions	1	695.19	
DD15159.22	26/05/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	26/05/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	

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**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNIFUND	1,878,538.03
<b>TOTAL</b>		<b>1,878,538.03</b>

## Attachment 2 – Declaration

### Payment dates 1st May 2020 to 31st May 2020

- Municipal Fund payment cheque numbers 35310 to 35313 Total \$111,488.76.

### Electronic Funds Transfer

- Municipal Fund EFT36415 to EFT36706 Total \$1,686,542.53.

Direct Debits Total \$80,506.74

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

Month	Cheques 2019/2020	EFT Payments 2019/2020	Direct Debits 2019/2020	Payroll 2019/2020	Total Payments 2019/2020
July	\$ 206,266.12	\$ 3,308,502.03	\$ 76,110.78	\$ 432,960.90	\$ 4,023,839.83
August	\$ 49,915.44	\$ 2,828,610.12	\$ 79,487.55	\$ 455,717.69	\$ 3,413,730.80
September	\$ 55,440.41	\$ 2,948,297.32	\$ 72,450.07	\$ 429,744.94	\$ 3,505,932.74
October	\$ 100,301.16	\$ 3,153,464.10	\$ 116,698.02	\$ 651,629.55	\$ 4,022,092.83
November	\$ 60,595.68	\$ 3,143,308.87	\$ 78,728.94	\$ 470,325.55	\$ 3,752,959.04
December	\$ 135,279.49	\$ 2,435,836.65	\$ 87,294.89	\$ 495,027.66	\$ 3,153,438.69
January	\$ 152,927.67	\$ 1,961,602.01	\$ 80,188.17	\$ 469,938.70	\$ 2,664,656.55
February	\$ 240,425.19	\$ 1,512,215.07	\$ 77,775.33	\$ 484,939.48	\$ 2,315,355.07
March	\$ 113,198.19	\$ 1,206,116.02	\$ 82,755.91	\$ 466,318.53	\$ 1,868,388.65
April	\$ 7,360.91	\$ 1,217,638.38	\$ 73,630.67	\$ 642,590.26	\$ 1,941,220.22
May	\$ 111,488.76	\$ 1,686,542.53	\$ 80,506.74	\$ 422,790.70	\$ 2,301,328.73
June					\$ -
<b>Total</b>	<b>\$1,233,199.02</b>	<b>\$25,402,133.10</b>	<b>\$905,627.07</b>	<b>\$5,421,983.96</b>	<b>\$32,962,943.15</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15109.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
SQ MICHELE - EMPLOYEE OF THE QTR REWARD - ROD HAYES	250.00	
MIDLANDS TOOLS - TOOLS & EQUIPMENT FOR DRAINAGE CREW	1605.00	
MACDONALDS MIDLAND – REFRESHMENTS (Shire credit card used in error, reimbursed EMES)	10.30	
BUNNINGS - MATERIALS FOR PAINTING WUNDOWIE OVAL BOLLARDS	374.82	
JB HIFI MIDLANDS - DOCKING STATIN FOR EMES TABLET FOR WORKING REMOTELY	280.00	<b>2520.12</b>
<b>CESM</b>		
WESTERN POWER -APPLICATION FEE UNITILITY SERVICES BAKERS HILL FIRE STATION	497.92	
BAKERS HILL RURAL- PADLOCK FOR INKPEN GAS BOTTLE CAGE	19.50	
DRI*CISCO WEBEX - DIGITAL RIVER - WEBEX PLATFORM FOR BFB & SES VIDEO CONFERENCING	330.08	<b>847.50</b>
<b>Executive Manager Corporate Services</b>		
CHECKED - POLICE CHECK NEW EMPLOYEE-REBECCA LYONS	36.00	
CHECKED - POLICE CHECK NEW EMPLOYEE-REBECCA LYONS	23.00	
SOFTWARE MART AUSTRALIA -WINDOWS IO PRO LICENCES - NEW LAPTOPS * 5 - 23/3/2020	200.00	
SOFTWARE MART AUSTRALIA -WINDOWS IO PRO LICENCES - NEW LAPTOPS * 5 - 1/4/2020	200.00	
WANEWSDTI 23/3/2020	28.00	
WANEWSDTI 20/4/2020	28.00	
HARVEY NORMAN - MICROSOFT MONTHLY FEES	141.00	
	47.19	
AMAYSIM - LIBRARY DATA FOR LIFT SERVICES M ONTHLY FEE	10.00	
ADOBE CREATIVE CLOUD -MONTHLY SUBSCRIPTIONS	213.99	
SHIRE OF NORTHAM - LICENCE PN1909	99.00	
SHIRE OF NORTHAM - LICENCE PN1909	38.00	
SHIRE OF NORTHAM - LICENCE PN1909	24.25	
FOREIGN BANK FEES	12.28	<b>1100.71</b>
<b>Executive Manager Development Services</b>		
HARVEY NORMAN - 5 ASUS VIVOBOK 15 F512 NBK DNXX & UPGRADE RAM 8 GB	4999.00	<b>4999.00</b>

<b>Executive Manager Community Services</b>		
DROPBOX - YEARLY SUBSCRIPTION	184.67	
LOGMEIN -GO TO MEETING	228.80	
ONLINE COURSE - WHITE CARD FOR TAYLOR	28.00	
ONLINE COURSE - WHITE CARD FOR DIANNE	28.00	
ONLINE COURSE - WHITE CARD FOR JAMIE-LEE	28.00	
FACEBOOK - BKB PAGE AWARENESS	0.54	
FACEBOOK COVID 19 - COMMUNITY SUPPORT	17.01	
ONLINE COURSE -WHITE CARD FOR CLAYTON	28.00	
ONLINE COURSE -WHITE CARD FOR TENAYA	28.00	
ONLINE COURSE -WHITE CARD FOR JANELLE	28.00	
SEC*EOT TRAINING SYDNEY -WHITE CARD ONLINE TRAINING FOR YVONNE	75.68	
SEC*EOT TRAINING SYDNEY -WHITE CARD ONLINE TRAINING FOR KATE BURTON	73.91	<b>748.61</b>
<b>Total Credit Card Expenditure</b>		<b>\$10,215.94</b>

#### CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,301,328.73 was submitted to the Ordinary Meeting of Council on Wednesday, 17 June 2020.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

#### CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,301,328.73 was submitted to each member of the Council on Wednesday, 17 June 2020, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER

#### 12.4.2 Financial Statement for the period ending May 31<sup>st</sup> 2020

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate 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 May 2020.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 May 2020.

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#### 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 May 2020 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;
- Cash Position;
- 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**. Please note budget amendments due to COVID -19 adopted are included in the Financial Statements for May 2020.

## **Notes to the Financial Statements**

### **Operating Income**

1. **General Purpose Funding is over budget by \$1,685,988 due to the receipt of FAGS grant funding in advance of \$1,750,030. Late payment interest is under budget by \$19,276 due to the Freezing of interest as part of the COVID-19 initial response.**
2. Law and Order was under budget \$31,591 due to the traded light tanker by DFES of \$34,545.
3. Education and Welfare revenue is over budget by \$206,381 due to Killara Brokerage funding of \$214,386. There has been an unprecedented request for brokerage respite this financial year where funding was available. The funding has ceased from 30 April 2020. Anticipated revenue for 2020 to 2021 will be projected to be the same as the budgeted amount of \$60,000 in 2019 2020 financial year.
4. **Recreation and Culture revenue is under budget by \$49,058 due to slides income of \$24,546 and Rec Centre Hire of \$20,983**
5. Transport is under budget by \$193,313 due to the timing of Main Roads Grant funding.
6. Economic Services is under budget by \$178,670. This is due predominantly to  
Grants and Festivals \$65,000  
Building permits \$19,149  
BKB income \$52,057  
Visitors Centre merchandise \$13,131
7. **Other Property and Services is over budget by \$66,683 due to the Sale of scrap metal, \$6,905, Workers Compensation Claims of \$54,630 and Insurance Claims of \$4,543**

### **Operating Expenditure**

8. **Governance is under budget by \$115,095 due to the timing of the items presented below;**
  - Long Service leave \$13,376
  - **Covid19 \$60,489.17**
  - Consultants \$13,489
  - Refreshments \$6,230
  - Advertising \$14,647
  - Audit Fees \$6,1409
9. **Law and Order is under budget by \$99,905. Fire hazard reduction is under budget by \$265,571. This is offset by the following items being over budget**

**Brigades ESL \$84,622**

**SES ESL \$21,830**

**Water and standpipe expenses \$25,795**

**Depreciation \$34,870 (New Appliance)**

10. Education and Welfare are under budget by \$108,000 predominantly due to salaries, wages and superannuation of \$74,521, training and conferences of \$9,024, non-recurrent expenditure on furniture and fittings of \$9,400 plus **youth services of \$8,659.**
11. Community Amenities are under budget by \$202,663 The items disclosed below are under budget year to date
- Rubbish site maintenance \$62,954 under (timing)
  - Green waste management \$35,000
  - Septage Pond maintenance \$90,587
  - Town Planning salaries \$14,377
12. **Recreation and Culture is over budget \$170,101 due to the following items**
- **Northam Rec Centre building \$16,866**
  - **Northam Pool building maintenance \$9,114**
  - **Northam Pool electricity \$21,445**
  - **Northam Rec Centre building maintenance \$33,397**
  - **Northam Pool operating expense \$15,026**
  - **Depreciation \$77,730**
13. Transport is under budget by \$269,992 due to
- Depreciation \$35,654 (timing)
  - Bridge maintenance of \$58,484 (timing).
  - Verge maintenance of \$103,672
  - Storm damage \$52,253
  - **Street trees \$28,851**
  - **Street cleaning \$12,850**
  - **Street carparks and paths \$39,715**
  - **Footpath maintenance \$15,706**
  - Roadworks maintenance over budget by \$85,953
14. Other Economic Services is under budget by \$193,204 due to
- Festivals and events of \$42,913
  - Events signage of \$29,556
  - Main Street Heritage \$30,737
  - Loan interest \$16,456 (timing)
  - CBD Activation \$12,687
  - BKB expenditure \$56,847
15. Other property and services is the timing of internal allocations and expenses for \$192,343 (non-cash)

### **Operating Revenue by Nature and Type**

16. Operating Grants are over budget as disclosed in Items 1 and 6.

17. Fees and charges are 2% over budget due to Killara brokerage less items disclosed in item 6.

18. Interest earnings are under budget \$76,058 due to late payment interest of \$19,276 and interest on investment of \$54,780.  
19. Other revenue is over budget by \$40,706 as disclosed in Item 7 above.

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

20. Employee costs are under budget by 1% due to Item 10 and 11.  
21. Materials and contracts are under budget by 15% relating to items 8, 9, 10, 11 and 14 disclosed above.  
22. Utility charges are over budget by \$85,518 due to Rec Centre \$33,398, Northam Pool \$24,445 and standpipes of \$25,794 (recovered).  
23. Depreciation is over budget as disclosed in items 9, 12 and 13 above.  
24. Interest expenses are \$36,195 under budget (timing)  
25. **Other expenditure is over budget by \$123,810 as disclosed in item 12 and 15 above (non-cash) for \$192,343**

### **Non-Operating Grants Income**

26. Non-operating grants are over by 2% due to the item disclosed in Item 5 above.

### **Loss on Asset Disposal**

27. Loss on asset disposal is over budget by \$114,120 (timing)

### **Capital Expenditure**

28. Spencers Brook Road SLK 5400-7360 is over budget by \$259,714 due to additional Shire labour and overheads costs predominantly due to delays in contracts works being carried out.

## **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

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

## C. OFFICER'S COMMENT

Nil.

### RECOMMENDATION / COUNCIL DECISION

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 May 2020.**

## Attachment 1 – Financial Statement for the period ending 31 May 2020



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 MAY 2020**

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Cash Position	14
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SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MAY 2020

	NOTE	19/20	Ytd	19/20	Variences	Variences
		Revised Budget \$	Budget \$	Ytd Actual \$	Actuals to Budget \$	Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		88,149	97,315	79,943	(17,372)	(17.85%)
General Purpose Funding Other	1	2,231,235	2,180,804	3,866,792	1,685,988	77.31%
General Purpose Funding Rates		10,417,484	10,417,484	10,436,860	19,376	0.19%
Law, Order, Public Safety	2	2,183,862	1,271,512	1,239,922	(31,590)	(2.48%)
Health		61,000	47,540	31,025	(16,515)	(34.74%)
Education and Welfare	3	1,198,324	1,188,345	1,394,726	206,381	17.37%
Housing		62,277	57,079	50,811	(6,268)	(10.98%)
Community Amenities		2,689,576	2,564,970	2,544,469	(20,501)	(0.80%)
Recreation and Culture	4	3,100,210	2,572,742	2,523,684	(49,058)	(1.91%)
Transport	5	3,784,939	2,803,352	2,610,039	(193,313)	(6.90%)
Economic Services	6	498,150	527,794	349,124	(178,670)	(33.85%)
Other Property and Services	7	130,200	117,252	183,935	66,683	56.87%
<b>Total Operating Revenue</b>		<b>26,455,406</b>	<b>23,846,189</b>	<b>25,311,332</b>	<b>1,465,142</b>	<b>6.14%</b>
<b>Expenses</b>						
Governance	8	(2,576,958)	(1,348,987)	(1,233,892)	115,095	8.53%
General Purpose Funding		(316,538)	(307,826)	(308,180)	(354)	(0.11%)
Law, Order, Public Safety	9	(1,805,408)	(1,610,878)	(1,510,973)	99,905	6.20%
Health		(322,270)	(286,114)	(267,916)	18,198	6.36%
Education and Welfare	10	(1,419,060)	(1,305,316)	(1,197,316)	108,000	8.27%
Housing		(75,223)	(67,897)	(63,135)	4,762	7.01%
Community Amenities	11	(3,613,222)	(3,087,451)	(2,884,788)	202,663	6.56%
Recreation & Culture	12	(5,741,582)	(5,248,238)	(5,418,339)	(170,101)	(3.24%)
Transport	13	(5,972,131)	(5,487,059)	(5,217,067)	269,992	4.92%
Economic Services	14	(2,555,843)	(2,383,344)	(2,190,140)	193,204	8.11%
Other Property and Services	15	(105,284)	(50,027)	(242,370)	(192,343)	(384.48%)
<b>Total Operating Expenses</b>		<b>(24,503,519)</b>	<b>(21,183,137)</b>	<b>(20,534,116)</b>	<b>649,021</b>	<b>3.06%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		937,426	1,105,629	1,206,921	101,292	
Movement in Employee Benefit Provisions		(302,478)	0	0	0	
Depreciation on Assets		4,435,758	4,089,193	4,227,076	137,883	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(1,631,264)	(1,974,728)	(224,401)	1,750,327	
Purchase Plant and Equipment		(892,600)	(701,784)	(431,135)	270,649	
Purchase Furniture and Equipment		(61,286)	(42,276)	(11,469)	30,807	
Purchase Infrastructure Assets - Roads		(3,671,439)	(3,647,811)	(2,333,803)	1,314,008	
Purchase Infrastructure Assets - Footpaths		(205,140)	(259,140)	(123,181)	135,959	
Purchase Infrastructure Assets - Drainage		(1,913,159)	(1,855,252)	(1,605,746)	249,506	
Purchase Infrastructure Assets - Parks & Ovals		(1,015,482)	(380,992)	(517,038)	(136,046)	
Purchase Infrastructure Assets - Airfields		(193,600)	(177,463)	0	177,463	
Purchase Infrastructure Assets - Streetscape		(175,000)	(147,626)	(105,370)	42,256	
Purchase Infrastructure Assets - Other		(7,663,457)	(7,638,884)	(6,904,270)	734,614	
Proceeds from Disposal of Assets		2,094,959	1,180,491	1,180,491	(0)	
Repayment of Debentures		(376,179)	(343,636)	(343,636)	0	
Proceeds from New Debentures		4,500,000	4,500,000	4,500,000	0	
Self-Supporting Loan Principal Income		22,812	12,946	12,946	0	
Transfers to Restricted Assets (Reserves)		(5,642,892)	(268,215)	(268,215)	0	
Transfers from Restricted Asset (Reserves)		6,278,867	798,527	798,527	0	
Transfers from Restricted Asset (Other)		0	0	0	0	
ADD Net Current Assets July 1 B/Fwd		4,162,558	4,162,558	4,178,315	15,757	
LESS Net Current Assets Year to Date		0	1,074,590	10,246,936	9,172,346	
<b>Surplus/Deficit</b>		<b>0</b>	<b>(0)</b>	<b>(2,808,723)</b>	<b>(2,808,723)</b>	

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

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SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

1. OPERATING STATEMENT

	Note	Revised 19/20 Budget \$	Ytd Budget	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,417,484	10,417,484	10,436,860	19,376	0%
Operating Grants Subsidies and Contributions	16	4,859,317	4,508,941	5,866,998	1,358,057	30%
Fees and Charges	17	3,893,503	3,641,678	3,705,689	64,011	2%
Interest Earnings	18	392,500	357,156	281,098	(76,058)	-21%
Other Revenue	19	898,876	1,005,434	1,046,140	40,706	4%
<b>TOTAL OPERATING REVENUE</b>		<b>20,461,680</b>	<b>19,930,693</b>	<b>21,336,785</b>	<b>1,406,092</b>	<b>7%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	20	(8,802,392)	(8,054,365)	(7,942,635)	111,730	1%
Materials and Contracts	21	(8,166,757)	(6,249,976)	(5,304,999)	944,977	15%
Utility Charges	22	(1,000,558)	(836,366)	(921,884)	(85,518)	-10%
Depreciation of Non Current Assets	23	(4,435,758)	(4,089,193)	(4,227,076)	(137,883)	-3%
Interest Expenses	24	(199,187)	(186,520)	(150,326)	36,194	19%
Insurance Expenses		(516,245)	(515,383)	(512,694)	2,689	1%
Other Expenditure	25	(121,759)	(128,267)	(252,077)	(123,810)	-97%
<b>TOTAL OPERATING EXPENSE</b>		<b>(23,242,656)</b>	<b>(20,060,070)</b>	<b>(19,311,690)</b>	<b>748,380</b>	<b>-4%</b>
Non Operating Grants Subsidies and Contributions	26	5,670,289	3,898,058	3,974,545	76,487	-2%
Profit on Asset Disposals		323,437	5,437	2,762	(2,675)	0%
Loss on Asset Disposals	27	(1,260,863)	(1,111,066)	(1,225,186)	(114,120)	-10%
<b>RESULTING FROM OPERATIONS</b>		<b>1,951,887</b>	<b>2,663,052</b>	<b>4,777,216</b>	<b>2,114,164</b>	<b>79%</b>

**SHIRE OF NORTHAM**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 MAY 2020**

**2. BALANCE SHEET**

	<b>19/20</b>	<b>18/19</b>
	<b>YTD Actual</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	10,587,203	8,123,774
Receivables	4,913,614	5,258,217
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>15,500,817</b>	<b>13,381,991</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	554,832	403,701
Land and Buildings	50,462,159	53,117,799
Property, Plant and Equipment	7,175,670	6,935,417
Infrastructure	168,900,461	160,465,459
Financial Assets	210,205	360,723
<b>TOTAL NON-CURRENT ASSETS</b>	<b>227,303,327</b>	<b>221,283,099</b>
<b>TOTAL ASSETS</b>	<b>242,804,144</b>	<b>234,665,090</b>
<b>CURRENT LIABILITIES</b>		
Payables	955,442	3,658,158
Interest-bearing Liabilities	(86,329)	279,985
Provisions	1,207,425	1,207,425
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,076,538</b>	<b>5,145,568</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,810
Payables	221,047	221,047
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,944,553</b>	<b>2,444,553</b>
<b>TOTAL LIABILITIES</b>	<b>9,021,091</b>	<b>7,590,121</b>
<b>NET ASSETS</b>	<b>233,783,053</b>	<b>227,074,969</b>
<b>EQUITY</b>		
Retained Surplus	115,318,465	108,080,070
Reserves - Cash Backed	4,485,576	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,011
<b>TOTAL EQUITY</b>	<b>233,783,053</b>	<b>227,074,969</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

3. ACQUISITION OF ASSETS	19/20 Revised 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	47,500	11,688
Admin Building Solar	19,010	0
CEO Vehicle	58,000	0
New Telephone System	42,276	11,469
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	48,820	48,821
3.4 Urban Fire Appliance	470,491	470,491
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	1,571
Bakers Hill Fire Shed	413,350	600
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	29,500
SES Building Replace Sliding Door	30,320	0
<b>Health</b>		
Manager Health Vehicle	35,000	29,181
<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	15,463
Old Quarry Drainage	100,000	42,089
Rehab Investigation Old Tip Site	0	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	127,134
Planners Vehicle	35,000	32,076
Minson Avenue Streetscape	88,455	89,355
CBD Streetscape	76,545	14,245
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

ENDING 31 MAY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised 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	7,510
Southern Brook Hall, New Ceiling, A/C to Kitchen		6,700	5,676
Northam Hall, New Curtain & Track		10,000	7,880
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Northam Aquatic Facility		7,084,942	6,817,219
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Rec Centre, Roller Shutters & Remark Floor, CCTV		5,760	1,134
Solar Recreation Centre		38,130	24,947
Jubilee Oval Upgrade Electric Boards		40,750	2,250
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	15,700
Northam Youth Space		210,859	68,932
Northam Youth Space Programed Maintenance		26,500	1,156
Artificial Hockey Turf		414,453	424,904
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		0	0
General Library Upgrades, DAP, Paint interior, Solar, CCTV		121,054	96,554
AVVVA - Drainage Works		22,850	11,347
AVVVA - Roof Replacement C/fwd		0	0
Old Railway Station, Exit Gates & Ceiling Fans		18,500	14,579
<b>Transport</b>			
Northam Depot Redesign		10,000	6,400
Install Light and Pole Rear Shed Wundowie		3,500	3,150
Solar Northam Depot		11,300	0
Fitzgerald Footpath		50,280	30,800
Hovea Footpath		76,960	46,920
Balga Footpath		59,950	34,500
Wattle Crescent		17,950	10,961
Throssell Street - Drainage		14,000	14,782
Drainage - Rural Including WANDRRA		1,665,338	1,478,612
Spencers Brook Road SLK 5400 - 7360	28	142,000	401,714
Spencers Brook Road SLK 8650 - 10250		555,892	482,689
Spencers Brook Road 12000 - 12800		334,623	241,644
Zamia Terrance (0 - 480)		61,835	15,970
Chidlow Street West (360 - 670)		27,000	16,618
Coates Road (0 - 1700)		71,400	56,319
Vivan Street (0-200)		21,939	9,395

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget	19/20 Ytd Actual
<b>Transport</b>		\$	\$
Qualup Place (0 - 140)		15,102	199
Boondine Road (0-640)		70,345	64,085
Katrine Road		0	0
Tamma (1100 - 2400)		58,506	0
Chidlow Street West (20 - 300)		51,915	40,196
Chidlow Street West (1480 - 1950)		33,675	20,613
Park Lane (0 - 230)		31,548	22,318
Carlin Road (2740 - 3550)		50,537	6,502
Carter Street (200 - 410)		67,980	22,173
Ord Street (0 - 190)		15,310	5,909
Irishtown Road (0 - 10000)		159,078	5,777
Maintenance Capitalised		100,000	15,667
Coates Road		135,706	135,226
O'Neill Road		175,092	177,427
Charles Street (510 - 1070)		83,054	3,206
Kennedy Street (320 - 920)		54,563	28,801
Henty Place (0 - 270)		58,408	38,742
Martin Street (0 - 300)		70,909	55,840
Southern Brook Road (0 - 3070)		536,382	20,987
Laneway Land Acquisition		0	0
Keane Street		22,000	0
Spencers Brook Road (16430 - 19340)		473,164	321,309
Gravel Resheeting		87,000	0
Kerb Renewal		109,238	79,913
Culvert Renewal		84,238	44,565
Kubota F3680 NS Front Mower, Canopy & Catcher		31,059	31,059
Bobcat Attachment		10,819	14,450
Volvo BL71 Backhoe		71,800	71,800
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane		77,701	0
Isuzu MLR 200 Tipper Manual		77,701	0
Dynapac Vibro Ride on Roller		51,372	0
Gator SUV		19,431	19,074
Pegasus 200 Verge Mower		15,510	0
Toyota Hilux workmate 2.7i		30,221	30,482
Mazda BT50T-top		36,041	36,495
Ford Ranger Dual Cab Alloy Tray		30,628	30,628
Mitsubishi Outlander Diesel 7 Seat		32,567	32,567
Holden Trail Blazer 7 Seat Diesel		42,249	42,249
Service Ground Locator Ground Penetrating Radar		9,000	8,909
Rock Bucket		10,000	3,345

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Program (Continued)</u>			
<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	1,770
Clark Street Water Metre		8,950	0
Water Pump Station Upgrade		169,681	0
Bakers Drainage		25,000	0
BKB Building		55,000	16,583
		<u>18,062,716</u>	<u>12,726,905</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		1,631,264	224,401
Plant and Equipment		892,600	431,135
Furniture and Equipment		61,286	11,469
Bush Fire Equipment		640,291	470,491
Playground Equipment		0	0
Infrastructure Assets - Roads		3,671,439	2,333,803
Infrastructure Assets - Footpaths		205,140	123,181
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,913,157	1,605,746
Infrastructure Assets - Parks & Ovals		1,015,482	517,038
Infrastructure Assets - Airfields		193,600	0
Infrastructure Assets - Streetscape		175,000	105,370
Infrastructure Assets - Other		7,663,457	6,904,270
		<u>18,062,716</u>	<u>12,726,905</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MAY 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	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	14,137	12,000	12,727	(3,162)	(1,410)
S102 Isuzu FTS BFB Inkpen N.3113		78,556		34,545		(44,011)
<b>Health</b>						
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Killarra Commuter Bus C/fwd					0	0
<b>Community Amenities</b>						
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
<b>Recreation &amp; Culture</b>						
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900	0	90,000	0	(2,900)	0
<b>Transport</b>						
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	7,752	7,000	909	(5,823)	(6,843)
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	76,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Cran	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 2.7l	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
	3,032,385	2,387,412	2,094,959	1,180,491	(937,426)	(1,206,921)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MAY 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	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	14,137	12,000	12,727	(3,162)	(1,410)
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	7,752	7,000	909	(5,823)	(6,843)
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 2.7l	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
S102 Isuzu FTS BFB Inkpen N.3113		78,556		34,545		(44,011)
<b>Land</b>						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900	0	90,000	0	(2,900)	0
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
	3,032,385	2,387,412	2,094,959	1,180,491	(937,426)	(1,206,921)
					<b>19/20 Budget \$</b>	<b>Ytd Actual \$</b>
<b>Summary</b>						
Profit on Asset Disposals					323,437	2,762
Loss on Asset Disposals					(1,260,863)	(1,209,682)
					<b>(937,426)</b>	<b>(1,206,921)</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

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%	3,235	0	3,238	3,236	(3)	(3)	153	3
Loan 219A - Northam Bowling Club **	3.18%	163,041	0	19,575	9,710	143,466	153,331	8,854	2,568
Loan 223 - Recreation Facilities	6.06%	130,050	0	130,049	130,048	1	2	10,136	5,759
Loan 224 - Recreation Facilities	6.48%	816,395	0	46,765	46,765	769,630	769,630	57,285	43,174
Loan 227 - Youth Space	2.26%	500,000	0	45,097	22,421	454,903	477,579	12,110	10,447
Loan 228 - Swimming Pool	1.88%	0	4,500,000	93,194	93,194	4,406,806	4,406,806	58,868	53,001
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	667,960	0	38,262	38,262	629,698	629,698	51,781	35,324
		2,280,681	4,500,000	376,180	343,636	6,404,501	6,437,043	199,187	150,276

Note: \*\* indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MAY 2020

	Revised 19/20 Budget					19/20 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	427,796	10,234	843,645	(74,250)	1,207,425	427,796	4,258		(32,574)	399,480
Aged Accommodation Reserve	227,404	5,440	5,000	(237,844)	-	227,404	2,415			229,819
Housing Reserve	265,507	6,352		(271,859)	-	265,508	2,819			268,327
Office Equipment Reserve	74,735	1788		(76,523)	-	74,735	1,442			76,177
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	1,280	220,000	(230,000)	118,098
Road & Bridgeworks Reserve	89,498	2,141	200,000	(291,639)	-	89,498	950			90,448
Refuse Site Reserve	627,552	15,014	120,000	(556,848)	205,718	627,553	6,663			634,216
Regional Development Reserve	73,599	1,781		(75,360)	-	73,600	781			74,381
Speedway Reserve	147,600	3,531		-	151,131	147,601	1,567			149,168
Community Bus Replacement Reserve	2,414	58	15,000	(17,472)	-	2,414	28			2,440
Septage Pond Reserve	267,085	6,390	20,000	(58,643)	234,832	267,085	2,838			269,921
Killara Reserve	276,579	6,617	26,252	(59,643)	249,805	276,579	2,937			279,516
Stormwater Drainage Projects Reserve	33,593	804		(34,397)	-	33,593	357			33,950
Recreation and Community Facilities Reserve	584,376	13,981	1,314,254	(1,912,611)	-	584,377	3,027		(364,453)	222,951
Administration Office Reserve	685,801	16,407	300,000	(1,002,208)	-	685,802	6,634			692,436
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(647,523)	-	348,744	2,338		(156,500)	194,582
River Management Reserve	360,240	8,618		(368,858)	-	360,240	3,825			364,065
Parking Facilities Construction Reserve	216,138	5,171		(221,309)	-	216,138	2,295			218,433
Art Collection Reserve	23,205	555		(23,760)	-	23,205	246			23,451
Reticulation Scheme Reserve	80,662	1,930	10,000	(92,592)	-	80,662	857			81,519
Election Reserve	15,165	363		(15,528)	-	15,165	30		(15,000)	195
Revaluation Reserve	61,351	1,468	10,000	-	72,819	61,351	651			62,002
Covid-19 Reserve			2,138,305		2,138,305					
<b>Total Cash Backed Reserves</b>	<b>5,015,882</b>	<b>120,000</b>	<b>5,522,892</b>	<b>(6,278,867)</b>	<b>4,379,907</b>	<b>5,015,888</b>	<b>48,215</b>	<b>220,000</b>	<b>(798,527)</b>	<b>4,485,576</b>

Total Interest & Transfers 5,642,892

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

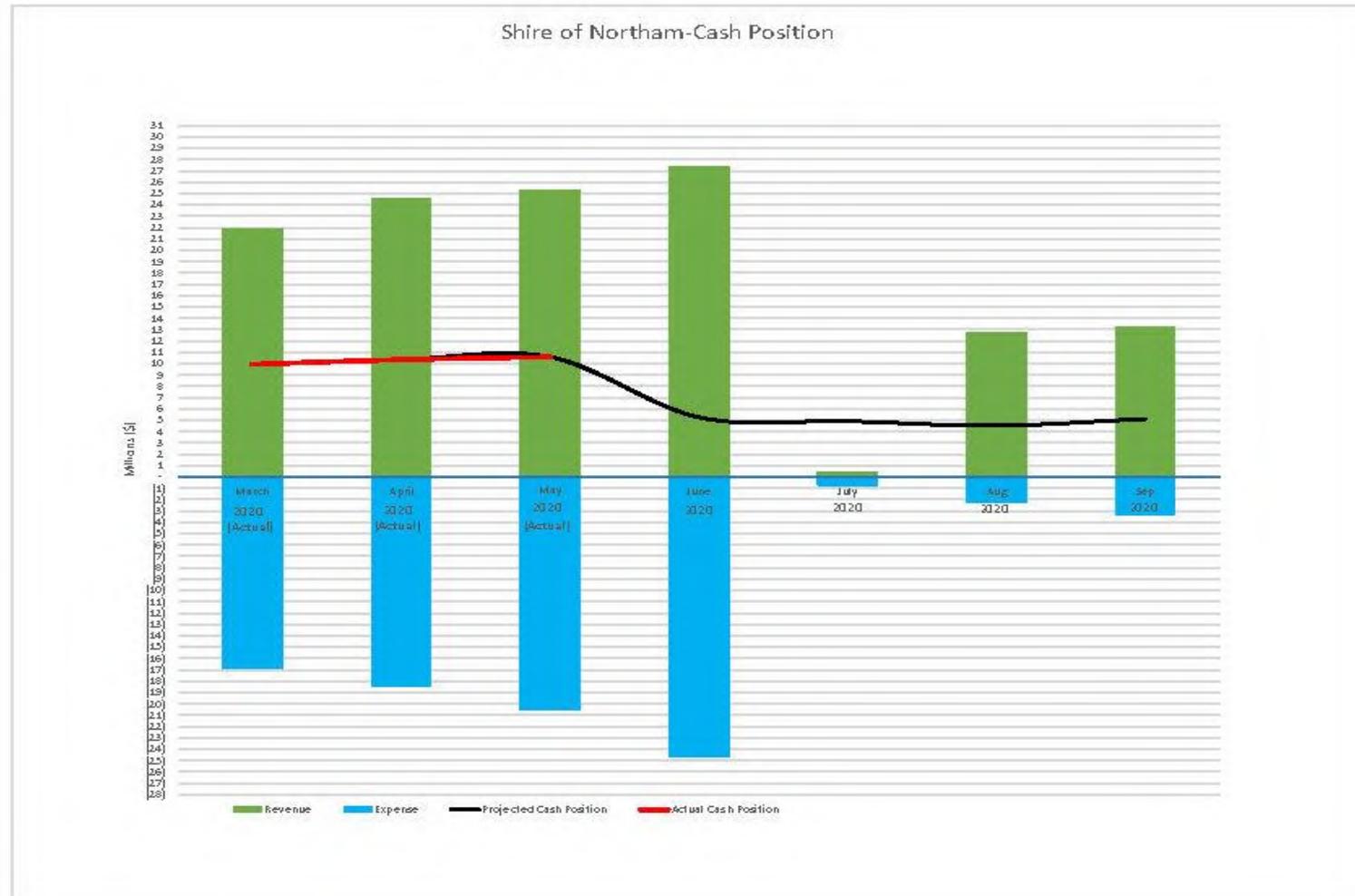


SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

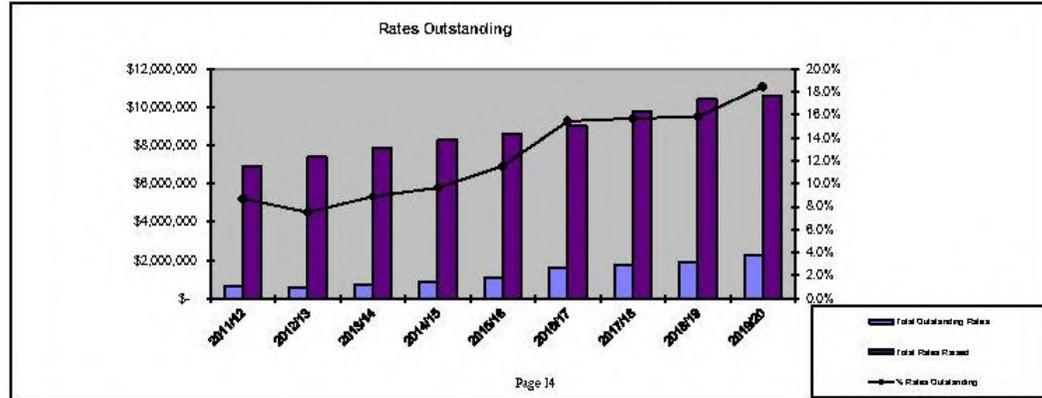
FOR THE PERIOD ENDING 31 MAY 2020

	19/20 Budget	19/20 Ytd Actual	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	884,354	6,101,627	1,983,523
Cash - Restricted Unspent Grants	0	0	1,124,363
Cash - Restricted Reserves	4,379,907	4,485,576	5,015,888
Self Supporting Loan	25,095	2,200	15,758
Receivables	2,915,065	340,476	3,308,497
Rates - Current	0	2,611,698	0
Pensioners Rates Rebate	0	41,927	0
Provision for Doubtful Debts	0	(131,842)	0
GST Receivable	0	119,631	0
Accrued Income/Prepayments	0	1,929,524	1,933,962
Inventories	1,000	0	0
	<u>8,205,421</u>	<u>15,500,817</u>	<u>13,381,990</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(4,825,204)</u>	<u>(1,331,456)</u>	<u>(5,145,568)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>3,380,217</u>	<u>14,169,361</u>	<u>8,236,422</u>
Less: Cash - Reserves - Restricted	(4,379,907)	(4,485,576)	(5,015,888)
Add: Current Loan Liability	385,911	(86,329)	279,985
Add: Leave Liability Reserve	363,779	399,480	427,796
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>0</u>	<u>10,246,936</u>	<u>4,178,315</u>



SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 31 MAY 2020

	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	08/08/2011	5/09/2012	4/09/2013	14/08/14	14/08/15	14/08/2016	1/09/2017	15/08/2018	4/09/2019
RATES DUE	22/09/2011	24/09/2012	23/09/2013	31/08/2014	25/09/2015	30/09/2016	14/09/2017	10/09/2018	07/09/2019
2nd INSTALMENT DUE	22/11/2011	10/11/2012	23/12/2013	31/12/2014	25/11/2015	30/11/2016	14/11/2017	10/11/2018	07/12/2019
3rd INSTALMENT DUE	23/01/2012	24/01/2013	24/02/2014	04/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	16/02/2020
4th INSTALMENT DUE	22/03/2012	24/03/2013	24/04/2014	04/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020
Outstanding 1st July	\$521,194	\$582,531	\$588,847	\$718,120	\$873,888	\$1,118,220	\$1,483,888	\$1,535,793	\$1,737,187
Rates Levied	\$8,851,708	\$7,312,029	\$7,758,147	\$8,222,818	\$8,552,189	\$8,931,257	\$9,584,551	\$9,925,048	\$10,342,585
Interest, Ex gratia, interim and back rates less writeoffs	\$83,079	\$68,857	\$73,830	\$80,154	\$83,173	\$208,077	\$205,218	\$474,784	\$239,475
<b>Rates paid by month</b>									
1 July	51,948	38,805	47,443	82,554	29,105	43,333	60,002	94,838	87,543
2 August	1,120,912	1,043,183	23,961	119,840	700,198	367,778	2,054,983	1,858,869	213,195
3 September	3,251,815	3,804,324	1,152,418	2,650,420	4,519,842	4,243,288	3,784,731	4,014,835	2,829,221
4 October	318,701	443,703	3,790,848	2,550,091	830,898	1,188,138	484,807	590,724	3,255,037
5 November	689,481	680,522	444,497	508,022	842,858	908,844	1,038,340	852,902	574,138
6 December	172,178	180,885	885,338	654,900	214,507	338,154	189,794	239,893	724,440
7 January	441,740	489,219	194,157	295,829	441,881	484,528	837,884	881,148	427,789
8 February	112,298	188,351	502,178	508,828	148,327	280,983	258,355	174,143	578,493
9 March	438,277	448,128	178,270	258,379	801,418	589,884	670,482	821,970	478,994
10 April	105,483	281,010	517,451	484,185	188,587	182,282	184,940	230,157	680,188
11 May	87,525	30,530	120,455	59,527	115,947	109,069	165,995	209,350	199,792
12 June									
Total YTD	8,790,318	7,348,418	7,854,810	8,148,356	8,411,333	8,672,053	9,487,872	10,048,827	10,044,811
% Ytd Rates Outstanding	8.7%	7.5%	8.9%	9.7%	11.5%	15.4%	15.7%	15.8%	18.5%
Ytd Outstanding	645,883	596,999	745,813	870,834	1,097,714	1,583,501	1,785,582	1,888,997	2,274,438



### 12.4.3 Annual Budget Overview

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.8.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Service
<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

To provide information to Elected Members in relation to the budget process and influencing factors.

#### ATTACHMENTS

Attachments: Nil.

#### A. BACKGROUND / DETAILS

The development of the draft budget as presented is the culmination of many months' preparatory work undertaken by each individual department, under the guidance of the Executive Manager Corporate Services, Mr Colin Young. The budget process to date has included the following key elements;

- Endorsement of draft 2 Year footpath program 20 May 2020
- Endorsement of draft building maintenance program 20 May 2020
- Adoption of the 2020/21 fees and charges 20 May 2020
- Endorsement of draft 1 year road program to occur on 17 June 2020
- Endorsement of the draft plant program to occur on 17 June 2020

The budget document has very much been guided by a number of key planning documents including:

- Strategic Community Plan;
- Corporate Business Plan;
- Long term Financial Plan modelling; and
- COVID-19 Strategic Response

Staff have also been through a rigorous assessment process to ensure that the departmental and individual item draft budget allocations both reflect the intent of the Council's planning documents and ensure sufficient resources to meet the established objectives.

As Elected Members would be aware, the current adopted Long Term Financial Plan reports on a number of key performance indicators, which are reflective of the Local Government Act 1995 requirements. The following information provides an indication as to how the Council is performing against a number of the key indicators (advance payment of federal assistance grants has been included in the calculations).

2020/21		
Ratio	LTFP	Draft Budget
Debt Service Ratio	7.79%	7.21%
Operating Surplus Ratio	3.62%	-0.04%
Own Source Revenue Ratio	76%	70%

The draft budget as presented does not include the additional debt that is associated with the COVID-19 Response Package (approximately \$3.85m) – it is expected that cash-flow will remain strong and as such the debt is not expected to be raised until the 3<sup>rd</sup> quarter of the financial year. With this in mind, no repayments have been budgeted for the 2020/21 financial year. Current projections modelled within Council's LTFP show the debt service ratio would remain strong at 5.57%, increasing to 7.85% by the 2028/29 financial year.

It is also noted that the operating result has been impacted by the reduced income for the 2020/21 financial year due to measures associated with the Initial COVID-19 response. This is short term – it is expected to recover over the 2021/22 and 2022/23 financial years.

### **Debt Service Ratio**

Measures the Council's ability to service debt out of its uncommitted or general purpose funds available for its operations. Councils with a higher proportion of revenue from rates can also effectively operate at lower debt service ratios as they are more able to generate income (through rate increases) to cope with the debt burden.

If Ratio > 10:	Accepted as reasonable.
If Ratio > 5 and <10:	Exercise caution around debt management.
If Ratio <5:	Debt management may be an issue and needs to be considered in context of overall financial position.

### **Operating Surplus Ratio**

Effectively highlights the scale/extent of any operating surplus or deficit in relation to the overall size of the local government. A sustained period of deficits will erode that local government's ability to maintain both its operational service level and asset base.

If Ratio > 0.15:	Strong operating surplus which gives flexibility in relation to future operational service levels and asset base.
If Ratio > 0.00 and < 0.15:	Should closely monitor with improvements made where possible to increase capacity to give flexibility in relation to future operational service levels and asset base.
If Ratio <= 0.00:	Experiencing an operating deficit.

### **Own Source Revenue Ratio**

Measures the local government's ability to cover operating expenses from own source revenue. The higher the ratio, the more self-reliant the local government is. Allows greater flexibility as less external funds are required for operational purposes.

If Ratio > 0.9:	Satisfactory.
If Ratio > 0.6 and < 0.9:	Will need to improve if it hopes to maintain and improve the current service levels of its asset base.
If Ratio < 0.6:	Needs to examine the level of its own source revenue given current levels of operating expenses.

## **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**

Nil

### **B.3 Legislative Compliance**

Nil

### **B.4 Policy Implications**

Nil

### **B.5 Stakeholder Engagement / Consultation**

Consultation has occurred with Councillors and staff.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Council provided not with longer term financial implications	Medium (3) * Unlikely (2) = Moderate (6)	Ensure modelling is carried out and presented to Council though development of a Long Term Financial Plan.
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

The following changes have been carried out to the draft budget since the Budget Workshops and are presented in the table below;

Account/Job	Description	Reason	Amount	C/FWD, Grants etc.
03013003	Rates Levied	Adjustments to ensure no rate payer has an increase over the 2019/20 financial year	\$17,485	
<b>Surplus</b>			<b>\$17,485</b>	

### **COVID-19 Financial Implications**

This draft budget has been developed within the following parameters as adopted by Council as an initial response to the COVID-19 pandemic. Further to this a number of long term financial plan models have been developed to assess affordability of the quantum of response being contemplated. The following are the key points:

- Council has committed to approximately \$800,000 of initiatives which have impacted revenue in the 2020/21 budget, being Nil rate Increase, Nil interest on charges for outstanding rates, Nil charge on instalments, 5% early payment rate discount
- Draft budget has been developed in accordance with parameters established by Council during the April 2020 meeting (no salary increases, no increase in rates, no interest on overdue rates until February 2020, no increase in fees and charges, no charge on rates paid by instalment, 5% discount on rates paid in full by the due date
- A package to the value of approximately \$6.7M has been accommodated in the 2020/21 Budget, final details are still to be determined however at the Strategic meeting held on the 27 May 2020 Council indicated its support in principal to the below package:
  - Economic support package of: \$5,100,000
  - Community support package of: \$580,000
  - Economic stimulus package of: \$1,000,000

Funded from:

- 2020/21 Annual Budget: \$1,100,000
- Reserve Funds: \$1,180,000
- Debt Finance: \$4,400,000

### **Investment Interest**

Interest on investments rate of return has reduced sharply, recent 12-month term deposit rates received are giving a rate of return of .65%, this combined with holding reduced general purpose funds along with reduced reserve holdings has resulted in interest income being reduced from \$180,000 to \$73,000.

### **Federal Assistance Grants**

Due to a change in methodology Council's general purpose grant has reduced from the budgeted \$2.66m in the 2019/20 financial year to \$2.51m in the 2020/21 year. In addition, it was to reduce another \$50,000 this current financial year, however a freeze was put in place which guaranteed Council the same payment as the 2019/20 financial year. The Western Australian Grants Commission have informed staff the additional reduction will now occur in the 2021/22 financial year.

### **Utilities**

The State government has put a freeze on all utility charges – as such these have remained consistent with the 2019/20 financial year.

### **Projected end of year 2019/20 Surplus**

A provision for the end of year tied surplus will be added to the budget before the adoption. All these items will be clearly identified within the budget – as the funds will be carried forward they will not alter the financial position of the draft budget. An untied surplus is currently available of \$1,040,829 which includes \$400,000 of uncommitted funds from the COVID-19 operating account that has been carried forward. It is expected that this will be used towards the COVID-19 Response package or to add back some of the items removed from the budget as presented.

Budget Items Removed 2020/21		
		<b>Expenditure</b>
Consultants 04041032		\$15,000
Internal audit 04052062		\$20,000
CBD activation 10317354		\$20,000
Governance expenses other 04042002		\$11,000
Members Conference Expense 04042052		\$21,600
Reeduced Advertising 04052192		\$10,000
Refreshments 04042082		\$10,000
Conference 04051042		\$4,750
Night Hoops 08182022		\$26,000
Remove Engineering consultants 10302122		\$5,000
Removed Streetscape 10317354		\$50,000
Removed Infrastructure Parks 11349404		\$75,000
Community Grants 11342072		\$95,083
Progress associations 11342122		\$33,000
Recreation programs 11342212		\$15,650
Banners in the terrace		\$1,500
A.V.A.S Subsidy		\$7,500
Engineering Consultants		\$15,000
Footpath maintenance 2130		\$10,000
Festivals 4679		\$194,000
Wayfound signage 4656		\$20,000
BKB Office Expenditure 13782002		\$5,000
BKB Stock 13782042		\$7,500
BKB Other Expenses		\$2,500
BKB Art Work Commission		\$2,500
BKB Marketing		\$7,500
BKB Exhibition Costs		\$7,500
BKB program expenditure		\$5,000
Sundry supplies		\$7,500
Christmas Celebrations		\$15,000
<b>Total Adjustment</b>		<b>\$665,083</b>

**RECOMMENDATION**

**That Council receives the budget overview as presented.**

### 12.4.4 Endorsement of the Draft Budget

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.8.1
<b>Reporting Officer:</b>	Colin Young Executive Manager Corporate Service
<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 consider matters raised by Elected Members and the presented COVID-19 response for incorporation into the 2020/21 Annual Budget.

#### ATTACHMENTS

- Attachment 1: Shire of Northam – COVID-19 Response
- Attachment 2: 2020/21 Roads Program
- Attachment 3: Correspondence, Northam Chamber of Commerce

#### A. BACKGROUND / DETAILS

All Elected Members were provided with the opportunity to attend small workshops to allow the Council Finance team to provide an outline of the Budget document as presented, answer questions, and provide clarifications. These workshops were well attended and the feedback received from Elected Members has been positive.

The Budget workshops consisted of the Draft Budget, the COVID-19 Response Package, Plant Program and Roads Program. At the Budget workshops Elected Members were provided the opportunity to raise/identify issues they felt warranted further detailed discussion or debate at the Budget Meeting.

#### 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.

The budget has been developed in accordance with the broad parameters established in the range of Council planning documents.

## B.2 Financial / Resource Implications

Budget Endorsement

## B.3 Legislative Compliance

Nil

## B.4 Policy Implications

Nil

## B.5 Stakeholder Engagement / Consultation

Consultation has occurred with Councillors and Staff.

## B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Council not provided with longer term financial implications	Medium (3) * Unlikely (2) = Moderate (6)	Ensure modelling is carried out and presented to Council through development of a Long Term Financial Plan.
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

As a result of the assessments by staff and the workshops held with Elected Members the following information is provided for discussion:

### **Northam Chamber of Commerce**

The issue around the differential rate that is raised on behalf of the Northam Chamber of Commerce has been discussed by elected members at a strategic meeting on the 22/05/2019, with the general consensus being that Council look at reducing the allocation over a number of years with the view of Chamber being funded by membership fees rather than funded through the differential rate as per the outcome presented below;

## OUTCOME

*The general consensus of the Elected Members present was to continue with the current differential rating arrangement for the 2019/20 financial year with consideration being given to gradually decrease this over the following financial years to Nil. This intention was based on the difficulty in being able to clearly identify who should be paying the levy, and that the Chamber (being a representative group) should be able to prove its benefit to potential members who would therefore pay annual membership fee. This felt like a better model where ratepayers were currently given no choice.*

*Officers will investigate the arrangements of other Councils surrounding and within the Regional Capitals Alliance WA.*

- Toodyay \$5,000 per annum, write-off fees for council facilities
- Collie No contribution
- Narrogin No contribution
- Moora No budgeted contribution, give ad hoc support including fee waivers, hosting sundowners
- Albany Council is a corporate member, also pays for advertising in the local directory, total spend estimated \$12,000
- Geraldton Corporate Membership
- Bunbury Corporate Membership
- Chittering Corporate Membership,

The differential rate is calculated by raising an additional \$127,000 through a special rate in the dollar as follows.

Current rate in the dollar GRV	10.0200
Add Special Rate	0.8322
Levied differential rate of	10.8522

At the strategic meeting held on the 27/05/2020, Elected Members again expressed a desire to consider this matter in the context of an opportunity to provide further rate relief to commercial property owners in Northam as part of the Councils Covid-19 Economic support response. As such staff have explored the following 4 possibilities for this to occur with the third option being no change:

Option 1

- a. Raise \$127,000 for the Northam Chamber of Commerce through a differential rate for the 2020/21 financial year.
- b. In partnership with the Northam Chamber of Commerce survey the current properties levied the differential rate seeking their input into the future of the levy (i.e. whether it should be maintained, increased, or decreased)

Option 2

- a. Raise \$127,000 for the Northam Chamber of Commerce through a differential rate for the 2020/21 financial year
- b. Raise \$80,000 for the Northam Chamber of commerce through a differential rate for the 2021/22 financial year
- c. Raise \$30,000 for the Northam Chamber of Commerce through a differential rate for the 2022/23 financial year
- d. Review the raising of a differential rate for the Northam Chamber of Commerce as part of the 2023/24 budget process.

Option 3

- a. Allocate a grant of \$127,000 to the Northam Chamber of Commerce for the 2020/21 financial year
- b. Allocate a grant of \$80,000 to the Northam Chamber of Commerce for the 2021/22 financial year
- c. Allocate a grant of \$30,000 to the Northam Chamber of Commerce for the 2022/23 financial year
- d. Review the grant to the Northam Chamber of Commerce as part of the 2023/24 budget process.

If Option 3 is to be supported the grant for the 2020/21 financial year would need to be funded as part of the COVID-19 Response Package, as budgeted revenue will decrease by \$127,000, and will also impact operating revenue for the 2021/22 and 2022/23 financial years.

Option 4

Discontinue raising a differential rate on behalf of the Northam Chamber of Commerce. If this option is adopted commercial landowner rates will reduce by 8.3%

### Plant Program

The following options have been presented for Council's consideration, these have been previously discussed as part of the COVID-19 response.

Option 1 - Greater focus on light vehicles, forming part of the Council Economic Support Package

Plant #	Detail	Purchase	Proceeds	Net
PN1201	N008 ISUZU FLOCON 2012	160,000	25,000	135,000
P5017	P5017 DYNAPAC VIBRO ROLLER 2005	50,500	5,500	45,000
PN1007	HAKO FOOT PATH SWEEPER	97,000	15,000	82,000
PN1412	NISSAN NAVARA DUAL CAB 2014 (PN1412) N11084	31,993	14,500	17,493
PN1308	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	27,602	8,000	19,602
PN1309	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	28,000	8,000	20,000
PN1401	MAZDA -BT50 TTOP 2014 WHITE PN1401 N10938	28,000	8,000	20,000
PN1605	ISUZU DMAX UTE 2016 DIESEL 4 X 2 N.4259 WKS SUPERVISOR 2016	27,985	11,000	16,985
PN1609	MITSUBISHI PAJERO SPORT GLS DIESEL 7 SEAT AUTO WHITE N11363	45,000	20,000	25,000
PN1517	MITSI TRITON 4x4	57,139	14,000	43,139
PN1516	MAZDA BT50	29,888	9,000	20,888
PN1519	MAZDA CX5 FWD AUTO 2016 SNR BUILDING SURVEYOR	30,327	11,000	19,327
PN1507	HOLDEN COMMODORE STORM SEDAN (N11114) WHITE PETROL (KILLARA)(PN1507)	35,000	15,500	19,500
PN1702	N11131- MAZDA CX-5 2017 GREY, 5 SEAT AUTO PETROL	45,000	23,500	21,500
<b>TOTALS</b>		<b>693,434</b>	<b>188,000</b>	<b>505,434</b>

Option 2 – Business as usual

Plant #	Detail	Purchase	Proceeds	Net
PN1201	N008 ISUZU FLOCON 2012	160,000	25,000	135,000
P5017	P5017 DYNAPAC VIBRO ROLLER 2005	50,500	5,500	45,000
PN1007	HAKO FOOT PATH SWEEPER	97,000	15,000	82,000
D	N5477 TWO WAY PIG TRAILER	75000	8,000	67,000
PN1308	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	27,602	8,000	19,602
PN1309	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	28,000	8,000	20,000
PN1401	MAZDA -BT50 TTOP 2014 WHITE PN1401 N10938	28,000	8,000	20,000
PN1609	MITSUBISHI PAJERO SPORT GLS DIESEL 7 SEAT AUTO WHITE N11363	45,000	20,000	25,000
PN1517	MITSI TRITON 4x4	57,139	14,000	43,139
PN1516	MAZDA BT50	29,888	9,000	20,888
PN1702	N11131- MAZDA CX-5 2017 GREY, 5 SEAT AUTO PETROL	45,000	23,500	21,500
<b>TOTALS</b>		<b>643,129</b>	<b>144,000</b>	<b>499,129</b>

### **Bird Netting Northam Aquatic Facility \$55,000**

Since the Northam Aquatic Facility was completed, corellas have chewed through the rubber piping twice. Wildlife damage is not covered in Council's insurance. As the expenditure itself for the repairs is not significant the risk of significantly increased water and gas charges is such that staff are recommending this project be included in the draft budget.



### **Fees and Charges**

The organisations identified in the following list are those who have regular recurrent events/programmes occurring in the Shire of Northam. They have requested fees and charges be waived to assist their events and programmes annually with individual reports being presented to Council to write off the fees and charges.

Each of these events/programmes are perceived as having a charitable/community service benefit. In all cases previous requests for fee waiver have been approved by Council, or by delegated authority as per Policy C3.4-Write off/Waive of small fees or debts. It is felt that acknowledging these groups in the annual fees and charges will reduce the administrative requirement of producing Council reports on each occasion:

Charitable/ fundraising events

- Wheatbelt Relay For Life
- Youth Futures Pipeline Challenge
- Vintage Swap Meet
- Give Me 5 For Kids Fundraising events
- Pink Up Northam

Community Service

- Directions Careers Expo
- School Drug Education and Road Aware (SDERA) Health and Well Being Expo
- Seniors Council of WA-Seniors Olympics
- Northam RSL

Additional requests for write-off of fees and charges will continue to be presented to Council as required or by delegated authority as per Council Policy C3.4-Write off/Waive of small fees or debts.

**Write-off Fees and Charges Shire of Northam Sporting, Recreation and Community Organisations**

One area that has been particularly affected by COVID-19 is community, sport & recreational groups. Due to the onset of COVID-19, community sport and recreation clubs and organisations have been forced to cease operations for summer sports, and have not commenced activities for winter season sports to date.

Whilst there has now been some direction on resuming competitive sports, there are still restrictions in place which will have a highly detrimental effect on the way that clubs and competitions operate, particularly in the form of ability to raise funds.

Sport, community and recreation activities, particularly in rural and regional communities, is seen as a large component of the community fabric. With the onset of COVID-19, sport and recreation clubs have been unable to operate and are only now being allowed to commence operating in a reduced capacity. Whilst it is acknowledged that the losses to community sporting clubs is not as significant as it maybe be for some professional sporting clubs, there will be impacts, with regard to both income and membership, as a result of the COVID-19 pandemic.

Currently the following club/associations pay fees and charges to utilise Council facilities. The following table outlines the fees and charges that would have been collected had all sports been operating as normal. This list is for the major sports and for complete season fees. It does not take into account any other supplementary bookings outside the normal seasonal bookings, such as additional room hire.

<b>Club/Association</b>	<b>Annual Fee/Charges</b>
Northam Cricket Association	\$3,400
Northam Junior Cricket Association	\$2,100
Northam & Districts Little Athletics	\$2,000
Federals Football Club	\$7,700
Railways Football Club	\$7,700
Northam Junior Football Association	\$2,500
Northam Hockey Club	\$5,500
Northam Amateur Basketball Association	\$17204*
Northam Swimming Club	\$1,200
Wundowie Swimming Club	\$1,200
Northam Netball Association	\$19685 **
Northam Indoor Hockey Association	\$7100 ##
<b>TOTAL</b>	<b>\$77289</b>

\*Have already paid \$9975.

\*\* 2019 Winter Season fee

## Average season fee for last 3 seasons

Providing fee removal / reduction to various groups will provide some stimulus to sporting groups and individuals in the Shire to continue to provide sport and recreation options for the community. As restrictions on community sport continue to be eased, the opportunities for sport participation during the winter period continue to improve, but there is still no certainty of commencement, due to a range of restrictions that are in still in place. Additionally, whilst it would currently appear that there could be a whole summer season, the unknown is whether there are any impediments still in place which may affect clubs' abilities to operate at previous levels, and to potentially increase participation numbers.

As a result, it is recommended that fees and charges for one complete winter/summer season only be waived. The situation in regard to operation of the clubs and sports will be reviewed in early 2021 to ascertain how they are operating. If any further assistance is required, a further report will be presented to Council for consideration. These fees and charges are not included in the Draft Budget as presented and forms part of the COVID-19 Response Package presented to Council as part of this agenda.

**Items Raised for Discussion by Elected Members**

Cr Ryan would like some discussion based around the BKB Centre based around future initiatives aimed at increasing revenue.

**RECOMMENDATION**

**That Council suspends Standing Orders 8.5 and 8.9 to allow further discussion pertaining to the Budget content.**

**RECOMMENDATION**

**That Council resumes Standing Orders 8.5 and 8.9 to allow formal debate pertaining to the Budget content.**

**Part 1 - Northam Chamber of Commerce**

**RECOMMENDATION**

**That Council;**

- a. Raise \$127,000 for the Northam Chamber of Commerce through a differential rate for the 2020/21 financial year for inclusion in the presented 2020/21 draft budget.**
- b. In partnership with the Northam Chamber of Commerce survey the current property owners levied the differential rate seeking their input into the future of the levy (i.e. whether it should be maintained, increased, or decreased)**

**Part 2 - Plant Program**

**RECOMMENDATION**

**That Council endorse the following listed plant and equipment program (option 1) for inclusion in the presented 2020/21 draft budget;**

<b>Plant #</b>	<b>Detail</b>	<b>Purchase</b>	<b>Proceeds</b>	<b>Net</b>
<b>PN1201</b>	N008 ISUZU FLOCON 2012	160,000	25,000	135,000
<b>P5017</b>	P5017 DYNAPAC VIBRO ROLLER 2005	50,500	5,500	45,000
<b>PN1007</b>	HAKO FOOT PATH SWEEPER	97,000	15,000	82,000
<b>PN1412</b>	NISSAN NAVARA DUAL CAB 2014 (PN1412) N11084	31,993	14,500	17,493
<b>PN1308</b>	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	27,602	8,000	19,602
<b>PN1309</b>	TOYOTA HILUX WORKMATE MAN 2.7L PETROL WHITE	28,000	8,000	20,000
<b>PN1401</b>	MAZDA -BT50 TTOP 2014 WHITE	28,000	8,000	20,000
<b>PN1605</b>	PN1401 N10938	28,000	8,000	20,000
<b>PN1609</b>	ISUZU DMAX UTE 2016 DIESEL 4 X 2 N.4259 WKS SUPERVISOR 2016	27,985	11,000	16,985
<b>PN1517</b>	MITSUBISHI PAJERO SPORT GLS DIESEL 7 SEAT AUTO WHITE N11363	45,000	20,000	25,000
<b>PN1516</b>	MITSI TRITON 4x4	57,139	14,000	43,139
<b>PN1519</b>	MAZDA BT50	29,888	9,000	20,888
<b>PN1507</b>	MAZDA CX5 FWD AUTO 2016	30,327	11,000	19,327
<b>PN1702</b>	SNR BUILDING SURVEYOR HOLDEN COMMODORE STORM SEDAN (N11114) WHITE PETROL (KILLARA)(PN1507) N11131- MAZDA CX-5 2017 GREY, 5 SEAT AUTO PETROL	35,000	15,500	19,500
<b>TOTALS</b>		<b>693,434</b>	<b>188,000</b>	<b>505,434</b>

### Part 3 - Fees and Charges

#### RECOMMENDATION

##### That Council

1. Adopt zero fees and charges for the following events in the 2020/21 Budget:

- Wheatbelt Relay for Life
- Youth Futures Pipeline Challenge
- Vintage Swap Meet
- Give Me 5 For Kids Fundraising events
- Pink Up Northam
- Directions Careers Expo
- School Drug Education and Road Aware (SDERA) Health and Well Being Expo
- Seniors Council of WA-Seniors Olympics
- Northam RSL

2. Waive the facility hire fees and charges for the following sporting and recreation groups for the winter season 2020 and the summer season 2021:

• Northam Cricket Association	\$3,400
• Northam Junior Cricket Association	\$2,100
• Northam & Districts Little Athletics	\$2,000
• Federals Football Club	\$7,700
• Railways Football Club	\$7,700
• Northam Junior Football Association	\$2,500
• Northam Hockey Club	\$5,500
• Northam Amateur Basketball Association	\$17,204
• Northam Swimming Club	\$1,200
• Wundowie Swimming Club	\$1,200
• Northam Netball Association	\$19,685
• Northam Indoor Hockey Association	\$7,100

## Part 4 – COVID-19 Financial Response

### RECOMMENDATION

That Council includes the following projects and initiatives, totalling \$6,035,000, in the presented 2020/21 Annual Budget as Councils additional response to the Covid-19 Pandemic;

#### ECONOMIC SUPPORT

a. Additional drainage - Bakers	100,000
b. CBD & Bernard Park master plans (estimates)	
a. St John Ambulance	250,000
b. Dome Laneway & Kerbside precinct	100,000
c. Signage / alfresco / parklets	50,000
d. Beavis Place corner - road realign/car park/footpath/open space	500,000
c. Depot	2,000,000
d. Old Northam Pool demolition	400,000
e. RV Friendly - Northam (including overnight site development at former pool)	250,000
f. RV Friendly Bakers Hill	100,000
g. Bernard Park Play Centre Render	15,000
h. Replace Burt Hawke ceiling	50,000
i. Kitchen Memorial Hall	30,000
j. Overnight caravan stay dump point	20,000
k. Train Station (Peel/Minson/Duke)	80,000
l. Duke Street bitumen footpath (Gorden to Grey)	15,000
m. New Toilets & Parking (Skate Park)	170,000
n. Shade Structures Bernard Park	75,000
o. Install outdoor shade structures around Bakers Hill Oval	50,000
p. New Kitchen Bert Hawke	30,000
q. RV Friendly Wundowie	150,000

#### COMMUNITY SUPPORT

r. Waiving all sporting club fees 2020/21 for Council owned facilities & looking at incentives / support for sporting groups	150,000
s. Local Sporting projects (2/3 support for applications to CSRFF)	300,000
t. Community Plans	50,000
u. Southern Brook Playground	25,000
v. Upgrade existing playground at Rec. Centre Bakers Hill	25,000
w. Community events	50,000

#### ECONOMIC STIMULUS

x. Development incentive	1,000,000
y. Final details of the Development incentive scheme to be endorsed by Council in July 2020	

FUNDED FROM		
a. 2019/20 Surplus	\$	150,000
b. 2020/21 Budget	\$	950,000
c. Reserve	\$	1,090,000
d. Debt	\$	3,845,000

### Part 5 Roads Program

RECOMMENDATION					
That Council endorse the following road project locations at total cost of \$3,004,049 for inclusion in the 2020/21 Draft Annual Budget;					
Road Name	Start	End	Locality	Length	Treatment Type
<b>PROPOSED ROAD PROGRAM 2020-2021</b>					
WERRIBEE ROAD	0	1410	WUNDOWIE	1410	Rehab./ Reseal
MARKEY STREET	0	110	NORTHAM	110	Reseal
SOUTHERN BROOK ROAD	16330	17300	SOUTHERN BROOK	970	Rehab./ Reseal
JENNAPULLIN ROAD	9330	11500	GRASS VALLEY	2170	Reconstruct/ Widening/ Reseal
LYON STREET	0	600	NORTHAM	600	Rehab./ Reseal
KURINGAL ROAD	0	550	WUNDOWIE	550	Reseal
LEEDER ROAD	1510	2360	SPENCER BROOK	850	Reseal
LESCHENAULTIA ROAD	0	350	WUNDOWIE	350	Reseal
HARVEY ROAD	0	470	SPENCER BROOK	470	Reseal
WELLINGTON STREET	520	850	NORTHAM	330	Reconstruct / Asphalt
DUKE STREET	2470	2940	NORTHAM	470	Reseal
GAIRDNER & WELLINGTON ST Round about	40	160	NORTHAM	120	Reconstruct / Asphalt
EADINE ROAD - BRIDGE			CLCKLINE		Culvert Upgrade
SPRINGFIELD ROAD	0	120	NORTHAM	120	Reseal
Maintenance - Capital			Various Roads		Shoulders/ Patch Repairs

**Part 6 – Endorsement of Draft 2020/21 Budget**

**RECOMMENDATION**

That Council endorse the draft 2020/21 Annual Budget as presented (incorporating decisions made at this meeting), including the following adjustments;

1. Add the following budget items;
  - a. Including the Netting for the Northam Aquatic Facility Solar System of \$55,000
  - b.
2. Authorise the Chief Executive Officer to advertise the proposed differential rating based on no increase to the 2020/21 financial year rate in the dollar or minimum rate.
3. Pursuant to section 6.12(1)(c) of the *Local Government Act 1995*, write off rates on the following assessments, totalling \$43,060.45 to ensure UV properties with an increase in the annual yearly UV revaluation have no rates increase in 2020/21;

A15382	\$1,033.56	A2007	\$96.88	A1171	\$198.86	A1173	\$234.55
A753	\$1,004.50	A2415	\$96.88	A689	\$198.05	A2686	\$234.55
A16580	\$948.42	A16232	\$96.88	A467	\$193.76	A1206	\$229.46
A16553	\$878.84	A2533	\$96.88	A15320	\$191.86	A16479	\$228.99
A15939	\$611.88	A15770	\$92.83	A1821	\$191.85	A15332	\$224.36
A2693	\$545.59	A2636	\$86.68	A1233	\$188.67	A16236	\$222.80
A2348	\$525.20	A16002	\$86.68	A1681	\$185.67	A16502	\$222.80
A16526	\$509.90	A15714	\$86.68	A2514	\$185.67	A1334	\$216.62
A15986	\$499.70	A1205	\$86.68	A2417	\$185.67	A2488	\$216.62
A1048	\$489.50	A15987	\$86.68	A2535	\$183.56	A984	\$216.61
A15932	\$484.41	A355	\$81.58	A360	\$183.56	A2390	\$214.16
A962	\$484.40	A15622	\$81.58	A649	\$179.49	A16106	\$214.16
A1822	\$469.11	A1035	\$81.58	A597	\$179.48	A417	\$214.16
A16113	\$457.98	A2389	\$81.58	A1149	\$178.47	A1012	\$214.16
A16511	\$453.81	A1791	\$81.58	A425	\$173.37	A373	\$214.16
A1027	\$438.51	A16353	\$81.58	A16557	\$173.37	A1411	\$210.42
A748	\$402.29	A2680	\$81.58	A1973	\$173.37	A408	\$209.06
A2468	\$382.43	A2254	\$76.49	A2097	\$173.29	A1108	\$209.06
A1143	\$382.42	A16084	\$76.48	A433	\$168.27	A760	\$204.24
A2512	\$382.42	A1071	\$76.48	A609	\$167.10	A16480	\$30.94
A440	\$377.32	A1957	\$74.27	A2109	\$167.10	A2098	\$30.94
A15933	\$372.22	A2704	\$74.27	A1276	\$167.10	A16205	\$30.59
A15678	\$372.22	A352	\$71.39	A687	\$163.17	A15641	\$25.50
A2354	\$372.22	A1204	\$71.39	A932	\$163.17	A369	\$25.49
A2263	\$367.13	A2195	\$71.39	A16421	\$163.17	A1020	\$25.49

A15651	\$356.93	A488	\$71.39	A1624	\$160.91	A1357	\$18.56
A1843	\$352.78	A1169	\$68.08	A692	\$160.91	A485	\$15.30
A672	\$352.77	A15546	\$66.29	A1382	\$160.91	A15331	\$15.30
A16093	\$346.58	A16558	\$66.29	A1116	\$160.91	A15621	\$15.30
A412	\$341.63	A2534	\$66.29	A2352	\$158.07	A643	\$12.38
A786	\$336.53	A637	\$61.89	A1023	\$154.73	A15483	\$12.38
A2538	\$334.21	A1033	\$61.88	A605	\$154.73	A2373	\$12.37
A848	\$334.21	A15624	\$61.19	A558	\$154.72	A2500	\$10.20
A980	\$331.44	A489	\$61.19	A1261	\$152.97	A2529	\$10.20
A15713	\$326.34	A1633	\$61.19	A16420	\$147.87	A903	\$10.20
A2436	\$316.14	A16218	\$61.19	A16111	\$142.77	A1785	\$10.19
A16210	\$315.64	A1052	\$61.19	A15795	\$142.77	A1816	\$8.13
A392	\$305.94	A15790	\$56.09	A16501	\$142.77	A1423	\$6.19
A16187	\$303.26	A15623	\$56.09	A16237	\$142.35	A426	\$5.10
A2070	\$300.85	A888	\$56.09	A936	\$142.35	A1360	\$123.78
A981	\$300.84	A1267	\$56.09	A930	\$142.34	A1673	\$117.60
A1107	\$300.84	A1313	\$55.70	A1836	\$137.68	A2379	\$117.59
A2284	\$297.08	A16204	\$50.99	A1837	\$137.67	A16417	\$117.28
A15772	\$290.89	A1199	\$50.99	A16413	\$137.67	A961	\$117.28
A439	\$290.64	A2342	\$49.51	A885	\$136.16	A1463	\$117.28
A16086	\$290.64	A1756	\$45.90	A1433	\$136.16	A2069	\$112.18
A1485	\$284.70	A16524	\$45.89	A437	\$132.57	A1273	\$112.18
A1662	\$278.50	A1818	\$45.89	A349	\$132.57	A1374	\$111.40
A348	\$275.34	A1221	\$45.89	A1431	\$129.97	A978	\$107.08
A397	\$270.24	A16092	\$43.33	A1438	\$129.97	A16499	\$107.08
A469	\$260.05	A2372	\$43.32	A16552	\$127.48	A1328	\$105.21
A15756	\$254.95	A15548	\$40.79	A15547	\$127.48	A15551	\$101.98
A435	\$249.85	A1202	\$40.79	A416	\$127.48	A2289	\$101.98
A1015	\$249.85	A15929	\$37.13	A396	\$127.47	A1835	\$99.02
A2051	\$249.85	A2374	\$37.13	A1194	\$123.78	A1371	\$99.02
A15328	\$241.37	A2701	\$37.13	A920	\$123.78	A1303	\$99.02
A1919	\$239.66	A1229	\$35.70	A16301	\$123.78	A15737	\$96.88
A915	\$235.18	A2245	\$30.95	A1290	\$123.78	A1706	\$96.88
A400	\$96.88	A448	\$203.96	A1218	\$234.56		

## Attachment 1 – Shire of Northam – COVID-19 Response

Shire of Northam - COVID-19 Response							Estimated duration of work (work days)	Primary Industry Sector supported
Strategy	Staff original	Councillor Proposed	Staff Revised	Source of funding		Comment		
<b>SUPPORT PACKAGE</b>								
<b>Economic Support</b>								
Additional drainage - Bakers	300,000	-	100,000	Debt		Potential high labour cost	60	Construction - Civil
CBD & Bernard Park master plans (estimates)		-		2020/21 budget				
St John Ambulance	250,000	250,000	250,000	2020/21 budget			30	Construction - Civil
Dome Laneway & Kerbside precinct	100,000	100,000	100,000	2020/21 budget			20	Construction - Civil
Signage / alfresco / parklets	50,000	50,000	50,000	2020/21 budget			15	Manufacturing
Beavis Place corner - road realign/car park/footpath/open space	500,000	500,000	500,000	2020/21 budget			30	Construction - Civil
Depot	2,000,000	2,000,000	2,000,000	Debt			70	Construction - Civil/Building
Admin Building	1,000,000	-	-	Debt			50	Construction - Civil/Building
	-	-						
Old Northam Pool demolition	500,000	500,000	400,000	Debt		(Have sourced \$100k funding from trust)	20	Construction - Civil
RV Friendly - Northam (including overnight site development at former pool)	300,000	300,000	250,000	Reserve			30	Construction - Civil
RV Friendly Bakers Hill	100,000	100,000	100,000	Reserve			20	Construction - Civil
Boards & Lighting - Swinging Bridge	-	30,000	-	Debt	Cr Girack		5	Construction - Building
Bernard Park Play Centre Render	-	15,000	15,000	Debt	Cr Girack		5	Construction - Building
Replace Burt Hawke ceiling	-	50,000	50,000	Debt	Cr Girack		5	Construction - Building
Kitchen Memorial Hall	-	30,000	30,000	Debt	Cr Girack		5	Construction - Building
Overnight caravan stay dump point	-	20,000	20,000	Debt	Cr Girack		2	Construction - Civil
Mt Ommanney design	-	30,000	-	Reserve	Cr Girack	Limited if any local content	-	
Train Station (Peel/Minson/Duke)	-	80,000	80,000	Debt	Cr Pollard		15	Construction - Civil
Duke Street bitumen footpath (Gorden to Grey)	-	15,000	15,000	Reserve	Cr Pollard		2	Construction - Civil
New Toilets & Parking (Skate Park)	-	240,000	170,000	Reserve		Some local content, mainly in car park. However no longer term benefit identified. Recommending toilets only	15	Construction - Civil
					Cr Tinetti			
Shade Structures Bernard Park	-	75,000	75,000	Reserve	Cr Tinetti		10	Manufacturing
Install outdoor shade structures around Bakers Hill Oval	-	50,000	50,000	Reserve	Cr Tinetti		10	Manufacturing
New Kitchen Bert Hawke	-	50,000	30,000	Reserve	Cr Tinetti		10	Construction - Building
RV Friendly Wundowie	-	-	150,000	Debt		No services included. Services potentially adds \$250k	15	
	5,100,000	4,485,000	4,435,000					
<b>Community Support</b>								
Waiving all sporting club fees 2020/21 for Council owned facilities & looking at incentives / support for sporting groups	150,000	150,000	150,000	2019/20 Budget				
Local Sporting projects (2/3 support for applications to CSRFF)	300,000	300,000	300,000	Reserve				
Community Plans	80,000	80,000	50,000	2020/21 budget		Various projects identified in list from Community Plans		
Souther Brook Playground	-	25,000	25,000	Reserve	Cr Antonio	No local content		
Upgrade existing playground at Rec. Centre Bakers Hill	-	50,000	25,000	Reserve	Cr Tinetti	No local content		
Community events	50,000	50,000	50,000	Reserve		Will focus on local content		
	580,000	655,000	600,000					
<b>Economic Stimulus</b>								
Development incentive	1,000,000	1,000,000	1,000,000	Debt				
	1,000,000	1,000,000	1,000,000					
	6,680,000	6,140,000	6,035,000	\$ -				
<b>Funded by:-</b>								
2019/20 Budget	150,000	\$ 150,000	\$ 150,000					
2020/21 Budget	980,000	\$ 980,000	\$ 950,000					
Reserve	750,000	\$ 1,285,000	\$ 1,090,000					
Debt	4,800,000	\$ 3,725,000	\$ 3,845,000					
	6,680,000	\$ 6,140,000	\$ 6,035,000					

**Attachment 2 – 2020/21 Roads Program**

2020/21 Road Program									
Road Name	Start	End	Locality	From	To	Length	Scopes Included	Treatment Cost	Comment
WERRIBEE ROAD	0	1410	WUNDOWIE	Hawke Ave	No rd	1410	Spray Seal+Rehab+recon	\$ 233,984	
MARKEY STREET	0	110	NORTHAM	Park lane	End	110	Spray Seal + New Cul/De sec + Kerb	\$ 51,939	Deferred from 19/20
SOUTHERN BROOK ROAD	16330	17300	SOUTHERN BROOK	no rd	Mcmanus Rd	970	Spray Seal+Rehab	\$ 202,254	NCS10166
JENNAPULLIN ROAD	9330	11500	GRASS VALLEY	Sothem Bk Rd	Rockvale Rd	2170	Widening	\$ 610,172	RRG-Approved & endorsed-18/19
LYON STREET	0	600	NORTHAM	Throssell St	Byfield St	600	Sprary Seal + Rehab+Kerb	\$ 185,100	Deferred from 19/20
KURINGAL ROAD	0	550	WUNDOWIE	Crovea Tce	Banksia Av	550	Sprary Seal + Minor Rehab+Kerb	\$ 92,496	Deferred from 19/20
LEEDER ROAD	1510	2360	SPENCER BROOK	Harvey Rd	Tighe Rd	850	Spray Seal	\$ 26,950	
LESCHENAULTIA ROAD	0	350	WUNDOWIE	Burma St	Banksia Av	350	Spray Seal	\$ 15,850	Endorsed as draft 20/21
HARVEY ROAD	0	470	SPENCER BROOK	Leeder Rd	End	470	Spray Seal + Minor Rehab	\$ 59,308	Deferred from 19/20
WELLINGTON STREET	520	850	NORTHAM	GREY ST	Gordon St	330	Asphalt + Recon +Drainage	\$ 370,074	Endorsed as draft 20/21
DUKE STREET	2470	2940	NORTHAM	Hatton St	Bum StSth	470	Spray Seal & Rehab	\$ 20,940	Endorsed as draft 20/21
GARDNER & WELLINGTON	40	160	NORTHAM	no rd	no rd	120	Asphalt + Recon + Kerb	\$ 124,528	Endorsed as draft 20/21
EADINE ROAD - BRIDGE			CLCKLINE				replace with Culvert	\$ 194,235	50/50 funding funded
SPRINGFIELD ROAD	0	120	NORTHAM	Gommaling Rd	Doctors Dr	120	Spray Seal+Minor Rehab	\$ 42,841	Endorsed as draft 20/21
Maintenance - Capital				Various Roads				\$ 771,378	Resheet/ Shoulders/ Patch Repairs
					<b>Total Length</b>	<b>8520</b>		<b>\$ 3,004,049</b>	<b>\$ -</b>

### Attachment 3 – Correspondence, Northam Chamber of Commerce



Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

records@northam.wa.gov.au

8 June 2020

Dear Mr Whiteaker (Jason)

**Re: Northam Chamber of Commerce and differential rate funding.**

On 3 June 2020, the Northam Chamber of Commerce met and discussed our support programs for businesses during the COVID-19 pandemic emergency and into recovery.

The Board is aware that the Shire of Northam is preparing its next years budget and that the Shire will be exploring ways to help alleviate financial hardship for businesses as part of the Shire's strategy for economic recovery.

The Board requests the Shire of Northam continue to support the Northam Chamber of Commerce as it has been by levying a differential rate to help fund the Northam Chamber of Commerce for the next financial year. This funding will allow the Northam Chamber of Commerce to continue the good work we have been doing in supporting our businesses and commerce in the Shire of Northam.

In the lead up to the budget council meeting on 10 June 2020, the Board offers to make themselves available to meet with Councillors and provide the Councillors with an opportunity to ask any questions that they may have.

We look forward to future conversations on the matter.

Yours sincerely



Michael Ryan  
President  
Northam Chamber of Commerce

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Northam Chamber of Commerce  
160 Fitzgerald St, NORTHAM WA 6401 PO Box, Northam WA 6401  
info@northamchamber.com.au

**12.5 COMMUNITY SERVICES**

Nil.

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**