



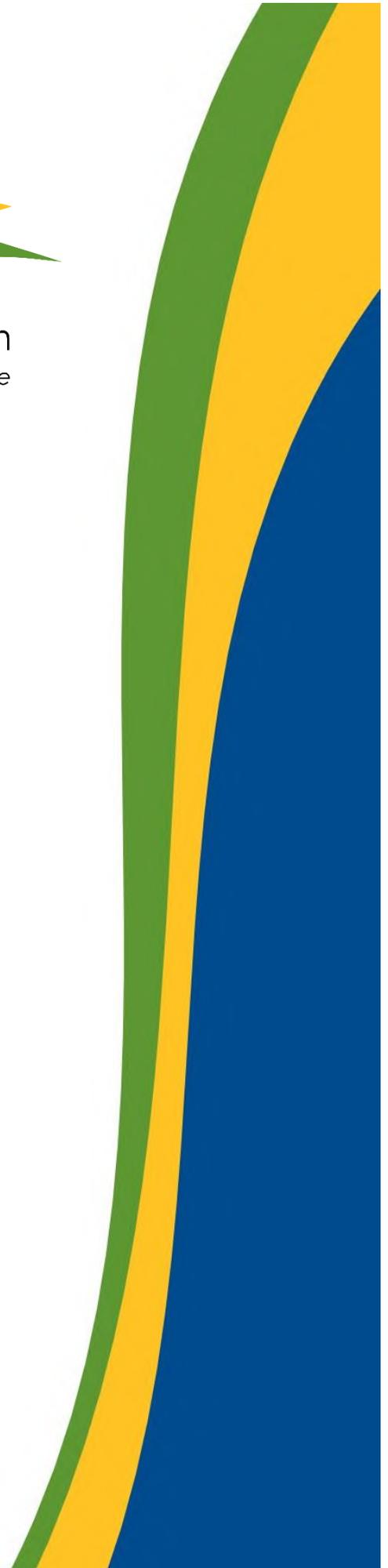
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

18 November 2020



NOTICE PAPER
Ordinary Council Meeting
18 November 2020

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Northam Recreation Centre, Northam on 18 November at 5:30pm.

A Forum meeting was held in the Northam Recreation Centre on 11 November 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
J E G Williams
M 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 Corporate Services	C Young
Executive Assistant – CEO	A C McCall
Coordinator Governance / Administration	C F Greenough

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr Terry Little has been granted leave of absence from 3 November 2020 to 14 November 2020 (inclusive).

2.3 ABSENT

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Progress & Community Associations 2020/2021 Budget Allocation	12.5.1	Cr J E G Williams	Impartiality	She is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.
		Cr C R Antonio	Impartiality	Member of Quellington, Grass Valley and Southern Brook Community Associations.
		Cr T M Little	Impartiality	Former member of community groups mentioned.
		Cr D Galloway	Impartiality	He is President of the Wundowie Progress Association.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
26/10/2020	Voice of the Avon Radio Interview
27/10/2020	MMM Weekly Radio Interview
27/10/2020	Wheatbelt Healthy Weight Action Workshop
03/11/2020	MMM Weekly Radio Interview
03/11/2020	Melbourne Cup
06/11/2020	AROC Presidents Video Conference
06/11/2020	Citizenship Ceremony - Northam
07/11/2020	Lions Community Markets
09/11/2020	MMM Weekly Radio Interview
10/11/2020	LG – Community Engagement Webinar
10/11/2020	OASG Fortnightly Video Conference
11/11/2020	Northam RSL Remembrance Day Service
11/11/2020	Meeting with Northam Chamber of Commerce
12/11/2020	Australian of the Year Awards - Perth
13/11/2020	WALGA Webinar with the WA State Treasurer
14/11/2020	McHappy Day event - Northam
16/11/2020	MMM Weekly Radio Interview
16/11/2020	AROC Presidents Meeting - Toodyay
18/11/2020	Governor of WA visit, Book Launch and Historic Building Tour
<u>Upcoming Events</u>	
19/11/2020	Tour of Buckland Estate
20/11/2020	Avon-Midland Country Zone Meeting – Wongan Hills
21/11/2020	Shire of Toodyay – Official Opening of Pool
23/11/2020	MMM Weekly Radio Interview
24/11/2020	OASG Video Conference
24/11/2020	Grass Valley Progress Association AGM
26/11/2020	Northam Chamber of Commerce AGM
30/11/2020	Agristart Regional Innovation Showcase - Perth
02/12/2020	International Volunteer Day Morning Tea - Northam
04/12/2020	AROV Presidents Video Conference
05/12/2020	Lions Community Markets
05/12/2020	Old Northam Railway Station Museum Forum
07/12/2020	MMM Weekly Radio Interview
08/12/2020	OASG Video Conference
10/12/2020	Regional Capitals Alliance AGM - Perth
11/12/2020	Christmas on Fitzgerald's
16/12/2020	West Northam Primary School End of Year Presentations

Operational Matters:

With the increased traffic on the roads with the current Harvest, and the upcoming holiday season, it is a timely reminder to be careful on our roads.

With the WA Government lifting, for most Australian States, our hard borders from the 14th November, it is important that we maintain our vigilance (and common sense) about physical distancing and being aware of any COVID-19 risks

A Restricted Burning Period is now in place. With the Prohibited Burning period, at this stage, starting on the 30th November, and in place over the summer months, we need all ratepayers and residents to be aware, and adhere to the rules. Preparedness includes clearing of excess weeds around properties and cleaning of gutters.

Strategic Matters:

Continuing with the Shire of Northam's 2020/21 approved budget, projects that were identified to help stimulate our local economy are progressing.

Some of these include work at the Shire of Northam Depot, redevelopment of the Old Northam Pool Site, and RV friendly parking in Bakers Hill, Wundowie, and Northam.

Other measures include the Community Grants Assessment Committee, which continues to meet to assess any received applications.

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 P Ryan leave of absence from 9th December 2020 to 16th December 2020 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 21 OCTOBER 2020

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 21 October 2020 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 NOVEMBER 2020

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 11 November 2020.



Shire of Northam

Notes

Council Forum Meeting

11 November 2020

DISCLAIMER

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Preface

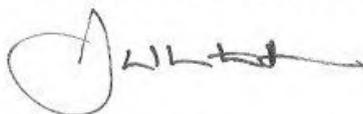
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 13 November 2020.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 18 November 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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Ordinary Council Meeting Notes
11 November 2020



1. DECLARATION OF OPENING

The Shire President declared the meeting open at 5:30pm.

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

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

Staff:

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Corporate Services
Executive Assistant – CEO

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

Public:

Public

Gary Williams

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Cr Terry Little has been granted leave of absence from 3 November 2020 to 14 November 2020 (inclusive) however attended the meeting.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with*

Ordinary Council Meeting Notes
11 November 2020



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

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

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

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Item Name	Item No.	Name	Type of Interest	Nature of Interest
Progress & Community Associations 2020/2021 Budget Allocation	12.5.1	Cr J E G Williams	Impartiality	She is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.
		Cr C R Antonio	Impartiality	Member of Quellington, Grass Valley and Southern Brook Community Associations.
		Cr T M Little	Impartiality	Former member of community groups mentioned.
		Cr D Galloway	Impartiality	He is President of the Wundowie Progress Association.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

No queries were raised in relation to this item.

Ordinary Council Meeting Notes
11 November 2020



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

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 21 OCTOBER 2020

No queries were raised in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 NOVEMBER 2020

No queries were raised in relation to this item.

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 22 SEPTEMBER 2020

Clarification was sought in relation to recommendation 2 and it was queried whether this was undertaken recently. The Chief Executive Officer advised that approximately 2-3 years ago Officers made contact with the shopping centres management who advised that they had processes in place to manage the

Ordinary Council Meeting Notes
11 November 2020



abandoned trolleys. The Executive Manager Engineering Services advised that they were experiencing issues with the contractor at the time which has since been replaced. It was also advised that there is an app to report the trolleys and they will collect within 24 hours. The Chief Executive Officer advised that although Officers have previously engaged, the perception of the committee is that it is still an issue and they are asking Council re-engage the shopping centres management and identify initiatives to address the concerns, i.e. try and bring back to a local contractor instead of a contractor coming from Perth.

11.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2020

No queries were raised in relation to this item.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Governance Policy Review

Clarification was sought in relation to:

- Whether the preamble for policy G 1.1 could be made clearer in relation to the respective parts of the policy. The Chief Executive Officer advised that these changes will be implemented in the Ordinary Council Meeting agenda.
- Whether policy G 1.1 will require existing Councillors to complete compulsory training. The Chief Executive Officer advised that this will require all Councillors to undertake compulsory professional development.

12.1.2 Shire of Northam Communication Plan 2020

Clarification was sought in relation to the wording of item 5.3 within the communication plan and whether this is binding. The Chief Executive Officer advised that Council would still needs to make a formal decision however will review the wording in the Plan.

Additional Comment

The empower element of the proposed strategy is provided as a reflection of what is considered to be a best practice approach to communication. It provide the flexibility to Council in the event it wishes to empower the community or a stakeholder to make a determination on a matter. Whilst the determination, in the majority of cases, would still require a final sign off of the Council, its intention would be to send a clear message to the stakeholder that

Ordinary Council Meeting Notes
11 November 2020



the Council, no matter the outcome, will honour the position of the stakeholder.

12.2 ENGINEERING SERVICES

12.2.1 RFT 13 of 2020 – Rehabilitation Oliver Street & Wellington Street, Northam

No queries were raised in relation to this item.

12.2.2 RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed

A typographical error was identified with the word 'Byfield' in the report summary box. This has been corrected in the Ordinary Council Meeting agenda accordingly.

12.3 DEVELOPMENT SERVICES

12.3.1 Review of Local Planning Policies – LPP2, 3, 6, 13 & 17

Clarification was sought in relation to:

- The requirement to fence a dam in a domestic setting. It was clarified that this is only applicable to rural smallholding and rural residential zones. It was queried whether it applies to a zone if the policy is silent. The Executive Manager Development Services advised that a dam is not a land use so is not covered by the scheme and therefore the policy has been developed. The Chief Executive Officer advised that section 3.3 and 3.4 of the policy covers this however Officers will review whether this is covered in the Scheme and if not consider adding wording that it will only be permitted in certain the zones.

Additional Comment

Officers have reviewed the Scheme and confirm this does not apply. Officers have therefore added an additional item to the policy which is detailed as follows:

3.2 The construction of dams will generally not be supported on Residential Zoned properties.

- A typographical error was identified at section 6.1 (d) of LPP2, this should be listed as 'restrictive covenant'. This has been corrected in the Ordinary Council Meeting agenda.
- Clarification was sought in relation to the practicality of removing asbestos prior to transportation. The Chief Executive officer advised that the intent is that there is additional effort and cost if the applicant wants to bring asbestos into our Shire.

Ordinary Council Meeting Notes
11 November 2020



- Clarification was sought in relation to LPP3, it was queried that if this is over 100 square metres development approval isn't required. The Executive Manager Development Services advised this is correct.
- Whether sea containers are applicable to this policy. The Executive Manager Development Services advised that this is covered by a separate policy.

12.3.2 Proposed Building Envelope Variation – 4 Cycad Crescent, Wundowie

Agenda item was withdrawn.

12.3.3 RFT 12 of 2020– Fire Mitigation Services Panel

Clarification was sought in relation to:

- The application of the policy. The Chief Executive Officer advised that Council must appoint 3 suppliers, if there is less than 3 you cannot establish a panel. If you have several categories you can establish a panel however must have a minimum of 3 suppliers for each category.
- A typographical error was identified in the recommendation and May should be listed as November. This has been corrected in the Ordinary Council Meeting Agenda accordingly.
- What will happen with the other categories where a panel is not being established. The Executive Manager Development Services advised that these will need to be re-tendered. It was advised that the burning will be done post-summer.
- Whether the most expensive supplier on the panel will be engaged. The Executive Manager Development Services advised that the suppliers are still required to provide quotes. Although they are listed on the panel there is no requirement to use them. The Chief Executive Officer advised that Officers would only engage someone who was more expensive if it was a matter of urgency or there was some other value for money rationale.
- Whether the quantum of tenders fits the overall budget. The Executive Manager Development Services advised that generally yes, even with the tenderer at the higher rate however this cannot be confirmed without reviewing each item of work.
- Whether the majority of the works is prescribed burning. The Executive Manager Development Services advised that the majority of work is for the other categories. Given there is so many variables, it is difficult to provide a rate for these works. It was advised that this year Officers went through quote process for firebreaks to be done before the current season.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – October 2020

Reference	Page #	\$	Details Reference	Question	Query By	Answer
37948	162	21004.01	Dun Direct - rate credit refund	Unusually high amount?	Cr Pollard	They accidentally paid twice.
37955	162	10505.00	FORM - Building a state of creativity Inc. Brochure and content for BKB	Value for money concerns. How was this assessed?	Cr Pollard	Various proposals had been received over a prolonged period (approximately 18 months) to develop marketing direction and marketing assets for the BKB, including Tourism WA. FORM were selected based on an 'interview' type scenario where they presented their ideas around how we could better position and market the BKB. A number of 'assets' including brochures, promotional materials for media and a number of promotional videos that will be utilised in social media and in the centre itself have been developed. Is within budget and complied with purchasing policy.
38013	172	1320.00	Civic Legal	Did not see this in our monthly officer's report? Did I miss it	Cr Pollard	This was legal advice pertaining to the potential termination of an employee, hence not included in the legal actions update.
38066	184	1396.41	CMMR - Gifted light tower repairs	Related to ex SES towers?	Cr Pollard	AROC lighting tower.
		605.00	CMMR - Replace hooks	Expensive hooks?	Cr Pollard	Hooks to hang portable sheep Yards on Ranger's trailer
38116	192	104500.00	Footpath sweeper	I must have missed this in the draft budget plant	Cr Pollard	It was part of the endorsed plant replacement Program

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
				replacement process?		
38138	196	4290.00	Blackwell - reflux valve at Library	I thought we did this valve quite recently?	Cr Pollard	No, this was identified as being required for compliance during the toilet upgrade project.
Ccard	210	Various	Fuel to Exmouth and back	Holiday?	Cr Pollard	Yes, in accordance with employment conditions and Council Policy.

12.4.2 Financial Statement for the period ending 31st October 2020

Reference	Page #	\$	Details Reference	Question	Query By	Answer
Income:						
Note 5	214	GP Funding	Under budget re \$29063	Is the \$30902 yet to be spent	Cr Pollard	Yes, if GRV Valuations are received from Landgate anticipated April/May, 2021
Acq assets	221	19010.00	Admin building solar \$0 actual	Done and paid in September?	Cr Pollard	Awaiting invoice from Solar Gain.
		19725.00	LED Fire Danger Rating Signs \$0 ytd	Coming pre fire season?	Cr Pollard	No, pending outcome of the Royal Commission into National Disasters
		4075.00	Automated Weather Station \$0 ytd	Coming pre fire season?	Cr Pollard	No, pending outcome of the Royal Commission into National Disasters
		9800.00	Water Tank Smith Road \$1706 ytd only	Complete?	Cr Pollard	Completed, Awaiting invoices
	222	12885.00	Northam Hall gutters \$0 ytd	Not done pre winter?	Cr Pollard	Anticipated start March 2021, prior to winter
		30360.00	Wundowie pool solar \$0 ytd	When happening please?	Cr Pollard	This is still to be finished, footings in and installed by end of November
		10000.00	Wundowie pool bowl paint \$0 ytd	When happening please?	Cr Pollard	Work to begin April/ May 2021
		96000.00	Solar Northam Aquatic \$0 ytd	On Rec Centre roof = done?	Cr Pollard	The PO has been raised and is being completed in the new year, waiting for

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
						Western Power sign off on design.
		38130.00	Solar Rec Centre \$0 ytd	Yet already installed?	Cr Pollard	Awaiting invoice from Solar Gain.
		55000.00	Netting Rec Centre roof	When happening please?	Cr Pollard	Quotes received work to be completed by end of January
		38500.00	Jubilee Oval electric \$0 ytd	When happening please?	Cr Pollard	Currently liaising with Ag Society on scope of works
		80000.00	Train Station - Peel/Minson/ Duke	What and when happening please?	Cr Pollard	Concept still under review
		10000.00	Old Girls School replace etc \$0 ytd	Already done?	Cr Pollard	Anticipated start March 2021
	223	2000000.00	Depot \$0 ytd	Design etc costs incurred??	Cr Pollard	Design Cost- invoice pending, Admin Building currently out to Tender.
		83054.00	Charles Street \$0 ytd	Was C/f 2019/20 - When happening?	Cr Pollard	Initial program focus is on projects which are funded externally.
		194235.00	Bridge Construction \$0 ytd	Thought we had done some?	Cr Pollard	This budget is specific to a culvert replacement, not part of maintenance works
	224	11300.00	Solar Visitors Centre \$0 ytd	Thought we had done this?	Cr Pollard	Awaiting invoice from Solar Gain.
		31990.00	BKB Building	Thought we had done this?	Cr Pollard	CCTV being installed next week.
	225	15000.00	Sale of old sweeper proceeds vs. \$4500	Why such a variation?	Cr Pollard	There were issues with the suction/ attachments, it was the best auction price we could obtain
	226	31550.00	Sale of Volvo Backhoe Loader	What were the budgeted proceeds?	Cr Pollard	Budget proceeds were \$17,000
				Is this one we spent \$20k+ on recently	Cr Pollard	No, in 2019/20 \$2,627 was spent on the loader servicing, repairs and registration.
Other:			Swimming pool gas	Can you please advise total	Cr Pollard	19/20 \$7,018.82 20/21 \$23959.58 Kleenheat Gas. The approximate

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Reference	Page #	\$	Details Reference	Question	Query By	Answer
				gas spend from inception i.e. 19/20 then 20/21 ytd please? Looks like \$75k+ approx.??		cost at this stage can only be considered as an estimate based on the solar panels reducing the gas usage, the pool being able to hold temperature and the weather. Custom made pool blankets will be requested for consideration at the budget review. This too would provide additional savings. The estimated amount of \$32,000 is calculated for the period November to April 30 2021.

12.4.3 Rates Exemption – Lot 1 Waterfall Avenue, Northam WA 6401

Clarification was sought in relation to the following:

- Whether they are a charitable organisation. The Executive Manager Corporate Services advised that research indicated that they are and a SAT determination confirms this.
- Whether there is a single dwelling on the property. The Executive Manager Corporate Services confirmed this is correct.
- Whether there are any SAT determinations which have not approved. The Executive Manager Corporate Services advised that Officers cannot find any cases where this has occurred.
- Is there something in place to stop them from continuously buying houses and requesting exemptions if a precedent was set? The Executive Manager Corporate Services advised that there is nothing in place.
- Whether other charitable organisations provide housing. The Chief Executive Officer advised that there are however the use has to be for a charitable purpose. It was advised that if Council wishes to refuse the application this could be on the basis that it doesn't fully meet the criteria as it is for residential purposes. However, Officers have recommended approval based on precedent and feel it would be approved through SAT.
- Whether they own the property. The Executive Manager Corporate Services confirmed they are the owners of the property.
- Whether the South West Land and Sea Council could apply for the same exemption with any of their residential properties. The Executive

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Manager Corporate Services advised that it is possible, however must be reviewed on a case by case basis.

- Whether the Supreme Court case can be provided. The Chief Executive Officer advised that this will be provided.

Additional Comment

Officers believe the most relevant case is the [Shire of Ashburton v Bindibindi Community Aboriginal Corporation \[1999\] WASC 108](#). This case specifically defines why aboriginal people should be exempt.

Additional cases below define charitable purposes in a variety of different cases:

- [Australian Flying Corps & Royal Australian Air Force Association \(WA Division\) Inc and City of Mandurah \[2013\] WASAT 89](#);
- [Uniting Church Homes \(Inc\) and City of Stirling \[2005\] WASAT 191](#);
- [Retirees WA \(Inc\) and City of Belmont \[2010\] WASAT 56](#)
- [Lemm and Others v The Federal Commissioner of Taxation \(1942\) 66 CLR 399](#).
- [Tangentyere Council Inc v The Commissioner of Taxes \[1990\] NTSC 14](#)
- [Shire of Ashburton v Bindibindi Community Aboriginal Corporation \[1999\] WASC 108](#).
- [Salvation Army \(Victoria\) Property Trust v Fern Tree Gully Corporation \(1952\) 85 CLR 159](#); [Technology Assisting Disability WA Inc and Town of Bassendean \[2011\] WASAT 154](#).

12.4.4 Sale of A12640

No queries were raised in relation to this item.

12.4.5 Lease of a portion of 44 Peel Terrace, Northam (Crèche)

Clarification was sought in relation to the following:

- Whether the Crèche was purpose built. The Chief Executive Officer confirmed that it was purpose built.
- Whether the group will have exclusive use. The Chief Executive Officer confirmed they will have exclusive use.
- Whether this will preclude others from using the toilets. The Chief Executive Officer advised that the lobby toilets will be for public/shared use.
- Whether there is an agreement in place for them to occupy the area. The Chief Executive Officer confirmed that there is no formal agreement in place.

Additional Comment

Officers confirmed that there was a memorandum of understanding prepared in 2016 for use of the area. Volunteering WA have been advised of the potential lease to be entered into and the requirement for them to vacate. Officers suggested they investigate Create298 as a potential location however advised them that there would be fees associated with using this space. Volunteering WA require space for 1-2 days per week only.

Volunteering WA head office have not expressed any concerns with relocating. Officers do not believe that Council needs to incorporate an item in its decision to cease the arrangement with Volunteering WA.

12.5 COMMUNITY SERVICES

Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as she is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.

Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a member of Quellington, Grass Valley and Southern Brook Community Associations.

Cr T M Little declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a former member of community groups mentioned.

Cr D Galloway declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is President of the Wundowie Progress Association.

12.5.1 Progress & Community Associations 2020/2021 Budget Allocation

It was requested that the wording be updated in the table to list the Christmas fair as a community fun day.

It was requested that the wording be updated for the community groups to reflect their correct names.

13. MATTERS BEHIND CLOSED DOORS

Nil.

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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 6:26pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 22 SEPTEMBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 22 September 2020.

Adoption of Recommendations:

RECOMMENDATION

That Council:

- 1. Accepts the update of the Community Safety and Crime Prevention Plan provided.**
- 2. Writes to the Northam shopping centres expressing Council concern for the proliferation of abandoned trollies in the community and requesting that shopping centre management engage with Council staff to develop initiatives to address these concerns.**
- 3. Accepts the Wundowie CCTV update.**
- 4. Accepts the update on the Shire's community response to the COVID-19 pandemic.**



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

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DISCLAIMER

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

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

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1. DECLARATION OF OPENING

The Chairperson Cr Williams declared the meeting open at 11:10am.

2. ATTENDANCE

Committee Members:

Chairperson	Cr Julie Williams
Councillor	Cr Rob Tinetti
Northam Police	Sgt James Parker
Northam PCYC	Ms Jane Atterby
Northam Roadwise Committee	Mr Cliff Simpson
WA Country Health	Ms Sonya Furnyvall
DLGSC	Ms Samantha Carnthwaite
Dept. of Communities Housing	Mr Attila Mencshelyi
Community Representative	Mr Denis Beresford
Department of Education	Ms Amanda Marshall

Committee Ex-Officio Members:

Shire of Northam	Ms Jaime Hawkins
Shire of Northam	Ms Jordyn Budas
Senior Ranger	Ms Kellee Walters
Ranger	Mr Jason Cacic
Chief Executive Officer	Mr Jason Whiteaker

2.1 APOLOGIES

Councillor	Cr Maria Girak
Wundowie Police	Sgt Sarah Clarke
Northam Youth Wellbeing Plan	Ms Jo-Anne Woodruff
Department of Education	Mrs Sharon Bray
Avon Community Services	Ms Kristie-Ann Andela
Northam Chamber of Commerce	Ms Esther Bliss
LDAG	Mrs Rose Power

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Dept. of Communities Child Protection & Family Support	Ms Dawn Lamperd
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3. DISCLOSURE OF INTERESTS

Nil.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 18 FEBRUARY 2020

RECOMMENDATION

Minute No: CSC.063

Moved: Mrs Jane Atterby
Seconded: Mr Attila Mencshelyi

That the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 18 February 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

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5. COMMITTEE REPORTS

5.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Attachment 1: Action Plan Update

A. BACKGROUND / DETAILS

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

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

The CSCP Plan 2017-2021 has brought all of the current data together to help the Committee to understand the question: "What is the Northam story?" This will help the committee to reconcile where the facts and the perceptions differ.

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B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

- Theme Area 2: Safety and Security.
 Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
 Objective: Plan and implement strategies to address crime and safety within the Shire of Northam:
- o increase community participation in identifying and reporting of crime
 - o increase community awareness and understanding of how to prevent crime and improve community safety
 - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

B.2 Financial / Resource Implications

There is a budget allocation of \$5,000 for Community Safety Plan initiatives

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

There has been ongoing engagement and consultation with stakeholders of the Community Safety and Crime Prevention Plan.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of public concern.	Low(3) x Moderate (3)= Moderate (9)	Cross agency Community Safety and Crime committee work together to

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			implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

C. OFFICER'S COMMENT

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

Criminal or Offending Behaviour

- Crime Statistics – yearly crime statistics per population have been provided by WALGA. Some of the main crime categories are presented in charts.
 - According to the WALGA supplied monthly statistics the number of offences in the Shire were down between March – June 2020 compared to last year and the typical monthly average. This number rose again in July 2020.
- Update to be provided from Northam Police.

Community Awareness

- Various community safety & crime prevention messages scheduled for Facebook for the remainder of 2020. These include Keep Australia Beautiful Week, snake season, Neighbourhood Watch Week, Keep Watch drowning prevention.
- Received funding through Bendigo Bank for a community clean-up day. This had to be postponed due to COVID-19 restrictions. Staff are investigating rescheduling this. Clean-up bags and equipment are available through the Shire if residents wish to conduct their own clean-up. If they do so they should register through Clean-Up Australia for insurance purposes.
- The Trolley Movement – noticed an increase of abandoned trolleys around town once more, particularly in and around the river. Need for new trolley campaign to be launched and promotion of the Coles & Woolworths abandoned trolley reporting methods.

Building Partnerships

- Shire's response to the COVID-19 pandemic helped facilitate improved relationships between several local service providers and the Shire.
- A database of local organisations and the services they provide was created so this information was readily available to people via the Shire

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COVID-19 portal or by contacting the Shire of Northam COVID support line.

Community Design

- Wundowie CCTV. An update on the project is provided as a separate report in this agenda.
- Business Support Grants are currently available through the Shire to local businesses. This can include CCTV.

RECOMMENDATION

Minute No: CSC.064

Moved: Cr Rob Tinetti

Seconded: Mrs Jane Atterby

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

CARRIED 10/0

Discussion was held around the motion.

Sgt James Parker entered at 11.25am.

The Community Development Officer, Ms Hawkins, provided a handout of crime statistics from WALGA showing the monthly statistics for Northam. Discussion was held regarding several areas of crime showing an increase compared to last year's statistics. Discussion was also held regarding the WALGA Zone (Avon-Midland zone) – Jurien bay to York out to Vic Plains Wongan Hills.

The Chief Executive Officer suggested that in reviewing the crime prevention plan for the next meeting, committee members should review the statistics (property damage, arson, non-domestic assault are higher than the averages, as well as the non-dwelling burglaries) to assist in identifying areas of potential focus and think about strategies that can be put in place to close the gaps and improve the community (it would be desirable to have Northam at or below the state/region averages).

Cr Williams stated that the driving causing bodily harm statistics were very high and a cause for concern.

Mr Beresford raised the possibility of gathering further information relating to the type of crime (e.g. arson – house fires or scrub fire). Sgt James Parker advised that the information release centre can provide those specific details.

Discussion was raised about the update of the trolley movement.

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The Shire had started impounding abandoned trolleys and requesting that the relevant supermarket/s pay the release fee.

The Senior Ranger advised that, having spoken with both of the supermarket trolley collectors, the collectors confirmed that the contractors are Perth-based and only come up if there is a large number of abandoned trolleys reported.

Sgt Parker suggested that the trolley tracker app is not known to everyone (including himself as a Police officer), and that the app should be advertised on social media to remind the community of the app, which can be used to report abandoned trolleys.

RECOMMENDATION

Minute No: CSC.065

**Moved: Mr Attila Mencshelyi
Seconded: Cr Rob Tinetti**

That Council write to the Northam shopping centres expressing Council concern for the proliferation of abandoned trollies in the community and requesting that shopping centre management engage with Council staff to develop initiatives to address these concerns.

CARRIED 10/0

Attachment 1 – Action Plan Update

Objective 1.1 Reduce the opportunity for crime or offending behaviour.

Strategies	Actions	Progress / Comments
Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).	Promote and support eWatch - public circulation of crime facts and figures.	The eWatch program was ceased by WA Police.
	Market at least one crime prevention tip per month as per the CSCP Communications Plan.	Saturation of COVID safety marketing March – June. Community safety tips have been posted to the Shire's FB under the banner of "Community Safety Corner" and other messages as they arise. Recent push regarding illegal parking around schools/bus zones.
Raise community awareness about the relationship between crime prevention and the physical design of their property.	Educate and encourage community members to improve security measures in residential buildings through the provision of checklists and information.	Information & checklists available on Shire website. Marketing through Facebook scheduled for remainder of 2020.
	Investigate and implement look, lock, leave vehicle safety signage program.	Vehicle security tips and information available through WA Police resources. No generic look, lock, leave signage.
	Promote the Burglar beware program.	Burglar beware message promoted on the VMB. Investigating other communication methods/resources.
	Provide the community with 'Do It Yourself' security audits.	Audits and informative resources available on the Shire's website.
	Market at least one 'designing out crime' tip per month as per the CSCP Communications Plan.	Tips available on Shire's website. Facebook marketing scheduled.
Support the Northam Chamber of Commerce to engage with local business to reduce the opportunity for crime.	Encourage shop owners to ask for identification when suspicious shoppers request to use Pay Wave.	
	Distribute to the Chamber information brochures targeting shop owners to reduce crime.	
	Facilitate business education on appropriate CCTV.	
	Contribute crime prevention tips to the Chambers of Commerce monthly newsletter.	
	Heighten awareness about how to design out crime with appropriate shop layout.	
Deliver the Lock and Light	Promote the Lock and Light	The Lock & Light Program has

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program.	Program to potential community members. Seek additional funding to continue the Lock and Light program.	ceased as it was found not viable. It was difficult to implement & relied heavily on the availability of Police personnel to conduct the audits.
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Objective 1.2 Increase community engagement and participation in identifying and reporting of crime.

Strategies	Actions	Progress / Comments
Develop a list of crime reporting and recording avenues. Promote to the community.	Promote the WA Police crime reporting methods.	Information available via the Shire's website. Promoted on an ad hoc basis via Facebook, newsletter & VMB.
	Market the launch of and promote the State CCTV Register - residential and business CCTV register for Police to access.	Shire were liaising with Police State CCTV team, however this project has now been put on hold by WA Police.
	Promote the Dob in a Dealer program.	Dob in a Dealer information available on Shire website. Other methods of promotion to be investigated.
	Market the Crime Stoppers brand.	Crime Stoppers brand promoted within Community Safety resources and messages.
Raise community awareness about how to identify a crime.	Introduce a natural surveillance improvement program - Eyes on the Street.	Eyes on the Street is no longer a program run through WA Police, however the principles of Eyes on the Street are still promoted within the Shire and crime reporting methods available on the Shire's website.
	Promote and support eWatch.	eWatch program is no longer operating.

Objective 1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

Strategies	Actions	Progress / Comments
Support the delivery of the Northam Shire Alcohol and Other Drugs Management Plan.	Support and attend AODMP meetings. Include AODMP initiatives on the CSCP Marketing and Communications Plan.	The Northam Shire Alcohol & Other Drug Management Plan expired in 2017. A new plan the Northam Youth Wellbeing Plan has since been launched in its place. Shire Officers have been attending Youth Wellbeing Plan meetings and promoting the key messages of the Plan.

Objective 1.4 Reduce youth crime.

Strategies	Actions	Progress / Comments
Investigate youth focused night support/security program to service young people in the	Research and report on existing youth focused night support/security programs.	2020 series of Night Hoops Basketball implemented.

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Shire of Northam.	Investigate youth drop-in opportunities and after hours support services that exist in the Shire of Northam and develop a 'map and gap' report to understand the requirements.	Service mapping occurred during Shire's COVID response. This information to be used for map & gap exercise. Headspace now in Northam.
	Support Northam PCYC and/or Avon Youth to extend/develop drop-in services.	
	Investigate street chaplaincy service.	https://www.stretchchaplain.com/ https://www.nyoongarpatrol.com.au/ https://redfrogs.com.au/
	Seek funding to implement youth focused support/security programs.	Community Crime Prevention Fund currently open. Investigating alternative projects.
Support and facilitate collaborative youth engagement initiatives.	Work with stakeholders to plan collaborative youth engagement initiatives.	Ongoing. Upcoming youth anti-graffiti initiative in Wundowie. PCYC Night Hoops program.
	Provide information about services and activities for youth within the community.	Dedicated page on the Shire's website for Information & Activities for Youth
	Forward plan and support the provision of school holiday activities for youth.	Limited school holiday activities in July due to uncertainties re COVID-19 & limited funds. programs planned for upcoming October holidays.
	Implement youth engagement activities at the Northam Youth Precinct to activate the space.	Activities planned for the youth precinct during the October school holidays. Anticipated use of the park will increase with the installation of a toilet block.
	Implement youth engagement activities at the Wundowie Skate Park to activate the space.	As above. Further development occurring at Wundowie skate park.
	Drive the Keeping Kids in Schools program.	Keeping Kids in Schools Program is ongoing through participating businesses and with the support of the Chamber of Commerce.
	Create annual Youth Week activities and apply for funding to implement them.	There were no Youth Week activities in 2020 due to youth week occurring during the height of restrictions in April. Worked with youth service providers to help ensure the wellbeing of young people during the lockdown period.
Create a Shire of Northam Youth Plan	Development of a Shire of Northam youth leadership network to provide ideas for new initiatives, feedback on current initiatives and share information amongst young people.	
	Development of a Shire of Northam Youth Plan in collaboration with key youth stakeholders.	The Northam Youth Wellbeing Plan 2018 – 2020 has been developed, following on from the former AODMP. This plan was developed collaboratively with key

		stakeholders, including the Shire and these stakeholders hold regular meetings to progress the plan and report back.
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Objective 2.1 Improve the community perception of crime in the Shire of Northam.

Strategies	Actions	Progress / Comments
Implement the actions of the Shire of Northam CSCP Marketing and Communications Plan.	Promote community safety and crime prevention information on the Shire website and social media sites.	Community safety & crime prevention information is published on the Shire website & on social media on an ad-hoc basis.
	Contribute articles to eWatch monthly.	eWatch program is no longer operational.
	Implement monthly messaging on the variable digital messaging sign.	Ongoing. Most recently it has displayed COVID safety messages and promotion of Shire's COVID hotline.
	Include articles in the Shire of Northam monthly newsletter to be published in the Avon Advocate.	Avon Valley Advocate no longer being published.
	Schedule monthly social media posts following each CSC meeting.	Social media posts have been occurring on an ad hoc basis. Posts scheduled for the remainder of 2020.
Reduce untidy surroundings such as litter, abandoned vehicles, graffiti and damaged buildings.	Promote Trolley Tracker program to report abandoned shopping trollies.	The Trolley Movement occurred prior to COVID-19 disruptions. Increase in abandoned trolley's noticed recently.
	Promote litter reporting procedures through placement of signage in highly littered areas of the Shire of Northam.	Signage investigated. Lack of evidence to support its effectiveness.
	Promote Designing Out Crime Principals.	Designing out crime tips available on Shire's website
	Encourage community owner-ship of places (e.g. adopt a spot programs)	Some promotion of adopt-a-spot, with some community groups/members signing up.
	Anti-litter social media marketing	Keep Australia Beautiful Week currently being promoted. Clean Up Australia Day initiatives also promoted.
	Participation in Keep Australia Beautiful campaigns.	Keep Australia Beautiful Week currently being promoted. Shire registered to participate in Clean Up Australia Day, however event was cancelled due to coronavirus concerns. To be

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		re-scheduled. Funding obtained through Bendigo Bank.
	School engagement and education in anti-litter.	
	Clean up Your Yard marketing	
	Promotion of support agencies that can help with improving living standards.	Facilitated the connection of vulnerable residents with home help and yard clean ups during covid lockdown period. This information is now available to share.
Increase community confidence in the police.	Promotion of Police social media sites.	
	Promotion of Police initiatives	
Promote the positive	Promotion of positive local stories to counteract the heavily promoted negative stories. Include these in the Marketing and Communications Plan.	Promotion of Night Hoops program with Police involvement.

Objective 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

Strategies	Actions	Progress / Comments
Promote existing community education initiatives that target safety and security.	Implement relevant State Government programs - Burglar Beware, Neighbourhood Watch, Eyes on the Street, Goodbye Graffiti.	Goodbye graffiti education program planned for Wundowie during October. Eyes in the street no longer active, although message still promoted on Shire vehicles.
	Promote the AFP ThinkUKnow cyber awareness safety program.	Shire's Neighbourhood Watch needs reactivating.

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Objective 3.1 Support and facilitate the Shire of Northam Community Safety Committee.

Strategies	Actions	Progress / Comments
Bi-monthly community safety meetings including a representative from the Northam Police station.	Monitor progress on Community Safety and Crime Prevention Plan.	Ongoing. Plan due for full review.
	Host bi-monthly meetings.	Meeting delay due to coronavirus. Meetings to be held at least quarterly as per committee Terms of Reference.

Objective 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

Strategies	Actions	Progress / Comments
Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam.	Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in service exist.	Quick information capture occurred for COVID-19 hotline. This information to be built upon.
	Encourage existing service providers to step into the gap.	
Establish working groups to initiate new collaborative activities to target relevant issues.	Seek internal and/or external funding assistance to assist in enabling the implementation of new community safety and crime prevention initiatives.	Ongoing.
	Encourage community ownership of places and community responses to local problems.	Community Plans. Neighbourhood Watch needs to be reactivated.

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Objective 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.

Strategies	Actions	Progress / Comments
Create and implement a Designing Out Crime Plan to be completed by December 2016.	Undertake a lighting audit and install lighting in areas poorly lit and in known hotspots.	Seeking grant funding to undertake lighting audit as part of a broader CPTED audit.
	Conduct a Designing Out Crime Shire of Northam study to review current public places.	Seeking grant funding to undertake audit.
	Embed the principles of Designing Out Crime as a working practice in the planning and building responses of the Council.	CPTED Principles used in CBD Strategy and Community Plans.
	Seek funding opportunities to improve the design of the community.	Ongoing
Upgrade the community CCTV system.	Apply for funding to upgrade the CCTV system in Wundowie and Northam.	Funding granted for Wundowie system. Further funding to be sought following the completion of Wundowie.
	Install security cameras in known 'hot spots'	Shire investment in CCTV in Council facilities. Funding being sought for future public camera's.
	Apply for funding to purchase a mobile CCTV covert camera for Police use.	Ongoing
	Align the Community CCTV with the State CCTV Strategy.	Uncertainty regarding the future of the State CCTV Strategy.
Promote community participation with the State CCTV Register.	Promote the State CCTV Register to the community.	Uncertainty regarding the future of the State CCTV Strategy.
	Encourage community to register their private and business CCTV on the State CCTV Register.	
Investigate traffic calming options for Wundowie for hooning prevention.	Map problem areas and advocate for appropriate traffic calming devices for each area.	Traffic calming infrastructure in Wundowie is planned, but has been delayed due to budget constraints. It is likely to be implemented in 2021/22.

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5.2 WUNDOWIE CCTV UPDATE

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive a progress report on the Wundowie CCTV including the modified locations.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Wundowie CCTV installation has been ongoing since grant funding was secured in May 2018. At the last Community Safety Committee meeting, CCD Alliance had been appointed to provide technical advice and assist in the development of the tender documentation. Camera locations were discussed, as well as the need to remove the oak tree in the centre of the roundabout at the intersection of Boronia and Banksia Roads.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.
 Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
 Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

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- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Wundowie Police Officer in charge.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Community safety is an area of high public concern.	Possible(3) x Minor (2) = Moderate (6)	Ensure methods are put in place to increase safety.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

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C. OFFICER'S COMMENT

Tenders for the implementation of the Wundowie CCTV network have now closed. The tender submissions have been narrowed down to two submissions, with further information and costing breakdowns being sought from these.

There may be the need for modifications of the original plans, with a pole possibly to be removed (most likely from Hawke Avenue), however infrastructure will be built to accommodate additional poles/cameras in the future.

It is expected that the tender will be awarded within the next two weeks.

RECOMMENDATION

Minute No: CSC.066

**Moved: Mr Attila Mencshelyi
Seconded: Mr Cliff Simpson**

That Council accepts the Wundowie CCTV update.

CARRIED 10/0

There was discussion around the motion.

Cr Tinetti asked if there was a specific brand of CCTV cameras that businesses should use. The meeting was advised that WALGA have a preferred supplier list, while there is also a local supplier who provides very good quality systems.

The Chief Executive Officer advised that the Wundowie CCTV project is due for completion within the first quarter of 2021.

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5.3 SHIRE COMMUNITY RESPONSE TO COVID-19 PANDEMIC

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple majority
Press release to be issued:	No

BRIEF

For the committee to receive an update on how the Shire of Northam supported the vulnerable in the community during the COVID-19 pandemic.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

11 March 2020 - World Health Organisation declared Coronavirus (COVID-19) as a pandemic.

23 March 2020 – The Western Australian Government Declared a State of Emergency

27 March 2020 - The Premier and Minister for Local Government addressed the local government industry and in the strongest possible terms expressed the following key points to the sector:

- The pace of change associated with COVID-19 is incredibly fast
- This requires Councils to make quick decisions
- We are not in a business as usual environment
- Clear that all energy and effort needs to be put into this pandemic
- Priorities around looking after our communities' health
- Priorities on supporting our local economies
- Local government will play a critical role.
- Premier asking Councils to fast track approvals (any approval that will result in economic development) - building and planning approvals critical

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- Asking Councils to keep our workforces employed
- Use budgets to stimulate our local economy and create jobs
- The State Government will be unable to support local government financially, they are committing all their available financial resources, and more, to fighting this issue

30 March 2020 – Special Meeting of Council held. Council declared Shire of Northam to be in a State of Emergency.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.

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

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

B.2 Financial / Resource Implications

The effects of COVID-19 have had and will continue to have a significant and lasting financial impact on the Shire of Northam

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

An initial meeting was held where all known Northam and Wheatbelt service providers were invited. Following this meeting two small working groups were established for both general community and youth response to the COVID-19 pandemic.

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B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Community support initiatives were implemented with very low budget contribution.	Possible (3) x medium (3) = Moderate(9)	2019/20 Budget review 2020/21 Budget developed in this context
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	There was significant service disruption during the COVID-19 pandemic	Almost certain (5) x Major (4) = Extreme(20)	Service disruptions were necessary to comply with government implemented restrictions.
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

C. OFFICER'S COMMENT

Immediately following Council's declaration of the Shire of Northam's State of Emergency, Community Services staff began to coordinate the Shire's support for the community, particularly those most vulnerable.

Online meetings were scheduled for all service providers who operate within the Shire of Northam and an additional meeting for those who provide services to young people. Following these meetings two small working groups were established to work with the Shire to implement support for the community. One group focused on general community concerns, adults and the elderly, the other group was focused on youth. At the height of the pandemic these groups connected online 2 – 3 times per week. These groups identified a number of concerns arising within the Shire during the pandemic. In particular was the issue of homelessness, with the number of visible rough sleepers appearing to increase. Staff consulted with local and Perth-based organisations working within the field, and implemented some initiatives to assist rough sleepers, however unfortunately this was a difficult issue to address.

The following community initiatives were implemented by staff with the support of these working groups:

- An information capture was conducted over a couple of days to obtain information on agencies providing support within the Shire of Northam and their scope of service provision during the pandemic. A database was created with this information which was a useful tool for assisting

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- the community with their queries. This information was also uploaded to the COVID-19 portal established on the Shire of Northam website.
- COVID-19 Community Support Hotline. A dedicated phone number was established and staffed between 8am – 5pm, Monday – Friday to answer coronavirus-related questions from the community and to connect people who needed assistance to service providers or volunteers who were able to help.
 - Neighbourhood Assistance program where residents registered to volunteer to support vulnerable members of the community with a range of daily tasks, such as picking up groceries, collecting the mail or just making a phone call to check that they were ok. Those who required assistance could register through the Hotline and were partnered with a volunteer. Approximately 40 residents volunteered to help the vulnerable and 25 requests for help were made.
 - A COVID-19 online portal was created and regularly updated by staff with the latest health information, local and state information, such as travel restrictions. The portal was accessible through the Shire of Northam website.
 - A mail out was conducted with an information flyer and neighbourhood assistance card being delivered to every mailbox within the Shire.
 - Phone calls were made to pensioners residing within the Shire to check that they were okay and to let them know about the Neighbourhood Assistance program. A call prompt sheet was created which led the staff who were making the phone calls through questions to ask depending on the responses received. Feedback from this initiative was very positive. Few pensioners said they required assistance, but the majority thanked the staff calling them and appreciated that the Shire was making an effort to check on residents.
 - Meals & Showers for the homeless was trialled at the Recreation Centre in partnership with Bridgeley. This was initiated after it was discovered that Share and Care had been providing the homeless with a shower voucher to use at the Northam Visitors Centre, however during the pandemic the Visitors Centre was forced to close. Unfortunately, despite homeless being identified as a major concern during the pandemic this service was not utilised. It is thought a contributing factor to this is that the Recreation Centre is located too far away from the town centre.

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RECOMMENDATION

Minute No: CSC.067

Moved: Cr Rob Tinetti

Seconded: Mr Attila Mencshelyi

That Council accepts the update on the Shire's community response to the COVID-19 pandemic.

CARRIED 10/0

There was discussion around the motion.

The Chief Executive Officer left the room at 11:54am.

Discussion was held regarding COVID-19 causing the drug supply to dry up and increase the homeless visibility in town.

The Chief Executive Officer entered the room at 11:57am.

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5.4 AGENCY UPDATES

File Reference:	1.1.9.16
Reporting Officer:	Jaime Hawkins Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	-
Press release to be issued:	Nil

BRIEF

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies include Chamber of Commerce, Northam PCYC, and Roadwise.

Pertinent matters of discussion may include the Community Safety and Crime Prevention Plan 2017-2021, the Community Crime Prevention Fund, State Graffiti Grants, and Criminal Property Confiscation Grants Program, as well as any other programs or activities relating to external groups/agencies.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Safety and Security.
 Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.
 Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

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- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

External groups and agencies such as Northam Chamber of Commerce, Roadwise, and Northam PCYC are encouraged to provide an update during committee meetings.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	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

It is recommended that standing orders be suspended to allow for discussion of pertinent matters by staff and external groups/agencies.

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Discussion was held around the item.

PCYC

Mrs Atterby advised that they have just finished another block of Night Hoops for children aged between 12-18, this being the third year the program has been run. The 2021 program is being looked into.

PCYC is also focusing on working with NSHS on the children that are not attending school.

Roadwise

Mr Simpson stated that Roadwise have 5 upcoming projects for the 2021 program, applying for funding from road safety commission:

- Harvest time project funded by CBH that will be aimed at car and truck drivers, being aware of the interface between trucks and cars:
 1. Safer cars, working with Leonie Knipe from Avon Valley Toyota
 2. Driving to conditions of the road – towing caravans, harvest time, winter conditions
 3. Driver fatigue
 4. Driver distractions
 5. Speed
- Facebook campaigns throughout the calendar year of 2021 costing \$17,000, most of which is in-kind funds - asking for \$8,500 from the Road Safety commission
- WALGA – suggest that road safety become further embedded in the crime prevention plan or the public health plan

Rangers

Senior Ranger Kellee Walters advised that the rangers have engaged with the Graffiti Taskforce through WA Police who supplied the rangers with merchandise bags, and made up activity bands giving them out to kids at school during the holiday period to push the graffiti message.

Housing

Mr Mentshelyi advised that there has been rent increases/evictions caused by antisocial behaviour. Mr Mentshelyi discussed domestic violence of tenants and the three-strike system of offending before having to appear in court.

Sgt James Parker advised that the Wheatbelt crime is currently in green, which is a good start to the financial year. Sgt James Parker advised that the Police are continuing to provide COVID-19 isolation checks throughout the district, and border management in Kununurra.

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6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION

Nil.

7. DATE OF NEXT MEETING

Tuesday 17th November 2020 at 11:00am.

8. DECLARATION OF CLOSURE

There being no further business, Chairperson Cr Williams declared the meeting closed at 12.08pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 22 September 2020 have been confirmed as a true and correct record."

Chairperson

Date

**11.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20
OCTOBER 2020**

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Grants Assessment Committee meeting held on 20 October 2020.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

20 October 2020

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20 October 2020



DISCLAIMER

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

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

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

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

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1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.00pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

C R Antonio
J E G Williams
C P Della

Staff:

Community Development Officer
Acting Executive Assistant
Executive Manager Corporate Services

J Hawkins
N Vinicombe
C Young

Public Gallery:

Public

Kym Edwards
Esther Bliss
Laura Taylor

Events Manager

2.1 APOLOGIES

Chief Executive Officer

J Whiteaker

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Councillor

A J Mencshelyi

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE	10.1	Ms J Hawkins	Impartiality	Ms J Hawkins attends Northam Church of Christ, her daughter is a member of the music team to perform at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ at the carols event.
COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE	10.1	Cr C R Antonio	Impartiality	All applicants are well known to Cr Antonio.
COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE	10.1	Cr C P Della	Impartiality	Cr Della is a member of the Chamber of Commerce.

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4. PUBLIC QUESTION TIME

4.1 PUBLIC QUESTIONS

Nil.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

Local Government Act 1995 s6.10
Shire of Northam Standing Orders Amendment Local Law 2018
(1) A petition is to –
(a) be addressed to the President;
(b) be made by electors of the district;
(c) state the request on each page of the petition;
(d) contain the name, address and signature of each elector making the request, and the date each elector signed;
(e) contain a summary of the reasons for the request; and Page 13
(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).
(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
(a) the matter is the subject of a report included in the agenda; and
(b) the Council has considered the issues raised in the petition.

Nil.

6.2 PRESENTATIONS

Local Government Act 1995 s6.11
Shire of Northam Standing Orders Amendment Local Law 2018
(1) In this clause, a "presentation" means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

Nil.

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6.3 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.

Name: Kym Edwards

Summary of Deputation:

I would like to make a statement concerning Bridgeley Church of Christ's application and would like to inform the Committee that I am available for any questions the Committee may have concerning the application. Bridgeley wishes to partner together with all churches in Northam and the Northam Chamber of Commerce for the carols event. The Bridgeley carols event has been performed in previous years, however this year we wanted to bring the event more in line with the Shire, through partnering with the Shire for the Christmas on Fitzgerald event. Although the Shire has understandably chosen not to partner with us for the Christmas on Fitzgerald event, we would like to continue with the Bridgeley carols event, as there is no other such event in the region that is to a similar scale. We are hopeful that the Shire will see Bridgeley's application as an opportunity for us to invest in community engagement, as this is currently heavily needed in the region. We believe the dual partnership with the Northam Chamber of Commerce will not detract from this event but rather enhance the event.

7. APPLICATION FOR LEAVE OF ABSENCE

Nil.

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8. CONFIRMATION OF MINUTES

8.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.4

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 1 October 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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

Nil.

Community Grants Assessment Committee Meeting Minutes
20 October 2020



10. COMMITTEE REPORTS

Ms Jaime Hawkins declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as, regarding applicants 4 and 5, she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with the Northam Church of Christ for the carols event.

Cr Antonio declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as all applicants are well known to Cr Antonio.

Cr Della declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as Cr Della is a member of the Northam Chamber of Commerce.

10.1 COMMUNITY GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Jaime Hawkins, Community Development Officer declares an interest in Application 4 and Application 5, as she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ for the carols event. The Community Services Administration Officer undertook the assessment of these applications.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

Community Grants Assessment Committee Meeting Minutes
20 October 2020



ATTACHMENTS

- Attachment 1: Grant Evaluation Report 2020/2021 Applicant 3: Silver Wings Seniors Club
- Attachment 2: Grant Evaluation Report 2020/2021 Applicant 4: Northam Church of Christ
- Attachment 3: Grant Evaluation Report 2020/2021 Applicant 5: Northam Chamber of Commerce
- Attachment 4: Christmas on Fitzgerald Draft Event Map

A. BACKGROUND / DETAILS

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

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

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

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

Applicant	Grant Type	Project	Amount requested
Applicant 3 Silver Wings Seniors Club	Community Program & Events	2020 Seniors Week Event	\$1,456
		Total Project Cost \$1,906	
Applicant 4 Northam Church of Christ	Community Program & Events	Northam Community Carols	\$5,000
		Total Project Cost \$10,500	
Applicant 5 Northam Chamber of Commerce	Community Program & Events	Christmas on Fitzgerald	\$5,000
		Total Project Cost \$8,612	

Community Grants Assessment Committee Meeting Minutes
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B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Report (Attachment 1).

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 3 applications.

Community Grants Assessment Committee Meeting Minutes
20 October 2020



Applicant 3

Applicant	Grant Type	Project	Amount requested
Applicant 3 Silver Wings Seniors Club	Community Program & Events	2020 Seniors Week Event	\$1,456
		Total Project Cost \$1,906	

RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.5

Moved: Cr Della

Seconded: Cr Williams

That the Community Grants Assessment Committee DOES NOT approve a grant to Silver Wings Seniors Club for the 2020 Seniors Week Event.

CARRIED 3/0

Clarification was sought regarding the event not being held within the Shire. The Community Development Officer confirmed that the event was not being held within the Shire, and according to the terms of the grant scheme, the application could therefore not be approved.

The Committee advised that the Community Development Officer would provide feedback to Silver Wings advising the club of the reason for their application's rejection, and suggesting that the club reapply for funding for future events, ensuring future events are held within the Shire.

Community Grants Assessment Committee Meeting Minutes
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Applicant 4

Applicant	Grant Type	Project	Amount requested
Applicant 4 Northam Church of Christ	Community Program & Events	Northam Community Carols	\$5,000
Assessed by Jordyn Budas		Total Project Cost \$10,500	

RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.6

Moved: Cr Della

Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Church of Christ of \$5,000 for the Northam Community Carols Event subject to:

- all required approvals being received; and
- sourcing services/goods locally, where possible.

CARRIED 3/0

Clarification was sought regarding the carols and whether they were normally a conjunction of several church groups within Northam. The Community Development Officer advised that this was the case, although Bridgeley Church of Christ usually was the major proponent and the organisation that receives funding for the event.

Clarification was sought regarding the lack of provision of quotes. The Committee advised that the recommendation should include a clause relating to the sourcing of local services/goods where possible. The recommendation was amended to reflect this.

Community Grants Assessment Committee Meeting Minutes
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Applicant 5

Applicant	Grant Type	Project	Amount requested
Applicant 5 Northam Chamber of Commerce Assessed by Jordyn Budas	Community Program & Events	Christmas on Fitzgerald Total Project Cost \$8,612	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: CGAC.7

Moved: Cr Della

Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Chamber of Commerce of \$5,000 for the Christmas on Fitzgerald Event subject to:

- **all required approvals being received; and**
- **sourcing services/goods locally, where possible.**

CARRIED 3/0

Clarification was sought regarding the location of the intended event. The Community Development Officer advised that as the event was being held in conjunction with the Northam Chamber of Commerce, the event was proposing to be held at the Village Green, rather than the Oval.

The Committee advised that the recommendation should include a clause relating to the sourcing of local services/goods where possible. The recommendation was amended to reflect this.

**Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant
 Application 3, Silver Wings Seniors Club**



Application – 3. Silver Wings Senior Citizens	
Project Summary	<p>2020 Seniors Week Event</p> <p>The Seniors Week outing a regular free event for seniors in the Wundowie area.</p> <p>The outing will be advertised on the notice boards & in the clubs newsletter. Vulnerable and socially isolated Seniors to be given priority should numbers exceed bus or car-pooling availability.</p> <p>The 2 Shire Community Buses will be hired. One bus will pick up the frail & disabled from their homes and then meet the second bus to travel to Kalamunda Pioneer Village for a tour and morning tea.</p> <p>They then travel to the Boab Tavern for lunch and return to Wundowie and return buses to Northam.</p>
Project/Event Date	12 November 2020
Applicant	Silver Wings Senior Citizens Group Inc. Lyn Blasgund
Amount requested	\$1,456
Quotes to support request	Not supplied
Financial Statements	Yes

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	Total Project Budget \$1,906 \$1,456 Shire of Northam Request \$450 Applicant Cash
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	There is no provision in the strategy for seniors
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objective: Provide a range of quality activities for specific demographics, including seniors and youth</p> <p>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. Objective: Offer seniors activities that are accessible across the Shire.</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Procuring from local suppliers	No
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	There is limited transport via buses & no taxi service in Wundowie. The Transperth bus departure and return times make for too long a day for seniors who are frail or disabled. Due to the COVID pandemic there has also been a reluctance to use public transport by many seniors who are at high risk. As there are few activities that take place in Wundowie, many seniors in the area have become at greater risk of social isolation. Priority will be given to socially isolated and vulnerable seniors should the event reach capacity.
Comment	<p>The Seniors Week outing is a regular event that in previous years has been funded through a \$1,000 COTA WA Seniors Week Grant and a \$750 annual budget allocation provided by the Shire of Northam. The COTA Seniors Week funding was not supplied this year due to uncertainties resulting from COVID-19. The \$750 allocation from the Shire remained in the 2020/21 Council Budget and is able to be paid to Silver Wings.</p> <p>As the event takes place outside of the Shire of Northam it does not meet the eligibility requirements of the 2020/2021 Community Grants Scheme, therefore the application for additional funding is not supported.</p>

**Attachment 2 - Grant Evaluation Report 2020/2021 Community Grant
 Application 4, Northam Church of Christ**



Application – 4. Northam Church of Christ	
Project Summary	<p>Northam Community Carols</p> <p>The Northam Church of Christ will deliver Community Carols and a Christmas themed event.</p> <p>Music & performances from local community groups, including Northam Schools band, Bridgeley Church of Christ, local drama group, and others.</p> <p>Other entertainment includes nativity photo shoot, family craft, moving nativity play, DFES trucks on display and games and activities for families.</p> <p>For the first time ever Northam Church of Christ is planning to collaborate with the Northam Chamber of Commerce to merge the Community Carols with the Christmas on Fitzgerald on Fitzgerald event. The carols will run in conjunction with the market stalls on Christmas on Fitzgerald from the stage set up on the Village Green. (See Application 5)</p> <p>Anticipated crowd 600 – 1,000</p>
Project/Event Date	Friday 11 December 2020
Applicant	<p>Northam Church of Christ</p> <p>Kym Edwards</p>
Amount requested	\$5,000
Quotes to support request	Not provided
Financial Statements	Not provided

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	Total Project Budget \$10,500 Stage, sound & lighting - \$2,200 Promotion - \$1,100 Safe candles - \$600 Traffic control - \$1,100 Nativity props - \$200 Activities & games - \$300 Volunteer/ in kind support - \$5,000
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	c) Community iii) Medium term actions (1) Support & plan community events for recovery phase; (e) Christmas on Fitzgerald (December 2020)
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: · Facilitate the provision of varied cultural and artistic activities; · Provide a range of quality activities for specific demographics, including seniors and youth; OUTCOME 2.1

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>People in the Shire of Northam feel that their community is caring and inclusive.</p> <ul style="list-style-type: none"> - Support is provided to encourage a strong culture of volunteering;
Procuring from local suppliers	Details not provided
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, Northam Church of Christ want to hold COVID safe event that encourages families and those in the community to participate in a safe and friendly environment.</p> <p>The stage show will be recorded and available to watch on the Bridgeley Youtube channel post event.</p> <p>Local businesses will benefit from food sales as well as other areas (planning and organising) where possible.</p>
Comment	<p>Northam Church of Christ are partnering with the Northam Chamber of Commerce to deliver Christmas Carols and other Christmas activities and celebrations on the Village Green in place of the regular Christmas on Fitzgerald event that the Shire will not be hosting this year. By combining the 2 events it is anticipated that both events will achieve a greater community reach and will reduce event management expenses. Though this is a collaboration it is important to note that the two organisation are delivering their own specialised</p>

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>aspects, with some shared costs. Given the large scale and cost of the event they are each applying for their own grant to deliver their own part of the event.</p> <p>The Community Carols has been an ongoing community event and was awarded a 3 year rolling grant of \$5,000/year in 2019/20. The \$5,000 was not allocated this year due to the uncertainties regarding Covid 19.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas on Fitzgerald event.</p> <p>Funding is only being sourced by the Shire</p> <p>No quotes are provided so it is not known if items stated in project are being procured by local businesses.</p> <p>The application meets all eligibility criteria of the Community Program & Events Grants.</p>
--	--

**Attachment 3 - Grant Evaluation Report 2020/2021 Community Grant
 Application 5, Northam Chamber of Commerce**



Application – 5. Northam Chamber of Commerce	
Project Summary	<p>Christmas on Fitzgerald In collaboration with Northam Church of Christ the Chamber of Commerce will present a Northam Christmas themed event, similar to previous Christmas on Fitzgerald events, which the Shire will not be hosting this year.</p> <p>Fitzgerald Street will be closed to road traffic for the evening between Grey and Gordon Streets. Set up along the road will be market and food stalls, side show alley (traditional games), Santa, family activities and a water slide.</p> <p>Northam Church of Christ will be merging the Community Carols (usually held separate to this event) and presenting carols and nativity themed entertainment on the Village Green.</p> <p>Anticipated crowd 600 – 1,000</p>
Project/Event Date	Friday 11 December 2020
Applicant	Northam Chamber of Commerce Esther Bliss
Amount requested	\$5,000
Quotes to support request	Promotional Bags - \$618 Water Slides - \$1,788 Other costs estimated based on previous years

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Financial Statements	Provided
Detailed Project budget	<p>Total Project Budget \$8,612</p> <p>Water slides - \$1,788</p> <p>Graphic Design - \$450</p> <p>Animal hire - \$100</p> <p>Traffic Management Plan - \$400</p> <p>AROC Toilet hire & management - \$3,500</p> <p>Additional lighting towers - \$380</p> <p>Lighting tower management - \$300</p> <p>Road closure application - \$82</p> <p>Avon Waste - \$390</p> <p>Videography - \$450</p> <p>Promotional Bags - \$618</p> <p>Event application fee - \$154</p>
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus	c) Community iii) Medium term actions

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

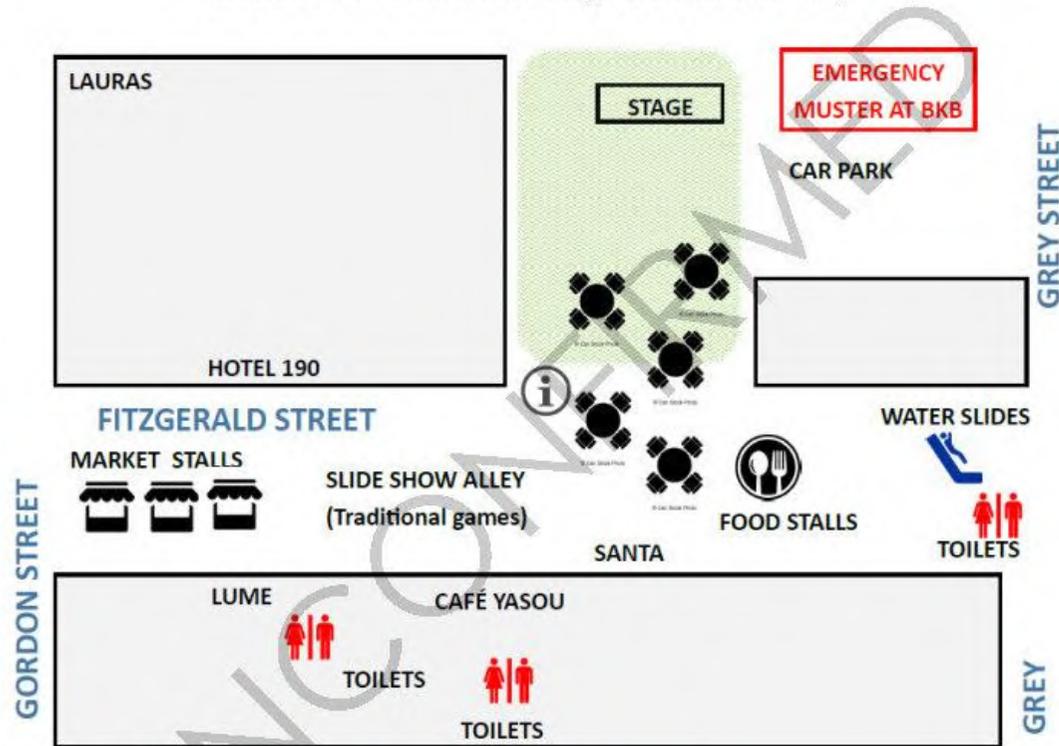
Response Strategy/ Framework	(1) Support & plan community events for recovery phase; (e) Christmas on Fitzgerald (December 2020)
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 1.2 Local businesses are valued and supported by investors and residents within the Shire of Northam. Objectives: - Encourage local consumers to 'buy local' and support local businesses;</p> <p>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.</p> <p>OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive. Objectives: - Improved facilities and activities for youth are available within the Shire.</p> <p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: - Facilitate the provision of varied cultural and artistic activities; - Provide a range of quality activities for specific demographics, including seniors and youth;</p> <p>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 the Shire of Northam; - Foster a sense of community pride; - Develop a clear brand identity and market it within the Shire of Northam, and beyond the Shire to investors, visitors and potential residents.</p>
Procuring from local suppliers	Yes – Oxter Services

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, the Northam Chamber of Commerce wish to hold a COVID safe event that encourages the community to participate in a safe and friendly environment.</p> <p>Local businesses will benefit from sales, market stalls, food, as well as other areas where possible.</p>
Comment	<p>Though collaborating with the Northam Church of Christ, the two organisations are delivering their own specialised aspects, with some shared costs. Given the large scale and cost of the event (merging two previous events into one) they are each applying for their own grant to deliver their own part of the event.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas of Fitzgerald event.</p> <p>Notice of Intended event form will be completed if application is successful.</p> <p>Provided quotes are minimal - procuring locally from Oxter Services</p> <p>The application meets eligibility requirements for the Community Program & Events Grant.</p>

Attachment 4 - Christmas on Fitzgerald Draft Event Map



CHRISTMAS ON FITZGERALD MAP—DRAFT

Community Grants Assessment Committee Meeting Minutes
20 October 2020



11. URGENT BUSINESS APPROVED BY DECISION

Nil.

12. DATE OF NEXT MEETING

To be confirmed.

13. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.13pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 20 October 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

11.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 12 NOVEMBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Audit and Risk Management Committee meeting held on 12 November 2020.

Adoption of Recommendations:

RECOMMENDATION

That Council:

- 1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1;**
- 2. Revoke Policy F 4.4, Local Price Preference;**
- 3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and**
- 4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.**



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Audit & Risk Management

Committee Meeting

12 November 2020

Audit & Risk Management Committee Meeting Minutes
12 November 2020



DISCLAIMER

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

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

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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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8.	DECLARATION OF CLOSURE	22

Audit & Risk Management Committee Meeting Minutes
12 November 2020



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 1:36pm.

2. ATTENDANCE

Committee:

Shire President
Councillors

Cr C R Antonio
Cr A J Mencshelyi
Cr S B Pollard
Cr M P Ryan at 2:08pm

Staff:

Chief Executive Officer
Executive Manager Corporate Services
Executive Assistant – CEO

J B Whiteaker
C Young
A McCall

Council:

Councillors

Cr D Galloway at 2:20pm
Cr J E G Williams at 2:29pm

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 20 AUGUST 2020

RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.167

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Audit & Risk Management Committee meeting held on 20 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes
12 November 2020



5. COMMITTEE REPORTS

5.1 REVIEW OF POLICY 4.2 PROCUREMENT

File Reference:	2.3.1.2
Reporting Officer:	Colin Young, Executive Manager Corporate Services
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the committee to review and adopt Policy 4.2 Purchasing and Tendering.

ATTACHMENTS

- Attachment 1: Current Policy 4.2 Purchasing and Tendering.
Attachment 2: Proposed Policy 4.2 Procurement

A. BACKGROUND / DETAILS

Council at its Ordinary Council Meeting held on 16 September 2020 considered amending the Policy 4.2 Purchasing and Tendering. The motion was lost and the policy was referred to the committee for further review and to form a recommendation to Council.

Audit & Risk Management Committee Meeting Minutes
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RECOMMENDATION
<p>Moved: Cr Little Seconded: Cr Mencshelyi</p> <p>That Council amends Policy 4.2 Purchasing and Tendering to reflect the following purchasing parameters:</p> <p>Less than \$10,000: No quotations required. Officers are to use professional judgement and discretion to determine if prices or rates are value for money.</p> <p>\$10,000 - \$20,000: Written quotations to be sought from two (2) suppliers where possible.</p> <p>\$20,000 – Prescribed Amount (currently \$250,000): Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.</p> <p>\$250,000 – In accordance with Local Government Act and associated Regulation requirements.</p> <p style="text-align: right;">5/5</p> <p style="text-align: right;">CASTING VOTE - LOST 5/6</p>

Policy Section	Comment / Changes
Risk	Removed.
Local Price preference	Incorporated into policy. Recommend revoking policy F 4.4, Local Price Preference.
Purchasing Thresholds	Adjustments made to the requirements for quotation briefs (only required for quotes above \$10k now – where appropriate).
Panels of Pre-Qualified Suppliers	Incorporated into policy. Recommend revoking policy F 4.9, Panels of Pre-Qualified Suppliers.

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.

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

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995 – s3.57 Tenders

Audit & Risk Management Committee Meeting Minutes
12 November 2020



Local Government (Functions & General) Regulations 2000 - Part 4A
Local Government (Administration) Amendment Regulations 2000 – s29

B.4 Policy Implications

This report contemplates reviewing Policy 4.2 Purchasing and Tendering.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Ineffective controls in place	Likely (4) x High (4) = High (16)	Council to adopt policy to ensure guidelines for procurement are in place
	Staff do not adhere to policy requirements	Possible (3) X Medium (3) – Moderate (9)	Internal audit in place to review random sample of 20 creditor payments each month
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	Policy requirements are too onerous and therefore inefficient	Possible (3) X Medium (3) – Moderate (9)	Council to adopt policy to ensure guidelines for procurement are in place
Compliance	Ineffective controls in place	Likely (4) x High (4) = High 16	Council to adopt policy to ensure guidelines for procurement are in place
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The presented Policy is a complete rewrite of the existing policy, hence not possible to utilise track changes. The intent is also to draw in a number of other policies under the Procurement Policy framework, to make it easier for staff, hence the recommendation to revoke two existing finance policies.

The intent of Policy 4.4 & 4.9 have not been changed, they have been transferred directly into the F4.2.

Audit & Risk Management Committee Meeting Minutes
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The driver around adjustment the policy is to assist in freeing up staff time and make procurement simpler for the lower purchases, whilst retaining efficacy around the procuring of goods & services.

A resource which the Committee may find useful is the Office of Auditor General Performance Audit of 8 local governments in relation to procurement;

https://audit.wa.gov.au/wp-content/uploads/2018/10/report2018_05-IG-Procurement-1.pdf

Staff have used one of the audited local governments policy as a starting point for rewriting the Councils current policy.

RECOMMENDATION

Minute No: AU.168

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council:

- 1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1;**
- 2. Revoke Policy F 4.4, Local Price Preference;**
- 3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and**
- 4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.**

CARRIED 4/0

The Shire President request the committee to raise any specific items they wish to discuss.

The Chief Executive Officer provided an overview of the method used to develop the policy.

Detailed discussion was held around the value for money section of the policy and how this would be applied. It was advised that the value for money section has been modified to provide a little more clarity around its intent and application i.e. not always the case of the best price. The Chief Executive Officer provided an example of when this would be applicable. No changes were made to the policy.

Discussion was held around the purchasing thresholds and how these work operationally. The Chief Executive Officer advised that the recommended

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thresholds allow for efficiency and flexibility in relation to procurement. No changes were made to the presented policy.

Clarification was provided in relation to the standing offer agreement, sole source of supply and emergency purchase sections of the policy. Examples were provided for when this might apply. No changes were made to the policy.

Cr M P Ryan entered the meeting at 2:08pm.

Clarification was sought in relation to the vetting of the procurement team. The Chief Executive Officer advised that Council has systems and processes in place to manage this, i.e. internal audit.

Discussion was held around the buy local section of the policy and whether this should be restricted to the Shire instead of Western Australia. The Policy was modified to ensure that it is listed as Shire of Northam businesses being provided with every opportunity to bid for work.

Cr Galloway entered the meeting at 2:20pm.

Cr J E G Williams entered the meeting at 2:29pm.

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Attachment 1

Shire of Northam Policy Manual (Section 1)
Policy
F.4.2 Purchasing & Tendering Policy

FINANCE / ACCOUNTING

F.4.2 Procurement

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	Delegated Authority Register Shire of Northam Code of Conduct Strategic Community Plan Local Government Act 1995 Part 4 of Local Government (Functions and General) Regulations 1996 Freedom of Information Act 1992
<i>Related Legislation</i>	Occupational Safety and Health Act 1984 Construction Contracts Act 1984 State Records Act 2000

OBJECTIVE

The objectives of this policy are to:

- ensure best practice policies and procedures are followed in relation to procurement for the Shire of Northam (the Shire);
- ensure compliance with the Local Government Act 1995 (the Act) and Part 4 of the Local Government (Functions and General) Regulations 1996 (the Regulations);
- ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- undertake procurement processes that ensure value for money for the Shire by delivering the most advantageous outcome possible;
- ensure openness, transparency, fairness and equity through the procurement process to all potential suppliers; and
- ensure efficient and consistent procurement processes are implemented and maintained across the Shire.

SCOPE

This policy applies to all procurement activities undertaken by the Shire's officers, appointed representatives and, where applicable, contractors procuring on behalf of the Shire.

POLICY

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1 Ethics & Integrity

1.1 Code of Conduct

All officers of the Shire undertaking procurement activities are expected to have regard for the Code of Conduct requirements and observe the highest standards of ethics and integrity. All officers of the Shire are expected to act in an honest and professional manner consistent with the Shire's values.

1.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve value for money;
- all procurement practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's applicable policies and Code of Conduct;
- procurement is to be undertaken on a competitive, in the context of this policy framework, basis where all potential suppliers are treated impartially, honestly and in a similar manner;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
- any information provided to the Shire by a supplier shall be treated as commercial-in confidence and should not be released unless authorised by the supplier or relevant legislation; and
- any canvassing of the Shire's Councillors or staff shall disqualify Suppliers / contractors seeking to do business with the Shire in relation to the applicable procurement.

2 Value for Money

Value for money is an overarching principle governing procurement that seeks the best possible outcome for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, safety and quality standards, sustainable procurement objectives, timeliness of supply, whole of life cycle costing and other relevant service benchmarks.

However, when a higher priced offer(s) is recommended, there should be clear and demonstrable benefits over and above the lowest total priced offer(s).

3 Purchasing Requirements

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3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds, are prescribed within the Regulations as noted in the Legislation/Local Law Requirements section of this Policy.

3.2 Tendering Exemptions

An exemption to publicly invite tenders may apply in accordance with s11 (2) of the Local Government Act (Functions & General) Regulations 1996, which includes, but may not be limited to the following instances:

- the purchase is from a pre-qualified supplier(s) under a Panel of Pre-qualified Suppliers (Panel) established by the Shire;
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program;
- the purchase is to be obtained from expenditure authorised in an emergency (Regulation 11(2)(a));
- the purchase is of a unique nature, with a sole source of supply (Regulation 11(2)(f));
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Minority Supplier Office Limited (trading as Supply Nation) , where the consideration under contract is worth \$250,000 or less and represents value for money (Regulation 11(2)(h));
- the purchase is acquired from an Australian Disability Enterprise (Regulation 11(2)(i)); or
- any of the other exclusions under Regulation 11 of the Regulations apply.

3.3 Purchasing Thresholds

The Purchasing Threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the Shire will continue to purchase a particular category of goods, services or work and the total value of that purchase.

When seeking quotations/tenders in excess of \$10,000 request documentation should contain but not limited to:

- specification/brief
- pricing either Lump Sum or Schedule of Rate
- warranty/defect liability
- relevant insurance requirements
- Conditions of Quote/Tender
- Conditions of Contract

The following thresholds apply where the total value (excluding GST) of the full contract period for the purchasing of goods and/or services is, or is

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expected to be:

Purchase Value Threshold (exclusive of GST)	Procurement Requirement where no existing agreement/contract exists with the Shire	Evaluators
Up to \$2,000	All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2) Direct Procurement from suppliers requiring one verbal or written quotation. The preference is to procure from a Shire based Business if a suitable supplier can be sourced. The supplier must provide quality and value for money.	Sole internal evaluator
Over \$2,000 and up to \$10,000	A minimum of one written quotation from suppliers containing price, and details of the supply including basic specifications and warranty offerings. The preference is to procure from a Shire based Business if a suitable supplier can be sourced. The supplier must provide quality and value for money.	Sole internal evaluator
Over \$10,000 and up to \$50,000	A minimum of two written quotations from different suppliers containing price, and details of supply including basic specifications and warranty offerings. At least one written quote should be attained from a Local Business if a suitable supplier can be sourced. When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes, and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996.	Minimum of one internal evaluator
Over \$50,000 and up to \$250,000	Seek a minimum of three written quotations from different suppliers containing price, detailed specifications, timing, capacity and warranty offerings. At least one written quote should be attained from a Local Business if a suitable supplier can be sourced. Quotations are sought by the appropriate Department unless the project has high risk or high public profile. In these cases assistance may be required from Procurement and Contracts staff.	Minimum of two internal evaluators

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Purchase Value Threshold (exclusive of GST)	Procurement Requirement where no existing agreement/contract exists with the Shire	Evaluators
	<p>All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2)</p> <p>A desktop assessment of the quotes must be undertaken by two officers and documented on an evaluation scorecard. The scorecard will nominate the successful supplier and must be forwarded to the Coordinator/Manager/Director for review and approval by the person with delegated authority.</p> <p>When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996.</p>	
Over \$250,000	<p>Shire Procurement and Contract staff must lead the procurement process. Procurement will work with the appropriate Department to determine the most appropriate market approach to deliver the best outcome.</p> <p>The preference is to procure from a Local Business if a suitable supplier responds to the tender.</p> <p>Local Content Weighting will be included, where appropriate, in accordance section 24D of the Local Government (Functions and General) Regulations 1996, in the tender assessment process. Local Businesses will receive preference when evaluating this criteria.</p>	<p>Minimum of three internal evaluators</p> <p>Over \$250,000 purchase value the Chief Executive Officer or Executive Manager must Chair the Evaluation Panel.</p>

Whenever it is not possible to meet the procurement requirements of the Shire, appropriate justification must be documented through records in accordance with the Shire's Recordkeeping Management Practice.

3.4 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Executive Manager/Director may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented through

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records.

3.5 Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, or to manage procurement risk, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold (\$250,000). This decision should be made after considering the benefits of this approach in comparison with the costs, timeliness and compliance requirements.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

3.6 Standing Offer Agreement

This is an Agreement where a supplier(s) agrees to provide specified goods (which are considered commodities/services off the shelf (COTS) which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time (usually for one year). Standing Offers are a commitment by suppliers to provide agreed products at the fixed price on receipt of a Shire Purchase Order. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process.

Standing Offer is established by seeking quotations as per the Procurement Requirements tabled in section 3.3 "Purchasing Thresholds" of this policy, within the range of \$10,000 to \$250,000 (Exclusive of GST).

3.7 Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can demonstrate that there is only one source of supply for those goods, services or works. The Shire must use its best endeavors to determine if the sole source of supply is genuine by exploring any alternative sources of supply.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply prevails in this situation.

3.8 Anti-Avoidance

The Shire shall not enter into two or more contracts, or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the purchase in

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consideration below a particular purchasing threshold. Refer to Regulations 12(1) and 12(2).

3.9 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate the Shire's procurement requirement in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

4 State of Emergency Declaration

4.1 Sourcing

A formal tender process does not need to be undertaken when sourcing and securing essential goods and services when a state of emergency declaration is in force for local government and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates. Refer regulation 11(2) (aa).

4.2 Contract Extension

When a state of emergency declaration is in force a contract that is due to expire within the next three months can be renewed or extended at the discretion of the Shire, even though this option is not included in the original contract.

Limits on this apply: the original contract must have less than three months to expiry. The renewal or extension cannot be for more than twelve months. Refer regulation 11(2) (ja).

5. Records Management

Records relating to all procurement activities must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Recordkeeping Management Practice and associated procurement procedures.

As a minimum a comprehensive register of all contracts is to be maintained, with all contract information, where the value required an Open Tender to be conducted in line with the Local Government Regulations threshold.

6. Sustainable Procurement and Corporate Social Responsibility

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Sustainable Procurement and Corporate Social Responsibility (CSR) is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The Shire is committed to sustainable procurement, and will ensure that sustainable and CSR considerations are balanced against value for money outcomes, in accordance with the Shire's sustainability objectives.

7. Buy Local Policy

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the Shire, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the Shire in accordance with the Shire's local economy objectives and Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Shire of Northam businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works purchased by the Shire will lend itself to supply by local businesses. However, where practical, best endeavors should be made to include businesses defined as a Shire Business or a Local Business (see definitions below) in the procurement process.

The Shire of Northam will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996

8. Contract Management

In accordance section 20 of the Local Government (Functions and General) Regulations 1996, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make a minor variations, in accordance section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04, in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required the details must be updated in the Shire's Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.

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9. Panels of Pre-Qualified Suppliers

9.1 Establishing a Panel

- Panels may be established for one type of supply requirement, or a number of similar types of supply requirements under defined categories within the Panel.
- Panels may be established for a minimum of one (1) year and for a maximum of three (3) years as deemed appropriate by the Shire.
- Evaluation criteria must be determined and communicated in the invitation process by which applications will be assessed and accepted.
- Where a Panel is to be established, the Shire will appoint at least three (3) suppliers to the Panel (or each category under the Panel), on the basis of best value for money. Where less than three (3) suppliers are determined as offering value for money, either per category or the Panel, the Panel or category of the Panel is not to be established.
- In each invitation to apply to become a pre-qualified supplier (through a state-wide notice and Shire official website), the Shire must state the number of suppliers it intends to pre-qualify onto the Panel, or to each category under the Panel.
- Should a Panel member leave the Panel during its operation, they may be replaced by the next ranked supplier as determined in the original value for money assessment to join the Panel of pre-qualified suppliers (should the supplier agree to do so), with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

9.2 Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances (e.g. emergency purchases, etc).

Contracts under the Panel must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes any options to extend the contract.

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9.3 Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the Invitation to Join a Panel of pre-qualified suppliers, and applied in a consistent fashion.

9.4 Recordkeeping

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

For the creation of a Panel, this includes:

- The procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- A copy of the invitation to apply to become a pre-qualified supplier documentation;
- Copy of public advertisement inviting applications;
- Copies of all applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Copies of framework agreements entered into with pre-qualified suppliers; and
- Records of orders issued under the Panel and any subsequent performance details of works undertaken.

The Shire is also to retain itemised records of each invitation to quote process, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Panel contract.

Information on each Panel of pre-qualified suppliers, including scope of the Panel, details of pre-qualified suppliers under each Panel and term of the Panel must be maintained and made available for access by all officers across the Shire.

Definitions

- 1.1 Shire Business

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- Businesses registered in the Shire of Northam.
- Businesses that have premises in any of the Shire of Northam's localities.

1.2 Local Business

- Businesses registered in the Shire of Northam.
- Businesses that have premises in any of the Shire of Northam's localities.
- Businesses not registered in the Shire, but that have an economic impact on the Shire from using local sub-contractors, employing Shire residents or making significant material purchases from suppliers operating within the Shire of Northam.

UNCONFIRMED

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6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

To be confirmed. Proposed to be held at the end of December however this is dependent on financials being finalised.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President, Cr Chris Antonio declared the meeting closed at 2:34pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 12 November 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Governance Policy Review

File Reference:	2.3.1.2
Reporting Officer:	Chief Executive Officer - Jason Whiteaker
Responsible Officer:	Chief Executive Officer - Jason Whiteaker
Officer Declaration of Interest:	Yes – Various policies impact the Chief Executive Officer and other staff.
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For Council to review governance policies G 1.1, G 1.2 and G 1.3 (recommendation was missed during the October Ordinary Council Meeting).

ATTACHMENTS

Attachment 1: Reviewed Policies G 1.1, G 1.2 and G 1.3 (clean copy)

A. BACKGROUND / DETAILS

An elected member workshop was held on 12 August 2020 to allow detailed discussions and input into Council's existing and proposed governance policies. Several policies were adopted by recommendation (minute no C.4052) at the Ordinary Council Meeting held on 21 October 2020.

A recommendation for the adoption of the following policies was presented to Council at the same Council Meeting in October however was erroneously missed during the course of the meeting.

Policy Number	Policy Title	Comment / Changes	New Policy Number
G 1.1	Meeting Dates	Recommended to remove. Council resolves meeting dates in December each year, indications are this is the preferred method of setting dates.	N/A
G 1.2	Attendance by Councillors, Chief	Has been split into two policies, Council Members and a separate one for the Chief Executive Officer. This was the preferred position of the workshop. The	G1.2 (Council Members)

	Executive Officer and Partners at Conferences	policy has been completed rewritten because of the December 2019 Regulation Changes. The Department of Local Government, Sport & Cultural Industries template policy has been used.	G1.3 (Chief Executive Officer)
G 1.3	Code of Conduct – Council Members & Committee Members	No major change. The Local Government Legislation Amendment Bill 2019 introduced a mandatory Code of Conduct to which all council members must comply. The Bill advises that regulations will prescribe a model Code of Conduct – this model Code of Conduct is yet to be released. Consequently it is considered prudent to wait for the model Code of Conduct prior to undertaken a significant review of Council's existing Code. In saying this, new gift provisions have been included to ensure compliance with recent legislative changes.	G1.4

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership
 Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.
 Objective: Develop clear policy settings to guide our organisation and community

B.2 Financial / Resource Implications

No significant financial or resource implications resulting from policy review.

B.3 Legislative Compliance

Various policies are required by the Local Government Act 1995, including:

- 5.90A - Policy for attendance at events
- 5.50 - Payments to employees in addition to contract or award (gratuity & gifts)
- 5.103 - Codes of conduct

B.4 Policy Implications

Complete review of governance policies.

B.5 Stakeholder Engagement / Consultation

An Elected Member Workshop was held with Council Members on 12 August 2020. Most governance policies were adopted during the Ordinary Council Meeting held on 21 October 2020.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council not viewed as being transparent as a result of inadequate policies	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation. Publish policy manual on Council website
Service Interruption	N/A		
Compliance	Non-compliance with LG Act requirements	Possible (3) x Minor (2) = Moderate (6)	Adopt policies referenced in section B.3 of officer report
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

A clean version of all proposed policies is provided as an attachment to this agenda item. A fully marked-up version of the various policies is provided in the Councillor Agenda depository (FTP folder).

Council erroneously missed the following recommendation during the October Ordinary Council meeting. The recommendation has therefore been included below.

RECOMMENDATION

That Council adopts the following policies and authorises the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual:

- 1. G1.1 - Council Members – Continuing Professional Development**
- 2. G1.2 - Attendance at Events – Council Members**
- 3. G1.3 - Attendance at Events – Chief Executive Officer**

ABSOLUTE MAJORITY (6) REQUIRED

Attachment 1 – Reviewed Policies G 1.1, G 1.2 and G 1.3 (clean copy)

GOVERNANCE

G 1.1 Council Member Continuing Professional Development

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	November 2021
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.128</i>

OBJECTIVE

The *Local Government Act 1995* requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Northam is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Council Members of the Shire of Northam.

PURPOSE

This policy applies to Council Members of the Shire of Northam (Shire).

The Policy consists of three parts which have distinct obligations.

‘Part 1: Compulsory Elected Member Training’ sets out the legislative requirements that newly Council Members must undertake Compulsory Council Member Training. newly elected Council Members who complete the Compulsory Council Member Training are deemed to have met their Continuing Professional Development requirements under Part 2 for the first two years of their term.

‘Part 2: Continuing Professional Development’ requires Council Members to undertake CPD as determined by Council. This applies to all Council Members. However, newly elected Council Members who undertake the Compulsory Council Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

‘Part 3: Reporting’ sets out the reporting requirements under the *Local Government Act 1995*.

Part 1 Compulsory Council Member Training

Council Members of the Shire of Northam have significant and complex roles that require a diverse skillset.

All Council Members elected to Council following the 2019 election are required under the *Local Government Act 1995* to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so a Council Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

1.1 Cost of Training

The Council Member Essentials Course will be sourced by the Shire of Northam at no cost to Council Members.

Part 2 Continuing Professional Development

Continuing Professional Development (CPD) opportunities will be provided to the Shire of Northam Council Members.

The opportunities will be in line with the strategic direction of the Shire of Northam:

- Economic Development;
- Community wellbeing;
- Safety & Security;
- Environment and Heritage;
- Infrastructure and Service Delivery; and
- Governance and Leadership.

2.1 CPD Hours

Each Council Member must complete 10 CPD hours every two years from ordinary election to ordinary election.

The Shire of Northam will organise training sessions that meet the intent of the policy where all Council Members are invited to attend to meet their obligations as a Council group at the Shire of Northam.

All training will be funded by the Shire of Northam at no cost to Council Members.

Part 3 Reporting

The Shire of Northam is required to report annually on completed training. Completed training must be published on the Shire of Northam website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Council Members.

G 1.2 Attendance by Council Members at Events

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2021
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.90A</i>

OBJECTIVE

To establish standards for the attendance of the Council Members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*)

PURPOSE

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Council Members.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

Local Government Act 1995 - 5.90A, policy for attendance at events, defines an event as being:

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event; or
- (e) an occasion of a kind prescribed for the purposes of this definition.

PROVISION OF TICKETS TO EVENTS

1. Invitations
 - a. All invitations or offers of tickets for the Council Members to attend an event should be in writing and addressed to the Shire of Northam

- b. Any invitation or offer of tickets not addressed to the Shire of Northam is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
- c. A list of events and attendees authorised by the local government in advance of the event is at Appendix A.

2. Approval of attendance

- a. In making a decision on attendance at an event, Council will consider:
 - i. who is providing the invitation or ticket to the event
 - ii. the location of the event in relation to the local government (within the district or out of the district)
 - iii. the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution
 - iv. whether the event is sponsored by the local government
 - v. the benefit of local government representation at the event
 - vi. the number of invitations / tickets received, and
 - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- b. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

3. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, the council will determine whether it is in the best interests of the local government for a Council Member to attend on behalf of Council.
- c. If Council determines that a Council Member should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of a Council Member attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

APPENDIX A – Events Authorised in Advance (subject to available budgets)

- a. Advocacy lobbying or ministerial briefings
- b. Meetings of clubs or organisations within the Shire of Northam
- c. Any free event held within the Shire of Northam
- d. West Australian-based local government events (such as WA Local Government Week)

- e. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Council Member has been officially invited
- f. Shire of Northam hosted events, ceremonies and functions
- g. Local Community art exhibitions
- h. Shire of Northam local cultural events/festivals
- i. Events run by a local, state or federal government
- j. Events run by schools and universities within the Shire of Northam
- k. Opening or launch of an event or facility within the Shire of Northam

APPENDIX B – Specific Event Approvals

Event	Date of Event if known	Approved attendee	Approved local government contribution	Date of Council resolution

G 1.3 Attendance by the Chief Executive Officer at Events

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Local Government Act 1995 s5.90A</i>

OBJECTIVE

To establish standards for the attendance of the Chief Executive Officer at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*).

PURPOSE

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

Local Government Act 1995 - 5.90A, policy for attendance at events, defines an event as being:

- (f) a concert;
- (g) a conference;
- (h) a function;
- (i) a sporting event; or
- (j) an occasion of a kind prescribed for the purposes of this definition.

PROVISION OF TICKETS TO EVENTS

4. Invitations

- a. All invitations of offers of tickets for the CEO to attend an event should be in writing and addressed to the Shire of Northam

- b. Any invitation or offer of tickets not addressed to the Shire of Northam is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
- c. A list of events and attendees authorised by the local government in advance of the event is at Appendix A.

5. Approval of attendance

- a. The Chief Executive Officer is approved to attend and local, state or national conference in accordance with his/her current contract of employment
- b. In making a decision on attendance at an event, Council will consider:
 - i. who is providing the invitation or ticket to the event
 - ii. the location of the event in relation to the local government (within the district or out of the district)
 - iii. the role of the CEO when attending the event (participant, observer, presenter) and the value of their contribution
 - iv. whether the event is sponsored by the local government
 - v. the benefit of local government representation at the event
 - vi. the number of invitations / tickets received, and
 - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- c. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

6. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, Council will determine whether it is in the best interests of the local government for the CEO or another officer to attend on behalf of Council.
- c. If the council determines that a CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

APPENDIX A – Events Authorised in Advance (subject to available budgets)

- l. Advocacy lobbying or ministerial briefings
- m. Meetings of clubs or organisations within the Shire of Northam
- n. Any free event held within the Shire of Northam
- o. West Australian-based local government events
- p. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Chief Executive Officer has been officially invited
- q. Shire of Northam hosted events, ceremonies and functions
- r. Local Community art exhibitions
- s. Shire of Northam local cultural events/festivals
- t. Events run by a local, state or federal government
- u. Events run by schools and universities within the Shire of Northam
- v. Major professional bodies associated with local government at a local, state and national level
- w. Opening or launch of an event or facility within the Shire of Northam

APPENDIX B – Specific Event Approvals

Event	Date of Event if known	Approved attendee	Approved local government contribution	Date of Council resolution

12.1.2 Shire of Northam Communication Plan 2020

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	3.1.3.10
Reporting Officer:	Jason Whiteaker, Chief Executive Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider endorsing the Shire of Northam's Communication Plan 2020.

ATTACHMENTS

Attachment 1: Communications Plan 2020.

A. BACKGROUND / DETAILS

The Shire of Northam's Community Engagement Plan was endorsed by Council on 12 October 2011. This plan was developed around the International Association for Public Participation (IAP2) concept and principles (inform, consult, involve, collaborate and empower).

In June-July 2019, the Shire of Northam administered a MARKYT® Community Scorecard to evaluate community priorities and measure Council's performance against key indicators in the Strategic Community Plan. This scorecard evaluated a range of areas on Council's performance including areas focused on communication and engagement with the community.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

The Shire of Northam's Communication Plan supports the following objectives from the Corporate Business Plan:

Theme Area 1, Economic Growth

- Communicate clearly and widely the benefits of doing business in the Shire of Northam.

- Encourage local consumers to 'buy local' and support local businesses.
- Effectively market the tourism options available within the Shire of Northam including annual flagship events.

Theme Area 2, Community Wellbeing

- Residents are well informed about activities and services in the Shire.

Theme Area 3, Community Safety

- 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.
- 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.

Theme Area 6, Governance and Leadership

- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents.
- 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.
- Provide outstanding customer service.
- Improve community access to information to ensure they are able to be informed of our activities.
- Encourage active community participation in our local government.
- Effectively communicate the Shire's vision and strategic priorities, internally and externally.

B.2 Financial / Resource Implications

The actions within the Communication Plan will be funded through a range of General Ledger accounts and therefore will have a nil impact on Council's budget.

In 2018/19, the Shire of Northam spent approximately \$293,308 on communication and marketing initiatives. This included an extensive review and redesign of the Shire of Northam website which totaled approximately \$16,886. The communication and marketing efforts were undertaken across a range of platforms including:

- Radio
- Newspaper
- State Law Publisher
- Social media
- TV Monitors
- Mail Chimp
- Street Banners
- Signage
- Notice Boards
- Emails
- Mail outs
- On hold messages
- Face-to-face
- Community workshops
- Printed material
- Telephone
- Community newsletters
- Digital message boards

In addition, the Council committed \$180,000 to a marketing/branding exercise over 2018/19 and 2019/20, referred to as 'Ready.Set.Go'. This marketing and branding has been included within the revised communication plan.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Community feedback was sought in June-July 2019 through the MARKYT® Community Scorecard process (community survey). This process identified that Council was underperforming in areas relating to communication and engagement.

A workshop was held on 28 October 2020 with Councillors to review the draft plan. A summary of the amendments undertaken were:

- Clarified the communication platform to be used for various actions;
- Added an action to communicate the best way to get in contact with the Shire of Northam;
- Change the word Council to Shire (where possible) to ensure consistency;

- Added a new action in relation to the Special Electors meeting process;
- Added a new action to seek community feedback on topical items;
- Clarified that the workshops being held in Action 3.3 are for the Strategic Community Plan process;
- Removed reference to Forum and Ordinary meetings in Action 3.2 to allow flexibility and a determination to be made when setting the Council meeting dates annually;
- Included the promotion of reporting mechanisms for ICS's in Action 3.5; and
- Adjusted typographical errors.

An additional action was suggested to investigate implementing an app for the Shire of Northam to assist with pushing information out to the community. Since the workshop Officers have investigated this item and recommend not to implement an app. Officers contacted the City of Albany and Cairns Regional Council who currently have an app for their cities. City of Albany have advised that they are discontinuing their app due to the ongoing maintenance and technical issues associated with managing an app. In addition, all information is available on their website which is compatible with mobile devices. Cairns Regional Council went through the process of developing an app through an external app developer and subsequently trained technical staff to manage this once handed over to the Council. This however was a major project which required significant resources and the employment of technical staff to manage the app. Should Council wish to pursue implementing an app it should be noted that this will require significant resources. It is recommended that Council subscribe to existing apps as opposed to developing an app solely for the Shire of Northam.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Inadequate engagement with Community / Stakeholders / Elected Members	Medium (3) x Possible (3) = 9	Ensure there is a Current Community Engagement Plan in Place.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

The methodology used for developing the Shire of Northam's Communication Plan involved:

- Reviewing Council's performance from the MARKYT® Community Scorecard process;
- Reviewing Council's 2011 plan; and
- Reviewing the plans of the top performing Council's being the Cities of Cockburn and Belmont.

From this review process, actions were identified around the IAP2 concept and principles as Officers acknowledge that this is best practice. A strong focus was also made on keeping the plan as simple as possible to avoid this being a lengthy, over complex document that is not understood or acted upon.

RECOMMENDATION

That Council:

- 1. Endorse the Shire of Northam Communication Plan 2020 as provided in Attachment 1.**
- 2. Request the Chief Executive Officer to seek community feedback on the communication platforms, as part of the 2021 Community Scorecard process.**

Attachment 1 - Communications Plan 2020

COMMUNICATION & ENGAGEMENT PLAN

Our Vision

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.

Our Mission

In order to achieve our Vision the Shire of Northam has established an organisational Mission commitment, which is; To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.

Situation Analysis

In June-July 2019, the Shire of Northam administered a MARKYT® Community Scorecard to evaluate community priorities and measure Shire's performance against key indicators in the Strategic Community Plan.

Scorecard invitations were sent to all households and PO Boxes using Australia Post unaddressed mail. Invitations were also emailed to all contacts in the Shire's customer database. The Shire offered supporting promotions through its communication channels.

792 residents completed a scorecard representing an approximated response rate of 20% of households.

A further 35 Shire affiliated respondents participated bringing the total to **827 respondents**.

From the responses provided, the Shire of Northam scored as follows in areas relating to communication:

Category	Shire of Northam	Industry high	Industry Average
The Shire of Northam has developed and communicated a clear vision for the area	26	61	34
How the community is consulted about local issues	40	63	46
The Shire clearly explains the reasons for its decisions and how residents' views have been taken into account	19	39	27
How the community is informed about what's happening in the local area (including local issues, events, services and facilities)	44	69	53
Shire's website	51	68	57
Northam News – the Shire's monthly newsletter	50	75	62
Social media presence on Facebook	48	66	53
Customer service	53	79	62
How local history is preserved and promoted	49	79	59

In 2018/19, the Shire of Northam spent approximately \$293,308 on communication and marketing initiatives. This included an extensive review and redesign of the Shire of Northam website which totalled approximately \$16,886. The communication and marketing efforts were undertaken across a range of platforms including:

- Radio
- Newspaper
- State Law Publisher
- Mail outs
- Social media
- TV monitors
- Mail Chimp
- Telephone
- Street banners
- Signage
- Notice boards
- Face-to-face
- Emails
- Printed material
- On hold messages
- SMS
- Community newsletters
- Digital message boards
- Community workshops

Our Aspirations

To use best practice principles to involve our community in our decision making process, creating two-way conversations that engage them on what we are doing before we do it, and enables their feedback to influence our decisions.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis alternatives and/or decisions.	To work directly with the public through out the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© International Association of Public Participation's IAP2 framework

Target Audience

- Residents
- Local businesses
- Developers relevant to us
- Surrounding communities
- Wider Perth metro area
- Staff
- WA Local Government Association
- State Government, it's agencies and politicians
- Federal Government, it's agencies and politicians
- Media – both local and mainstream
- Prospective visitors & event attendees
- Prospective new residents & investors

Measurement of Success

The Shire of Northam will measure the success of the Communication Strategy and Action Plan through the biannual Community Scorecard.

An Action Plan will support this Strategy and allow us to monitor and report against our Objectives and Priorities.

ACTIONS				
1. INFORM	2. CONSULT	3. INVOLVE	4. COLLABORATE	5. EMPOWER
<p>Action 1.1 - Produce regular media releases that are well written and proactively sharing the Shire of Northam's news and decisions.</p> <p>Action 1.2 - Regularly promote the Shire's website and social media platforms as primary sources of information.</p> <p>Action 1.3 - Review the functionality and structure of the Shire's website annually.</p> <p>Action 1.4 - Use social media and email as cost effective communication channels.</p> <p>Action 1.5 - Ensure content is tailored to target audiences and communicated through channels suitable for the various audiences and demographics.</p> <p>Action 1.6 - Annually update the Shire of Northam's Investment & Education Prospectus.</p> <p>Action 1.7 - Provide responses to media that meet news deadlines.</p> <p>Action 1.8 - Distribute a monthly newsletter and Quarterly Report via the Shire's e-newsletter mail list.</p> <p>Action 1.9 - Prepare a quarterly newsletter on progress against budgeted projects and Shire objectives.</p> <p>Action 1.10 - Update development video bi-annually.</p> <p>Action 1.13 - Prepare individual marketing plans for all events and projects.</p> <p>Action 1.14 - Establish a process to periodically monitor and evaluate the Shire's communication activities.</p> <p>Action 1.15 - Prepare & implement annual marketing & communication calendar.</p> <p>Action 1.16 - Adopt the 'Ready.Set.Go' design style as our main communications brand.</p> <p>Action 1.17 - Build on the 'Ready.Set.Go' brand.</p> <p>Action 1.18 - Communicate the best way to contact the Shire.</p> <p>Action 1.19 - Undertake two mail outs each year for the Shire of Northam newsletter and quarterly report.</p>	<p>Action 2.1 - Engage with the community through electronic platforms prior to budget adoption to seek the communities views on projects identified for funding and Shire's budget priorities.</p> <p>Action 2.2 - Develop community plans in consultation with the community through workshops and digital platforms.</p> <p>Action 2.3 - Undertake a bi-annual community satisfaction survey using mail outs and digital platforms.</p> <p>Action 2.4 - Train staff and Council to implement and follow best-practice engagement procedures.</p> <p>Action 2.5 - Maintain a current and relevant Customer Service Charter.</p> <p>Action 2.6 - Consult with the community through digital platforms for all Shire of Northam major projects.</p> <p>Action 2.7 - Seek community feedback through digital platforms on the Shire's policies and plans.</p> <p>Action 2.8 - Explore digital opportunities to engage the community effectively through a variety of technology and web opportunities.</p> <p>Action 2.9 - Seek community feedback on topical items through digital platforms.</p>	<p>Action 3.1 - Obtain feedback from the community on matters that impact them.</p> <p>Action 3.2 - Hold three Council meetings annually at Shire localities outside of the Northam town site to allow Shire representatives to meet regularly with communities in informal settings that provide a platform for open dialogue.</p> <p>Action 3.3 - Hold a series of workshops with the community when reviewing the Strategic Community Plan for the Shire.</p> <p>Action 3.4 - Respond to the community members where feedback has been provided advising how their input has influenced the decision.</p> <p>Action 3.5 - Regularly promote the Shire's customer request (ICS) process including mechanisms to report an ICS.</p> <p>Action 3.6 - Maintain a 'Have Your Say' portal on the Shire of Northam website.</p> <p>Action 3.7 - Encourage community input into local government elections, including nominating for Council.</p>	<p>Action 4.1 - Establish advisory groups where possible to partner with the community in decision making, including the development of alternatives and solutions.</p> <p>Action 4.2 - Advertise for community membership on Shire committees after each local government election or when a vacancy becomes available.</p> <p>Action 4.3 - Build strong and effective relationships with the media at all levels.</p> <p>Action 4.4 - Build strong and effective relationship with the Shire's business community.</p> <p>Action 4.5 - Build strong and effective relationships with key stakeholder groups including businesses, community, aboriginal, government, youth and seniors.</p> <p>Action 4.6 - Work with the community and key groups to achieve positive outcomes that are consistent with the objectives of the Shire's Strategic Community Plan.</p> <p>Action 4.7 - Provide annual community grants to help achieve the objectives of the Shire's Strategic Community Plan.</p>	<p>Action 5.1 - Explore ways to empower the community to participate in our decision-making processes.</p> <p>Action 5.2 - Ensure the community is aware of Electors Special Meeting and General Meeting process.</p> <p>Action 5.3 - Where legislation and circumstances permit, endorse the decision of the community through undertaking polls.</p>

12.2 ENGINEERING SERVICES

12.2.1 RFT 13 of 2020 – Rehabilitation Oliver Street & Wellington Street, Northam

Address:	Oliver Street –Peel Terrace to Byfield St Wellington Street –Gordon Street to Grey Street
Owner:	Shire of Northam
Applicant:	Nil
File Reference:	6.1.1.2101 and 6.1.1.2001
Reporting Officer:	Chan Vyas, Project Development Engineer
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the award of works identified in RFT 13 of 2020 – for the road rehabilitation of Oliver Street, and Wellington Street within Northam town site.

ATTACHMENTS

Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda and minutes).

Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda and minutes).

A. BACKGROUND / DETAILS

Oliver Street and Wellington Street were adopted by Council to form part of the 2020/2021 Road Program.

In compliance with legislative requirements, a tender for these works was prepared and advertised 14th October 2020 to 30th October 2020 in order to seek suitably qualified contractors to complete the works on the Shire's behalf.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Outcome: 5.3

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

Objective:

- 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.
- Maintain an efficient and safe regional road network

B.2 Financial / Resource Implications

The 2020/21 adopted budget made the following budget provisions for these two projects:

Job # 3124	Oliver Street	\$262,000 ex GST
Job # 3123	Wellington Street	\$370,074 ex GST

Total **\$632,074 ex GST**

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

B.5 Stakeholder Engagement / Consultation

This is planned capital works projects. The stakeholders will be notified of the proposed work under contract via works notification.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of works exceed budget allowance	Unlikely (2) x Medium (3) = Moderate (6)	Contract will be monitored closely. Cost variation to be rejected or adjusted as necessary.

Health & Safety	Medical type injury	Unlikely (2) x Medium (3) = Moderate (6)	Compliance to OHS & E policy and standard procedures as part of contract.
Reputation	Customer complaints	Unlikely (2) x Medium (3) = Moderate (6)	Complaints management protocol for swift resolution under contract, and ongoing works supervision.
Service Interruption	Delay in project delivery	Unlikely (2) x Medium (3) = Moderate (6)	Works programme will be monitored, and followed. As a part of contract.
Compliance	Substandard work	Unlikely (2) x Minor (2) = Low (4)	Quality assurance standards to be complied as part of contract.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

In response to the advertised tender, two submissions were received, of which both were compliant:

- Boradtran Civil Pty Ltd
- West Coast Profiling (WCP) Civil

A full report on the procurement process and tender evaluation is provided in Attachment 1 and 2.

Staff are recommending WCP Civil as the preferred supplier to complete these works

RECOMMENDATION

That Council:

1. Award of RFT 13 of 2020 Rehabilitation of Oliver Street and Wellington Street, to the preferred supplier, being WCP Civil.
2. Authorise the CEO to execute the contract with WCP Civil for the sum of \$541,629 plus GST and approve any variations within budget constraints.

12.2.2 RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed

Address:	Byfield Street, Northam
Owner:	Shire of Northam
Applicant:	Shire of Northam
File Reference:	6.1.2.108
Reporting Officer:	Shane Moorhead, Building Maintenance & Project Supervisor
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider tenders received in response to the Request for Tender 11 of 2020 – Supply and Construct Machinery and Storage Shed at Northam Shire Depot. This report provides details of the tenders received and a recommended tenderer.

ATTACHMENTS

Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda and minutes).

Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda and minutes).

A. BACKGROUND / DETAILS

The existing Shire of Northam's Works Depot been identified in the endorsed 2020/21 budget to be redeveloped.

As part of this redevelopment new sheds are required to be constructed, these are:

- Machinery shed, a 64m x 20m drive through shed to allow all plant to be parked undercover.
- Gardening shed, a 24m x 12m enclosed shed to house all the gardening equipment and allow minor servicing of small plant.
- Green house, a 24m x 12m roof only shed that will have shade cloth walls to allow the gardening team to care for plants and undertake propagation of existing plants and to advance tube stock from nurseries to be able to be planted out.

Due to the estimated value, Request for Tender 11 of 2020 was advertised to find a suitable contractor to design and construct the sheds.
 A full report on the procurement process and tender evaluation is provided in the separate confidential Attachment 1.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and service delivery.

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

Objective: Implement robust asset management plans which promote efficient, safe and quality infrastructure.

B.2 Financial / Resource Implications

These works were budgeted for in the 2020/21 Annual with an overall budget of \$2,000,000 on job 1961.

B.3 Legislative Compliance

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Storage of plant in the open can reduce the working life and add to the maintenance costs.	Likely (4) x Minor (2) = Moderate (8)	Build sheds that will protect plant and equipment
Health & Safety	Working with Existing poorly designed and aging infrastructure can create hazards	Possible (3) x Medium (3) = Medium (9)	Building sheds that are fit for purpose.

Reputation	When the community sees the existing depot is aging and not enough shed space so plant is parked in the open may feel like workers are not caring.	Possible (3) x Minor (2) =Moderate(6)	Upgrade the infrastructure at the Works depot to be in line with community expectations;
Service Interruption	Nil	-	-
Compliance	Nil	-	-
Property	Nil	-	-
Environment	Nil	-	-

C. OFFICER'S COMMENT

In response to the advertised tender, 7 submissions were received, of which 7 were compliant:

1. Stallion Homes
2. J&A Building
3. Auspan Group
4. Action Sheds Australia PTY LTD
5. Cooper & Oxley Group PTY LTD
6. Wheatbelt Steel PTY LTD
7. Akron PTY LTD

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

RECOMMENDATION

That Council:

1. **Endorse the award of RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed Operations Depot to the preferred supplier, being J&A Building.**
2. **Authorise the CEO to execute the contract with J&A Building for the sum of \$369,235.00 plus GST and approve any variations up to a maximum of 10% of the contract sum.**

12.3 DEVELOPMENT SERVICES

12.3.1 Review of Local Planning Policies – LPP2, 3, 6, 13 & 17

Address:	Shire-wide
Owner:	N/A
Applicant:	Shire of Northam
File Reference:	2.3.1.2
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

All of the Shire of Northam's Local Planning Policies are currently being reviewed to ensure they are consistent with the Northam Local Planning Scheme No. 6, Deemed Provisions, R-Codes, Local Laws and any relevant building requirements.

Local Planning Policies 2, 3, 6, 13 and 17 have been identified as those policies most in need of attention and have been included in the first stage of the review. Other LPPs will be presented to Council for considered in subsequent stages.

ATTACHMENTS

- Attachment 1: Draft LPPs.
Attachment 2: Marked up LPPs (provided as a separate attachment to this agenda and minutes).

A. BACKGROUND / DETAILS

Generally, all policy provisions that duplicate Deemed Provisions or are not planning requirements are proposed for deletion together with duplicate provisions in other LPPs or provisions that are more appropriate to be included in specific LPPs.

The following is a summary of the proposed amendments to the specific LPPs:

LPP2 – Site Development & General Construction Guidelines

The main amendments in this LPP relate to earthworks and retaining walls to include additional provisions and clarification.

New provisions relating to the construction of dams on smaller rural living properties are also proposed.

It is also proposed to rename the LPP to General Development Guidelines to simplify the title.

LPP3 – New Transportable, Relocated and Second-Hand Dwellings

This LPP has been updated to reflect the changes to LPS6 resulting from the gazettal of Amendment 8 on 09/07/19, which introduced the land use definitions of Repurposed Dwelling and Second-Hand Dwelling. It is also proposed to rename the LPP to reflect these changes to “LPP3 – Transportable, Repurposed and Second-Hand Dwellings”.

The provisions relating to the payment and release of the bond have also been reviewed to remove the dollar amounts and include percentages.

LPP13 – Ancillary Dwellings & LPP6 – Construction of a Second Dwelling on a Rural Lot

Officers receive many enquiries and applications relating to the construction of ancillary dwellings on town and rural living lots. Presently there are two LPPs relating to the same type of development with some provisions conflicting with State policies, LPS6 and the Deemed Provisions. To reduce these conflicts and to make the policies easier use, it is proposed to revoke LPP6 and incorporate any appropriate provisions into LPP13.

The main reason for revoking LPP6 is to ensure consistency with the definitions and provisions of State planning policies, such as the R-Codes.

Two dwellings on a single lot is defined as a ‘grouped dwelling’. In the Rural zone, grouped dwellings are not permitted, however LPP6 is a policy that addresses more than one dwelling on a Rural zoned lot.

Ancillary dwellings are a discretionary land use in the Rural zone, as are holiday homes and workers accommodation. Therefore, it is proposed to amend LPP13 to provide suitable provisions for these types of accommodation on Rural zoned land, with the exception of holiday homes, which will be addressed in LPP14 (to be discussed at a later workshop).

Local Planning Policy No. 17 – Avon Industrial Park

At present there is no general LPP setting out guidelines for industrial development in the Shire, and an absence of provisions in LPS6. This situation

makes it difficult to provide design advice to applicants and during assessment and has been highlighted in the assessment of recent DAs.

With the upcoming development of the Avon Logistics Hub, it is considered timely to review LPP17 with a view of applying the provisions all industrial development in the LGA.

LPP17 was adopted specifically for the Avon Industrial Park and provides the basis for the development of a general industrial LPP. It is proposed to amend LPP17 to include appropriate provisions and rename it "LPP17 – Industrial Development".

General provisions will apply to industrial development throughout the LGA together with specific provisions for the Avon Industrial Park and the Avon Logistics Hub to ensure that any specific needs are addressed.

The draft documents have been reviewed using track changes and also contains explanatory comments where amendments are proposed.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance & Leadership

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

Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders;

B.2 Financial / Resource Implications

Costs associated with the policy review are budgeted.

B.3 Legislative Compliance

Division 2, Part 2 – Local planning framework of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed provisions) sets out the requirements for adopting, amending and revoking local planning policies.

B.4 Policy Implications

Ensuring that LPPs are up to date and reflect current legislative and community requirements will have positive policy implications.

B.5 Stakeholder Engagement / Consultation

Stakeholder and community consultation will be carried out in accordance with the provisions of the Regulations.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Procedure for amending/ revoking LPPs not followed correctly.	Unlikely (2) x Minor (2) = Low (4)	Ensure process is followed correctly.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

C. OFFICER'S COMMENT

As outlined in the Background section of this Report, the review of the Local Planning Policies is being carried out in prioritised stages. The LPPs the subject of this Report have been identified as those policies that require the most urgent attention and updating.

The remainder of the policies will be presented to Council, and the community, in the near future. It is also worth noting that the Shire of Northam Local Planning Strategy and Local Planning Scheme No. 6 are also currently being reviewed, which will ensure that the local planning framework is up to date, current and reflects legislative and community needs.

RECOMMENDATION

That Council:

1. Adopts the following draft amended Local Planning Policies (Attachment 1) for the purposes of advertising:
 - a. LPP2 – General Development Guidelines;
 - b. LPP3 – Transportable, Repurposed & Second-Hand Dwellings;
 - c. LPP13 – Ancillary Dwellings & Workers Accommodation; and
 - d. LPP17 – Industrial Development.
2. Advertise the draft Local Planning Policies in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum period of 21 days.
3. Advertise the proposed revocation of Local Planning Policy No. 6 – Construction of Additional Dwellings on Rural Zoned Land.
4. Receive a further Report to consider any submissions and modifications prior to adopting for final approval, the amended Local Planning Policies.



Attachment 1 - Draft LPPs

Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
LPP2: GENERAL DEVELOPMENT GUIDELINES

LOCAL PLANNING POLICY

LPP2: GENERAL DEVELOPMENT GUIDELINES

Responsible Department	Development Services
Resolution Number	C.2190
Resolution Date	18/12/2013
Next Scheduled Review	2020
Related Shire Documents	Local Planning Scheme No. 6
Related Legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

OBJECTIVES

- (a) Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- (b) Provide certainty for landowners of the requirements within the Shire and guidance to the Shire's officers by ensuring that all development issues are considered when applying for planning approval and that the rural nature of the Shire is maintained; and
- (c) Limit the impact of development by specifying general guidelines for development and site works.

SCOPE

Definitions

The definitions that are used in this policy are the same as in the Shire of Northam Local Planning Scheme No. 6 and the Residential Design Codes.

POLICY

1. General Development Guidelines
 - 1.1 No building shall be so constructed, finished or left unfinished so that its external appearance would, in the opinion of the Shire, create glare or in any other way whatsoever significantly detract from the amenity of the

ORG-TEMP-09 Policy_LPP2 General Development Guidelines V2



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
LPP2: GENERAL DEVELOPMENT GUIDELINES

locality. All premises shall be so used and maintained so as to preserve the local amenity to the satisfaction of the Shire.

- 1.2 Dwellings are encouraged to be designed to be environmentally sustainable using passive solar design and energy efficiency principles.

2. Earthworks and Retaining Walls

- 2.1 If earthworks are not being undertaken as a component of the building permit then separate development approval for earthworks are to be obtained. Earthworks should be contained within the setbacks applicable to each lot or within the designated building envelope (if applicable).
- 2.2 Any earthworks or retaining walls, whether proposed separately or under a building permit, in the Rural Residential, Rural Smallholdings or Rural zones that exceed 1000mm in height require development approval.
- 2.3 A retaining wall or other type of soil retaining method must be installed where the proposed finished level is more than 1.5m greater than the existing ground level, unless the land is battered at a grade of at least 1:2 (height : length) for sand and clay and at least 1:4 for silt.
- 2.4 Where the proposed top of the retaining wall is greater than 1.5m from natural ground level, terraced retaining walls spaced a minimum of 1m apart and landscaping will be required to reduce the visual impact.
- 2.5 Details of the management of stormwater as a result of earthworks and/or retaining walls shall be included in the application for development approval.

3. Dams

- 3.1 The construction of dams will generally only be supported where there is a demonstrated need for water storage associated with an approved agricultural use or for domestic water supply purposes.
- 3.2 The construction of dams will generally not be supported on Residential zoned properties.
- 3.3 Dams should be setback an appropriate distance to ensure that neighbouring landowners are not detrimentally affected taking into consideration the standard setback requirements for the respective zone.
- 3.4 The construction of dams in Rural and Rural Smallholding Zones are exempt from development approval where the dam:
 - (a) has been approved or does not require approval from any State Government agency or authority; and

ORG-TEMP-09 Policy_LPP2 General Development Guidelines V2



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
LPP2: GENERAL DEVELOPMENT GUIDELINES

- (b) the lower edge of the dam wall, and any other part of the dam including the stored water is further than 20 metres from all boundaries of the subject lot.
- 3.5 Dams in the Rural Residential and Rural Smallholdings zones will only be supported where the following criteria can be met:
- (a) the dam is setback a minimum of 20 metres from the boundaries of the subject lot;
 - (b) the construction does not require the clearing of any riparian vegetation;
 - (c) the construction is setback a minimum of 30m from any on-site effluent disposal system and/or any watercourse;
 - (d) the wall height does not exceed 1 metre and the surface area does not exceed 25m² ;
 - (e) the construction is off-stream and ensures that natural flows are maintained within the watercourse at all times including during construction;
 - (f) there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes and will generally not be supported where they are solely for aesthetic purposes or on lots with an area of less than 2 hectares, where the scale of rural activities does not normally warrant the provision of a dam.
4. Grouped Dwellings
- 4.1 The Shire has powers under the provisions of Clause 4.3 of the Scheme to permit development at the higher density for those lots designated as dual coded. Density bonuses will be considered in dual coded areas where the proposed developments:
- (a) are designed for aged persons' accommodation, or provide a variety of housing types for an identified market;
 - (b) are connected to the Water Corporation's sewerage system;
 - (c) justify the density bonus through good quality and innovative design; and
 - (d) are located outside of SCA1 Avon and Mortlock River Special Control Area.
- 4.2 A density bonus may be allowed subject to compliance with provisions of the R-Codes.
5. Use of Second Hand Materials
- 5.1 The use of second hand building materials are generally not supported within the "Residential", "Rural Residential", "Rural Smallholdings",

ORG-TEMP-09 Policy_LPP2 General Development Guidelines V2



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
LPP2: GENERAL DEVELOPMENT GUIDELINES

"Tourist", "Mixed Use" and "Commercial" zones and require the specific approval of the Shire of Northam.

6. Development on Land Identified as Possibly Having Unexploded Ordnance
 - 6.1 Any application for development proposal or subdivision in an area which may be considered a high danger area for unexploded ordnance, the following conditions over and above determined conditions will apply:
 - (a) The area to be searched by the Western Australian Police Force (UXO) Branch and clearance given;
 - (b) The purchasers of blocks within a proposed subdivision are to be made aware of the history of the land and the likelihood of unexploded ordnance;
 - (c) A restricted covenant being placed on the title explaining the area may be subject to unexploded ordnance; and
 - (d) Statutory Declaration from the land owner, both current and future, that a **restrictive** covenant placed on the land recognises the implications of the restricted covenant and that it is understood.
7. Battleaxe Subdivision – Rural, Rural Residential and Rural Smallholding Zones
 - 7.1 Extensive use of the battleaxe configuration in the subdivision of new or broad acre areas is not favoured. Proposed battleaxe subdivision of lots shall be recommended for refusal on the following grounds:
 - (a) creation of this type of subdivision results in not being able to provide for two-way access and egress to residents and emergency services;
 - (b) creation of long battle-axe legs in areas with particular physical or topographical constraints is inappropriate; and / or
 - (c) not be used within areas that are bush fire prone areas.



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND
DWELLINGS

LOCAL PLANNING POLICY

LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND DWELLINGS

Responsible Department	Development Services
Resolution Number	C.2190
Resolution Date	18/12/2013
Next Scheduled Review	2020
Related Shire Documents	Local Planning Scheme No. 6
Related Legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

OBJECTIVES

- Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- Limit the impact of this type of development by specifying general guidelines for transportable, repurposed and second hand dwellings; and
- To promote high quality, sustainable housing within the Shire of Northam.

SCOPE

DEFINITIONS

The terms in this policy have the same meaning as the Local Planning Scheme No. 6 (LPS6) and Residential Design Codes (R-Codes). The following additional term is defined for the purpose of this policy.

"**Donga**" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

POLICY

- Transportable Dwellings

ORG-TEMP-09 Policy_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
**LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND
DWELLINGS**

- 1.1 All new purpose built transportable dwellings under 100m² require development approval.
 - 1.2 Repurposed and second-hand dwellings require development approval as per the Zoning Table in the Scheme.
 - 1.3 Repurposed dwellings constructed using dongas will not be supported in the "Residential", "Rural Residential", "Rural Smallholdings", "Rural" (under 40ha) and "Development" zones.
2. Design Criteria for Transportable Dwellings
- 2.1 All transportable dwellings:
 - (a) shall be designed to reflect the existing character of development surrounding the subject site;
 - (b) shall have a minimum roof pitch of 15 degrees if the majority of the surrounding dwellings are of similar design;
 - (c) shall have cladding of materials to the satisfaction of the Shire. Finishes such as brick veneer, hardiplank sheets, spray render and factory painted steel are acceptable materials. Other finishes will require consideration by the Shire.
 - (d) where deemed necessary by the Shire, verandah(s), carports and/or painting/recladding shall be undertaken to enhance the dwelling;
 - (e) where deemed necessary by the Shire, landscaping shall be undertaken around the dwelling.
3. Repurposed or Second Hand Dwellings
- 3.1 Application for development shall be accompanied by plans, photographs of each elevation and a report of the condition of the dwelling to be relocated or repurposed.
 - 3.2 Second hand dongas will not be supported for repurposing within the "Residential", "Rural Residential", "Rural Smallholdings", "Rural" (under 40ha) and/or "Development" Zones.
4. Preservation of Amenity
- 4.1 The Shire may refuse to approve the transportation of a repurposed or second-hand dwelling if, in its opinion, the proposed building would have an adverse effect on the amenity of the locality. The Shire shall have regard to, but not limited to, the following:
 - (a) The external appearance of the repurposed or second-hand dwelling and any associated structures and landscaping;
 - (b) Whether the structure is a donga;

ORG-TEMP-09 Policy_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
**LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND
DWELLINGS**

- (c) The design of all elevations of the repurposed or second-hand dwelling where applicable, particularly those visible from a public road;
 - (d) The dimensions and proportions of the repurposed or second-hand dwelling;
 - (e) The use of compatible building and landscape materials, taking into consideration tone, texture, scale, shape and colour;
 - (f) The effect on existing buildings on nearby properties and on the occupants of those buildings;
 - (g) The environment resulting from the repurposed or second-hand dwelling itself and the effect of that environment, on the occupants of the building and the Shire's intentions for the development of the surrounding locality;
 - (h) The effect of the building on existing and future services and community facilities. In particular, drainage, sewerage, water reticulation and existing or proposed community facilities such as schools, parks, civic buildings and pedestrian links;
 - (i) The effect on the landscape and environment generally; and
 - (j) Any other matter which, in the opinion of the Shire, is relevant to the amenity of the locality.
5. Removal of Asbestos
- 5.1 Removal of asbestos materials from any dwelling(s) is to be carried out in compliance with the Health (Asbestos) Regulations 1992, by a licensed contractor and at the expense of the applicant/landowner.
 - 5.2 Should the dwelling require transport from a location outside of the Shire boundaries, all asbestos materials are to be removed from the dwelling prior to transportation.
 - 5.3 Should the dwelling require transport from a location within the Shire, every reasonable effort must be made to remove the asbestos materials from the dwelling prior to transport. If the removal of asbestos materials prior to transport is not possible, permission from the Shire must be obtained prior to transport of the dwelling.
 - 5.4 All asbestos materials disposed within the Shire shall be at a Shire authorised disposal facility and at the cost of the applicant.
6. Legal Agreement requiring the payment of bonds
- 6.1 For repurposed or second-hand relocated dwellings in the "Residential", "Rural Residential", "Rural Smallholdings" and "Development" zones, a legal agreement, at the cost of the applicant, is required to be entered into to ensure that there is a bank guarantee for the full amount of the bond (amount specified in the Shire's adopted Fees and Charges)..

ORG-TEMP-09 Policy_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section 1)
Local Planning Policy
**LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND
DWELLINGS**

6.2 Upon completion of specified stages, the bond will be progressively released as follows:

6.2.1 Stage 1:

Release 25% if, within 6 months of the date of the development approval being granted:

- (a) The dwelling is correctly positioned on site as depicted on the approved plan;
- (b) The dwelling is correctly stumped or suitably affixed to the ground and the site is filled and/or drained satisfactorily, such that it is structurally adequate in accordance with the engineer's certification; and
- (c) The dwelling is up to lock up stage (all external windows, doors and fittings/fixtures installed/repaired).

6.2.2 Stage 2:

Release 25% if, within 8 months of the date of development approval being granted:

- (a) All gutters, fascia and downpipe work is completed to the satisfaction of the Shire;
- (b) All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
- (c) All external surfaces are painted or reclad to a tradesman like standard in accordance with the painting and building approvals (including wall, doors, windows surrounds, sills etc.).

6.2.3 Stage 3:

Release 40% if, within 10 months of the development approval being granted:

- (a) Compliance with all development conditions;
- (b) An approved effluent disposal system has been installed and the system has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
- (d) Completion and certification of all electrical work;
- (e) Completion and certification of all plumbing work;
- (f) All wet area tiling completed in accordance with the Building Code of Australia;
- (g) Kitchen fit-out completed (cupboards/benches and stove/hotplate installed etc); and
- (h) Building has reached practical completion stage, including construction of any verandahs.

6.2.4 Stage 4:

Release 10% if, within 12 months of the development approval being granted:

- (a) Landscaping is planted and established to the Shire's satisfaction.

ORG-TEMP-09 Policy_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
**LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND
DWELLINGS**

(b) Landscaping has measures in place to ensure its maintenance to the Shire's satisfaction.

Note: Landscaping may not be required if the second hand relocated dwelling is located in the "Rural Smallholdings" or "Rural" zones. Land size and prevailing landuse will govern whether the landscaping component is applicable and is at the discretion of the Shire. Should landscaping be determined to be irrelevant in the circumstances, the 10% applicable to Stage 4 will be refunded at the completion of Stage 3.

7. Time Limit of Works and Forfeiture of Bond

- 7.1 The time for completion of all work is twelve (12) months from the commencement of works or prior to occupation, whichever comes first. Should the Shire not be satisfied with works undertaken to date at the time of expiry of the time limit, the Shire will take measures to ensure the works are completed as soon as is practicable. These measures may include the use of the bond to complete outstanding works.
- 7.2 Failure to comply with the conditions imposed by the Shire on the development approval will result in forfeiture of the bond (full or part) and removal of the building unless otherwise determined by the Shire. The Legal Agreement in relation to the Bond is required to contain a clause relating to forfeiture of the bond to the Shire for failing to comply with conditions imposed.



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION

LOCAL PLANNING POLICY

LPP13: ANCILLARY DWELLINGS & WORKERS ACCOMMODATION

Responsible Department	Development Services
Resolution Number	C.3390
Resolution Date	20/06/2018
Next Scheduled Review	2020
Related Shire Documents	Local Planning Scheme No. 6
Related Legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

OBJECTIVES

- Establish appropriate criteria for the consideration of applications for the development of ancillary dwellings and workers accommodation in areas not subject to the R-Codes.
- Ensure ancillary dwellings and workers accommodation does not compromise the amenity of the surrounding properties and the streetscape.
- Minimise amenity impacts, including vistas from public roads and the primary agricultural functions of land.

SCOPE

Application

This Policy applies to proposals for ancillary dwellings in the Shire of Northam within the Rural, Rural Residential and Rural Smallholding zones.

Development proposals for ancillary dwellings on lots subject to the R-Codes, are dealt with under the R-Codes.

Relationship of this Policy to the Scheme

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

ORG-TEMP-09 Policy_LPP13 Ancillary Dwellings & Workers Accom.



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION

POLICY

1. General Provisions

- 1.1. The ancillary dwelling or workers accommodation must be appropriately located within the approved building envelope for the property (where one exists), or comply with the setbacks required in the Scheme.
- 1.2. The ancillary dwelling or workers accommodation is to be finished with a material of similar colour to the primary dwelling and shall incorporate habitable design elements such as awnings, verandahs and patios.
- 1.3. A sustainable water supply for all occupants shall be demonstrated at the time of application.
- 1.4. One uncovered or covered hardstand car parking bay shall be provided to the ancillary dwelling or workers accommodation.
- 1.5. Ancillary dwellings and workers accommodation shall share the same driveway as the main dwelling unless otherwise required under State Planning Policy 3.7 – Planning in Bushfire Prone Areas.

2. Ancillary Dwellings

- 2.1. Not more than one (1) ancillary dwelling shall be approved on any lot.
- 2.2. The maximum floor area of the ancillary dwelling shall not exceed 100m². The 100m² is the total living area only and does not include verandahs, patios, pergolas, alfresco areas or carports / garages.
- 2.3. The ancillary dwelling is to be located within 50m to the main dwelling.
- 2.4. The ancillary dwelling should not be located between the street setback and the main residence unless otherwise approved by the local government.
- 2.5. When approving ancillary accommodation dwellings, the local government will provide advice notes, including but not limited to the following:
"The landowner is advised that approval and construction of the ancillary dwelling shall not be regarded as a basis for subdivision of the property."

3. Workers Accommodation

- 3.1. Rural workers' accommodation shall not be approved except where the dwelling is associated with an approved and genuine rural use. The Shire must be satisfied in each case that the intentions of the landowner are genuine and the need for the dwelling is capable of being maintained for a reasonable period of time. Justification as to why the rural workers' dwelling is warranted shall be provided as part of the development application.

ORG-TEMP-09 Policy_LPP13 Ancillary Dwellings & Workers Accom.



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION

- 3.2. The occupiers of the existing dwelling and proposed rural workers' dwelling are to be principally employed or engaged by the landowner or agent of the approved rural use, on a full time basis.
4. Repurposed or Second-Hand Dwellings
 - 4.1. Proposals for repurposed or second-hand dwellings as ancillary dwellings or for workers accommodation are also the subject of the provisions of LPP3: Transportable, Repurposed and Second Hand Dwellings.
5. Bushfire Prone Areas
 - 5.1. Ancillary dwellings or rural worker's accommodation located in designated bushfire prone areas shall be constructed to AS3959.
 - 5.2. An application for development approval within an identified bushfire prone area must be accompanied by a bushfire attack level assessment prepared by a suitably qualified person.
 - 5.3. In addition to the provision of a sustainable water supply, a minimum of 10,000 litres storage shall be provided for firefighting purposes.



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP17: INDUSTRIAL DEVELOPMENT

LOCAL PLANNING POLICY

LPP17: INDUSTRIAL DEVELOPMENT

Responsible Department	Development Services
Resolution Number	C.2442
Resolution Date	20/05/15
Next Scheduled Review	2020
Related Shire Documents	Local Planning Scheme No. 6
Related Legislation	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015

OBJECTIVES

- To achieve a high standard of visual amenity in relation to colour, tone, materials and landscaping, particularly for those parts of a development which can be viewed from public areas or nearby residential properties.
- To ensure a consistent and high quality approach to the development of the visual landscape.
- To ensure screening of aspects of a development considered unsightly by the Shire and may prejudice the amenity of an area.
- To provide convenient, functional and safe access arrangements into and out of industrial sites.

SCOPE

Application

This Policy applies to all land zoned General Industry and Light and Service Industry as identified in the Shire of Northam's Local Planning Scheme No. 6 (LPS6).

Definitions

Unless otherwise noted, terms used in this policy have common meanings and include those defined in the *Planning and Development Act 2005*, *Planning*

ORG-TEMP-09 Policy_LPP17 Industrial Development REPLACES EXISTING



Shire of Northam Planning Policy Manual (Section II)
Local Planning Policy
LPP17: INDUSTRIAL DEVELOPMENT

and Development (Local Planning Schemes) Regulations 2015, and the Residential Design Codes.

Prescribed Premises shall have the same meaning as in the Environmental Protection Act 1986.

POLICY

1. Building Design

- 1.1 New industrial development is encouraged to be constructed to a higher quality standard and ensure that buildings facing the street maintain an attractive façade that enhances the amenity of the streetscape.
- 1.2 Secondary street facing façades should be of similar architectural quality as the primary street façade.
- 1.3 Long windowless façades should be avoided especially where they face the street. Any tilt up concrete panels, rendered or plain block masonry walls should be treated (painting, detail panels, etc.) to provide visual relief.
- 1.4 Buildings should be adaptable in their design which allows an industrial development to evolve as market conditions change over time reducing the need to retrofit buildings. Adaptable design should also consider the social elements of built form that aim to improve workspaces for employees such as indoor air quality, natural lighting, break-out spaces and visual access to landscape areas.
- 1.5 Building located on corner sites are encouraged to give additional prominence to the street corner by using landmark features such as architectural roof features that protrude above the normal roof line and increased parapet heights with additional detail, colour and textures.
- 1.6 Zincalume or reflective materials are not permitted on façades addressing a street. Façades not addressing a street may be constructed of low reflective pre-painted materials, such as Colorbond or Unicote.
- 1.7 Pitched roofs (as opposed to flat or concealed roofs) particularly on smaller buildings are encouraged where they are most visible to provide an interest to the building line.
- 1.8 Parapet walls may be permitted by the Shire if in its opinion the proposed development is of a high architectural standard and provides adequate access to the rear of the lot. Parapet walls with

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Shire of Northam Planning Policy Manual (Section II)
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- pitched gables or similar shapes may be used to create interest in the roof line.
- 1.9 Utilities infrastructure (e.g. air conditioner machinery and the like) shall be screened from public view.
- 1.10 Factory unit developments shall comply with clause 4.28.1 of LPS6.
2. Variation to Building Setbacks
- 2.1 The Shire may allow a reduction in the front setback where it is considered by the Shire to improve the attractiveness of the street, better accommodate car parking and servicing requirements.
- 2.2 Reduced side and rear setbacks may be considered where it can be demonstrated that there is no impact on adjoining properties and that it is necessary to maximise the use of the site.
3. Caretaker's Dwellings
- 3.1 A caretaker's dwelling incidental to an approved use may be approved in the light and service zone.
- 3.2 A caretaker's dwelling is not to be developed and/or occupied on a lot unless that lot has been developed and is being used in accordance with the Scheme.
- 3.3 Only one [1] caretaker's dwelling is to be permitted on a lot; for the purposes of this clause "lot" excludes a strata lot or survey-strata lot created under the *Strata Titles Act 1985*.
- 3.4 A caravan or park home is not permitted as a caretaker's dwelling for either permanent or temporary occupation.
- 3.5 A caretaker's dwelling is to be screened and/or fenced from the street frontage of the lot to the satisfaction of the local authority and wherever possible is to be sited at the rear of other buildings on the lot.
- 3.6 The total floor area of a caretaker's dwelling should not exceed 100 square metres.
- 3.7 Open verandahs may be permitted but must not be enclosed by any means unless the total floor area remains within the maximum total floor area of 100 square metres as referred to above.
4. Vehicle Access
- 4.1 To reduce the total number of vehicle crossovers and promote efficient and safe traffic management, the Shire may require adjoining owners to enter into reciprocal rights agreements relating to access ways and car parking where appropriate.

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- 4.2 The Shire requires that vehicle access driveway systems facilitate all vehicles being able to leave the site in forward gear. Therefore, appropriate turning areas and/or through movement of traffic shall be provided to facilitate this.
- 4.3 All roads and trafficable pavements areas shall be designed in accordance with the requirements of the current Local Government Guidelines for Subdivisional Development (IPWEA WA Division Inc.), and the Shire of Northam's annexure to these guidelines.
5. Car Parking
 - 5.1 Car parking shall be provided in accordance with the provisions of clause 4.13 of LPS6.
 - 5.2 Large areas of at-grade parking should be located behind the building and away from the street environment where they do not diminish the quality of the streetscape.
 - 5.3 Car parking areas must be available at all times and shall not be used for storage.
 - 5.4 Disabled / universally accessible spaces may be required in accordance with the provisions of the Building Code of Australia.
6. Fencing
 - 6.1 The minimum standard fence for lots zoned General Industry or Light and Service Industry is 1.8 metres high to 2.4 metres high link mesh fence constructed to comply with the Shire's Fencing Local Law.
 - 6.2 'Feature' perimeter fencing should be incorporated into the design in lieu of chain-mesh where the development fronts major roads, recognised tourist routes, or recreation or conservation reserves.
7. Outdoor Storage Areas
 - 7.1 Outdoor storage areas shall be fenced, screened and landscaped to the satisfaction of the Shire to ensure that the area does not detract from the visual amenity of the locality.
 - 7.2 Proposals for 'storage' as defined in LPS6 and/or external ancillary storage shall be accompanied with details of screening measures, fencing and landscaping.
8. Landscaping
 - 8.1 All applications for development approval shall include a landscaping plan that is prepared by a suitably qualified person and complies with the provisions of LPS6.

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- 8.2 The Shire may reduce the percentage of landscaping required where the applicant is willing to undertake landscaping and reticulation of the verge area adjoining the property to the Shire's satisfaction.
- 8.3 Parking areas abutting a property boundary (other than the front) will require a 0.5 metre minimum landscaping strip between the parking area and the boundary.
9. Effluent Disposal
- 9.1 All applications for development approval shall demonstrate that effluent disposal can be managed on site to the satisfaction of the Shire's Environmental Health Officers and if applicable, the WA Department of Health.
- 9.2 A land capability assessment may be required at development application stage to demonstrate the capability of the site to manage wastewater and the suitability of the proposed system.
- 9.3 The use of fill and drains to achieve the required separation from groundwater is to be limited.
- 9.4 A suitable and unencumbered land application area is to be set aside to distribute treated sewage.
- 9.5 Within sewerage sensitive areas, secondary treatment systems with nutrient removal are to be utilised.
- 9.6 Industrial development is to be restricted to 'dry industry' being land uses that intend to dispose of wastewater on site to the environment of a kind and volume ordinarily discharged from a habitable building at a daily volume of less than 540 litres per 1,000m² of the site area.
- 9.7 Where trade waste is to be managed and/or disposed of on-site or off-site the associated risks must be identified and addressed, at development application stage including the vulnerability of the receiving environment.
10. Use of Second-Hand Materials
- 10.1 The use of second hand material within the General Industry and Light and Service Industry zones may be considered by the Shire providing the following criteria are met:
- (a) The location of the development proposed to utilise second hand material is not visually prominent and is not easily seen from a public road;
 - (b) All materials must be near new in appearance and be free of rust, damage and be of the same colour or finish;
 - (c) All cladding is to be of the same profile and colour. If the same colour cannot be achieved or the colours have

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significantly faded then the cladding is to be painted to the satisfaction of the Shire;

10.2 An inspection of the materials may be carried out prior to any approval being granted.

11. Stormwater Management

11.1 All applications for development shall include a stormwater management plan that is prepared by a suitably qualified person.

11.2 Installation of rainwater tanks to provide on-site detention and re-use are preferred methods of management. Soakwells are not considered to be a suitable method of stormwater management.

11.3 Stormwater egress from the site post-development must not exceed pre-development flows.

12. Advertising Signage

12.1 Signage to be in accordance with LPP16 – Advertising Signage.

Special Industrial Precincts

In addition to the general provisions of this policy, the following special provisions apply to the Special Industrial Precincts. In the event of any inconsistencies, these provisions prevail.

13. Avon Industrial Park

13.1 Setbacks – minimum 20 metres from any road; 7.5 metres from the rear boundary and 5 metres from the side boundaries.

13.2 Building orientation and shading – prevailing breezes should be utilised to provide cross-ventilation to warehouse spaces; passive solar design should be used to locate windows and skylights together with shade devices.

13.3 Site levels – the undulating rural character of the site should be maintained. Cut and fill greater than 500mm requires Shire approval.

13.4 Landscaping – minimum of 1 shade tree per 4 car parking bays to be provided; landscaping is to be used around refuge and service areas; corner lots shall have a 5 metre landscaping strip to both frontages; existing trees are to be retained where possible; local species should be used in the landscaping.

13.5 Service and storage areas – are to be located behind the street setback area and be screened so as not to be visible from the street.

ORG-TEMP-09 Policy_LPP17 Industrial Development REPLACES EXISTING



Shire of Northam Planning Policy Manual (Section II)
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13.6 Advertising signage – a uniform approach should be used on each site, including consistency in design elements such as size, graphics, colours and details of mounting or support.

14. Avon Logistics Hub

14.1 Retaining – extensive cut and fill and construction of large retaining walls should be avoided. There is a general presumption against retaining walls greater than 2 metres in height.

14.2 Parking Areas – shall be constructed and drained to ensure stormwater is disposed of on-site.

14.3 Access – shall be provided for loading and unloading of vehicles to the rear including any part of the development where provision is made in the external walls of the building. A paved access way shall be provided unless otherwise approved by Council.

14.4 Entry and Egress – shall allow for all service and delivery vehicles to enter the lot and return to the street in forward gear with access ways being a minimum 4.5 metres in width for each direction of travel (i.e. two way access is to be 9 metres in width).

ORG-TEMP-09 Policy_LPP17 Industrial Development REPLACES EXISTING

12.3.2 RFT 12 of 2020– Fire Mitigation Services Panel

Address:	N/A
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	8.2.9.1
Reporting Officer:	Chadd Hunt, Executive Manager Development Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Council to consider the options for dealing with Tender 12 of 2020 – Fire Mitigation Services Panel.

Council has received funding through the Mitigation Activity Fund (MAF) to undertake various treatments on Shire managed Reserve land throughout the Shire to reduce the risk of bushfire.

The works approved include various components such as chemical treatment, mechanical installation of firebreaks, vegetation mulching, prescribed burning and vegetation pruning.

ATTACHMENTS

Attachment 1: Confidential tender evaluation (provided as a separate confidential attachment).

Attachment 2: Council Policy F4.9 Panels of Prequalified Suppliers

A. BACKGROUND / DETAILS

The MAF program is administered through the Department of Fire and Emergency Services (DFES) and follows on from Council having endorsed its Bushfire Risk Management Plan (BRMP). To be eligible to apply for the MAF funding a prerequisite was the endorsement of an approved BRMP.

Council has been successful in securing funding for \$495,550 to undertake 61 individual treatments to property vested with the Shire of Northam. The grant funding is required to be expended by 30th June 2021.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5 – Infrastructure and Service Delivery

- Outcome: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.
- Objective: Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

B.2 Financial / Resource Implications

The funding provided is not dependent on any contribution from the Shire of Northam other than the project management of the works.

As mentioned above Council has been successful in obtaining funding of \$495,000 ex GST which is detailed in Councils annual budget.

B.3 Legislative Compliance

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

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed. Specifically Regulation 24AC which states (in part) that –

"(1) A local government must not establish a panel of pre-qualified suppliers unless-

- (a) It has a written policy that makes provision in respect of the matters set out in regulation (2); and
- (b) The local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers."

B.4 Policy Implications

Council Policy F 4.2 – Purchasing and Tendering Policy

Council Policy F4.9 – Panel of Pre-Qualified Suppliers specifically provides guidance to Council on how any panel contracts are to be awarded.

B.5 Stakeholder Engagement / Consultation

Consultation has been undertaken with the funding body and internally with regard to the evaluation of the tenders submitted.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Cost overrun of the project	Moderate (9) Medium (3) x Possible (3) = Moderate (9)	Costs of the project are funded through the MAF project. Any additional cost or variation will need to be authorised through DFES
Health & Safety	Works does not comply with current requirements	Minor (2) x Unlikely (2) = Low (4)	All contractors will be required to provide OHS compliance as part of the tender evaluation
Reputation	Having property and our care and control that poses additional risks to the community reflects negatively on Council	Minor (2) x Unlikely (2) = Low (4)	Works will be undertaken to reduce the potential impacts on the community
Service Interruption	Property not being able to be used whilst work being undertaken	Medium (3) x Unlikely (2) = Moderate (6)	Majority of property is not under management arrangements
Compliance	Procurement is not undertaken in accordance with eth relevant legislation	Medium (3) x Possible (3) = Moderate (9)	Procurement process is to be undertaken in accordance with Council policy
Property	Property does not comply with relevant standards	Minor (2) x Unlikely (2) = Low (4)	Works being undertaken will ensure compliance with minimum firebreak requirements
Environment	Works will impact negatively on the local environment	Medium (3) x Possible (3) = Moderate (9)	Vegetation removal for firebreaks and fuel load reduction are generally exempt from clearing requirements. Any prescribed burning will include advice/guidance from DWER and Council staff

C. OFFICER'S COMMENT

In developing the proposed panel of prequalified suppliers, the required services were broken down into the following categories with the intention of developing a panel contract –

1. Mineral Earth Firebreak (non-chemical)
2. Mechanical Works- Mulching
3. Chemical Spraying
4. Prescribed Burning

The respondent were requested to provide a schedule of rates for the above categories. Tenderers could submit on any of the categories above.

In response the advertised tender responses to the various categories were received as per below –

1. Two(2) responses received
2. Two(2) responses received
3. Three(3) responses received
4. Zero (0) responses received

During the evaluation phase of this tender the, the following predetermined criteria was used in the assessment:

Compliance

- Compliance with conditions of tendering
- Compliance with quality assurance
- Risk Assessment
- OHS requirements
- Tenderer registration
- Use of subcontractors

Qualitative

- Price 50%
- Relevant Experience 25%
- Timeliness of Delivery 15%
- Safety and Risk Management 10%

The results of the tender evaluation are attached as a confidential attachment.

Council Policy F4.9 states (in part)-

- “Where a panel is to be established, where possible the Shire will at least three (3) suppliers to the Panel (or each category under the Panel), on the basis of best value for money. Where less than three (3) suppliers are

determined as offering value for money, either per category or the Panel, the Panel of category of the Panel is not to be established.”

Given the above policy it is proposed that a panel of prequalified suppliers be established for Category 3- chemical spraying.

It is proposed that the remaining categories will be re-tendered specifically for the works approved under the current MAF treatments, rather than establishing a panel of prequalified suppliers. This is due in part to the difficulty in suppliers being able to provide a schedule of rates for the various components of the work, due to the variances within the works required to be performed such as vegetation type, density, location of adjoining properties.

RECOMMENDATION

That Council:

- 1. Establish a panel of prequalified suppliers for Category 3 of Tender 12 of 2020 in accordance with Council Policy F4.9, and that the panel includes;**
 - a. Wheatbelt NRM,**
 - b. Morris Pest and Weed; and**
 - c. Natural Area Consult**
- 2. Established the Panel Tender be for a period of 24 calendar months, commencing 20 November 2020 and ceasing 20 November 2022;**
- 3. Authorise the Chief Executive Officer to execute the contracts for each of the approved panel members;**
- 4. Reject all tenders for Categories 1, 2 and 4 of Tender 12 of 2020 as insufficient responses have been received in accordance with Council Policy F4.9**

ABSOLUTE MAJOITY OF SIX (6) REQUIRED

Attachment 2 - Council Policy F4.9 Panels of Prequalified Suppliers



Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.9 Panels of Pre-Qualified Suppliers Policy

FINANCE / ACCOUNTING

F 4.9 Panels Of Pre-Qualified Suppliers

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.3945
<i>Resolution Date</i>	20/05/2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	F 4.2 Purchasing & Tendering Policy
<i>Related Legislation</i>	Local Government Act 1995

OBJECTIVE

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended April 2020).

To deliver the best practice approach and procedures to internal purchasing for the Shire.

To ensure consistency for all purchasing activities that integrates within all the Shire operational areas.

SCOPE

The policy applies to purchases.

POLICY

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where the following factors apply:

- The Shire demonstrates that similar goods and services are required to be purchased on a continuing and regular basis;
- The Shire has identified that there are numerous potential suppliers available locally and regionally that may be interested in supplying goods and services to the Shire;
- The Shire has assessed the supply requirements under the intended Panel as being low to medium risk;
- The Shire has determined that creating a Panel will deliver operational efficiency and other value benefits; and
- The Shire is satisfied that it has the capability to consistently establish, manage the risks and achieve the benefits expected of the proposed Panel, including all auditory requirements.

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers_V1



*Shire of Northam Planning Policy Manual (Section 1)
Policy
F 4.9 Panels of Pre-Qualified Suppliers Policy*

Establishing a Panel

- Panels may be established for one type of supply requirement, or a number of similar types of supply requirements under defined categories within the Panel.
- Panels may be established for a minimum of one (1) year and for a maximum of three (3) years as deemed appropriate by the Shire.
- Evaluation criteria must be determined and communicated in the invitation process by which applications will be assessed and accepted.
- Where a Panel is to be established, where possible the Shire will appoint at least three (3) suppliers to the Panel (or each category under the Panel), on the basis of best value for money. Where less than three (3) suppliers are determined as offering value for money, either per category or the Panel, the Panel or category of the Panel is not to be established.
- In each invitation to apply to become a pre-qualified supplier (through a state-wide notice and Shire official website), the Shire must state the number of suppliers it intends to pre-qualify onto the Panel, or to each category under the Panel.
- Should a Panel member leave the Panel during its operation, they may be replaced by the next ranked supplier as determined in the original value for money assessment to join the Panel of pre-qualified suppliers (should the supplier agree to do so), with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances (e.g. emergency purchases, etc).

Contracts under the Panel must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes any options to extend the contract.

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers_V1



Shire of Northam Planning Policy Manual (Section I)
Policy
F 4.9 Panels of Pre-Qualified Suppliers Policy

Purchasing from the Panel

All purchases made under the Panel must be made in accordance with the method prescribed in the Invitation to Join a Panel of pre-qualified suppliers, and applied in a consistent fashion.

Recordkeeping

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

For the creation of a Panel, this includes:

- The procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- A copy of the invitation to apply to become a pre-qualified supplier documentation;
- Copy of public advertisement inviting applications;
- Copies of all applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Copies of framework agreements entered into with pre-qualified suppliers; and
- Records of orders issued under the Panel and any subsequent performance details of works undertaken.

The Shire is also to retain itemised records of each invitation to quote process, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Panel contract.

Information on each Panel of pre-qualified suppliers, including scope of the Panel, details of pre-qualified suppliers under each Panel and term of the Panel must be maintained and made available for access by all officers across the Shire.

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers_V1

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – October 2020

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	2.1.3.4
Reporting Officer:	Kathy Scholz, Creditors Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Service
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1st October to 31st October 2020.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – October 2020.
Attachment 2: Declaration.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2020/21 Budget.

B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the Local Government Act 1995.
Financial Management Regulations 2007, Regulation 12 & 13.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

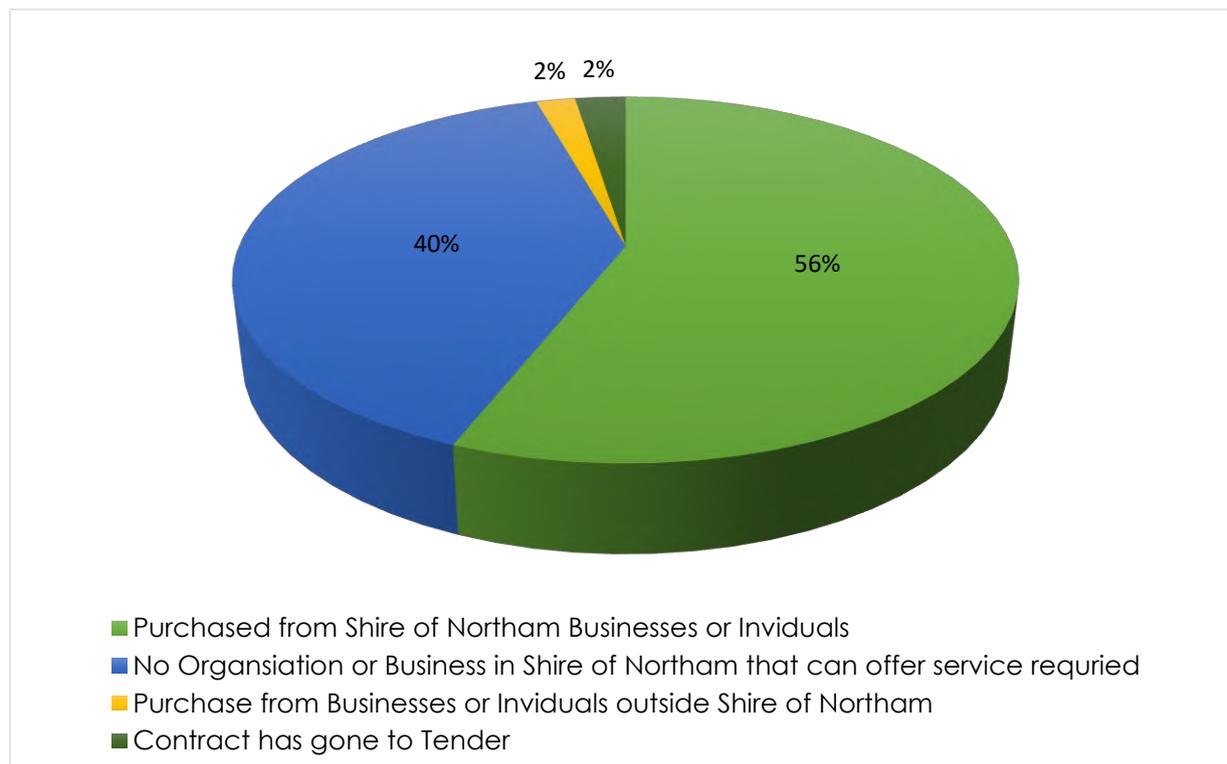
Not applicable.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Low	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Low	There are processes in place to show compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of October 2020:



RECOMMENDATION

That Council receives the payments for the period 1st October 2020 to 31 October 2020, as listed:

- Municipal Fund EFT37861 to EFT38170 Total \$1,551,151.58.
- Direct Debits Total \$121,930.01.
- Payroll Total \$723,493.00

TOTAL: \$2,396,574.59

Which have been made in accordance with the delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Attachment 1 - Accounts & Statements of Accounts – October 2020

Date: 02/11/2020
Time: 2:07:00PM

Shire of Northam

USER: Kathy Scholz
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37861	02/10/2020	HELEN RUTH WILLIAMSON	RATES CREDIT REFUND FOR ASSESSMENT A.10568	1		1,542.39
INV A.10568	30/09/2020	HELEN RUTH WILLIAMSON	RATES CREDIT REFUND FOR ASSESSMENT A.10568		1,542.39	
EFT37862	02/10/2020	JOHN KELLY	1 X MIYA.MIYA.MAKING	1		300.00
INV 6	04/09/2020	JOHN KELLY	1 X MIYA.MIYA.MAKING	1	300.00	
EFT37863	02/10/2020	KERRY-ANNE RYDER	BOND REFUND FOR BOOKING #4406 AT TOWN HALL	1		500.00
INV 11007	16/09/2020	KERRY-ANNE RYDER	BOND REFUND FOR BOOKING #4406 AT TOWN HALL	1	500.00	
EFT37864	02/10/2020	LLOYD MOURISH	SALE OF LLOYD MOURISH ARTWORK HELD AT BKB	1		640.00
INV 1	14/09/2020	LLOYD MOURISH	SALE OF LLOYD MOURISH ARTWORK HELD AT BKB	1	640.00	
EFT37865	02/10/2020	MADDISON WENN	REFUND FOR BOOKING #4330 LESSER HALL	1		100.00
INV 10966	17/07/2020	MADDISON WENN	REFUND FOR BOOKING #4330 LESSER HALL	1	100.00	
EFT37866	02/10/2020	MATTHEW JAMES CHOMIAK	RATES CREDIT REFUND FOR ASSESSMENT A.12418	1		62.53
INV A.12418	30/09/2020	MATTHEW JAMES CHOMIAK	RATES CREDIT REFUND FOR ASSESSMENT A.12418		62.53	
EFT37867	02/10/2020	REBBECA JANE NEAGLE	RATES CREDIT REFUND FOR ASSESSMENT A.1755	1		780.94
INV A.1755	30/09/2020	REBBECA JANE NEAGLE	RATES CREDIT REFUND FOR ASSESSMENT A.1755		780.94	
EFT37868	02/10/2020	ROGER HENRY JAMES A' COURT	RATES CREDIT REFUND FOR ASSESSMENT A.2186	1		138.18
INV A.2186	30/09/2020	ROGER HENRY JAMES A' COURT	RATES CREDIT REFUND FOR ASSESSMENT A.2186		90.98	
INV A.15406	30/09/2020	ROGER HENRY JAMES A' COURT	RATES CREDIT REFUND FOR ASSESSMENT A.15406		47.20	
EFT37869	02/10/2020	SPECIALISED TREE SERVICE	CORNER OF CARTER ST AND DEMPSTER ST CONTRACT NUMBER C.201819-09 ASSET ID: NORGSV495 TREATMENT ID: 2993 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1		5,266.80

Date: 02/11/2020
Time: 2:07:00PM

Shire of Northam

USER: Kathy Scholz
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3404	25/09/2020	SPECIALISED TREE SERVICE	CARTER STREET CONTRACT NUMBER C.201819-09 ASSET ID: NORGSV495 TREATMENT ID: 2994 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	1,881.00	
INV 3403	25/09/2020	SPECIALISED TREE SERVICE	CORNER OF CARTER ST AND DEMPSTER ST CONTRACT NUMBER C.201819-09 ASSET ID: NORGSV495 TREATMENT ID: 2993 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	3,385.80	
EFT37870	02/10/2020	TENAYA EWINGS	MEDIUM RIGID LEARNERS PERMIT AND THEORY TEST FOR TENAYA EWINGS	1		128.90
INV CK24.09.24/09/2020	24/09/2020	TENAYA EWINGS	MEDIUM RIGID LEARNERS PERMIT AND THEORY TEST FOR TENAYA EWINGS	1		128.90
EFT37872	02/10/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ROUND SLING 3T X 2MTR & Solid tyre 5/8 Bore 350 X 4	1		179.74
INV 6583528	23/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ROUND SLING 3T X 2MTR & Solid tyre 5/8 Bore 350 X 4	1		179.74
EFT37873	02/10/2020	ARCH SOFTWARE AUSTRALIA	FINAL CHANGES TO ARCH WEIGHBRIDGE PROGRAM TO COMPLY WITH NEW DWER REQUIRMENTS AND REPORTING OBLIGATIONS.	1		2,197.25
INV NR8067	25/09/2020	ARCH SOFTWARE AUSTRALIA	IMPROVEMENTS TO WEIGHBRIDGE SOFTWARE, INCLUDING CLEAN UP OF OLD DATA AND CHANGES TO SHORT CUT KEYS.	1		1,093.95
INV NR8113	25/09/2020	ARCH SOFTWARE AUSTRALIA	FINAL CHANGES TO ARCH WEIGHBRIDGE PROGRAM TO COMPLY WITH NEW DWER REQUIRMENTS AND REPORTING OBLIGATIONS.	1		1,103.30
EFT37874	02/10/2020	ASLAB PTY LTD	3 PROFILE HOLES AT OLIVER ST & 3 PROFILE HOLES AT WELLINGTON ST 520-850	1		1,540.00
INV 0002329516/09/2020	16/09/2020	ASLAB PTY LTD	3 PROFILE HOLES AT OLIVER ST & 3 PROFILE HOLES AT WELLINGTON ST 520-850	1		1,540.00
EFT37875	02/10/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT29/09/2020	29/09/2020	AUSTRALIAN SERVICES UNION	Payroll deductions			155.40

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EFT37876	02/10/2020	AUTOPRO NORTHAM	HITCH PIN WITH SPRING CLIP.	1		8.55
INV 875021	30/09/2020	AUTOPRO NORTHAM	HITCH PIN WITH SPRING CLIP.	1	8.55	
EFT37877	02/10/2020	AVON VALLEY CONTRACTORS	SUPPLY AND CART 3 X SEMI LOADS OF CLAY CLEANFILL TO BE USED FOR REHAB REPAIRS TO OLD QUARRY ROAD LANDFILL FACILITY.	1		1,853.50
INV 3415	27/07/2020	AVON VALLEY CONTRACTORS	FLOAT ROLLER COMBINED TYRES TO BEERING ROAD (30/06) LOW LOADER HIRE	1	220.00	
INV 3484	09/09/2020	AVON VALLEY CONTRACTORS	(28/80) SUPPLY & DELIVER 40T GRAVEL MRWA SPEC GRAVEL TO SEPTAGE PONDS.	1	726.00	
INV 3509	23/09/2020	AVON VALLEY CONTRACTORS	SUPPLY AND CART 3 X SEMI LOADS OF CLAY CLEANFILL TO BE USED FOR REHAB REPAIRS TO OLD QUARRY ROAD LANDFILL FACILITY.	1	907.50	
EFT37878	02/10/2020	AVON WASTE	DOMESTIC RUBBISH FOR F/E 11/09/2020	1		35,383.63
INV 40663	11/09/2020	AVON WASTE	DOMESTIC RUBBISH FOR F/E 11/09/2020	1	35,383.63	
EFT37879	02/10/2020	COMBINED TYRES PTY LTD	36 SAFETY GLASSES - DARK	1		198.00
INV INV-656130/09/2020		COMBINED TYRES PTY LTD	36 SAFETY GLASSES - DARK	1	198.00	
EFT37880	02/10/2020	COUNTRYWIDE GROUP	CHEMICALS FOR POOL.	1		2,026.06
INV ACC000116/09/2020		COUNTRYWIDE GROUP	CHEMICALS FOR POOL.	1	1,523.60	
INV ACC000122/09/2020		COUNTRYWIDE GROUP	STIHL WHIPPER SNIPPER - SERVICE	1	376.96	
INV AC0001325/09/2020		COUNTRYWIDE GROUP	DEUTSCHER 41/2"HEAVY DUTY SWINGBACK BLADE SET	1	88.00	
INV AC0001325/09/2020		COUNTRYWIDE GROUP	BRUSHCUTTER REPAIRS	1	37.50	
EFT37881	02/10/2020	CTI SECURITY SERVICES PTY LTD	RSL MEMORIAL HALL ALARM MONITORING 01/10/2020 - 31/10/2020.	1		815.17
INV CINS30911/09/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN ALARM MONITORING 01/10/2020 - 31/10/2020.	1	87.96	
INV CINS30911/09/2020		CTI SECURITY SERVICES PTY LTD	SES SHED ALARM MONITORING 01/10/2020 - 31/10/2020.	1	87.96	
INV CINS30921/09/2020		CTI SECURITY SERVICES PTY LTD	RSL MEMORIAL HALL ALARM MONITORING 01/10/2020 - 31/10/2020.	1	90.56	

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INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.97	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	VISITOR CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL SPORTS ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY ALARM MONITORING 01/10/2020 - 31/10/2020.	1	53.00	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
INV CINS309211/09/2020		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING FOR 01/10/2020 TO 31/10/2020.	1	61.96	
INV CINS3094409/2020		CTI SECURITY SERVICES PTY LTD	EKB CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
INV CINS3094409/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING 01/10/2020 - 31/10/2020.	1	61.96	
EFT37882	02/10/2020	DAMIAN'S PLUMBING	PUMP OUT SEWERAGE OF AROC TOILETS @ SHOW GROUNDS.	1		737.00
INV 5791	21/09/2020	DAMIAN'S PLUMBING	PUMP OUT SEWERAGE OF AROC TOILETS @ SHOW GROUNDS.	1	737.00	
EFT37883	02/10/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES FOR PERIOD 01/09/2020 - 30/09/2020.	1		4,490.57
INV SON038	24/09/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES FOR PERIOD 01/09/2020 - 30/09/2020.	1	4,490.57	
EFT37884	02/10/2020	EFIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR KILLARA AGED CARE FACILITY FOR PERIOD 01/09/2020 TO 30/09/2020.	1		931.70
INV 529361	22/09/2020	EFIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR NORTHAM TOWN HALL FOR THE PERIOD 01/09/2020 TO 30/09/2020.	1	162.80	
INV 529357	22/09/2020	EFIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS AT NORTHAM SPORT & RECREATION CENTRE FOR THE PERIOD 01/09/2020 TO 30/09/2020.	1	236.50	

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INV 529535	24/09/2020	E FIRE & SAFETY	ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR KILLARA AGED CARE FACILITY FOR PERIOD 01/09/2020 TO 30/09/2020.	1	532.40	
EFT37885	02/10/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT29/09/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT29/09/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT37886	02/10/2020	ELDERS LIMITED	AMMONIUM SULPHATE 25KG BAGS	1		567.60
INV AX5172824/09/2020		ELDERS LIMITED	AMMONIUM SULPHATE 25KG BAGS	1	567.60	
EFT37887	02/10/2020	ALLMAKES AG	SAMOA 55:1 RATIO 20KG STANDARD DUTY GREASE GUN.	1		1,565.55
INV 18298	23/09/2020	ALLMAKES AG	BOLTS & WASHERS	1	68.42	
INV 18358	24/09/2020	ALLMAKES AG	SAMOA 55:1 RATIO 20KG STANDARD DUTY GREASE GUN.	1	1,292.50	
INV 18443	29/09/2020	ALLMAKES AG		1	204.63	
EFT37888	02/10/2020	FRAMESWEST	REPAIRS TO BROKEN NETBALL POLE SUPPLY OF 10 HIGH STRENGTH BOLTS FOR ALL NETBALL POLES.	1		66.00
INV 0002095116/09/2020		FRAMESWEST	REPAIRS TO BROKEN NETBALL POLE SUPPLY OF 10 HIGH STRENGTH BOLTS FOR ALL NETBALL POLES.	1	66.00	
EFT37890	02/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 20/09/2020.	1		5,533.38
INV 9555909	23/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 20/09/2020.	1	3,036.21	
INV 9574269	30/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS	1	2,497.17	
EFT37891	02/10/2020	JAMES TINIRAU WEST	NIGHT HOOPS COORDINATOR	1		1,750.00
INV W1013	24/08/2020	JAMES TINIRAU WEST	NIGHT HOOPS COORDINATOR	1	1,750.00	
EFT37892	02/10/2020	KLEENHEAT GAS	IPG BULK GAS FOR NORTHAM AQUATIC FACILITY	1		4,119.37
INV 574253	15/09/2020	KLEENHEAT GAS	IPG BULK GAS FOR NORTHAM AQUATIC FACILITY	1	883.19	
INV 2166918928/09/2020		KLEENHEAT GAS	IPG BULK GAS FOR NORTHAM AQUATIC FACILITY	1	3,236.18	

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EFT37893	02/10/2020	KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WET WIPES	1		1,424.50
INV 0004464311/03/2020		KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WET WIPES	1	1,424.50	
EFT37894	02/10/2020	LANDGATE	GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO: G2020/9 DATED 25/07/2020 TO 21/08/2020	1		1,122.97
INV 359251-10/09/2020		LANDGATE	GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO: G2020/9 DATED 25/07/2020 TO 21/08/2020	1	781.13	
INV 359287-10/09/2020		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2020/12 DATE:22/08/2020 TO 18/09/2020	1	341.84	
EFT37895	02/10/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - CHADD HUNT	1		531.00
INV 17595	09/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - CHADD HUNT	1	531.00	
EFT37896	02/10/2020	MARK ANTHONY LAWRENCE (JOBS FOR MARK)	MINUTE NO: LBSC.54 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,000 TO THE BUSINESS 'JOBS FOR MARK' FOR THE DEVELOPMENT OF A WEBSITE.	1		2,000.00
INV 2020090108/09/2020		MARK ANTHONY LAWRENCE (JOBS FOR MARK)	MINUTE NO: LBSC.54 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,000 TO THE BUSINESS 'JOBS FOR MARK' FOR THE DEVELOPMENT OF A WEBSITE.	1	2,000.00	
EFT37897	02/10/2020	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY, S - 29 MCMULLEN RD WUNDOWIE UNLAWFUL DEVELOPMENT	1		578.28
INV 114363	30/06/2020	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY, S - 29 MCMULLEN RD WUNDOWIE UNLAWFUL DEVELOPMENT	1	578.28	
EFT37898	02/10/2020	MEGAN CHRISTINE WORTHINGTON	REIMBURSEMENT FOR COFFEE POD MACHINE FOR NORTHAM AQUATIC FACILITY KIOSK	1		241.00
INV 23	24/09/2020	MEGAN CHRISTINE WORTHINGTON	REIMBURSEMENT FOR ADDITIONAL FOOD FOR BOOKING #4347 FOR THE MINISTER OF REGIONAL DEVELOPMENT MEETING	1	72.00	
INV 2001001929/09/2020		MEGAN CHRISTINE WORTHINGTON	REIMBURSEMENT FOR COFFEE POD MACHINE FOR NORTHAM AQUATIC FACILITY KIOSK	1	169.00	
EFT37899	02/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY REDUCTION SERVICES (CLEANING TOWN ROADS) W/E 07/09/2020 TO 13/09/2020.	1		7,679.10

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INV N2610	21/09/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) W/E 07/09/2020 TO 13/09/2020.	1	3,839.55	
INV N2613	21/09/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) 14/09/2020 TO 20/09/2020.	1	3,839.55	
EFT37900	02/10/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT	1		1,264.29
INV 9205359805/09/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/09/2020 TO 04/10/2020	1	417.67	
INV 9206038515/09/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT	1	846.62	
EFT37901	02/10/2020	NORTHAM AGRICULTURAL SOCIETY	REFUND FOR DEPOSIT OF BOOKING #4136	1		100.00
INV 11004	10/09/2020	NORTHAM AGRICULTURAL SOCIETY	REFUND FOR DEPOSIT OF BOOKING #4136	1	100.00	
EFT37902	02/10/2020	NORTHAM BETTA ELECTRICAL	PANASONIC INVERTER MICROWAVE OVEN.	1		249.00
INV 2001001922/09/2020		NORTHAM BETTA ELECTRICAL	PANASONIC INVERTER MICROWAVE OVEN.	1	249.00	
EFT37903	02/10/2020	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1		90.00
INV 0000305423/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	18.00	
INV 0000305825/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	36.00	
INV 0000306329/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	36.00	
EFT37904	02/10/2020	NORTHAM FLORIST	BRIGHT BOX ARRANGEMENT FOR CHERYL GREENOUGH AT SPENCERS BROOK INCLUDING DELIVERY.	1		100.00
INV 23375	16/09/2020	NORTHAM FLORIST	BRIGHT BOX ARRANGEMENT FOR CHERYL GREENOUGH AT SPENCERS BROOK INCLUDING DELIVERY.	1	100.00	
EFT37905	02/10/2020	NUTRIEN AG SOULTIONS LIMITED	55209104 - ACQIRELYON INSIGHT 750WG 5G	1		1,225.07
INV 9032742805/08/2020		NUTRIEN AG SOULTIONS LIMITED	55209104 - ACQIRELYON INSIGHT 750WG 5G	1	984.61	
INV 9033184718/08/2020		NUTRIEN AG SOULTIONS LIMITED	SUPPLY ROTO SPRINKLER HEADS AND CLAMPS	1	240.46	
EFT37906	02/10/2020	OASIS OUTDOOR STRUCTURES	INSTALL PIT AND ROCK FITCHING ON SKATE PARK END INCLUDING PIPE UNDER THE PATH IN NATURAL WATER WAY, SUPPLIED BY SON	1		2,541.00

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INV INV-054723/08/2020		OASIS OUTDOOR STRUCTURES	INSTALL FIT AND ROCK FITCHING ON SKATE PARK END ENCLUDING PIPE UNDER THE PATH IN NATURAL WATER WAY, SUPPLIED BY SON	1	2,541.00	
EFT37907	02/10/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 2 X BOXES TOILET PAPER AND 1 X 5L HAND SOAP.	1		118.93
INV 23404	22/09/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 2 X BOXES TOILET PAPER AND 1 X 5L HAND SOAP.	1	118.93	
EFT37908	02/10/2020	PI & DEROBINSON	SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.	1		6,000.00
INV 0000048/30/09/2020		PI & DEROBINSON	SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.	1	6,000.00	
EFT37909	02/10/2020	PRIMARIES OF WA.PTY LTD	1 TONNE OF ECO TURF EMERALD FOR THE WUNDOWIE OVAL	1		2,186.42
INV 4098520904/02/2020		PRIMARIES OF WA.PTY LTD	20 L SEASOL	1	241.15	
INV 4102817924/04/2020		PRIMARIES OF WA.PTY LTD	20L SEASOL	1	241.15	
INV 4104464328/05/2020		PRIMARIES OF WA.PTY LTD	1 TONNE OF ECO TURF EMERALD FOR THE WUNDOWIE OVAL	1	1,704.12	
EFT37910	02/10/2020	PROFESSIONAL LOCKSERVICE	REPAIR AND POSSIBLY CHANGE OUT FOR OIN PAD STYLE.	1		535.70
INV 0010536229/09/2020		PROFESSIONAL LOCKSERVICE	REPAIR AND POSSIBLY CHANGE OUT FOR OIN PAD STYLE.	1	535.70	
EFT37911	02/10/2020	PROGRAMME ELECTRICAL MAINTENANCE	BAKERS HILL PAVILION. SECURITY LIGHT ON THE SIDE EXIT OF THE BUILDING NEEDS REPAIRING.	1		193.60
INV 0000575624/09/2020		PROGRAMME ELECTRICAL MAINTENANCE	BAKERS HILL PAVILION. SECURITY LIGHT ON THE SIDE EXIT OF THE BUILDING NEEDS REPAIRING.	1	193.60	
EFT37912	02/10/2020	REPCO NORTHAM	TROLLEY WITH DRAWER	1		1,506.48
INV 4980002416/06/2020		REPCO NORTHAM	TROLLEY WITH DRAWER	1	853.80	
INV 4980003602/07/2020		REPCO NORTHAM	MFST116 - KNIFE - RETRACT UTILITY W/ BLADES	1	19.93	
INV 4980003602/07/2020		REPCO NORTHAM	RT22765 - PLIER - COMBINATION 160MM	1	49.39	
INV 4980003602/07/2020		REPCO NORTHAM	RTK24000 - SCREWDRIVER SET - 13PC	1	155.78	

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INV 4980003602/07/2020		REPCO NORTHAM	RT22610 - WRENCH - ADJUSTABLE 250M	1	38.94	
INV 4980003603/07/2020		REPCO NORTHAM	TOOLS FOR DEPOT	1	388.64	
EFT37913	02/10/2020	RIVERLINK NOMINEES PTY LTD T/A S WA BOILER SPARES & SERVICE	INSPECTION AND SERVICE OF BOILERS - INCLUDES REPLACEMENT PUMPS FOR HOT WATER SERVICE NORTHAM POOL - INCLUDING TRAVEL 225KM @ \$1.50 PER KM.	1		1,440.18
INV 15010	09/09/2020	RIVERLINK NOMINEES PTY LTD T/A S WA BOILER SPARES & SERVICE	INSPECTION AND SERVICE OF BOILERS - INCLUDES REPLACEMENT PUMPS FOR HOT WATER SERVICE NORTHAM POOL - INCLUDING TRAVEL 225KM @ \$1.50 PER KM.	1	1,440.18	
EFT37914	02/10/2020	SGS AUSTRALIA PTY LTD	BIANNUAL TIP BORE MONITORING OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1		1,324.62
INV NE0008128/09/2020		SGS AUSTRALIA PTY LTD	BIANNUAL TIP BORE MONITORING OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1	1,324.62	
EFT37915	02/10/2020	SPECIALE SMASH REPAIRS	KILLARA 4 PN1803 - REMOVE AND PREPLACE ITEMS - INNER REAR TRIMS OFR ACCESS, SLIDING DOOR L/H RUN TRACK, REAR BUMBER BAR L/H RELEASE, L/H TAIL LAMP & D/A, L/H REAR MUD FLAP. AS PER ESTIMATE 17104.	1		911.90
INV 19416/1	30/09/2020	SPECIALE SMASH REPAIRS	KILLARA 4 PN1803 - REMOVE AND PREPLACE ITEMS - INNER REAR TRIMS OFR ACCESS, SLIDING DOOR L/H RUN TRACK, REAR BUMBER BAR L/H RELEASE, L/H TAIL LAMP & D/A, L/H REAR MUD FLAP. AS PER ESTIMATE 17104.	1	911.90	
EFT37916	02/10/2020	STATE WIDE TURF SERVICES	OP-DRESS FOR HENRY ST OVAL. SAND SUPPLY 200M3 COMPOST SUPPLY 60M3 SPREAD AND LEVEL	1		17,233.70
INV 0000568729/09/2020		STATE WIDE TURF SERVICES	OP-DRESS FOR HENRY ST OVAL. SAND SUPPLY 200M3 COMPOST SUPPLY 60M3 SPREAD AND LEVEL	1	17,233.70	
EFT37917	02/10/2020	SYNERGY	AUXILIARY LIGHTING CHARGES 02/07/2020 TO 03/08/2020.	1		130.62

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INV 2037010503/08/2020		SYNERGY	AUXILLARY LIGHTING CHARGES 02/07/2020 TO 03/08/2020.	1	130.62	
EFT37918	02/10/2020	THE PAPER COMPANY OF AUSTRALIA	150 X A4 REAMS PHOTOCOPY PAPER AND 12 X A380 A ONE PAPER.	1		902.55
INV 0004668420/07/2020		THE PAPER COMPANY OF AUSTRALIA	150 X A4 REAMS PHOTOCOPY PAPER AND 12 X A380 A ONE PAPER.	1	902.55	
EFT37919	02/10/2020	VALLEY FORD	PN1710 - N79 - REPALCE FRONT BRAKE DISCS AND PADS FORD RANGER DUAL CAB 4 X 4 DIESEL VIN:MPBUMEF50HX141051	1		1,325.36
INV 1411735	24/09/2020	VALLEY FORD	PN1710 - N79 - FUSE REPLACEMENT FOR FORD RANGER DUAL CAB 4 X 4 DIESEL VIN:MPBUMEF50HX141051	1	19.36	
INV 1411762	25/09/2020	VALLEY FORD	PN1710 - N79 - REPALCE FRONT BRAKE DISCS AND PADS FORD RANGER DUAL CAB 4 X 4 DIESEL VIN:MPBUMEF50HX141051	1	886.00	
INV 1411820	30/09/2020	VALLEY FORD	PN1907 - N11196 - FORD ESCAPE N11196 - WHITE DIESEL : WFOAXXWPMK45363	1	420.00	
EFT37920	02/10/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT 07/09/2020-20/09/2020	1		1,476.75
INV 02928	21/09/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT 07/09/2020-20/09/2020	1	1,476.75	
EFT37921	02/10/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR MARIA GIRAK - UNDERSTANDING FINANCIAL REPORTS & BUDGETS ELEARNING (SEPT 2020).	1		195.00
INV B084167	30/09/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR MARIA GIRAK - UNDERSTANDING FINANCIAL REPORTS & BUDGETS ELEARNING (SEPT 2020).	1	195.00	
EFT37922	02/10/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 04/08/2020 TO 14/08/2020.	1		12,339.80
INV 0030115030/07/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 29/07/2020 TO 30/07/2020	1	2,851.20	
INV 0030115124/08/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 04/08/2020 TO 14/08/2020.	1	3,207.60	
INV 0030115231/08/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 FOR 18/08/2020 TO 28/08/2020.	1	3,073.40	
INV 0030115514/09/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 02/09/2020 TO 11/09/2020	1	3,207.60	
EFT37923	02/10/2020	WHEATBELT OFFICE & BUSINESS MACHINES	REPAIRS TO OFFICE FOLDING MACHINE	1		60.00

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INV 26780	21/09/2020	WHE&TBELT OFFICE & BUSINESS MACHINES	REPAIRS TO OFFICE FOLDING MACHINE	1	60.00	
EFT37924	09/10/2020	ADT SECURITY	SYSTEM CHECK AT KILLARA DUE TO POSSIBLE SENSOR FAULT	1		339.90
INV 2360165026/09/2020		ADT SECURITY	SYSTEM CHECK AT KILLARA DUE TO POSSIBLE SENSOR FAULT	1	339.90	
EFT37925	09/10/2020	ALLRUBBER TMH PTY LTD	SUPPLY 2000WD X 6MTR CUT LENGTH OF P25-14/0DA. 2PLY GREEN PVC MONOFILAMENT BELT	1		848.10
INV 59489	01/10/2020	ALLRUBBER TMH PTY LTD	SUPPLY 2000WD X 6MTR CUT LENGTH OF P25-14/0DA. 2PLY GREEN PVC MONOFILAMENT BELT	1	848.10	
EFT37926	09/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2020.	1		1,888.34
INV 69176	17/09/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2020.	1	27.50	
INV 69175	17/09/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR SEPTEMBER 2020	1	-919.05	
INV 69209	24/09/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2020.	1	205.89	
INV 69354	30/09/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2020.	1	2,546.50	
INV 69355	30/09/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR SEPTEMBER 2020.	1	27.50	
EFT37927	09/10/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1		1,905.73
INV SEPTEMB00/09/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1	1,905.73	
EFT37928	09/10/2020	AUTOPRO NORTHAM	20L DEGREASER / TRUCK WASH	1		114.30
INV 857102	08/07/2020	AUTOPRO NORTHAM	20L DEGREASER / TRUCK WASH	1	114.30	
EFT37929	09/10/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT F/E 04/10/2020.	1		3,360.00
INV 0042	20/09/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 20/09/2020.	1	1,568.00	
INV 0043	04/10/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT F/E 04/10/2020.	1	1,792.00	
EFT37930	09/10/2020	AVON SERVICE SPECIALISTS	46,000KM SERVICE PN1612	1		470.75
INV 19699	30/09/2020	AVON SERVICE SPECIALISTS	46,000KM SERVICE PN1612	1	470.75	

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EFT37931	09/10/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2020	1		82,797.81
INV 0004068125/09/2020	25/09/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2020	1	47,715.80	
INV 40680	25/09/2020	AVON WASTE	RUBBISH COLLECTION FOR F/E 25/09/2020	1	35,082.01	
EFT37932	09/10/2020	BLACKWELL PLUMBING & GAS PTY LTD	WALL MOUNTED URN 3L, WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES	1		1,653.72
INV INV-222617/09/2020	09/10/2020	BLACKWELL PLUMBING & GAS PTY LTD	WALL MOUNTED URN 3L, WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES	1	1,527.00	
INV INV-223101/10/2020	09/10/2020	BLACKWELL PLUMBING & GAS PTY LTD	BAKERSHILL PAVILION STANDPIPE. CONSTANTLY LEAKING, PLEASE REPAIR.	1	126.72	
EFT37933	09/10/2020	BOQ ASSET FINANCE & LEASING PTY LTD	SEPTEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 858512	08/09/2020	BOQ ASSET FINANCE & LEASING PTY LTD	SEPTEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT37934	09/10/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1		1,100.00
INV SEPTEMB09/2020	09/10/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1	1,100.00	
EFT37935	09/10/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1		1,905.73
INV SEPTEMB09/2020	09/10/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1	1,905.73	
EFT37936	09/10/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2020	1		5,505.56
INV SEPTEMB09/2020	09/10/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS SEPTEMBER 2020	1	5,505.56	
EFT37937	09/10/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1		435.60
INV 507149	31/08/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1	435.60	
EFT37938	09/10/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERSHILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1		394.32
INV 1896518	30/09/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERSHILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	197.16	
INV 1896519	30/09/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	

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INV 1896520	30/09/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	
EFT37939	09/10/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR LIBRARY	1		864.51
INV S8514	17/07/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR LIBRARY	1	757.01	
INV 43746	30/09/2020	COUNTRY COPIERS NORTHAM	STATIONERY FOR REC CENTRE.	1	107.50	
EFT37940	09/10/2020	COURTNEY BENNELL	BOND REFUND FOR NORTHAM TOWN HALL	1		500.00
INV 4298	06/09/2020	COURTNEY BENNELL	BOND REFUND FOR NORTHAM TOWN HALL	1	500.00	
EFT37941	09/10/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF SEPTEMBER 2020	1		2,009.33
INV SEPTEMBER09/2020	09/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF SEPTEMBER 2020	1	2,009.33	
EFT37942	09/10/2020	DEBORAH MOODY	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020	10/2020	DEBORAH MOODY	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37943	09/10/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	REIMBURSEMENT TO DFES FOR INSTRUCTORS FOR PUMP OPS COURSE 20-21 JUNE 2020 @ GRASS VALLEY FIRE STATION	1		3,439.45
INV 151186	24/09/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	REIMBURSEMENT TO DFES FOR INSTRUCTORS FOR PUMP OPS COURSE 20-21 JUNE 2020 @ GRASS VALLEY FIRE STATION	1	3,439.45	
EFT37944	09/10/2020	DEPARTMENT OF HOUSING	RATES CREDIT REFUND FOR ASSESSMENT A.2575	1		1,380.46
INV A.2575	02/10/2020	DEPARTMENT OF HOUSING	RATES CREDIT REFUND FOR ASSESSMENT A.2575		1,380.46	
EFT37945	09/10/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	ANNUAL LICENCE (DANGEROUS GOODS) DGS022566 FEE FOR 44 PEEL TCE, NORTHAM (NORTHAM AQUATIC CENTRE) FOR PERIOD 18/10/2020 TO 17/10/2021.	1		223.00
INV 2020-202010/09/2020	09/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	ANNUAL LICENCE (DANGEROUS GOODS) DGS022566 FEE FOR 44 PEEL TCE, NORTHAM (NORTHAM AQUATIC CENTRE) FOR PERIOD 18/10/2020 TO 17/10/2021.	1	223.00	
EFT37946	09/10/2020	DONNA.MOODY	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020	10/2020	DONNA.MOODY	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	

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EFT37947	09/10/2020	DRACO AIR PTY LTD	VISITORS CENTRE. AIRCON IN AVVAS SECTION MAKING TICKING NOISE, PLEASE REPAIR.	1		686.82
INV 13223	20/08/2020	DRACO AIR PTY LTD	VISITORS CENTRE. AIRCON IN AVVAS SECTION MAKING TICKING NOISE, PLEASE REPAIR.	1	686.82	
EFT37948	09/10/2020	DUN DIRECT PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A15742	1		21,004.01
INV A15742	02/10/2020	DUN DIRECT PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A15742		21,004.01	
EFT37949	09/10/2020	ECOMIST SWAN	SERVICE WELCOME FRAGRANCES TO KILLARA DAY CENTRE & COTTAGE	1		194.15
INV 0005329810/03/2020		ECOMIST SWAN	SERVICE WELCOME FRAGRANCES TO KILLARA DAY CENTRE & COTTAGE	1	194.15	
EFT37950	09/10/2020	ELIZABETH STACK	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020		ELIZABETH STACK	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37951	09/10/2020	EVERLASTINGS ON FITZGERALD	LEAVING GIFT - CARMEN SADLEIR	1		169.95
INV 25082	30/09/2020	EVERLASTINGS ON FITZGERALD	LEAVING GIFT - CARMEN SADLEIR	1	169.95	
EFT37952	09/10/2020	FINISHING WA.	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETING DECEMBER 2019	1		220.00
INV INV-100830/09/2020		FINISHING WA.	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETING DECEMBER 2019	1	220.00	
EFT37953	09/10/2020	HISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-034520/07/2020		HISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT37954	09/10/2020	FLETCHER PAGE	REIMBURSMENT FOR POLICE CLEARNANCE	1		42.00
INV 4748211802/10/2020		FLETCHER PAGE	REIMBURSMENT FOR POLICE CLEARNANCE	1	42.00	
EFT37955	09/10/2020	FORM BUILDING A STATE OF CREATIVITY INC	BROCHURE CONTENT & DESIGN FOR BKB	1		10,505.00
INV 0000228807/09/2020		FORM BUILDING A STATE OF CREATIVITY INC	BROCHURE CONTENT & DESIGN FOR BKB	1	10,505.00	
EFT37956	09/10/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRES.	1		2,016.82

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INV 68836	15/09/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRES.	1	2,016.82	
EFT37957	09/10/2020	GEORGIA PANKIW	REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK.	1		87.00
INV 3885049	07/08/2020	GEORGIA PANKIW	REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK.	1	87.00	
EFT37958	09/10/2020	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE - REPLACE & TRIM BOARDS AS PER SITE MEETING.	1		6,281.00
INV 28	10/09/2020	GLENN STUART BEVERIDGE	REPAIR LOCK THAT IS BROKEN ON STORE ROOM (HARRY POTTER ROOM)	1	209.00	
INV 32	16/09/2020	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE - REPLACE & TRIM BOARDS AS PER SITE MEETING.	1	1,980.00	
INV 33	16/09/2020	GLENN STUART BEVERIDGE	VISITORS CENTRE. GATE NEAR CAFE HARD TO OPEN PLEASE SERVICE/REPLACE HINGES.	1	187.00	
INV 35	17/09/2020	GLENN STUART BEVERIDGE	REPAIR LONG JUMP TAKE OFF BOARD ON HENRY STREET OVAL.	1	165.00	
INV 34	17/09/2020	GLENN STUART BEVERIDGE	MORBY COTTAGE. YEARLY OILING OF DECKING.	1	990.00	
INV 36	21/09/2020	GLENN STUART BEVERIDGE	OLD POST OFFICE. REPAIR BOARDS AND OIL DECKING 2 X COATS.	1	1,650.00	
INV 37	24/09/2020	GLENN STUART BEVERIDGE	MAKE AMENDMENTS TO THE TIPPING POINTS FOR PONDS 4 AND 5 FOR THE OLD QUARRY ROAD SEPTAGE PONDS. SUPPLY BOARD AND USE GREEN MATTING (SON SUPPLIED) TO ENSURE RUNOFF IS PREVENTED ON LINER SIDE OF TIPPING POINT. CUT OFF EXCESS MESH TO PREVENT BACK FLOW AS DISCUSSED ON SITE.	1	1,100.00	
EFT37959	09/10/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. REWIRE POWER POINT TO RETIC CONTROLLER.	1		583.50
INV 7251	18/09/2020	GRAFTON ELECTRICS	EMERGENCY REPAIRS TO LIGHT FITTING IN PAVERS AT THE FRONT OF NORTHAM REC CENTRE	1	99.00	
INV 7267	30/09/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. REWIRE POWER POINT TO RETIC CONTROLLER.	1	297.50	
INV 7284	02/10/2020	GRAFTON ELECTRICS	REC CENTRE. CHECK LIGHT IN FIRST AID ROOM THAT FLOODED FOR SAFETY AND REPAIR IF NEEDED.	1	187.00	
EFT37960	09/10/2020	HILLS CONCRETE PRODUCTS	PIPES & CULVERTS FOR JENAPPULLIN ROAD.	1		3,102.00
INV 10003	08/09/2020	HILLS CONCRETE PRODUCTS	PIPES & CULVERTS FOR JENAPPULLIN ROAD.	1	3,102.00	

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EFT37961	09/10/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1		337.26
INV 6296257	30/09/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1	168.63	
INV 6296257	30/09/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE	1	168.63	
EFT37962	09/10/2020	JERMAINE DAVIS SNR	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020	10/2020	JERMAINE DAVIS SNR	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37963	09/10/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2020	1		3,043.03
INV SEPTEMB009/2020	09/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS SEPTEMBER 2020	1	3,043.03	
EFT37964	09/10/2020	KATHY DAVIS	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020	10/2020	KATHY DAVIS	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37965	09/10/2020	KIRK GARLETT	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020	10/2020	KIRK GARLETT	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37966	09/10/2020	KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WIPES	1		187.99
INV 0004497825/03/2020	03/2020	KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WIPES	1	121.33	
INV 0004653308/04/2020	04/2020	KLEENWEST DISTRIBUTORS	HAND SOAP, 20L FOR VOLUNTEER FIRE STATIONS	1	66.66	
EFT37967	09/10/2020	LAURA ANNALISA TAYLOR	UNIFORM FOR LAURA TAYLOR.	1		129.95
INV 179899	22/09/2020	LAURA ANNALISA TAYLOR	UNIFORM FOR LAURA TAYLOR.	1	129.95	
EFT37968	09/10/2020	LGIS WA	PROPERTY - ANNUAL INSURANCE PREMIUM 20/21	1		286,394.17
INV 100-140700/09/2020	09/2020	LGIS WA	PROFESSIONAL LIABILITY - ANNUAL INSURANCE PREMIUM 20/21	1	48,307.60	
INV 100-140902/10/2020	10/2020	LGIS WA	CONTRIBUTION'S CREDIT - ANNUAL INSURANCE PREMIUM 20/21	1	-35,652.00	

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INV 100-141092/10/2020		LGIS WA	WORKCARE - ANNUAL INSURANCE PREMIUM 20/21	1	130,411.87	
INV 100-141092/10/2020		LGIS WA	PROPERTY - ANNUAL INSURANCE PREMIUM 20/21	1	143,326.70	
EFT37969	09/10/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE SEPTEMBER 2020	1		1,905.73
INV SEPTEMB009/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE SEPTEMBER 2020	1	1,905.73	
EFT37970	09/10/2020	MARKETFORCE	ADVERTISEMENT - THE WEST - RFT 12 OF 2020 FIRE MITIGATION SERVICES PANEL	1		2,766.17
INV 35188	04/09/2020	MARKETFORCE	AD IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 8 OCTOBER 2020	1	400.86	
INV 35187	24/09/2020	MARKETFORCE	2 X SEEK ADS - DUTY MANAGER AQUATICS AND PLANT OPERATOR/GENERAL LABOURER	1	495.00	
INV 35189	24/09/2020	MARKETFORCE	ADVERTISEMENT - THE WEST - RFT 12 OF 2020 FIRE MITIGATION SERVICES PANEL	1	748.76	
INV 35185	24/09/2020	MARKETFORCE	ADS FOR SEEK - MAINTENANCE AND TRANSPORT OFFICER AND ENVIRONMENTAL HEALTH OFFICER	1	495.00	
INV 35192	24/09/2020	MARKETFORCE	PUBLIC NOTICE IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 17 SEPTEMBER 2020	1	379.05	
INV 35186	24/09/2020	MARKETFORCE	AD ON SEEK - GARDENER/GENERAL MAINTENANCE OFFICER	1	247.50	
EFT37971	09/10/2020	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOME - 4 HOVEA CRESCENT WUNDOWIE	1		992.35
INV 115663	30/09/2020	MCLEODS BARRISTERS & SOLICITORS	ILLEGAL STRUCTURE/PARK HOME - 4 HOVEA CRESCENT WUNDOWIE	1	992.35	
EFT37972	09/10/2020	MICHAEL KEVIN HEWETT	CROSSOVER REBATE FOR 11 JACAMAR DRIVE	1		800.00
INV CK0510205/10/2020		MICHAEL KEVIN HEWETT	CROSSOVER REBATE FOR 11 JACAMAR DRIVE	1	800.00	
EFT37973	09/10/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1		1,905.73
INV SEPTEMB009/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2020	1	1,905.73	
EFT37974	09/10/2020	NEIL SIMPSON ENTERTAINER	ENTERTAINMENT FOR KILLARA CLIENTS	1		85.00
INV 179	15/09/2020	NEIL SIMPSON ENTERTAINER	ENTERTAINMENT FOR KILLARA CLIENTS	1	85.00	

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EFT37975	09/10/2020	NG&GAGIN/MAAMAN MIA.ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	LOAD OF WOOD FROM MENS SHED	1		100.00
INV 76	05/09/2020	NG&GAGIN/MAAMAN MIA.ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	LOAD OF WOOD FROM MENS SHED	1	50.00	
INV 77	06/10/2020	NG&GAGIN/MAAMAN MIA.ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION	LOAD OF FIREWOOD FROM MENS SHED	1	50.00	
EFT37976	09/10/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	135,000KM SERVICE FOR N11120 - PN1707 HOLDEN CAPTIVA LYZ 7 SEATS DIESEL VIN:KL3CD2669JB002070	1		320.00
INV 130415	06/10/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	135,000KM SERVICE FOR N11120 - PN1707 HOLDEN CAPTIVA LYZ 7 SEATS DIESEL VIN:KL3CD2669JB002070	1	320.00	
EFT37977	09/10/2020	NORTHAM BETTA ELECTRICAL	BE CONNECTED GRANT - ALCATEL LINKZONE	1		99.00
INV 2001001807/09/2020		NORTHAM BETTA ELECTRICAL	BE CONNECTED GRANT - ALCATEL LINKZONE	1	99.00	
EFT37978	09/10/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		900.00
INV 7260	02/10/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	900.00	
EFT37979	09/10/2020	OFFICEWORKS SUPERSTORES PTY LTD	TONERS AND PAPER ROLL FOR LIBRARY	1		538.19
INV 1086767321/07/2020		OFFICEWORKS SUPERSTORES PTY LTD	TONERS AND PAPER ROLL FOR LIBRARY	1	388.87	
INV 1265651224/09/2020		OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1	149.32	
EFT37980	09/10/2020	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS 14/09/2020 TO 27/09/2020.	1		5,907.33
INV 23367	14/09/2020	OXTER SERVICES	TOILET ROLLS - 2 BOXES	1	81.11	
INV 23432	29/09/2020	OXTER SERVICES	VISITORS CENTRE. SUPPLY PINEAWAY 20L, 2 X SLIMLINE HAND TOWEL, 1 X TOILET PAPER.	1	240.97	
INV 23435	01/10/2020	OXTER SERVICES	EXTRA COVID CLEANS FOR PUBLIC TOILETS.	1	2,026.20	
INV 23434	01/10/2020	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS 14/09/2020 TO 27/09/2020.	1	2,296.80	
INV 23436	01/10/2020	OXTER SERVICES	SOUTHERN BROOK HALL. 4 X TOILET PAPER, GLOVES AND PINEAWAY	1	261.25	

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INV 23433	01/10/2020	OXTER SERVICES	BURIAL DATE 23.09.2020 - REOPENING FOR THE BURIAL OF JEAN ELAINE JOYCE.	1	1,001.00	
EFT37981	09/10/2020	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		1,811.75
INV KV5708325/09/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	1,811.75	
EFT37982	09/10/2020	RED DOT STORES	RUG FOR WUNDOWIE LIBRARY CIRC DESK AREA	1		469.00
INV 4661047513/07/2020		RED DOT STORES	RUG FOR WUNDOWIE LIBRARY CIRC DESK AREA	1	149.00	
INV 4661048213/07/2020		RED DOT STORES	RUG FOR LIBRARY OFFICE	1	149.00	
INV 4749756317/09/2020		RED DOT STORES	FORKS	1	72.00	
INV 4755236121/09/2020		RED DOT STORES	LIBRARY HOLIDAY STORYTIME CRAFT AND BAG ITEMS AT WUNDOWIE AND NORTHAM	1	99.00	
EFT37983	09/10/2020	RHONDA LYN TURNER	RATES CREDIT REFUND FOR ASSESSMENT A.2134	1		121.22
INV A.2134	02/10/2020	RHONDA LYN TURNER	RATES CREDIT REFUND FOR ASSESSMENT A.2134		121.22	
EFT37984	09/10/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2020	1		1,905.73
INV SEPTEMB09/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS SEPTEMBER 2020	1	1,905.73	
EFT37985	09/10/2020	SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1		176.00
INV 7109460530/09/2020		SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1	176.00	
EFT37987	09/10/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2020	1		1,905.73
INV SEPTEMB09/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS SEPTEMBER 2020	1	1,905.73	
EFT37988	09/10/2020	STEWART & HEATON CLOTHING CO PTY LTD	UNIFORMS FOR FIRE BRIGADES	1		2,204.14
INV SIN-325825/09/2020		STEWART & HEATON CLOTHING CO PTY LTD	UNIFORMS FOR FIRE BRIGADES	1	2,204.14	
EFT37989	09/10/2020	TELSTRA CORPORATION	BUSHFIRE BRIGADES SEPTEMBER 10 TO OCTOBER 09.	1		309.98
INV 2726008910/09/2020		TELSTRA CORPORATION	BUSHFIRE BRIGADES SEPTEMBER 10 TO OCTOBER 09.	1	279.98	
INV 6305302927/09/2020		TELSTRA CORPORATION	BAKERS HILL FIRESHED AUGUST - SEPTEMBER 2020.	1	30.00	

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EFT37990	09/10/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2020	1		2,172.13
INV SEPTEMBER09/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS SEPTEMBER 2020	1	2,172.13	
EFT37991	09/10/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR AUGUST 2020.	1		503.31
INV 0452-S301207/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR JULY 2020.	1	186.67	
INV 0457-S011608/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR AUGUST 2020.	1	316.64	
EFT37992	09/10/2020	TRUSTEE FOR THE CREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ	NORTHAM INDUSTRY ATTRACTION FUND PROCESS DEVELOPMENT	1		2,970.00
INV INV-028302/10/2020		TRUSTEE FOR THE CREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ	NORTHAM INDUSTRY ATTRACTION FUND PROCESS DEVELOPMENT	1	2,970.00	
EFT37993	09/10/2020	WA CONTRACT RANGER SERVICES	AFTER HOURS CALL MONITORING SERVICE - WEEKLY	1		1,320.00
INV 02952	07/10/2020	WA CONTRACT RANGER SERVICES		1	1,320.00	
EFT37994	09/10/2020	WARRICKS NEWSAGENCY	2x A4 2021 COLLINS DIARIES FOR KILLARA	1		89.40
INV SN000173009/2020		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM SEPTEMBER 2020	1	37.40	
INV 59690	06/10/2020	WARRICKS NEWSAGENCY	2x A4 2021 COLLINS DIARIES FOR KILLARA	1	52.00	
EFT37995	09/10/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING - 04.09.2020-02.10.2020	1		59.91
INV 210392	02/10/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING - 04.09.2020-02.10.2020	1	59.91	
EFT37996	09/10/2020	YVONNE KICKETT	ADVISORY GROUP MEETING 15TH SEPT 2020	1		100.00
INV JW0810208/10/2020		YVONNE KICKETT	ADVISORY GROUP MEETING 15TH SEPT 2020	1	100.00	
EFT37997	15/10/2020	AZILITY	AZILITY SUBSCRIPTION FOR MODULES CORE+ (CORE SCOREKEEPING SERVICE), ENVIRO (EMISSIONS & PROJECTS), UC (UTILITY CONTROL) AND SETUP. REFER TO QUOTE FOR DETAILS OF EACH MODULE.	1		8,112.50
INV INV-050717/04/2020		AZILITY	AZILITY SUBSCRIPTION FOR MODULES CORE+ (CORE SCOREKEEPING SERVICE), ENVIRO (EMISSIONS & PROJECTS), UC (UTILITY CONTROL) AND SETUP. REFER TO QUOTE FOR DETAILS OF EACH MODULE.	1	8,112.50	

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EFT37998	15/10/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2020.	1		3,690.44
INV T1080	15/10/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2020.	1	3,690.44	
EFT37999	15/10/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2020.	1		2,099.97
INV T1079	15/10/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2020.	1	2,099.97	
EFT38000	15/10/2020	EMERG SOLUTIONS PTY LTD	BART SUBSCRIPTION REGION (DFES SHIRE OF NORTHAM DISTRICT) WITH 145 LICENSES, 0 GROUPS, 0 USERS	1		3,675.00
INV INV-126206/10/2020		EMERG SOLUTIONS PTY LTD	BART SUBSCRIPTION REGION (DFES SHIRE OF NORTHAM DISTRICT) WITH 145 LICENSES, 0 GROUPS, 0 USERS	1	3,675.00	
EFT38001	15/10/2020	FERMORA PTY LTD	FULL REFUND OF INFRASTRUCTURE BOND RE: EL CABALLO LIFESTYLE VILLAGE APP REF P1007 CONDITION 1.27 NOW SATISFIED.	1		5,113.52
INV T452	15/10/2020	FERMORA PTY LTD	FULL REFUND OF INFRASTRUCTURE BOND RE: EL CABALLO LIFESTYLE VILLAGE APP REF P1007 CONDITION 1.27 NOW SATISFIED.	1	5,113.52	
EFT38002	15/10/2020	SAWDUST N SAND	3 X PLANTER BOXES 1240L BY 440W BY 840H. 2 X PLANTER BOXES 1000L BY 440W BY 840H. PLUS DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT).	1		2,433.00
INV CH_PL_129/09/2020		SAWDUST N SAND	3 X PLANTER BOXES 1240L BY 440W BY 840H. 2 X PLANTER BOXES 1000L BY 440W BY 840H. PLUS DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT).	1	2,433.00	
EFT38003	15/10/2020	SPECIALISED TREE SERVICE	COATS ROAD, BAKERS HILL CONTRACT NUMBER C.201819-09 ASSET ID: NORBKH077 TREATMENT ID: 4990 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1		31,702.16

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INV 3408	02/10/2020	SPECIALISED TREE SERVICE	JENNAPULLIN ROAD CONTRACT NUMBER C.201819-09 ASSET ID: NORSNB330 TREATMENT ID: 5048 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	3,216.22	
INV 3409	02/10/2020	SPECIALISED TREE SERVICE	REMOVE SUFFICIENT VEGETATION TO ENSURE UNRESTRICTED SIGHTING EXTENDING TO A MINIMUM DISTANCE OF 200M FROM THE FRENCHES ROAD LEVEL CROSSING. REMOVE SUFFICIENT VEGETATION TO ENSURE UNRESTRICTED SIGHTING IS AVAILABLE EXTENDING TO A MINIMUM OF 100M FROM THE FRENCHES ROAD LEVEL CROSSING.	1	3,511.20	
INV 3415	12/10/2020	SPECIALISED TREE SERVICE	TRIMMER ROAD (LOT 29079 GREAT EASTERN HIGHWAY) CONTRACT NUMBER C.201819-09 ASSET ID: NORCKL522 TREATMENT ID: 5030 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	4,288.30	
INV 3414	12/10/2020	SPECIALISED TREE SERVICE	229 MITCHELL AVE CONTRACT NUMBER C.201819-09 ASSET ID: NORNRM014 TREATMENT ID: 2965 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	6,754.50	
INV 3416	12/10/2020	SPECIALISED TREE SERVICE	TRIMMER ROAD (LOT 29079 GREAT EASTERN HIGHWAY) CONTRACT NUMBER C.201819-09 ASSET ID: NORCKL522 TREATMENT ID: 5033 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	2,144.34	

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INV 3419	14/10/2020	SPECIALISED TREE SERVICE	CORNER OF JORDIRD AND GREAT EASTERN HWY, BAKERS HILL CONTRACT NUMBER C.201819-09 ASSET ID: NORBKH213 TREATMENT ID: 2988 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	1,065.90	
INV 3420	14/10/2020	SPECIALISED TREE SERVICE	COATS ROAD, BAKERS HILL CONTRACT NUMBER C.201819-09 ASSET ID: NORBKH077 TREATMENT ID: 4990 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	9,649.53	
INV 3418	14/10/2020	SPECIALISED TREE SERVICE	(STARTS AT) 54 BENRUA RD CONTRACT NUMBER C.201819-09 ASSET ID: NORCKL396 TREATMENT ID: 6018 UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.	1	1,072.17	
EFT38004	16/10/2020	ABBOTTS FORGE	REMOVE GOAL POSTS FROM HENRY STREET OVAL	1		500.00
INV 0000424124/09/2020		ABBOTTS FORGE	REMOVE GOAL POSTS FROM HENRY STREET OVAL	1	500.00	
EFT38005	16/10/2020	ACSA (AGED & COMMUNITY SERVICES AUSTRALIA)	AGED CARE SERVICES ANNUAL MEMBERSHIP 2020/2021	1		935.15
INV AR0032306/08/2020		ACSA (AGED & COMMUNITY SERVICES AUSTRALIA)	AGED CARE SERVICES ANNUAL MEMBERSHIP 2020/2021	1	935.15	
EFT38006	16/10/2020	AG IMPLEMENTS	WHIPPER SNIPPER CORD REEL	1		313.87
INV 401583	08/07/2020	AG IMPLEMENTS	WHIPPER SNIPPER CORD REEL	1	313.87	
EFT38007	16/10/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT13/10/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT38008	16/10/2020	AVON SERVICE SPECIALISTS	90,000KM ROUTINE SERVICE.	1		315.00
INV 19712	05/10/2020	AVON SERVICE SPECIALISTS	90,000KM ROUTINE SERVICE.	1	315.00	

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EFT38009	16/10/2020	BEAUREPAIRES	99 20.5R25 EARTHMOVER TYRE CHAO YANG CB761	1		4,276.00
INV 6411618305/10/2020		BEAUREPAIRES	99 20.5R25 EARTHMOVER TYRE CHAO YANG CB761	1	4,276.00	
EFT38010	16/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASHING AND VERGE MAINTENANCE AT KOJEDDA/CARLIN HEIGHTS	1		4,180.00
INV 668	06/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASHING AND VERGE MAINTENANCE AT KOJEDDA/CARLIN HEIGHTS	1	4,180.00	
EFT38011	16/10/2020	BOEKEMAN MACHINERY	PN1207 - SERVICE AS PER QUOTE FOR 4500HR SERVICE	1		2,822.86
INV 298159	10/09/2020	BOEKEMAN MACHINERY	PN1207 - SERVICE AS PER QUOTE FOR 4500HR SERVICE	1	2,822.86	
EFT38012	16/10/2020	BUDGET CASH REGISTER CO	XE-A307 - CASH REGISTER FOR NORTHAM REC CENTRE - INCLUDES SET UP OF BATTERIES AND PROGRAMMING	1		1,045.00
INV 19531	04/09/2020	BUDGET CASH REGISTER CO	XE-A307 - CASH REGISTER FOR NORTHAM REC CENTRE - INCLUDES SET UP OF BATTERIES AND PROGRAMMING	1	1,045.00	
EFT38013	16/10/2020	CIVIC LEGAL	CONSULTATION REGARDING WORKERS COMP CLAIM, TERMINATION OF EMPLOYMENT AND RISKS OF UNFAIR DISMISSAL	1		1,320.00
INV 507287	30/09/2020	CIVIC LEGAL	CONSULTATION REGARDING WORKERS COMP CLAIM, TERMINATION OF EMPLOYMENT AND RISKS OF UNFAIR DISMISSAL	1	1,320.00	
EFT38014	16/10/2020	CIVIL TECHNOLOGY	RELEASE OF BONDS FOR CROSSOVERS FOR LOTS 801, 830 & 831 OYSTON ROAD BAKERS HILL.	1		4,527.10
INV T1204	15/10/2020	CIVIL TECHNOLOGY	RELEASE OF BONDS FOR CROSSOVERS FOR LOTS 801, 830 & 831 OYSTON ROAD BAKERS HILL.	1	4,527.10	
EFT38015	16/10/2020	CLARK EQUIPMENT	7280507 - BIT PLANER	1		2,630.80
INV 0821786330/09/2020		CLARK EQUIPMENT	7280507 - BIT PLANER	1	1,651.80	
INV 0821789101/10/2020		CLARK EQUIPMENT	S185 - DBF 8634/6/58IR - CUTTING EDGE - AS PER INVOICE#08217820	1	979.00	
EFT38016	16/10/2020	COUNTRYWIDE GROUP	DENSE SODA ASH - BALANCE PROTECT	1		1,422.30
INV ACC000101/10/2020		COUNTRYWIDE GROUP	DEUTSCHER 41/2" HEAVY DUTY SWING BACK BLADE SET	1	100.00	
INV ACC000102/10/2020		COUNTRYWIDE GROUP	DENSE SODA ASH - BALANCE PROTECT	1	970.20	

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INV ACC000102/10/2020		COUNTRYWIDE GROUP	PULL CORD- START ROPE	1	22.50	
INV ACC000108/10/2020		COUNTRYWIDE GROUP	CHAINSAW CHAINS	1	118.80	
INV ACC000113/10/2020		COUNTRYWIDE GROUP	HUSQVARNA FOREST HELMET	1	210.80	
EFT38017	16/10/2020	COVS PARTS PTY LTD	SPRAY BOTTLES, 500M, PRESSURE BOTTLES, 1 LITRE	1		565.92
INV 1690068710/01/2020		COVS PARTS PTY LTD	CONNECTORS FOR SOLENOIDS FOR BERNARD PARK WATER PLAYGROUND	1	16.02	
INV 1690070610/02/2020		COVS PARTS PTY LTD	2 TONNE "D" SHACKLES	1	39.65	
INV 1690070711/02/2020		COVS PARTS PTY LTD	2 TONNE "D" SHACKLES	1	12.14	
INV 1690070711/02/2020		COVS PARTS PTY LTD	"R" CLIPS, 60MM GLOVE CLIP KEEPER YELLOW	1	30.71	
INV 1690072612/03/2020		COVS PARTS PTY LTD	"R" CLIPS, 60MM	1	14.74	
INV 1690073224/03/2020		COVS PARTS PTY LTD	SPRAY BOTTLES, 500M, PRESSURE BOTTLES, 1 LITRE	1	452.66	
EFT38018	16/10/2020	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	PRINTING 20,000 NOTICES - 10,000 RATES & 10,000 INSTALMENTS	1		2,191.00
INV 1,069,61705/10/2020		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	PRINTING 20,000 NOTICES - 10,000 RATES & 10,000 INSTALMENTS	1	1,559.00	
INV 1,069,75206/10/2020		CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	x 2000 WITH COMPLIMENTS SLIPS	1	632.00	
EFT38019	16/10/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP 2 X 1000L TUBS OF EMULSION FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM DEPOT	1		362.50
INV 0000221030/09/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	FROM GARPEN 200 COLLIER ROAD, BAYSWATER-1 X PALLET 220KGS - 110 X 110 X 80 PO: 59349	1	74.50	
INV 0000221030/09/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP 2 X 1000L TUBS OF EMULSION FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM DEPOT	1	248.00	
INV 0000221030/09/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	PICK UP ON TUESDAY 29/09/2020 OF 2 X YELLOW BOLLARDS 1.65M BY 1.8M X 25KGS EACH FROM ROAD RAIL AND MINE PRODUCTS, UNIT 2/13 MARSHALL RD MALGA.	1	40.00	
EFT38020	16/10/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT13/10/2020		EASIFLEET	Payroll deductions		1,247.56	

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INVDEDUCT13/10/2020		EA.SIFLEET	Payroll deductions		1,102.65	
EFT38021	16/10/2020	GDR CIVIL CONTRACTING PTY LTD	WET HIRE OF TRUCK FOR 10 DAYS @ \$1212.20 INCLUDING GST STARTING ON 29/09/2020	1		3,411.38
INV 1736	30/09/2020	GDR CIVIL CONTRACTING PTY LTD	WET HIRE OF TRUCK FOR 10 DAYS @ \$1212.20 INCLUDING GST STARTING ON 29/09/2020	1	2,751.38	
INV 1740	05/10/2020	GDR CIVIL CONTRACTING PTY LTD	MULTI WHEELED ROLLER PICKED UP FROM CORNER OF SOUTH WEST HIGHWAY AND WEST TALBOT ROAD. DELIVERED TO CHEDARING ROAD AT THE THE CORNER OF CHITTARING AND WERRIBEE ROAD ANYTIME AFTER 3PM 01/10/2020	1	660.00	
EFT38022	16/10/2020	IKOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE	1		3,200.44
INV 6297663	05/10/2020	IKOM OPERATIONS PTY LTD	920KG DRUM OF CHLORINE	1	3,200.44	
EFT38023	16/10/2020	JH COMPUTER SERVICES PTY LTD	18S4870 FORTIGATE-80E-POE	1		19,470.00
INV 0000195907/09/2020		JH COMPUTER SERVICES PTY LTD	UPGRADE OF DATABASE SERVER FROM 2008 TO 2019 SERVER	1	7,260.00	
INV 0000196224/09/2020		JH COMPUTER SERVICES PTY LTD	18S4870 FORTIGATE-80E-POE	1	12,210.00	
EFT38024	16/10/2020	KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC FACILITY 05/10/2020	1		2,995.06
INV 2167314805/10/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC FACILITY 05/10/2020	1	2,995.06	
EFT38025	16/10/2020	LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC & PRODUCTS LIABILITY FOR MARKET STALL HOLDERS 29/10/2020 TO 29/10/2021	1		963.35
INV 051-776580/09/2020		LOCAL COMMUNITY INSURANCE SERVICES	PUBLIC & PRODUCTS LIABILITY FOR MARKET STALL HOLDERS 29/10/2020 TO 29/10/2021	1	963.35	
EFT38026	16/10/2020	MARKETFORCE	PUBLIC NOTICE IN THE WEST - GORDON PLACE CLOSURES	1		4,876.17
INV 34707	25/08/2020	MARKETFORCE	CHANGE OF VENUE PUBLIC NOTICE - FORUM AND ORDINARY COUNCIL MEETING 12 AND 19 AUGUST 2020	1	437.22	
INV 34706	25/08/2020	MARKETFORCE	AD ON SEEK - LIFE GUARDS AND COMMUNITY SERVICE OFFICERS	1	247.50	
INV 34708	25/08/2020	MARKETFORCE	SPECIAL MEETING 10 AUGUST 2020 PUBLIC NOTICE - THE WEST	1	415.42	
INV 34705	25/08/2020	MARKETFORCE	ADVERT ON SEEK FOR DUTY MANAGERS AQUATICS	1	247.50	

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INV 34709	25/08/2020	MARKETFORCE	ADVERTISEMENT IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 17 AUGUST 2020	1	422.68	
INV 34710	25/08/2020	MARKETFORCE	ADVERTISEMENT IN THE WEST - COMMUNITY GRANTS ASSESSMENT COMMITTEE 26 AUGUST 2020	1	556.18	
INV 35194	24/09/2020	MARKETFORCE	AD IN THE WEST - COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING 1 OCTOBER 2020	1	400.86	
INV 35195	24/09/2020	MARKETFORCE	ADVERTISEMENT IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE 8 OCTOBER 2020	1	422.68	
INV 35193	24/09/2020	MARKETFORCE	D IN THE WEST - DISBANDING OF LOCAL BUSINESS SUPPORT COMMITTEE	1	546.29	
INV 35191	24/09/2020	MARKETFORCE	PUBLIC NOTICE IN THE WEST - GORDON PLACE CLOSURES	1	742.62	
INV 35190	24/09/2020	MARKETFORCE	PUBLIC NOTICE IN THE WEST - CHANGE OF COUNCIL MEETING VENUES FOR 9 AND 16 SEPTEMBER 2020	1	437.22	
EFT38027	16/10/2020	MORRIS PEST AND WEED CONTROL	MITCHELL AVE, JUST OFF GREAT EASTERN HWY. ASSET ID: NORMRM023 TREATMENT ID: 2962 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS. LONG LASTING RESIDUAL CHEMICAL TO BE USED	1		3,053.50
INV INV-074901/10/2020		MORRIS PEST AND WEED CONTROL	TERMITE TREATMENT TO TREE IN YOUTH SPACE	1	210.00	
INV INV-077511/10/2020		MORRIS PEST AND WEED CONTROL	229 MITCHELL AVE ASSET ID: NORMRM014 TREATMENT ID: 2965 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.	1	231.00	
INV INV-077411/10/2020		MORRIS PEST AND WEED CONTROL	WORK AREA: DARK BLUE LINE MITCHELL AVE, JUST OFF GREAT EASTERN HWY. ASSET ID: NORMRM023 TREATMENT ID: 2962 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS. LONG LASTING RESIDUAL CHEMICAL TO BE USED	1	544.50	

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INVINV-077211/10/2020		MORRIS PEST AND WEED CONTROL	CLACKLINE TOWNSITE, KIMBERLEY ROAD. ASSET ID: NORCKL397 TREATMENT ID: 6245 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.	1	220.00	
INVINV-077111/10/2020		MORRIS PEST AND WEED CONTROL	CNR CLARKE ST & SUBURBAN RD, NORTHAM. ASSET ID: NORNRM045 TREATMENT ID: 2955 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.	1	220.00	
INVINV-077711/10/2020		MORRIS PEST AND WEED CONTROL	DEMPSTER ROAD ASSET ID: NORCKL523 TREATMENT ID: 2969 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.	1	308.00	
INVINV-077911/10/2020		MORRIS PEST AND WEED CONTROL	WORK AREA: YELLOW LINE CLACKLINE TOWNSITE, CORNER OF LOCKYER RD AND KIMBERLY RD ASSET ID: NORCKL397 TREATMENT ID: 6242 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS. WORK AREA: THICK DARK BLUE LINE	1	418.00	

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INVINV-077811/10/2020		MORRIS PEST AND WEED CONTROL	AVON RIVER, CONCRETE BRIDGE. CORNER OF KATRINE ROAD AND NORTHAM-TOODYAY ROAD ASSET ID: NORIRT286 TREATMENT ID: 5047 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS 6METRES FROM THE ROAD RESERVE. ONLY SPRAY INVASIVE WEEDS. WORK AREA BLUE LINE	1	286.00	
INVINV-077611/10/2020		MORRIS PEST AND WEED CONTROL	DEMPSTER ROAD ASSET ID: NORCKL523 TREATMENT ID: 2969 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.	1	308.00	
INVINV-077311/10/2020		MORRIS PEST AND WEED CONTROL	WORK AREA: YELLOW LINE MITCHELL AVE, JUST OFF GREAT EASTERN HWY. ASSET ID: NORNRM023 TREATMENT ID: 2960 APPLY CHEMICAL TREATMENT TO THE RESERVE BOUNDARY TO TO INCLUDE 3MTRS INSIDE FIRE ACCESS TRAIL, REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS AND IMPROVE THE LOW FUEL BUFFER ZONE.	1	308.00	
EFT38028	16/10/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/10/2020-04/11/2020	1		417.67
INV 9208061305/10/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/10/2020-04/11/2020	1	417.67	
EFT38029	16/10/2020	NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1		102.00
INV 0000307205/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	12.00	
INV 0000308006/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	18.00	
INV 0000308107/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	

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INV 0000308208/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	
EFT38030	16/10/2020	NORTHAM LIQUOR BARONS	1 X SIX PACK CORONA, 1 X BROWN BROS MOSCATO 750 ML & 2 X SIX PACK GREAT NORTHERN	1		73.99
INV 1201-27319/08/2020		NORTHAM LIQUOR BARONS	1 X SIX PACK CORONA, 1 X BROWN BROS MOSCATO 750 ML & 2 X SIX PACK GREAT NORTHERN	1	73.99	
EFT38031	16/10/2020	OXTER SERVICES	WUNDOWIE TOILETS. EXTRA CLEANS FOR COVID 19 FOR AUGUST.	1		2,497.41
INV 22563	24/03/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 1 X CARTON OF HAND TOWEL.	1	50.72	
INV 23129	24/07/2020	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. SUPPLY 5KG URINAL BLOCKS, 2 X BOXES OF GLOVES AND 3 X CARTONS OF TOILET PAPER.	1	301.56	
INV 23135	27/07/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 2 X CARTONS TOILET PAPER AND 1 X 5L HAND SOAP.	1	118.93	
INV 23291	28/08/2020	OXTER SERVICES	WUNDOWIE TOILETS. EXTRA CLEANS FOR COVID 19 FOR AUGUST.	1	2,026.20	
EFT38032	16/10/2020	RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2020.	1		2,927.78
INV AUGUST31/08/2020		RETAIL DECISIONS (COLES)	COLES EXPENSES FOR AUGUST 2020.	1	2,927.78	
EFT38033	16/10/2020	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR JENNA PULLIN ROAD WORKS FROM 20 AUGUST TO 30 SEPTEMBER 2020.	1		2,194.50
INV 7109460630/09/2020		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR JENNA PULLIN ROAD WORKS FROM 20 AUGUST TO 30 SEPTEMBER 2020.	1	2,194.50	
EFT38034	16/10/2020	SPECIALE SMASH REPAIRS	SUPPLY, FIT, CLEANUP AND FRIGHT FOR THE REPLACEMENT PASSENGER SIDE WINDOW ON HYUNDAI 2014 VE2 I40 2.0 AUTO WAGON SILVER REGISTRATION KILLARA VIN:KMHLB81DMEU084273	1		445.50
INV 19440	12/10/2020	SPECIALE SMASH REPAIRS	SUPPLY, FIT, CLEANUP AND FRIGHT FOR THE REPLACEMENT PASSENGER SIDE WINDOW ON HYUNDAI 2014 VE2 I40 2.0 AUTO WAGON SILVER REGISTRATION KILLARA VIN:KMHLB81DMEU084273	1	445.50	
EFT38035	16/10/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID COURSE 24TH SEPT 2020 FOR KURT DU BOULAY USI# HTZ3QKQKQ2	1		399.00
INV FAINV0024/09/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID COURSE 24TH SEPT 2020 FOR KURT DU BOULAY USI# HTZ3QKQKQ2	1	133.00	

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INVFAINV0024/09/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID COURSE 24TH SEPT 2020 FOR MICHAEL AHEARN USI# 5TG9PRHQMQ	1	133.00	
INVFAINV0024/09/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID COURSE 24TH SEPT 2020 FOR PETER BROUGH USI# K5R8MLWA3B	1	133.00	
EFT38036	16/10/2020	STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM	1		643.50
INVRIO2657126/08/2020		STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PROGRAM	1	643.50	
EFT38037	16/10/2020	SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS 05/08/2020 TO 04/09/2020	1		21,893.43
INV 2073026124/08/2020		SYNERGY	160396120 Clackline Fire Shed - 24/06/2020 to 20/08/2020		95.11	
INV 2065027724/08/2020		SYNERGY	158509760 Bakers Hill Fire Station - 24/06/2020 to 19/08/2020		205.58	
INV 3000141104/09/2020		SYNERGY	ELECTRICITY FOR VARIOUS BUILDINGS 05/08/2020 TO 04/09/2020	1	16,223.79	
INV 2013052514/09/2020		SYNERGY	941453230 Grass Valley BFB Shed - 11/07/2020 to 11/09/2020		278.98	
INV 2009044614/09/2020		SYNERGY	092912520 Grass Valley Oval - 11/07/2020 to 11/09/2020		114.87	
INV 2053041115/09/2020		SYNERGY	747170530 Skate Park - Clarke St - 14/07/2020 to 14/09/2020		144.58	
INV 2065046115/09/2020		SYNERGY	514067810 Bert Hawke Oval Reticulation - 27/07/2020 to 14/09/2020		1,006.69	
INV 2085049916/09/2020		SYNERGY	335820940 Create 298 - 19/08/2020 to 15/09/2020		757.24	
INV 2017052417/09/2020		SYNERGY	181994500 Killara Daycare Centre - 20/08/2020 to 16/09/2020		1,085.60	
INV 2061041817/09/2020		SYNERGY	136537740 Airport - 20/08/2020 to 16/09/2020		1,231.90	
INV 2037048817/09/2020		SYNERGY	796841340 Shire Administration Building - 20/08/2020 to 16/09/2020		749.09	
EFT38038	16/10/2020	TELSTRA CORPORATION	MAIN MOBILE ACCOUNT JULY 2020	1		5,005.79
INV 2726008928/07/2020		TELSTRA CORPORATION	MAIN MOBILE ACCOUNT JULY 2020	1	3,102.53	
INV 2726009028/08/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS AUGUST 2020	1	120.44	
INV 2726009028/08/2020		TELSTRA CORPORATION	VEMS TRAILERS & SPRINKLER SYSTEMS AUGUST 2020.	1	50.00	
INV 9026075012/09/2020		TELSTRA CORPORATION	MAINLINE ACCOUNT SEPTEMBER 2020	1	1,732.82	

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EFT38039	16/10/2020	TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN FOR BEAVIS PLACE REDEVELOPMENT - INCLUDING SITE VISIT AND WORKSHOP,PRELIMINARY CONCEPT DESIGN,DESIGN REPORT, COMMUNITY CONSULTATION AND FINAL DESIGN REPORT. PROGRESS CLAIM 2	1		3,542.00
INV SI-1029530/09/2020		TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN FOR BEAVIS PLACE REDEVELOPMENT - INCLUDING SITE VISIT AND WORKSHOP,PRELIMINARY CONCEPT DESIGN,DESIGN REPORT, COMMUNITY CONSULTATION AND FINAL DESIGN REPORT. PROGRESS CLAIM 2	1	3,542.00	
EFT38040	16/10/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	SUPPLY MRWA SPEC GRAVEL DELIVERED TO SITE AS REQUIRED AND REQUESTED	1		7,259.25
INV INV-103080/09/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	SUPPLY MRWA SPEC GRAVEL DELIVERED TO SITE AS REQUIRED AND REQUESTED	1	7,259.25	
EFT38041	16/10/2020	VALLEY FORD	PN1710 N79 75,000 SERVICE VIN: MPBUMEF50HX141051	1		481.45
INV 1411301	03/09/2020	VALLEY FORD	PN1710 N79 75,000 SERVICE VIN: MPBUMEF50HX141051	1	481.45	
EFT38042	16/10/2020	WA LIBRARY SUPPLIES	CHARGE AND SYNC CABINET - TABLET	1		835.00
INV 0013099809/10/2020		WA LIBRARY SUPPLIES	CHARGE AND SYNC CABINET - TABLET	1	835.00	
EFT38043	16/10/2020	WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) SEPTEMBER 2020 - ADMIN	1		49.00
INV SN00006B0/09/2020		WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) SEPTEMBER 2020 - ADMIN	1	49.00	
EFT38044	16/10/2020	YOUNG CONSTRUCTIONS PTY LTD	INFRASTRUCTURE BOND REFUND FOR BP19109-A15241	1		1,000.00
INV T1199	15/10/2020	YOUNG CONSTRUCTIONS PTY LTD	INFRASTRUCTURE BOND REFUND FOR BP19109-A15241	1	1,000.00	
EFT38045	20/10/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2	1		27,423.00
INV 9689	17/09/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2	1	27,219.50	

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INV 9704	08/10/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	REPLACEMENT PANEL FOR AVON MALL	1	203.50	
EFT38046	27/10/2020	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING.	1		1,900.00
INV B2635	13/10/2020	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING.	1	1,900.00	
EFT38047	27/10/2020	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES.	1		897.60
INV 0013827531/07/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES.	1	1,043.35	
INV CR1382797/09/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES.	1	-145.75	
EFT38048	27/10/2020	ALAN'S AUTO ELECTRICS	INSTALL WORKLIGHTS TO PN1807 AS PER QUOTE# QU-0475	1		2,106.50
INV INV-662628/08/2020		ALAN'S AUTO ELECTRICS	PN1414 - FIT CUSTOMER LIGHTS TO TRAILER	1	62.50	
INV INV-691806/10/2020		ALAN'S AUTO ELECTRICS	INSTALL WORKLIGHTS TO PN1807 AS PER QUOTE# QU-0475	1	2,044.00	
EFT38049	27/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR OCTOBER 2020.	1		147.51
INV 69866	15/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR OCTOBER 2020.	1	132.00	
INV 69867	15/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR OCTOBER 2020.	1	15.51	
EFT38050	27/10/2020	ANDY'S PLUMBING SERVICE	CALL TO UNBLOCK TOILET AT QUELLINGTON HALL.	1		1,188.00
INV A.18806	02/10/2020	ANDY'S PLUMBING SERVICE	CALL TO UNBLOCK TOILET AT QUELLINGTON HALL.	1	924.00	
INV A.18818	12/10/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING OCTOBER 2020	1	264.00	
EFT38051	27/10/2020	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/A S ONEMUSIC AUSTRALIA	MUSIC PLAYED THROUGHOUT THE SHIRE FACILITIES 01/07/2020 TO 30/06/2021.	1		859.17

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INV 046485	22/07/2020	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/A S ONEMUSIC AUSTRALIA	MUSIC PLAYED THROUGHOUT THE SHIRE FACILITIES 01/07/2020 TO 30/06/2021.	1	859.17	
EFT38052	27/10/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 29/09/2020.	1		155,201.98
INV PAYG 2323/06/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 23/06/2020.	1	62,914.00	
INV PAYG 0607/08/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY RUN 06/08/2020 AND 07/08/2020	1	118.00	
INV PAYG 2929/09/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 29/09/2020.	1	92,169.98	
EFT38053	27/10/2020	AUTOPRO NORTHAM	SUPPLY GYMPIE	1		41.00
INV 879123	20/10/2020	AUTOPRO NORTHAM	SUPPLY GYMPIE	1	41.00	
EFT38054	27/10/2020	AVON SERVICE SPECIALISTS	PN1516 N.3333 100,000 SERVICE VIN: MMOUROYD1005815613	1		249.10
INV 19550	02/09/2020	AVON SERVICE SPECIALISTS	PN1516 N.3333 100,000 SERVICE VIN: MMOUROYD1005815613	1	249.10	
EFT38055	27/10/2020	AVON VALLEY CONTRACTORS	WHITE PLAYGROUND SAND PER TONNE	1		511.50
INV 36073	19/10/2020	AVON VALLEY CONTRACTORS	WHITE PLAYGROUND SAND PER TONNE	1	511.50	
EFT38056	27/10/2020	BEAUREPAIRES	PN1705 - REPAIR TYRE ON Z TRAC	1		26.00
INV 6411632013/10/2020		BEAUREPAIRES	PN1705 - REPAIR TYRE ON Z TRAC	1	26.00	
EFT38057	27/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASH CARLIN VALLEY ESTATE, BAKERS HILL SUBDIVISIONS INCLUSIVE OF ACCENDES RISE, TAMMA ROAD, PLOVER FL, CARLIN RD AND SHINGLE HILL ROAD	1		4,136.00
INV 669	15/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASH CARLIN VALLEY ESTATE, BAKERS HILL SUBDIVISIONS INCLUSIVE OF ACCENDES RISE, TAMMA ROAD, PLOVER FL, CARLIN RD AND SHINGLE HILL ROAD	1	4,136.00	

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EFT38058	27/10/2020	BEYOND CABINETS & RENOVATIONS	MINUTE NO: LBSC.53 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$10,000 TO THE BUSINESS 'BEYOND CABINETS & RENOVATIONS' FOR THE CONSTRUCTION OF A NEW WORKSHOP INCLUDING SHOWROOM AND OFFICES.	1		11,000.00
INV INV-018816/10/2020		BEYOND CABINETS & RENOVATIONS	MINUTE NO: LBSC.53 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$10,000 TO THE BUSINESS 'BEYOND CABINETS & RENOVATIONS' FOR THE CONSTRUCTION OF A NEW WORKSHOP INCLUDING SHOWROOM AND OFFICES.	1	11,000.00	
EFT38059	27/10/2020	BLACKWELL PLUMBING & GAS PTY LTD	WUNDOWIE POOL BUILDING. SUPPLY AND INSTALL NEW 25L ELECTRIC HOT WATER UNIT TO KIOSK/ADMIN AREA.	1		2,581.25
INV INV-223507/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	RIVERS EDGE CAFE. REPAIR GAS LEAK TO STOVE.	1	106.20	
INV INV-224114/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	WUNDOWIE POOL BUILDING. SUPPLY AND INSTALL NEW 25L ELECTRIC HOT WATER UNIT TO KIOSK/ADMIN AREA.	1	1,485.00	
INV INV-224114/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	ADMIN BUILDING. PLEASE REPAIR LEAKING TAP ON OUTSIDE OF BUILDING NEAR CUSTOMER CAR PARK.	1	662.80	
INV INV-224114/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	BILYA KOORT BOODJA. FIRE HOSE IN UNDERCOVER CARPARK LEAKING PLEASE REPAIR.	1	49.50	
INV INV-224114/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	PEEL TERRACE DUMP POINT. UNBLOCK DUMP POINT.	1	277.75	
EFT38060	27/10/2020	BOOKTOPIA PTY LTD	46 BOOKS FOR PATRON REQUESTS	1		1,359.57
INV 1170761412/10/2020		BOOKTOPIA PTY LTD	46 BOOKS FOR PATRON REQUESTS	1	1,359.57	
EFT38061	27/10/2020	BOYD KICKETT	ADVISORY GROUP 15/9/2020.	1		100.00
INV JW27102027/10/2020		BOYD KICKETT	ADVISORY GROUP 15/9/2020.	1	100.00	
EFT38062	27/10/2020	BUDGET CASH REGISTER CO	RENEWAL SUPPORT POS CONTRACT 1/11/2020-30/11/2021	1		1,045.00
INV 19643	13/10/2020	BUDGET CASH REGISTER CO	RENEWAL SUPPORT POS CONTRACT 1/11/2020-30/11/2021	1	1,045.00	
EFT38063	27/10/2020	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/09/2020 TO 31/10/2020.	1		54.63

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INV 9584	21/09/2020	BURGESS RAWSON (WA) PTY LTD	WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/09/2020 TO 31/10/2020.	1	54.63	
EFT38064	27/10/2020	BUZZINROUND PTY LTD T/A.BR.COMMS	CHANGES TO PABX HUNT GROUPS	1		121.00
INV 0000287517/09/2020		BUZZINROUND PTY LTD T/A.BR.COMMS	CHANGES TO PABX HUNT GROUPS	1	121.00	
EFT38065	27/10/2020	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X. AUTOMATIC AIR FRESHENERS. 14/11/2020 TO 13/05/2021.	1		541.85
INV 9686751114/10/2020		CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X. AUTOMATIC AIR FRESHENERS. 14/11/2020 TO 13/05/2021.	1	541.85	
EFT38066	27/10/2020	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - 4000hr Service (Service on site, contact Mick Ahearn for location)	1		14,445.17
INV 0000328518/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - DRAINAGE TRUCK - INVERSTIGATE, REPAIR OR MODIFY HYDRAULIC RAM TO RESOLVE LEAKING PROBLEM.	1	381.48	
INV 0000328418/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 - REPAIR "OIL " FAULT IN SYSTEM	1	413.82	
INV 0000328318/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - SERVICE 1750HOUR - DROP OFF FRIDAY 31/07/2020	1	745.47	
INV 0000328818/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1603 - SEWELL BROOM - SERVICE	1	542.80	
INV 0000329418/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1314 - GRADER - TRAVEL TO SITE, SERVICE GRADER (3800)	1	1,342.61	
INV 0000328218/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - SERVICE - MONDAY 27 JULY 2020	1	1,257.08	
INV 0000328118/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - HINO DRAINAGE TRUCK 40,000KM SERVICE	1	975.70	
INV 0000328018/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN0916 - SKID STEER LOADER - 3000HR SERVICE	1	764.83	
INV 0000327918/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1312 - 50,000KM SERVICE	1	704.33	
INV 0000327818/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	GIFTED LIGHT TOWERS - REPAIR SIEZED BRAKES AND SERVICE DIESEL ENGINES.	1	1,396.41	
INV 0000328618/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1005 - INVESTIGATE STARTER MOTOR ISSUES AND REPAIR AS REQUIRED	1	719.40	
INV 0000329118/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - 2500HR SERVICE	1	1,237.83	
INV 0000329218/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - 4000hr Service (Service on site, contact Mick Ahearn for location)	1	1,476.53	
INV 0000329318/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - 5500HR SERVICE (SERVICE ON SITE,)	1	1,171.28	

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INV 0000329018/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO AND FROM INKPEN WASTE MANAGEMENT FACILITY TO FIT CUTTING EDGES TO PN1018 KOMATSU LOADER.	1	710.60	
INV 0000328918/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	REPLACE HOOKS FOR PORTABLE FENCE ON RANGERS TRAILER PN1019 REGO 1TLJ767.	1	605.00	
EFT38067	27/10/2020	CJD EQUIPMENT PTY LTD	SLIDING SLEEVE VC58406	1		382.31
INV 2079641	04/08/2020	CJD EQUIPMENT PTY LTD	SLIDING SLEEVE VC58406	1	382.31	
EFT38068	27/10/2020	COMBINED TYRES PTY LTD	SUPPLY & FIT TYRES AS PER QUOTE QU-0271	1		3,212.00
INV INV-676915/10/2020		COMBINED TYRES PTY LTD	SUPPLY & FIT TYRES AS PER QUOTE QU-0271	1	3,212.00	
EFT38069	27/10/2020	COMMERCIAL AQUATICS AUSTRALIA	PUMP REPAIR TO WUNDOWIE POOL	1		2,090.00
INV 21735	03/09/2020	COMMERCIAL AQUATICS AUSTRALIA	PUMP REPAIR TO WUNDOWIE POOL	1	2,090.00	
EFT38070	27/10/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING.	1		2,978.15
INV S8690	13/10/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING.	1	2,978.15	
EFT38071	27/10/2020	COUNTRYWIDE GROUP	HUSQVARNA 525PT55 POLE SAW RRP	1		1,745.78
INV 28204	01/07/2020	COUNTRYWIDE GROUP	FILES & ALUMINIUM HASQUVANA WHIPPER SNIPPER HEADS.	1	64.00	
INV ACC000113/10/2020		COUNTRYWIDE GROUP	SERVICE ON BRUSHCUTTER AND WHIPPERSNIPPER & GREASE FOR BRUSHCUTTER AND WHIPPERSNIPPER	1	203.69	
INV ACC000115/10/2020		COUNTRYWIDE GROUP	HUSQVARNA 525PT55 POLE SAW RRP	1	1,349.10	
INV AC0001816/10/2020		COUNTRYWIDE GROUP	PN1903 - REPLACE BELTS AS REQUIRED	1	128.99	
EFT38072	27/10/2020	COVS PARTS PTY LTD	VARIOUS TOOLS	1		1,049.70
INV 1640212722/04/2020		COVS PARTS PTY LTD	DRILL M18BLPD2	1	98.47	
INV 1640213428/04/2020		COVS PARTS PTY LTD	VARIOUS TOOLS	1	951.23	
EFT38073	27/10/2020	DAMIAN'S PLUMBING	NORTHAM DEPOT. YEARLY BACKFLOW TESTING ON STANDPIPE.	1		132.00
INV 5859	11/10/2020	DAMIAN'S PLUMBING	NORTHAM DEPOT. YEARLY BACKFLOW TESTING ON STANDPIPE.	1	132.00	

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EFT38074	27/10/2020	DANIEL VLADICA MITIC	CROSSOVER REBATE FOR 30 FAIRWAY BEND	1		800.00
INV CK0510205/10/2020		DANIEL VLADICA MITIC	CROSSOVER REBATE FOR 30 FAIRWAY BEND	1	800.00	
EFT38075	27/10/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FREE FACE PAINTING (KAMBARANG PROGRAM) 17/10/2020	1		330.00
INV 3266	16/10/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	FREE FACE PAINTING (KAMBARANG PROGRAM) 17/10/2020	1	330.00	
EFT38076	27/10/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN - JULY - AUGUST 2020	1		14,555.69
INV CH2210202/10/2020		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN - JULY - AUGUST 2020	1	14,555.69	
EFT38077	27/10/2020	DREAMTIME COLOR ART	DREAMTIME COLOUR VOLUME 1 AND 2	1		335.00
INV 20	27/09/2020	DREAMTIME COLOR ART	DREAMTIME COLOUR VOLUME 1 AND 2	1	335.00	
EFT38078	27/10/2020	DUN DIRECT PTY LTD	FUEL CHARGES FOR SEPTEMBER 2020	1		19,868.21
INV SEPTEMB009/2020		DUN DIRECT PTY LTD	FUEL CHARGES FOR SEPTEMBER 2020	1	19,868.21	
EFT38079	27/10/2020	E. & M.J. ROSHER PTY LTD	POLYWIRE BRUSH KIT TO SUIT SEWELL ROAD BROOM PART NUMBER #2C0133/34.	1		2,152.23
INV 1419389	07/10/2020	E. & M.J. ROSHER PTY LTD	POLYWIRE BRUSH KIT TO SUIT SEWELL ROAD BROOM PART NUMBER #2C0133/34.	1	2,152.23	
EFT38080	27/10/2020	ELDERS LIMITED	GLYPHOSATE 20 LITRE DRUMS	1		484.00
INV AX5176807/10/2020		ELDERS LIMITED	GLYPHOSATE 20 LITRE DRUMS	1	484.00	
EFT38081	27/10/2020	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE	1		1,731.20
INV 9	30/06/2020	EMU ESSENCE	STOCK PURCHASES FOR VISITORS CENTRE	1	1,731.20	

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EFT38082	27/10/2020	ENVIRAPEST PTY LTD	ASPER THE PROGRAM OUTLINE THAT WAS PROVIDED IN THE QUOTING PROCESS. TO CONDUCT THE SPRAYING PROGRAM 2020 TARGETTING WATSONIA WITH THE OPPORTUNIST SPRAYING OF BRIDAL CREEPER AND A LILLY SPECIES FOR ALL AREAS THAT HAVE BEEN MAPPED AND IDENTIFIED THROUGHOUT THE SHIRE. SPRAYING WILL BE COMMENCED ON THE 12TH OCTOBER (SUBJECT TO WEATHER) AND WILL INCLUDE A FOLLOW UP INSPECTION AND ADDITIONAL HERBICIDE APPLICATION AS REQUIRED 6 WEEKS AFTER COMPLETION.	1		7,150.00
INVINV-879415/10/2020		ENVIRAPEST PTY LTD	ASPER THE PROGRAM OUTLINE THAT WAS PROVIDED IN THE QUOTING PROCESS. TO CONDUCT THE SPRAYING PROGRAM 2020 TARGETTING WATSONIA WITH THE OPPORTUNIST SPRAYING OF BRIDAL CREEPER AND A LILLY SPECIES FOR ALL AREAS THAT HAVE BEEN MAPPED AND IDENTIFIED THROUGHOUT THE SHIRE. SPRAYING WILL BE COMMENCED ON THE 12TH OCTOBER (SUBJECT TO WEATHER) AND WILL INCLUDE A FOLLOW UP INSPECTION AND ADDITIONAL HERBICIDE APPLICATION AS REQUIRED 6 WEEKS AFTER COMPLETION.	1	7,150.00	
EFT38083	27/10/2020	FM SURVEYS	WUNDOWIE RV SITE SURVEY	1		1,320.00
INV 0002108719/10/2020		FM SURVEYS	WUNDOWIE RV SITE SURVEY	1	1,320.00	
EFT38084	27/10/2020	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.	1		6,620.00
INV 1735	30/09/2020	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.	1	5,280.00	
INV 1738	02/10/2020	GDR CIVIL CONTRACTING PTY LTD	DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.	1	1,340.00	
EFT38085	27/10/2020	GRAFTON ELECTRICS	ADMIN BUILDING REPAIR REPLACE EXHAUST FAN ABOVE THE PHOTO COPIER.	1		249.70
INV 7327	20/10/2020	GRAFTON ELECTRICS	ADMIN BUILDING REPAIR REPLACE EXHAUST FAN ABOVE THE PHOTO COPIER.	1	150.70	

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INV 7329	20/10/2020	GRAFTON ELECTRICS	CHECK AND REPAIR IF REQUIRED EXHAUST FAN IN KITCHEN	1	99.00	
EFT38086	27/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 04/10/2020.	1		4,656.95
INV 9510434	02/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS 30/08/2020.	1	2,164.42	
INV 9589086	07/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 04/10/2020.	1	2,492.53	
EFT38087	27/10/2020	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION - JASON CACIC	1		140.00
INV 192986	22/06/2020	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION - JASON CACIC	1	140.00	
EFT38088	27/10/2020	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1		227.92
INV 4179	24/09/2020	IQ MERCHANDISING	STOCK PURCHASES FOR VISITORS CENTRE.	1	227.92	
EFT38089	27/10/2020	JH COMPUTER SERVICES PTY LTD	COMPUTER EQUIPMENT FOR THE LIBRARY	1		17,490.00
INV 0000196224	09/2020	JH COMPUTER SERVICES PTY LTD	COMPUTER EQUIPMENT FOR THE LIBRARY	1	12,210.00	
INV 0000196306	10/2020	JH COMPUTER SERVICES PTY LTD	LABOUR SUPPORT HOURS	1	5,280.00	
EFT38090	27/10/2020	JR & A HERSEY PTY LTD	TOOLS FOR DEPOT STAFF	1		1,420.76
INV 45594	13/10/2020	JR & A HERSEY PTY LTD	TOOLS FOR DEPOT STAFF	1	1,036.86	
INV 45595	13/10/2020	JR & A HERSEY PTY LTD		1	383.90	
EFT38091	27/10/2020	KATE STACK	RETURN OF BOND FOR HIRE OF ROOM	1		100.00
INV 11025	08/10/2020	KATE STACK	RETURN OF BOND FOR HIRE OF ROOM	1	100.00	
EFT38092	27/10/2020	KLEENWEST DISTRIBUTORS	GLOVES 2X MEDIUM, 1X LARGE, PLASTIC CONTAINERS & LIDS TO SUIT, TOILET PAPER, HAND TOWELS, CHUX ON A ROLL 1X RED, 1X GREEN & 4X SPRAY TRIGGER & 750ML BOTTLES FOR KILLARA	1		1,187.01
INV 0005121207	10/2020	KLEENWEST DISTRIBUTORS	BIN LINNERS & HAND TOWELS.	1	251.46	

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INV 0005117507/10/2020		KLEENWEST DISTRIBUTORS	GLOVES 2X MEDIUM, 1X LARGE, PLASTIC CONTAINERS & LIDS TO SUIT, TOILET PAPER, HAND TOWELS, CHUX ON A ROLL 1X RED, 1X GREEN & 4X SPRAY TRIGGER & 750ML BOTTLES FOR KILLARA	1	935.55	
EFT38093	27/10/2020	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES - OCTOBER, NOVEMBER & DECEMBER 2020	1		1,938.42
INV 1229	13/10/2020	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES - OCTOBER, NOVEMBER & DECEMBER 2020	1	1,938.42	
EFT38094	27/10/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		1,403.77
INV 831755	09/09/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1	185.84	
INV 838582	23/09/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	1,217.93	
EFT38095	27/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS)21/09/2020 TO 27/09/2020.	1		7,679.10
INV N2618	05/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS)21/09/2020 TO 27/09/2020.	1	3,839.55	
INV N2628	05/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION SERVICES (CLEANING TOWN ROADS) 28/09/2020 TO 04/10/2020.	1	3,839.55	
EFT38096	27/10/2020	MM ELECTRICAL MERCHANDISING	CLIPSAL KRONE TOOL	1		98.45
INV 174583-6814/10/2020		MM ELECTRICAL MERCHANDISING	CLIPSAL KRONE TOOL	1	98.45	
EFT38097	27/10/2020	NORTHAM BETTA ELECTRICAL	LG TOP LOAD WASHER EXCHANGED AND RE-INVOICED	1		249.00
INV 2001001803/09/2020		NORTHAM BETTA ELECTRICAL	LG TOP LOAD WASHER EXCHANGED AND RE-INVOICED	1	249.00	
EFT38098	27/10/2020	NORTHAM BOWLING CLUB INC	SILVER SPORT FUNDING.	1		300.00
INV 7264	21/10/2020	NORTHAM BOWLING CLUB INC	SILVER SPORT FUNDING.	1	300.00	
EFT38099	27/10/2020	NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1		176.00
INV 0000307102/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	
INV 0000308709/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	54.00	
INV 0000308813/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	86.00	

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EFT38100	27/10/2020	NORTHAM FLORIST	WREATH FOR REMEMBRANCE DAY SERVICE 11 NOVEMBER 2020	1		70.00
INV 23508	13/10/2020	NORTHAM FLORIST	WREATH FOR REMEMBRANCE DAY SERVICE 11 NOVEMBER 2020	1	70.00	
EFT38101	27/10/2020	NORTHAM MOTEL	ACCOMMODATION - NEIL TRAVERS - MONDAY 12TH -WEDNESDAY 14TH OCTOBER 2020	1		336.00
INV 615969	15/10/2020	NORTHAM MOTEL	ACCOMMODATION - NEIL TRAVERS - MONDAY 12TH -WEDNESDAY 14TH OCTOBER 2020	1	336.00	
EFT38102	27/10/2020	NORTHAM SENIOR HIGH SCHOOL	PHIL WALLEYSTACK & PERTH SYMPHONY ORCHESTRA CONCERT (SATURDAY 5 SEPTEMBER 2020): 1. TWELVE HOURS THEATRE HIRE (12 NOON-12 MIDNIGHT) 2. TWO HOURS TECH SUPPORT (RUPERT SEWELL)	1		426.00
INV 9155	18/09/2020	NORTHAM SENIOR HIGH SCHOOL	PHIL WALLEYSTACK & PERTH SYMPHONY ORCHESTRA CONCERT (SATURDAY 5 SEPTEMBER 2020): 1. TWELVE HOURS THEATRE HIRE (12 NOON-12 MIDNIGHT) 2. TWO HOURS TECH SUPPORT (RUPERT SEWELL)	1	426.00	
EFT38103	27/10/2020	NORTHAM TOWING SERVICE	REMOVAL OF CAMRY FROM EAST END OF CLYDESDALE ROAD - NEAREST CROSSROAD MITCHCOCK..	1		121.00
INV 209808	19/10/2020	NORTHAM TOWING SERVICE	REMOVAL OF CAMRY FROM EAST END OF CLYDESDALE ROAD - NEAREST CROSSROAD MITCHCOCK..	1	121.00	
EFT38104	27/10/2020	OXTER SERVICES	CLEANING OF VARIOUS TOILETS 02.03.2020 TO 13.03.2020.	1		3,665.10
INV 22479	13/03/2020	OXTER SERVICES	CLEANING OF VARIOUS TOILETS 02.03.2020 TO 13.03.2020.	1	2,296.80	
INV 23471	08/10/2020	OXTER SERVICES	WUNDOWIE DEPOT. SUPPLY 1X PINEAWAY 1 X HAND TOWEL AND 1 X BOX OF GLOVES.	1	72.87	
INV 23535	16/10/2020	OXTER SERVICES	BURIAL DATE 14/10/2020. REOPENING FOR THE BURIAL OF KENNETH ANTHONY CUMMINS.	1	1,001.00	
INV 23542	21/10/2020	OXTER SERVICES	240L GARBAGE BAGS	1	294.43	
EFT38105	27/10/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 LOT 30 182 FITZGERALD STREET NORTHAM, WA 6401	1		241.26
INV 2206114	15/10/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 LOT 30 182 FITZGERALD STREET NORTHAM, WA 6401	1	241.26	

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EFT38106	27/10/2020	PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR THE POOL.	1		1,126.00
INV KV6194501/10/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	16.70	
INV KV7381114/10/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	30.35	
INV KV7378514/10/2020		PEF FOOD SERVICES PTY LTD	STOCK PURCHASES FOR THE POOL.	1	1,078.95	
EFT38107	27/10/2020	PORTER CONSULTING ENGINEERS	PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION OF MINSON AVE CARPARK AS PER RFQ11 OF 2020.	1		983.13
INV 0002059102/10/2020		PORTER CONSULTING ENGINEERS	PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION OF MINSON AVE CARPARK AS PER RFQ11 OF 2020.	1	983.13	
EFT38108	27/10/2020	PRIMARIES OF WA PTY LTD	VARIOUS SPRINKLERS	1		546.56
INV 410407462005/2020		PRIMARIES OF WA PTY LTD	VARIOUS SPRINKLERS	1	546.56	
EFT38109	27/10/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2020.	1		5.40
INV SEPTEMB009/2020		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES SEPTEMBER 2020.	1	5.40	
EFT38110	27/10/2020	QUBE LOGISTICS (AUST) PTY LTD	TRANSPORT 920KG CHLORINE DRUM FROM IXOM TO NORTHAM.	1		784.52
INV TS18698397/10/2020		QUBE LOGISTICS (AUST) PTY LTD	TRANSPORT 920KG CHLORINE DRUM FROM IXOM TO NORTHAM.	1	784.52	
EFT38111	27/10/2020	RED DOT STORES	STOCK SUPPLIES FOR REC CENTRE.	1		70.99
INV 4767788301/10/2020		RED DOT STORES	STOCK SUPPLIES FOR REC CENTRE.	1	70.99	
EFT38112	27/10/2020	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE	1		327.84
INV 1319	16/10/2020	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE	1	327.84	
EFT38113	27/10/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	COUNTRY KIT SERVICE - GRAB BAG	1		145.00

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INV CYINV004/09/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	COUNTRY KIT SERVICE - GRAB BAG	1	145.00	
EFT38114	27/10/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 411986 & DP 415723	1		108.15
INV 163555	06/10/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 411986 & DP 415723	1	108.15	
EFT38115	27/10/2020	STUDIO LUXE BROWS & BEAUTY	MINUTE NO: LBSC.66 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDE A GRANT OF \$1745 (EXCLUDING GST) TO THE BUSINESS 'STUDIO LUXE BROWS & BEAUTY' FOR THE PURCHASE OF A LAPTOP AND 50% OF THE TOTAL COST OF A POS SYSTEM.	1		1,750.00
INV 2020001001/10/2020		STUDIO LUXE BROWS & BEAUTY	MINUTE NO: LBSC.66 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDE A GRANT OF \$1745 (EXCLUDING GST) TO THE BUSINESS 'STUDIO LUXE BROWS & BEAUTY' FOR THE PURCHASE OF A LAPTOP AND 50% OF THE TOTAL COST OF A POS SYSTEM.	1	1,750.00	
EFT38116	27/10/2020	T-EQUIP	HAKO CITYMASTER 600 FOOTPATH SWEEPER AS PER QUOTE# 200546 C/W: HAND SUCTION HOSE CAMERA SYSTEM LED WARNING LIGHT AM/FM BT 1KG FIRE EXTINGUISHER BLOWER VAC BRACKET	1		104,500.00

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INV 2020083131/08/2020		T-QUIP	HAKO CITYMASTER 600 FOOTPATH SWEEPER AS PER QUOTE# 200546 C/W: HAND SUCTION HOSE CAMERA SYSTEM LED WARNING LIGHT AM/FM BT 1KG FIRE EXTINGUISHER BLOWER VAC BRACKET	1	104,500.00	
EFT38117	27/10/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PURCHASE OF NEW MITSUBISHI PAJERO SPORT GLS 2.4L 7 SEATER WAGON WHITE INC RUBBER FLOOR MATS, WINDOW TINT, WEATHERSHIELDS AND TOW BAR PER QUOTE 7225	1		21,530.00
INV 32011	07/10/2020	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PURCHASE OF NEW MITSUBISHI PAJERO SPORT GLS 2.4L 7 SEATER WAGON WHITE INC RUBBER FLOOR MATS, WINDOW TINT, WEATHERSHIELDS AND TOW BAR PER QUOTE 7225	1	21,530.00	
EFT38118	27/10/2020	TALIS CONSULTANTS PTY LTD	CONTRACT C201920-20 VARIATION #3 ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REDUCE EARTHWORKS AND OVERALL COST OF THE PROJECT	1		10,467.04
INV 21142	20/08/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1	3,967.04	
INV 21374	30/09/2020	TALIS CONSULTANTS PTY LTD	CONTRACT C201920-20 VARIATION #3 ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REDUCE EARTHWORKS AND OVERALL COST OF THE PROJECT	1	5,500.00	
INV 21381	30/09/2020	TALIS CONSULTANTS PTY LTD	CONTRACT C201920-20 VARIATION #3 ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REUSE/RELOCATE EXISTING SHED AT NEW LOCATION AND LEVEL	1	1,000.00	
EFT38119	27/10/2020	TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 3MONTHS EXPIER DECEMBER 31ST 2020	1		1,896.40
INV INV-000013/10/2020		TECHNICAL SERVICES GROUP PTY LTD	SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 3MONTHS EXPIER DECEMBER 31ST 2020	1	1,896.40	
EFT38120	27/10/2020	TELSTRA CORPORATION	MOBILE PHONE ACC 28/9/2020 TO 27/10/2020.	1		3,239.47
INV 2726008928/09/2020		TELSTRA CORPORATION	MOBILE PHONE ACC 28/9/2020 TO 27/10/2020.	1	3,102.80	

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INV 2726009028/09/2020		TELSTRA CORPORATION	MOBILES ACC FROM 28/09/2020 TO 27/10/2020.	1	136.67	
EFT38121	27/10/2020	TERESA MARIA HANRATTY	REFUND FOR STANDPIPE SWIPE KEYCARD #0007865342.	1		50.00
INV 0007865319/10/2020		TERESA MARIA HANRATTY	REFUND FOR STANDPIPE SWIPE KEYCARD #0007865342.	1	50.00	
EFT38122	27/10/2020	THE PRINT SHOP BUNBURY	SIGNAGE - WIDE FORMAT ACM SIGNS. 1720 X 620MM FINISHED SIDE. 3MM ALUMINIUM COMPOSITE MATERIAL (ACM). GLOSS UV LAMINATE. FULL COLOUR DIRECT PRINT ONE SIDE. INCLUDES DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT) AS PER QUOTE 48778. PLEASE NOTE ARTWORK TO BE CONFIRMED WITH SHIRE BEFORE PRINTING.	1		1,032.90
INV 1308655	06/10/2020	THE PRINT SHOP BUNBURY	SIGNAGE - WIDE FORMAT ACM SIGNS. 1720 X 620MM FINISHED SIDE. 3MM ALUMINIUM COMPOSITE MATERIAL (ACM). GLOSS UV LAMINATE. FULL COLOUR DIRECT PRINT ONE SIDE. INCLUDES DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT) AS PER QUOTE 48778. PLEASE NOTE ARTWORK TO BE CONFIRMED WITH SHIRE BEFORE PRINTING.	1	1,032.90	
EFT38123	27/10/2020	TIM DAVIES LANDSCAPING PTY LTD	3028PROVISION OF LANDSCAPING DESIGN FOR OLD POOL SITE AND INCORPORATING TEH OVERNIGHT RV SITE AS PER QUOTATION RECEIVED	1		2,604.25
INV SI-10295300/09/2020		TIM DAVIES LANDSCAPING PTY LTD	3028PROVISION OF LANDSCAPING DESIGN FOR OLD POOL SITE AND INCORPORATING TEH OVERNIGHT RV SITE AS PER QUOTATION RECEIVED	1	2,604.25	
EFT38124	27/10/2020	TPG TELECOM	LANDLINE ACCOUNT FOR SEPTEMBER 2020.	1		6,601.48
INV 1565059101/10/2020		TPG TELECOM	LANDLINE ACCOUNT FOR SEPTEMBER 2020.	1	6,601.48	
EFT38125	27/10/2020	UES INTERNATIONAL P/L	23L WATER TANKS	1		283.95
INV INV60-0019/08/2020		UES INTERNATIONAL P/L	23L WATER TANKS	1	283.95	
EFT38126	27/10/2020	UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA.	STOCK PURCHASES FOR BKB	1		420.00
INV 0243001416/10/2020		UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA.	STOCK PURCHASES FOR BKB	1	420.00	

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EFT38127	27/10/2020	VINCELEC	VISITORS CENTRE. REPLACE UPLIGHTS WITH LED X 9 AS QUOTED.	1		3,606.38
INV IV444	09/10/2020	VINCELEC	NORTHAM DEPO. LED LIGHT IN JOHNS OFFICE NOT WORKING(WARRANTY?) ALSO REPLACE ANY TUBES ONT WORKING IN OTHER LIGHTS.	1	184.38	
INV IV452	15/10/2020	VINCELEC	VISITORS CENTRE. REPLACE UPLIGHTS WITH LED X 9 AS QUOTED.	1	2,952.00	
INV IV451	15/10/2020	VINCELEC	RIVERS EDGE CAFE, REPLACE REDUNDANT DOWN LIGHTS WITH LED COLOUR SELECT AS QUOTED.	1	470.00	
EFT38128	27/10/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - SEPTEMBER	1		275.00
INV 02981	13/10/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - SEPTEMBER	1	275.00	
EFT38129	27/10/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1806 - INSTALL & SUPPLY ISOLATOR	1		625.00
INV INV-109321/08/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FN1806 - INSTALL & SUPPLY ISOLATOR	1	625.00	
EFT38130	27/10/2020	WHE&TBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR ADMIN	1		586.20
INV 26852	14/10/2020	WHE&TBELT OFFICE & BUSINESS MACHINES	INK CARTRIGES FOR ADMIN	1	162.90	
INV 26851	14/10/2020	WHE&TBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES FOR ADMIN	1	423.30	
EFT38131	27/10/2020	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE	1		100.00
INV 224	29/09/2020	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITORS CENTRE	1	100.00	
EFT38132	27/10/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR SEPTEMBER 2020 ON PUMA ACCOUNT	1		1,201.60
INV SEPTEMB00/09/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL CHARGES FOR SEPTEMBER 2020 ON PUMA ACCOUNT	1	1,201.60	
EFT38133	30/10/2020	ARTHUR SLATER JNR	ACAT TOUR 17/07/2020	1		300.00
INV 1	17/07/2020	ARTHUR SLATER JNR	ACAT TOUR 17/07/2020	1	300.00	
EFT38134	30/10/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT27/10/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	

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EFT38135	30/10/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 13/10/2020.	1		59,389.03
INV PAYG 2121/10/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 13/10/2020.	1	59,389.03	
EFT38136	30/10/2020	AVON VALLEY DESIGN AND DRAFTING SERVICE	BAKERS HILL FIRE SHED. ALTER PLANS AS DISCUSSED READY FOR CONSTRUCTION.	1		715.00
INV 0000128821/10/2020		AVON VALLEY DESIGN AND DRAFTING SERVICE	BAKERS HILL FIRE SHED. ALTER PLANS AS DISCUSSED READY FOR CONSTRUCTION.	1	715.00	
EFT38137	30/10/2020	AVON VALLEY TOYOTA	PURCHASE OF NEW RAV4 2WD HYBRID CVT GX +NAVI (SS) 5 DOOR WAGON IN GLACIER WHITE SOLID. EXTRAS INCLUDE ALL WEATHER RUBBER FLOOR MATS FOR FRONT & REAR, FULL TANK OF FUEL, WINDOW TINT, SUPPLY AND FIT WEATHERSHEILDS SLIMLINE FRONT & REAR. AS PER QUOTE 8556	1		19,105.12
INV 9584414	21/10/2020	AVON VALLEY TOYOTA	PURCHASE OF NEW RAV4 2WD HYBRID CVT GX +NAVI (SS) 5 DOOR WAGON IN GLACIER WHITE SOLID. EXTRAS INCLUDE ALL WEATHER RUBBER FLOOR MATS FOR FRONT & REAR, FULL TANK OF FUEL, WINDOW TINT, SUPPLY AND FIT WEATHERSHEILDS SLIMLINE FRONT & REAR. AS PER QUOTE 8556	1	19,105.12	
EFT38138	30/10/2020	BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM LIBRARY. INSTALL REFLUX VALVE AS PER QUOTE 2699.	1		4,359.80
INV INV-225128/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM LIBRARY. INSTALL REFLUX VALVE AS PER QUOTE 2699.	1	4,290.00	
INV INV-225128/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM TIP. REPAIR LEAKING CISTERN.	1	69.80	
EFT38139	30/10/2020	CADDS FASHIONS	LADIES UNITED SHORT SLEEVE POLO P244LS (BLACK & ASH) WITH SHIRE LOGO (SIZE 16)	1		500.46
INV 20-0000921/10/2020		CADDS FASHIONS	LADIES MADISON SHORT SLEEVE S628LS - SIZE 26	1	51.06	
INV 20-0000921/10/2020		CADDS FASHIONS	BLACK FOR SUE CONNELL	1	149.99	
INV 20-0000921/10/2020		CADDS FASHIONS	SHANE MOORHEAD. WORK BOOT ALLOWANCE.	1	299.41	
EFT38140	30/10/2020	CITYWAY HOLDINGS PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16614	1		1,497.42
INV A16618	28/10/2020	CITYWAY HOLDINGS PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16618		469.42	

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INV A16614	28/10/2020	CITYWAY HOLDINGS PTY LTD	RATES CREDIT REFUND FOR ASSESSMENT A16614		1,028.00	
EFT38141	30/10/2020	COUNTRYWIDE GROUP	DPD #3 TABLETS FOR POOL WATER QUALITY TESTS	1		264.00
INV ACC000116/10/2020		COUNTRYWIDE GROUP	DPD #3 TABLETS FOR POOL WATER QUALITY TESTS	1	264.00	
EFT38142	30/10/2020	DEPARTMENT OF HEALTH	POISONS LICENCE FOR NORTHAM RECREATION AND AQUATIC CENTRE	1		306.00
INV GP2910209/10/2020		DEPARTMENT OF HEALTH	POISONS LICENCE FOR NORTHAM RECREATION AND AQUATIC CENTRE	1	306.00	
EFT38143	30/10/2020	DKM WORKPLACE SOLUTIONS	AUDIT CONTRACT ADVICE REGARDING NORMAL HOURS,ANNUAL LEAVE AND SICK LEAVE CALCULATION	1		214.50
INV 291020209/10/2020		DKM WORKPLACE SOLUTIONS	AUDIT CONTRACT ADVICE REGARDING NORMAL HOURS ANNUAL LEAVE AND SICK LEAVE CALCULATION	1	214.50	
EFT38144	30/10/2020	DRACO AIR PTY LTD	RAILWAY MUSEUM. INSTALL NEW SPLIT A/C IN VOLUNTEER OFFICE AS PER QUOTE. DA - 12500	1		2,458.43
INV 13316	23/10/2020	DRACO AIR PTY LTD	RAILWAY MUSEUM. INSTALL NEW SPLIT A/C IN VOLUNTEER OFFICE AS PER QUOTE. DA - 12500	1	2,458.43	
EFT38145	30/10/2020	DUANA NICKELS	NIGHT HOOPS UMPIRE PAYMENTS	1		600.00
INV 59952	21/09/2020	DUANA NICKELS	NIGHT HOOPS UMPIRE PAYMENTS	1	600.00	
EFT38146	30/10/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT27/10/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT27/10/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT38147	30/10/2020	ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS	SUPPLY AND INSTALLATION OF NATURE PLAY ELEMENTS INCLUDING ALL MATERIALS AND LABOUR - 30% DEPOSIT	1		15,147.99
INV 0000129218/09/2020		ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS	SUPPLY AND INSTALLATION OF NATURE PLAY ELEMENTS INCLUDING ALL MATERIALS AND LABOUR - 30% DEPOSIT	1	15,147.99	
EFT38148	30/10/2020	FRANK.HASEN	RATES CREDIT REFUND FOR ASSESSMENT A12065	1		1,541.47

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INV A12065	28/10/2020	FRANK HASEN	RATES CREDIT REFUND FOR ASSESSMENT A12065		1,541.47	
EFT38149	30/10/2020	GLENN STUART BEVERIDGE	QUELLINGTON HALL. PAINT WINDOWS AND FRONT DOOR.	1		3,325.00
INV 10	17/08/2020	GLENN STUART BEVERIDGE	KURINGAL. REPLACE NUMBERS TO ALL LETTERBOXES TO BE REFLECTIVE.	1	605.00	
INV 42	21/10/2020	GLENN STUART BEVERIDGE	VISITORS CENTRE. REPLACE DOWN PIPES TO CENTRE WALKWAY.	1	616.00	
INV 41	21/10/2020	GLENN STUART BEVERIDGE	NORTHAM LIBRARY. PLEASE INSTALL SIGNS ON STEPS AS SUPPLIED BY SHIRE	1	77.00	
INV 40	21/10/2020	GLENN STUART BEVERIDGE	QUELLINGTON HALL. PAINT WINDOWS AND FRONT DOOR.	1	1,950.00	
INV 39	21/10/2020	GLENN STUART BEVERIDGE	RAILWAY MUSEUM. REPLACE BOTTOM HINGE TO DOOR 6.	1	77.00	
EFT38150	30/10/2020	GRAFTON ELECTRICS	REPAIR TO LIGHT IN HOSPITALITY ROOM AND FIRST AID ROOM	1		1,416.80
INV 7213	20/10/2020	GRAFTON ELECTRICS	REPAIR TO LIGHT IN HOSPITALITY ROOM AND FIRST AID ROOM	1	1,218.80	
INV 7338	28/10/2020	GRAFTON ELECTRICS	BILYA KOORT BOODJA. REPORT ON LIGHTING CONTRAL SYSTEM.	1	99.00	
INV 7342	28/10/2020	GRAFTON ELECTRICS	TOWN POOL AERATORS. INSPECT AERATOR FOR ELECTRICAL ISSUES.	1	99.00	
EFT38151	30/10/2020	JACK RONALD PARMENTER	POLICE CLEARANCE REIMBURSEMENT	1		50.00
INV 7467654	12/08/2019	JACK RONALD PARMENTER	POLICE CLEARANCE REIMBURSEMENT	1	50.00	
EFT38152	30/10/2020	JANINE COLLETTE WALLIS	UMPIRE PAYMENTS NIGHT HOOPS	1		720.00
INV 290920	29/09/2020	JANINE COLLETTE WALLIS	UMPIRE PAYMENTS NIGHT HOOPS	1	720.00	
EFT38153	30/10/2020	JOHN KELLY	CULTURAL DANCE & DIDGE (TAMMIN PS 21/10/2020)	1		300.00
INV 8	21/10/2020	JOHN KELLY	CULTURAL DANCE & DIDGE (TAMMIN PS 21/10/2020)	1	300.00	
EFT38154	30/10/2020	JOHN ROBERT HANRATTY	RATES CREDIT REFUND FOR ASSESSMENT A.2000	1		590.50
INV A.2000	28/10/2020	JOHN ROBERT HANRATTY	RATES CREDIT REFUND FOR ASSESSMENT A.2000		590.50	
EFT38155	30/10/2020	KIM CLIFFORD WHITFIELD	RATES CREDIT REFUND FOR ASSESSMENT A.842	1		792.00

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INV A842	28/10/2020	KIM CLIFFORD WHITFIELD	RATES CREDIT REFUND FOR ASSESSMENT A842		792.00	
EFT38156	30/10/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1		4,800.40
INV 2167633312/10/2020		KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1	4,800.40	
EFT38157	30/10/2020	MERLE GOODWIN	SALE OF MERLE GOODWIN ARTWORK HELD AT BKB	1		240.00
INV 1	31/08/2020	MERLE GOODWIN	SALE OF MERLE GOODWIN ARTWORK HELD AT BKB	1	240.00	
EFT38158	30/10/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1		300.00
INV 3239	18/10/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	200.00	
INV 3238	22/10/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT38159	30/10/2020	NORTHAM CRAFT CENTRE	BLACK VELCRO & NEEDLES	1		32.15
INV 2213	21/10/2020	NORTHAM CRAFT CENTRE	BLACK VELCRO & NEEDLES	1	32.15	
EFT38160	30/10/2020	OFFICEWORKS SUPERSTORES PTY LTD	VARIOUS STATIONERY FOR ADMIN	1		30.33
INV 1350012827/10/2020		OFFICEWORKS SUPERSTORES PTY LTD	VARIOUS STATIONERY FOR ADMIN	1	30.33	
EFT38161	30/10/2020	OPAL AUSTRALIAN PAPER	X 4000 WINDOW FACED ENVELOPES - 140034	1		153.87
INV 9632443312/10/2020		OPAL AUSTRALIAN PAPER	X 4000 WINDOW FACED ENVELOPES - 140034	1	153.87	
EFT38162	30/10/2020	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS	1		4,157.12
INV 23489	09/10/2020	OXTER SERVICES	WUNDOWIE TOILETS. SUPPLY 2 X BOXES TOILET PAPER, 1X PINOCLEAN.	1	104.72	
INV 23488	09/10/2020	OXTER SERVICES	CLEANING OF VARIOUS PUBLIC TOILETS	1	2,026.20	
INV 23555	23/10/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 12/10/2020 TO 25/10/2020	1	2,026.20	
EFT38163	30/10/2020	PI & DEROBINSON	SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.	1		8,564.00
INV 0000050/01/10/2020		PI & DEROBINSON	SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.	1	8,564.00	

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EFT38164	30/10/2020	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. REMOVE EXISTING AND INSTALL NEW AIR CONDITIONER AS PER QUOTE.	1		3,209.80
INV 0000578920/10/2020		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT. REMOVE EXISTING AND INSTALL NEW AIR CONDITIONER AS PER QUOTE.	1	2,586.10	
INV 0000578720/10/2020		PROGRAMME ELECTRICAL MAINTENANCE	BAKERSHILL HOOPER PARK TOILETS. REPLACE LIGHT TO MEMORIAL.	1	623.70	
EFT38165	30/10/2020	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1		351.90
INV 59821	19/10/2020	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1	351.90	
EFT38166	30/10/2020	SYNERGY	STREET LIGHTS 03/08/2020 TO 01/09/2020	1		24,633.02
INV 2089035501/09/2020		SYNERGY	STREET LIGHTS 03/08/2020 TO 01/09/2020	1	24,633.02	
EFT38167	30/10/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 21 OCTOBER 2020	1		400.00
INV 3102	14/10/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 21 OCTOBER 2020	1	400.00	
EFT38168	30/10/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1		89,928.83
INV 224	01/10/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	01/10/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
EFT38169	30/10/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MFC L2730 PRINTER/SCANNER	1		239.00
INV 26860	15/10/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MFC L2730 PRINTER/SCANNER	1	239.00	
EFT38170	30/10/2020	WILFRED IAN FERGUSON	RATES CREDIT REFUND FOR ASSESSMENT A.12803	1		792.00
INV A.12803	28/10/2020	WILFRED IAN FERGUSON	RATES CREDIT REFUND FOR ASSESSMENT A.12803		792.00	
DD15571.1	29/09/2020	TENNANT AUSTRALIA.	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020	1		1,046.85
INV SEPTEMBER 29/09/2020		TENNANT AUSTRALIA.	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020	1	1,046.85	
DD15575.1	29/09/2020	WA SUPER	Payroll deductions	1		33,602.93

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	29/09/2020	WA SUPER	Superannuation contributions	1	30,083.29	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	2,386.95	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	101.80	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	44.60	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	264.70	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	500.00	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	148.16	
INV DEDUCT	29/09/2020	WA SUPER	Payroll deductions	1	48.43	
DD15575.2	29/09/2020	ESSENTIAL SUPER	Superannuation contributions	1		176.07
INV SUPER	29/09/2020	ESSENTIAL SUPER	Superannuation contributions	1	176.07	
DD15575.3	29/09/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,204.94
INV SUPER	29/09/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,110.12	
INV DEDUCT	29/09/2020	REST INDUSTRY SUPER	Payroll deductions	1	94.82	
DD15575.4	29/09/2020	PRIME SUPER	Payroll deductions	1		522.02
INV SUPER	29/09/2020	PRIME SUPER	Superannuation contributions	1	376.34	
INV DEDUCT	29/09/2020	PRIME SUPER	Payroll deductions	1	145.68	
DD15575.5	29/09/2020	ONEPATH	Superannuation contributions	1		128.67
INV SUPER	29/09/2020	ONEPATH	Superannuation contributions	1	128.67	
DD15575.6	29/09/2020	MEDIA SUPER	Superannuation contributions	1		229.82
INV SUPER	29/09/2020	MEDIA SUPER	Superannuation contributions	1	229.82	
DD15575.7	29/09/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	29/09/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	29/09/2020	UNISUPER	Payroll deductions	1	160.61	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15575.8	29/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		95.64
INV SUPER	29/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	95.64	
DD15575.9	29/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.36
INV SUPER	29/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.36	
DD15606.1	12/10/2020	BANKWEST	ROSS RAYSON MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020	1		4,044.85
INV B RUTTE	12/10/2020	BANKWEST	BRENDON RUTTER MASTERCARD 22 AUGUST TO 21 SEPTEMBER 2020	1	2,142.83	
INV C YOUNG	12/10/2020	BANKWEST	COLIN YOUNG MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020	1	1,259.75	
INV C KLEYN	12/10/2020	BANKWEST	CLINTON KLEYNHAN'S MASTERCARD 22ND AUGUST TO 21ST SEPTEMBER 2020	1	393.16	
INV C HUNT	12/10/2020	BANKWEST	CHADD HUNT MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020	1	125.00	
INVR RAYSON	12/10/2020	BANKWEST	ROSS RAYSON MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020	1	124.11	
DD15619.1	13/10/2020	WA SUPER	Payroll deductions	1		24,933.21
INV SUPER	13/10/2020	WA SUPER	Superannuation contributions	1	21,311.01	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	2,459.66	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	93.27	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	43.59	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	230.76	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	13/10/2020	WA SUPER	Payroll deductions	1	98.62	
DD15619.2	13/10/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,104.27

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	13/10/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,053.70	
INV DEDUCT	13/10/2020	REST INDUSTRY SUPER	Payroll deductions	1	50.57	
DD15619.3	13/10/2020	PRIME SUPER	Payroll deductions	1		523.73
INV SUPER	13/10/2020	PRIME SUPER	Superannuation contributions	1	377.57	
INV DEDUCT	13/10/2020	PRIME SUPER	Payroll deductions	1	146.16	
DD15619.4	13/10/2020	ONEPATH	Superannuation contributions	1		48.51
INV SUPER	13/10/2020	ONEPATH	Superannuation contributions	1	48.51	
DD15619.5	13/10/2020	MEDIA SUPER	Superannuation contributions	1		225.41
INV SUPER	13/10/2020	MEDIA SUPER	Superannuation contributions	1	225.41	
DD15619.6	13/10/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	13/10/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	13/10/2020	UNISUPER	Payroll deductions	1	160.61	
DD15619.7	13/10/2020	HESTA SUPER FUND	Superannuation contributions	1		322.04
INV SUPER	13/10/2020	HESTA SUPER FUND	Superannuation contributions	1	322.04	
DD15619.8	13/10/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		97.58
INV SUPER	13/10/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	97.58	
DD15619.9	13/10/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	13/10/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15624.1	13/10/2020	WA. SUPER	Superannuation contributions	1		56.24
INV SUPER	16/10/2020	WA. SUPER	Superannuation contributions	1	56.24	
DD15633.1	19/10/2020	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE ADMINISTRATION PHOTOCOPIER OCTOBER 2020 TO 2021-YEARLY CHARGE	1		4,471.50

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV OCT 2020	19/10/2020	CANON FINANCE AUSTRALIA PTY LTD	LEASE FEE ADMINISTRATION PHOTOCOPIER OCTOBER 2020 TO 2021-YEARLY CHARGE	1	4,471.50	
DD15643.1	26/10/2020	AUSTRALIAN TAXATION OFFICE	30/6/2020 - RETURN SGC FROM WA SUPER -MARK FERNIOUGH - EMPLOYEE DECEASED EMPLOYEE NUMBER 2017	1		58.43
INVM FERNI	26/10/2020	AUSTRALIAN TAXATION OFFICE	30/6/2020 - RETURN SGC FROM WA SUPER -MARK FERNIOUGH - EMPLOYEE DECEASED EMPLOYEE NUMBER 2017	1	58.43	
DD15650.1	27/10/2020	WA SUPER	Payroll deductions	1		24,770.41
INV SUPER	27/10/2020	WA SUPER	Superannuation contributions	1	21,037.46	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	2,438.28	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	100.42	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	45.97	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	237.49	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	595.00	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	27/10/2020	WA SUPER	Payroll deductions	1	144.49	
DD15650.2	27/10/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,270.05
INV SUPER	27/10/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,175.23	
INV DEDUCT	27/10/2020	REST INDUSTRY SUPER	Payroll deductions	1	94.82	
DD15650.3	27/10/2020	PRIME SUPER	Payroll deductions	1		524.67
INV SUPER	27/10/2020	PRIME SUPER	Superannuation contributions	1	378.25	
INV DEDUCT	27/10/2020	PRIME SUPER	Payroll deductions	1	146.42	
DD15650.4	27/10/2020	MEDIA SUPER	Superannuation contributions	1		233.19
INV SUPER	27/10/2020	MEDIA SUPER	Superannuation contributions	1	233.19	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15650.5	27/10/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	27/10/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	27/10/2020	UNISUPER	Payroll deductions	1	160.61	
DD15650.6	27/10/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	27/10/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD15650.7	27/10/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	27/10/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15650.8	27/10/2020	BT SUPER FOR LIFE	Superannuation contributions	1		64.12
INV SUPER	27/10/2020	BT SUPER FOR LIFE	Superannuation contributions	1	64.12	
DD15650.9	27/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		487.08
INV SUPER	27/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	363.37	
INV DEDUCT	27/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15655.1	29/10/2020	TENNANT AUSTRALIA	OCTOBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020	1		1,046.85
INV OCTOBE	29/10/2020	TENNANT AUSTRALIA	OCTOBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020	1	1,046.85	
DD15575.10	29/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1		126.67
INV SUPER	29/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1	126.67	
DD15575.11	29/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		463.72
INV SUPER	29/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	340.42	
INV DEDUCT	29/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.30	
DD15575.12	29/09/2020	HESTA SUPER FUND	Superannuation contributions	1		431.83
INV SUPER	29/09/2020	HESTA SUPER FUND	Superannuation contributions	1	431.83	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15575.13	29/09/2020	CATHOLIC SUPER	Superannuation contributions	1		115.03
INV SUPER	29/09/2020	CATHOLIC SUPER	Superannuation contributions	1	115.03	
DD15575.14	29/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		523.92
INV DEDUCT	29/09/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	146.21	
INV SUPER	29/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	377.71	
DD15575.15	29/09/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,672.24
INV SUPER	29/09/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,436.51	
INV DEDUCT	29/09/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	235.73	
DD15575.16	29/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		155.45
INV SUPER	29/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	155.45	
DD15575.17	29/09/2020	AMP LIFE LIMITED	Superannuation contributions	1		763.01
INV SUPER	29/09/2020	AMP LIFE LIMITED	Superannuation contributions	1	763.01	
DD15575.18	29/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		283.91
INV SUPER	29/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	283.91	
DD15575.19	29/09/2020	HOSTPLUS SUPER	Superannuation contributions	1		355.55
INV SUPER	29/09/2020	HOSTPLUS SUPER	Superannuation contributions	1	355.55	
DD15575.20	29/09/2020	SUN SUPER	Superannuation contributions	1		697.94
INV SUPER	29/09/2020	SUN SUPER	Superannuation contributions	1	697.94	
DD15619.10	13/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.29
INV SUPER	13/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.58	
INV DEDUCT	13/10/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15619.11	13/10/2020	CATHOLIC SUPER	Superannuation contributions	1		112.76

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	13/10/2020	CATHOLIC SUPER	Superannuation contributions	1	112.76	
DD15619.12	13/10/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,313.74
INV SUPER	13/10/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,194.03	
INV DEDUCT13/10/2020	13/10/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	119.71	
DD15619.13	13/10/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		531.80
INV DEDUCT13/10/2020	13/10/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	148.41	
INV SUPER	13/10/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	383.39	
DD15619.14	13/10/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		183.62
INV SUPER	13/10/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	183.62	
DD15619.15	13/10/2020	AMP LIFE LIMITED	Superannuation contributions	1		783.40
INV SUPER	13/10/2020	AMP LIFE LIMITED	Superannuation contributions	1	783.40	
DD15619.16	13/10/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		311.85
INV SUPER	13/10/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	311.85	
DD15619.17	13/10/2020	HOSTPLUS SUPER	Superannuation contributions	1		362.30
INV SUPER	13/10/2020	HOSTPLUS SUPER	Superannuation contributions	1	362.30	
DD15619.18	13/10/2020	SUN SUPER	Superannuation contributions	1		716.76
INV SUPER	13/10/2020	SUN SUPER	Superannuation contributions	1	716.76	
DD15619.19	13/10/2020	ESSENTIAL SUPER	Superannuation contributions	1		176.07
INV SUPER	13/10/2020	ESSENTIAL SUPER	Superannuation contributions	1	176.07	
DD15650.10	27/10/2020	HESTA SUPER FUND	Superannuation contributions	1		289.72
INV SUPER	27/10/2020	HESTA SUPER FUND	Superannuation contributions	1	289.72	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15650.11	27/10/2020	CATHOLIC SUPER	Superannuation contributions	1		168.14
INV SUPER	27/10/2020	CATHOLIC SUPER	Superannuation contributions	1	168.14	
DD15650.12	27/10/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,182.45
INV SUPER	27/10/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,068.02	
INV DEDUCT	27/10/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	114.43	
DD15650.13	27/10/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		590.88
INV DEDUCT	27/10/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	164.90	
INV SUPER	27/10/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	425.98	
DD15650.14	27/10/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		182.00
INV SUPER	27/10/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	182.00	
DD15650.15	27/10/2020	AMP LIFE LIMITED	Superannuation contributions	1		758.39
INV SUPER	27/10/2020	AMP LIFE LIMITED	Superannuation contributions	1	758.39	
DD15650.16	27/10/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		278.98
INV SUPER	27/10/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	278.98	
DD15650.17	27/10/2020	HOSTPLUS SUPER	Superannuation contributions	1		346.34
INV SUPER	27/10/2020	HOSTPLUS SUPER	Superannuation contributions	1	346.34	
DD15650.18	27/10/2020	SUN SUPER	Superannuation contributions	1		720.01
INV SUPER	27/10/2020	SUN SUPER	Superannuation contributions	1	720.01	
DD15650.19	27/10/2020	ESSENTIAL SUPER	Superannuation contributions	1		172.69
INV SUPER	27/10/2020	ESSENTIAL SUPER	Superannuation contributions	1	172.69	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,673,081.59
TOTAL		1,673,081.59

Attachment 2 – Declaration

Payment dates 1st October 2020 to 31st October 2020

Electronic Funds Transfer

- Municipal Fund EFT37861 to EFT38170 Total \$1,551,151.58.

Direct Debits Total \$121,930.01.

All have been made in accordance with delegated authority reference number (M/F/F/Regs LGA 1995 S5.42).

Month	Cheques 2020/2021	EFT Payments 2020/2021	Direct Debits 2020/2021	Payroll 2020/2021	Total Payments 2020/2021
July	\$ 74,584.82	\$ 2,564,263.02	\$ 74,501.09	\$ 444,478.87	\$ 3,157,827.80
August	\$ 28,387.37	\$ 1,046,444.89	\$ 75,143.86	\$ 427,591.82	\$ 1,577,567.94
September	\$ 28,229.91	\$ 1,312,861.27	\$ 76,478.93	\$ 447,162.80	\$ 1,864,732.91
October	\$ -	\$ 1,551,151.58	\$ 121,930.01	\$ 723,493.00	\$ 2,396,574.59
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$131,202.10	\$6,474,720.76	\$348,053.89	\$2,042,726.49	\$8,996,703.24

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15606.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
BP KALBARRI FUEL	78.12	
CALTEX CORAL BAY - FUEL	40.00	
STARMART EXMOUTH	80.11	
EXMOUTH NINGALOO FUELS	15.00	
CALTEX CARNARVON DIESEL - FUEL	69.93	
SUBWAY NORTHAM - ENGINEERING SERVICES TRAINING	110.00	393.16
CESM		
PAY PAL EMERG PTY LTD SOLUTIONS-Additional BART Licences for Northam SES unit	300.00	
SUSAN GILLIAN KINCH - ROSIES CAFE BAKERS HILL-BFF CATERING 22/23 AUGUST	166.00	

SUSAN GILLIAN KINCH - ROSIES CAFE BAKERS HILL-BFF CATERING 22/23 AUGUST	153.00	
BAKERS HILL PIE SHOP - BFF CATERING 22/23 AUGUST	544.90	
WUNDOWIE IGA - CATERING STRUCTURAL FF 29/30 AUGUST	14.47	
HUNGARY BIRDS TAKEAWAY -CADET UNIT PLANNING WORKSHOP	108.00	
LOOSEFOOT SALOON - CATERING FOR BFF COURSE	305.50	
PUMA ROADHOUSE -EL CABALO DIESEL FOR INKPEN 3.4 (PROBELM WITH FUEL CARD)	166.39	
NUTRIEN - GASS BOTTLES FOR CO - LOCATION CENTRE	131.16	
NUTRIEN - GASS BOTTLES FOR CO - LOCATION CENTRE	131.17	
COLES CATERING FOR IFF COURSE	20.35	
WOOLWORTHS - CATERING FOR MACHINE SUPERVISION/GROUND CONTROLLER	42.68	
WOOLWORTHS - CATERING FOR MACHINE SUPERVISION/GROUND CONTROLLER	29.97	
COLES CATERING FOR IFF COURSE	29.24	2142.83
Executive Manager Corporate Services		
ADOBE CREATIVE CLOUD NEW SUBSCRIPTION	76.99	
AMAYSIM AUSTRALIA - LIBRARY LIFT PHONE DATA	10.00	
TRINITY -CRAWLEY - CHERYL GREENOUGH ACCOMMODATION	110.00	
LOCAL GOVERNMENT MANAGEMENT - REGISTRATION FOR WEBINAR(NADEGE & MICHELLE BLACKHURST	150.00	
MICROSOFT MONTHLY FEES	62.92	
WANESD TI - MONTHLY SUBSCRIPTION FOR ON PAPER	28.00	
SP NO MORE PAIN ERGONOMICS - EVOLUENT VMR4	260.00	
WIRELESS MOUSE		
ADOBE CREATIVE CLOUD MONTHLY FEES	213.99	
COLES NORTHAM LOLLIES FOR ORDINARY COUNCIL MEETING	10.00	
RED BALLOON - PRESENT FOR ROSS RAYSON	337.85	1259.75
Executive Manager Development Services		
AFL STORE LICENSING LEAVING GIFT SHANE MCREDMOND	125.00	125.00
Executive Manager Community Services		
FACEBOOK ADVERTISING - VISIT NORTHAM	97.51	
FAIRFAX SUBSCRIPTIONS - DIGITAL SUBSCRIPTION FOR WA TODAY	15.14	
FOREIGN TRANSACTION FEES	11.46	124.11
Total Credit Card Expenditure		\$4,044.85

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,396,574.59 was submitted to the Ordinary Meeting of Council on Wednesday, 18 November 2020.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,396,574.59 was submitted to each member of the Council on Wednesday, 18 November 2020, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

12.4.2 Financial Statement for the period ending 31st October 2020

File Reference:	2.1.3.4
Reporting Officer:	Zoe Macdonald, Accountant
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 31 October 2020.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 October 2020.

A. BACKGROUND / DETAILS

The reporting of monthly financial information is a requirement under section 6.4 of the Local Government Act 1995, and Regulation 34 of the Local Government (Financial Management) Regulations.

The Statement of Financial Activity for the period ending 31 October 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
- Cash Flow Information

The report includes a summary of the financial position along with comments relating to the statements. If Councillors wish to discuss the report contents or any other matters relating to this please contact Council finance staff prior to the meeting.

Notes to the Financial Statements

Operating Income

1. Recreation and Culture is over budget \$38,596 due to admission fees for the Northam Pool \$13,906 and **the contribution for the Southern Brook Nature Playground. The contribution was unbudgeted as was the additional cost of the project, this will be adjusted at budget review, and net cost to Council is zero.**
2. Other Economic Services is \$49,575 over budget due to lease fees on Council buildings \$22,176 and BKB \$18,165, Visitors Centre sale of merchandise \$4,069
3. Other property and services is over budget \$64,598 due to additional worker's compensation reimbursements received than budgeted

Operating Expenditure

4. **Governance is \$137,575 under budget. This is predominantly due to the admin allocation of \$176,964 (internal, non-cash) and salaries and superannuation being over budget by \$24,962. Unbudgeted salaries and wages costs were incurred to provide cover during staff absences and cashed in leave entitlements. It is not anticipated that additional budget funding will be required by the end of the financial year. Admin office garden maintenance is \$8,543 over budget (timing of garden maintenance and makeover)**
5. **General Purpose Funding is under budget by \$29,063 due to valuations and title searches of \$30,902.**
6. Law Order and Public Safety is under budget \$202,673, predominantly relating to fire mitigation expenditure, \$145,179, timing of BFB expenditure of \$31,802 and emergency bush fires/floods \$5,412.
7. Other property and services is the timing of internal allocations and expenses for \$205,713 (non-cash)

Operating Revenue by Nature and Type

8. Other revenue is over budget by \$97,092 due to worker's compensation insurance payments \$66,014, insurance claims of \$13,415 and the disposal of minor plant \$11,154

Operating Expenditure by Nature and Type

9. Materials and Contracts are under budget by 20% predominantly due to the items disclosed at notes 4 and 5 above.
10. Utility charges are under budget by \$41,519 (timing)
11. Other Expenditure is over budget by \$30,635 due to internal allocations non cash.

Disposal of Assets

12. **The 2007 Volvo Backhoe Loader was sold at auction. It was budgeted to be sold in the 2019 2020 financial year. This will be adjusted at Budget Review.**

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.
 Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2020/21 Budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.
 Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 October 2020.

Attachment 1 - Financial Statement for the period ending 31 October 2020



Shire of Northam

SHIRE OF NORTHAM
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2020

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**SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2020**

	NOTE	20/21 Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
Operating						
Revenues						
Governance		83,126	61,028	68,872	7,844	12.85%
General Purpose Funding Other		1,854,511	458,365	467,304	8,939	1.95%
General Purpose Funding Rates		10,152,290	10,139,286	10,055,799	(83,487)	(0.82%)
Law, Order, Public Safety		2,895,063	390,572	394,659	4,087	1.05%
Health		61,000	12,262	5,519	(6,743)	(54.99%)
Education and Welfare		1,173,342	561,110	557,991	(3,119)	(0.56%)
Housing		62,277	20,756	26,187	5,431	26.16%
Community Amenities		2,983,576	1,877,980	1,946,875	68,895	3.67%
Recreation and Culture	1	890,653	75,205	113,801	38,596	51.32%
Transport		2,407,990	1,035,459	1,046,752	11,293	1.09%
Economic Services	2	568,231	127,138	176,713	49,575	38.99%
Other Property and Services	3	130,200	43,392	107,990	64,598	148.87%
Total Operating Revenue		23,262,259	14,802,553	14,968,462	165,909	1.12%
Expenses						
Governance	4	(2,970,523)	(655,110)	(517,535)	137,575	21.00%
General Purpose Funding	5	(358,499)	(122,592)	(93,529)	29,063	23.71%
Law, Order, Public Safety	6	(2,019,979)	(699,771)	(497,098)	202,673	28.96%
Health		(323,504)	(114,940)	(106,030)	8,910	7.75%
Education and Welfare		(1,422,376)	(507,244)	(493,231)	14,013	2.76%
Housing		(75,215)	(25,937)	(18,464)	7,473	28.81%
Community Amenities		(3,558,140)	(1,013,606)	(943,114)	70,492	6.95%
Recreation & Culture		(4,734,123)	(1,637,012)	(1,561,566)	75,446	4.61%
Transport		(5,936,559)	(1,983,935)	(1,998,208)	(14,273)	(0.72%)
Economic Services		(2,367,706)	(929,792)	(933,143)	(3,351)	(0.36%)
Other Property and Services	7	(47,599)	(101,869)	(307,582)	(205,713)	(201.94%)
Total Operating Expenses		(23,814,223)	(7,791,808)	(7,469,501)	322,307	4.14%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(155,784)	148,231	152,433	4,202	
Movement in Employee Benefit Provisions		300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets		4,680,609	1,560,148	1,670,197	110,049	
Non Operating Items						
Purchase Land and Buildings		(3,309,060)	(143,327)	(19,649)	123,678	
Purchase Plant and Equipment		(1,842,162)	(95,000)	(166,941)	(71,941)	
Purchase Furniture and Equipment		(32,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(3,711,438)	(1,021,940)	(344,157)	677,783	
Purchase Infrastructure Assets - Bridges		(194,235)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	0	0	0	
Purchase Infrastructure Assets - Drainage		(706,355)	(222,853)	(105,940)	116,913	
Purchase Infrastructure Assets - Parks & Ovals		(2,988,728)	(259,748)	(257,119)	2,629	
Purchase Infrastructure Assets - Airfields		(99,578)	(33,192)	0	33,192	
Purchase Infrastructure Assets - Streetscape		(99,225)	(49,225)	(31,402)	17,823	
Purchase Infrastructure Assets - Other		(1,246,462)	(38,500)	(19,813)	18,687	
Proceeds from Disposal of Assets		992,500	124,220	124,220	0	
Repayment of Debentures		(345,975)	(138,661)	(138,661)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	0	0	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(6,280)	(6,280)	0	
Transfers from Restricted Asset (Reserves)		1,449,643	798,527	0	(798,527)	
ADD Net Current Assets July 1 B/Fwd		6,248,941	6,248,941	6,557,827	308,886	
LESS Net Current Assets Year to Date		0	13,932,086	15,482,549	1,550,463	
Surplus/Deficit		0	(0)	(571,811)	(571,810)	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

1. OPERATING STATEMENT

	Note	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
OPERATING REVENUES						
Rates		10,152,290	10,129,903	10,055,799	(74,104)	-1%
Operating Grants Subsidies and Contributions		3,664,952	1,451,723	1,473,920	22,197	2%
Fees and Charges		3,673,118	2,166,107	2,293,344	127,237	6%
Proceeds from Sale of Assets					0	
Service Charges		0	0	0	0	
Interest Earnings		133,000	24,332	9,769	(14,563)	-60%
Other Revenue	8	953,571	284,264	381,356	97,092	34%
TOTAL OPERATING REVENUE		18,576,931	14,056,329	14,214,188	157,859	1%
OPERATING EXPENSES						
Employee Costs		(8,455,397)	(3,047,185)	(3,082,463)	(35,278)	-1%
Materials and Contracts	9	(8,713,671)	(2,073,826)	(1,667,334)	406,492	20%
Utility Charges	10	(1,020,182)	(254,779)	(213,260)	41,519	16%
Depreciation of Non Current Assets		(4,680,609)	(1,560,148)	(1,670,197)	(110,049)	-7%
Interest Expenses		(229,114)	(111,874)	(108,275)	3,599	3%
Insurance Expenses		(516,245)	(509,652)	(458,754)	50,898	10%
Other Expenditure	11	(13,751)	(86,113)	(116,748)	(30,635)	-36%
TOTAL OPERATING EXPENSE		(23,628,969)	(7,643,577)	(7,317,031)	326,546	-4%
Non Operating Grants Subsidies and Contributions		4,344,290	746,224	754,237	8,013	-1%
Profit on Asset Disposals		343,038	0	38	38	0%
Loss on Asset Disposals		(187,254)	(148,231)	(152,471)	(4,240)	-3%
RESULTING FROM OPERATIONS		(551,964)	7,010,745	7,498,961	488,216	7%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
CURRENT ASSETS		
Cash Assets	14,084,549	9,868,173
Receivables	6,373,594	3,386,636
Inventories	0	0
TOTAL CURRENT ASSETS	20,458,143	13,254,809
NON-CURRENT ASSETS		
Receivables	589,384	466,121
Land and Buildings	50,109,101	50,507,796
Property, Plant and Equipment	6,992,539	6,935,417
Infrastructure	169,205,820	169,891,672
Financial Assets	213,663	336,925
TOTAL NON-CURRENT ASSETS	227,110,507	228,137,931
TOTAL ASSETS	247,568,650	241,392,740
CURRENT LIABILITIES		
Payables	2,275,220	3,498,179
Interest-bearing Liabilities	232,339	345,975
Provisions	1,251,017	1,252,838
TOTAL CURRENT LIABILITIES	3,758,576	5,096,992
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,059,540	6,058,528
Provisions	230,292	230,292
Payables	156,546	160,558
TOTAL NON-CURRENT LIABILITIES	6,446,378	6,449,378
TOTAL LIABILITIES	10,204,954	11,546,370
NET ASSETS	237,363,696	229,846,370
EQUITY		
Retained Surplus	119,991,629	112,250,275
Reserves - Cash Backed	3,392,855	3,617,084
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	237,363,496	229,846,370



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

3. ACQUISITION OF ASSETS	20/21 Revised Budget \$	20/21 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
CCTV Upgrade	9,000	0
Admin Building Solar	19,010	0
EMCS Vehicle	45,000	40,482
New Telephone System	32,000	0
Law, Order & Public Safety		
Rangers Ute	57,139	0
3.4 Urban Fire Appliance N/central	470,000	0
3.4 Urban Fire Appliance Bakers Hill	470,000	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	495,405	3,000
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	0
Water Tank Smith Road	9,800	1,706
CCTV Wundowie	227,666	0
Education & Welfare		
Bernard Park Playgroup	15,000	0
Killara's Manager vehicle	35,000	31,459
Solar, Killara	11,300	4,440
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
Housing		
Kurringal Units Upgrade	20,000	
Community Amenities		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	7,250
Transfer Station Tip Shop	576,850	9,515
Area Drainage	128,669	66,323
Signage streetscape	50,000	939
CBD Streetscape	49,225	30,463
Recoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Wundowie Hall Solar		4,550	2,500
Quellington Hall, Sub Floor repairs		7,585	0
Bakers Hill Pavillion, Structural Floor Cracking Repairs		20,000	0
Northam Hall, Replace Gutters		12,885	0
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		96,000	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,986	1,341
Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling		116,000	7,210
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
Solar Recreation Centre		38,130	0
Netting Rec Centre Roof		55,000	0
EMCOMS Vehicle		45,000	0
Jubilee Oval Upgrade Electric Boards		38,500	0
Community Plan Implemetation		90,000	80,818
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	42,596
Landscaping/demolition Old Pool site		519,500	3,788
Improvements Dr Dunlop Park		27,000	0
Northam Youth Space		134,008	103,748
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	10,304
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		25,000	13,771
RV Friendly Overnight Site Northam		250,000	894
RV Friendly Bakers Hill		100,000	0
RV Friendly Wundowie		150,000	1,200
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill			
Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint Interior & Solar Windowie		23,950	2,500
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 Ytd Actual
Transport			
Northam Depot Redesign		2,000,000	0
Solar Northam Depot		11,300	0
Boronia Avenue Slk 0-90		16,050	0
Esperance Street Slk 0-220		39,000	0
Fitzgerald Street Slk 1850-2020		25,500	0
Fraser Street Slk 0-100		15,000	0
Henry Street Slk 0 - 190		40,850	0
Hovea Crescent Slk 0-80		7,650	0
Kuringal Road Slk180-240		7,500	0
Kuringal Road Slk 480-550		15,000	0
Ord Street Slk 0-180		30,000	0
Wellington Street Slk 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	39,617
Jenapullin Road 9330-11500		610,172	195,132
Wellington Street 520-850		370,074	700
Oliver Street 0-410		262,000	700
Harvey Road 0-470		59,307	0
Irishtown Road 0 - 1000		115,459	66,986
Maintenance Capitalised		716,252	1,898
Leschenaultia Road 0-350		15,850	0
Marky Street		51,939	0
Charles Street 510 - 1070		83,054	0
Leeder Road 1510-2360		28,950	0
Kurringal Road 0-550		92,496	0
Duke Street 2470-2940		20,940	0
Springfiled Road 0-120		42,841	0
Southern Brook Road 16330-17300		202,254	0
Southern Brook Road (0-3070)		387,000	77,209
Werribee Road 0-1410		233,984	0
Lyon Street 0-600		185,100	0
Gairdner & Wellington Street 40-160		124,528	0
Kerb Renewal		109,238	1,531
Culvert Renewal		84,238	0
Bridge Construction		194,235	0
PN1201 N008 Isuzu Flocon		160,000	95,000
P5017 Dtnapac Vibro Roller		50,500	0
PN1007 Hako Footpath Sweeper		97,000	0
PN1412 Nissan Navara Dual Cab		31,993	0
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	0
PN1401Mazda BT50 Tray Top		28,000	0
PN1605 Isuzu Dmax Ute		27,985	0
PN1516 Mazda BT50		29,888	0
Bobcat Trailer C/fwd		25,000	0
Tandem Trailer C/fwd		15,250	0
Pegasus 200 Verge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway		99,578	0
Economic Services			
Solar Visitor Centre		11,300	0
Manager Building Vehicle		30,327	0
Water Pump Station Upgrade		154,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	0
		14,667,693	945,020

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,309,060	19,649
Plant and Equipment		1,842,162	166,941
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,711,438	344,157
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		194,235	0
Infrastructure Assets - Drainage		706,355	105,940
Infrastructure Assets - Parks & Ovals		2,988,728	257,119
Infrastructure Assets - Airfields		99,578	0
Infrastructure Assets - Streetscape		99,225	31,402
Infrastructure Assets - Other		1,246,462	19,813
		14,667,693	945,020



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2020

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Governance						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
Law Order & Public Safety						
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Welfare						
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
Recreation & Culture						
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Transport						
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dynapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	54,531	15,000	4,500	(39,445)	(50,031)
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
PN3555 2007 Volvo Backhoe Loader C/fwd	12	69,866		31,550		(38,316)
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
Economic Services						
Manager Building Vehicle	16,464	0	11,000	0	(5,464)	0
Sale 144 Chidlow Street	87,200	87,200	37,000	31,734	(50,200)	(55,466)
	836,716	276,653	992,500	124,220	155,784	(152,433)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2020

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Plant & Equipment						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dynapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	54,531	15,000	4,500	(39,445)	(50,031)
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
PN3555 2007 Volvo Backhoe Loader C/fwd 12	0	69,866	0	31550	0	(38,316)
Manager Building Vehicle	16,464	0	11,000	0	(5,464)	0
Land						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale 144 Chidlow Street	87,200	87,200	37,000	31,734	(50,200)	(55,466)
	836,716	276,653	992,500	124,220	155,784	(152,433)
					20/21 Budget \$	Ytd Actual \$
Summary						
Profit on Asset Disposals					343,038	38
Loss on Asset Disposals					(187,254)	(152,471)
					155,784	(152,433)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	20,203	0	123,263	143,466	5,363	1,857
Loan 224 - Recreation Facilities	6.48%	769,630	0	49,844	24,525	719,786	745,105	54,248	25,201
Loan 227 - Youth Space	2.26%	454,903	0	46,122	0	408,781	454,903	13,075	5,140
Loan 228 - Swimming Pool	1.88%	4,406,806	0	189,024	94,070	4,217,782	4,312,736	112,043	55,457
COVID-19 Response	1.80%	0	3,464,020	0	0	3,464,020	0		0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	40,782	20,066	588,916	609,632	44,385	20,619
		6,404,503	3,464,020	345,975	138,661	9,522,548	6,265,842	229,114	108,274

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 OCTOBER 2020

	20/21 Budget				20/21 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Employee Liability Reserve	972,123	12,461			984,584	972,123	1,803			973,926
Aged Accomodation Reserve					-	-				-
Housing Reserve					-	-				-
Office Equipment Reserve					-	-				-
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	220			120,092
Road & Bridgeworks Reserve					-	-				-
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	369			199,615
Regional Development Reserve					-	-				-
Speedway Reserve	149,610	1,550			151,160	149,610	277			149,887
Community Bus Replacement Reserve					-	-				-
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	430			232,507
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	458			247,411
Stormwater Drainage Projects Reserve					-	-				-
Recreation and Community Facilities Reserve					-	-				-
Administration Office Reserve					-	-				-
Council Buildings & Amenities Reserve					-	-				-
River Management Reserve					-	-				-
Parking Facilities Construction Reserve					-	-				-
Art Collection Reserve					-	-				-
Reticulation Scheme Reserve					-	-				-
Revaluation Reserve	72,186	748		(70,000)	2,934	72,186	134			72,320
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	2,589			1,398,522
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,449,643)	3,372,857	3,388,000	6,280	-	-	3,394,280

Total Interest & Transfers

1,434,500

All of the above reserve accounts are to be supported by money held in financial institutions.



SHIRE OF NORTHAM

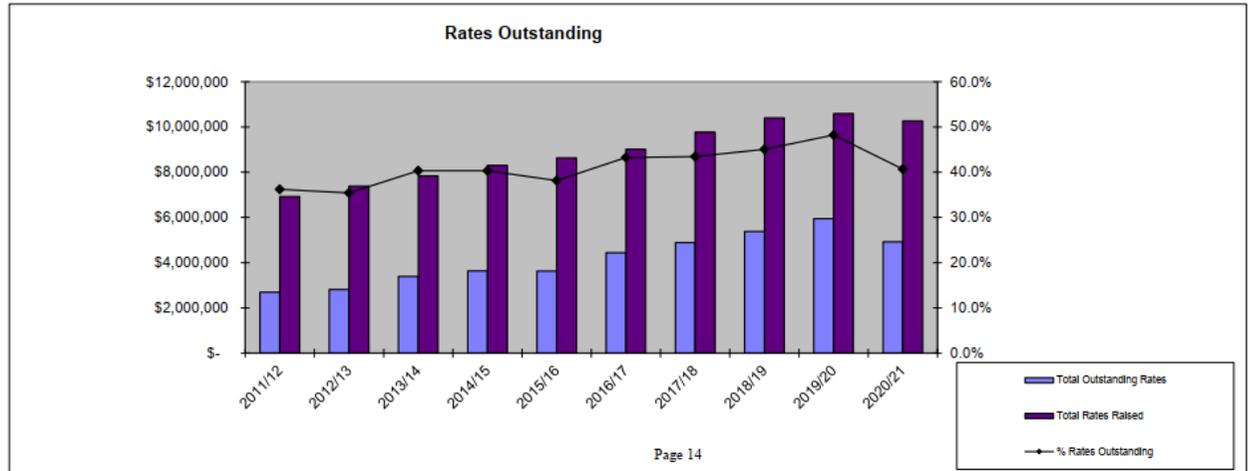
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

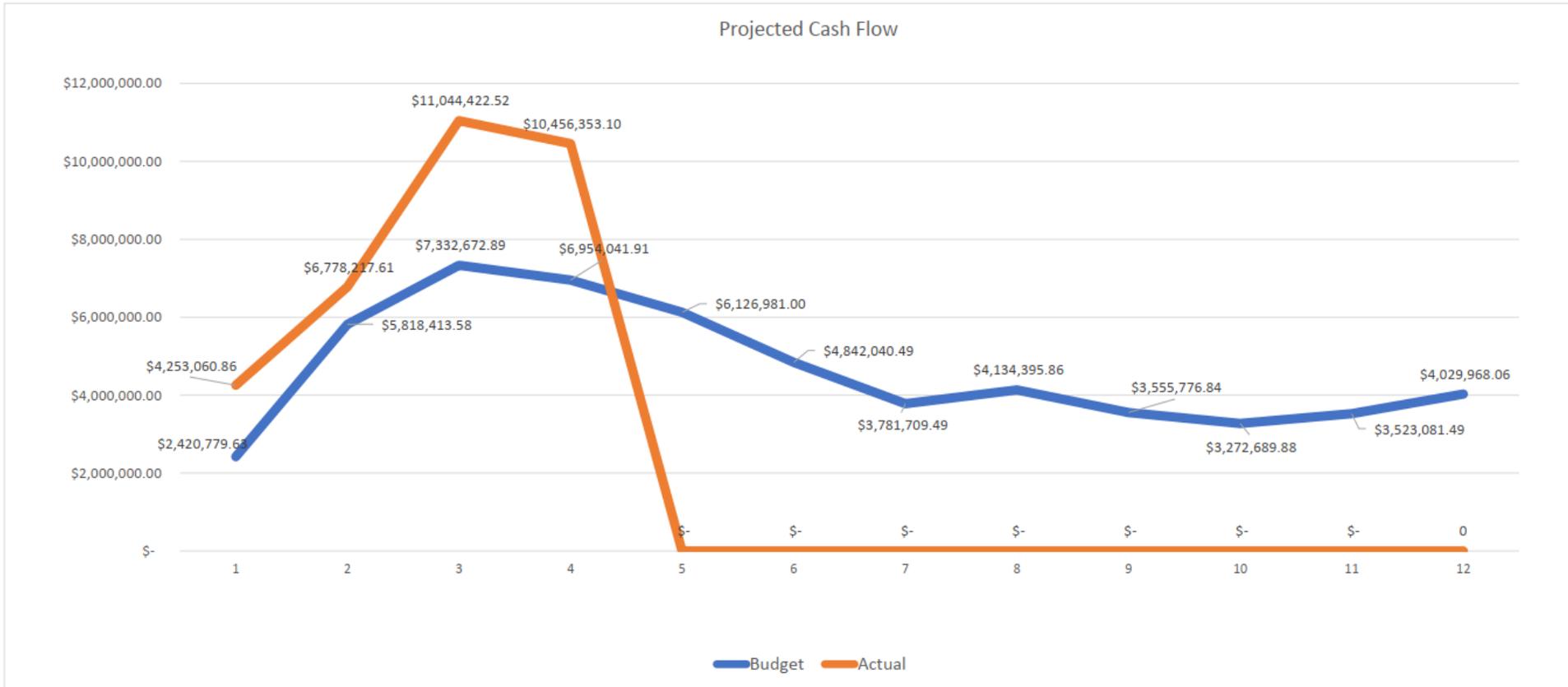
	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	898,000	10,691,694	6,504,268
Cash - Restricted Reserves	3,372,857	3,392,855	3,363,905
Self Supporting Loan	20,203	20,203	20,203
Receivables	3,200,428	721,975	3,363,905
Rates - Current	0	5,648,985	0
Pensioners Rates Rebate	0	15,541	0
Provision for Doubtful Debts	0	(142,243)	0
Other financial Assets	0	106,606	213,667
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	7,492,488	20,458,144	13,468,475
LESS: CURRENT LIABILITIES			
	(5,715,427)	(3,039,005)	(5,096,996)
NET CURRENT ASSET POSITION	1,777,061	17,419,139	8,371,479
Less: Cash - Reserves - Restricted	(3,372,857)	(3,392,855)	(3,363,905)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	232,339	345,975
Add: Leave Liability Reserve	984,584	973,926	974,481
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	15,482,549	6,557,827

**SHIRE OF NORTHAM
 RATING REPORT
 FOR THE PERIOD ENDED 31 OCTOBER 2020**

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Key Rating Dates										
<i>RATES ISSUED</i>	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020
<i>RATES DUE</i>	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020
<i>2nd INSTALMENT DUE</i>	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020
<i>3rd INSTALMENT DUE</i>	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021
<i>4th INSTALMENT DUE</i>	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021
<i>Outstanding 1st July</i>	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862
<i>Rates Levied</i>	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252
<i>Interest, Ex gratia, interim and back rates less writeoffs</i>	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	-\$114,076
Rates paid by month										
1 July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849
3 September	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537
4 October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	4,743,376	5,129,995	5,014,466	5,382,905	5,880,032	5,820,532	6,364,323	6,557,066	6,384,997	7,186,851
% Ytd Rates Outstanding	36.2%	35.4%	40.3%	40.3%	38.2%	43.2%	43.4%	45.1%	48.2%	40.7%
Ytd Outstanding	2,692,604	2,813,423	3,385,958	3,635,984	3,629,015	4,435,023	4,889,131	5,378,558	5,945,800	4,923,186



**SHIRE OF NORTHAM
 CASH FLOW REPORT
 FOR THE PERIOD ENDED 31 OCTOBER 2020**



12.4.3 Rates Exemption – Lot 1 Waterfall Avenue, Northam WA 6401

Address:	Lot 1 Waterfall Avenue, Northam WA 6401
Owner:	Noongar Mia Mia Pty Ltd
Applicant:	Sarah Tutilo - Noongar Mia Pty Ltd
File Reference:	8.1.1.3 / A14355
Reporting Officer:	Codey Redmond Rates Officer
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Seeking Council endorsement for a rate exemption on A14355 under the Local Government Act s6.26. (2)(g) land used exclusively for charitable purposes.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

An Application for rate exemption was received 1 October 2020 from Sarah Tutilo, property manager of Noongar Mia Mia Pty Ltd. requesting a rate exemption for charitable purposes for a property owned by Noongar Mia Mia Pty Ltd.

Sarah provided the following documentation;

- Application for rates exemption
- Statutory declaration
- Notice of endorsement for charity tax concessions
- 2018 & 2019 Financial Report
- Constitution
- Certification as a registered charity

A response was sent to Noongar Mia Mia Pty Ltd on 15 October 2020 advising they were ineligible for exemption as rental/social housing was not an exempt property use and exemption is granted upon the use of the land.

Sarah of Noongar Mia Mia Pty Ltd contacted Shire Officers on the 27 October 2020 to discuss the rejection of their application and request that it be reassessed.

SAT determination from *Murchison River Aboriginal Corporation v Shire of Yalgoo* [2018] WASAT 17 is as follows:

“The Tribunal determined that the use of each of the Yalgoo properties to provide housing to Aboriginal people, by a not-for-profit organisation and on a cost-recovery only basis, is a ‘charitable purpose’ at law and that the land was exempt from rating as it was used exclusively for that charitable purpose at the relevant time. It was not necessary for MRAC to prove that each tenant is specifically in need of assistance in relation to housing. It was also not necessary for MRAC to prove that each property is rented in such a way as not to generate a surplus in any rating year or at less than market rent.”

This determination supports Noongar Mia Mia Pty Ltd application and provides a basis for approving their application for rates exemption, despite not fully meeting the exemption criteria is outlined in the *local Government Act 1995*.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme area 5: Governance & Leadership.

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

B.2 Financial / Resource Implications

The applied exemption will reduce rate revenue by \$1,432 per year. Noongar Mia Mia Pty Ltd would still be required to pay the emergency services levy and rubbish charges applicable to this property.

B.3 Legislative Compliance

The *Local Government Act 1995 Section 6.26(2)* defines land that is not rateable, allowing Council to grant an exemption of rates.

6.26 *Rateable Land*

(2) *The following land is not rateable land -*

(e) land used exclusively for charitable purposes

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Noongar Mia Mia Pty Ltd was contacted for additional information specific to this property which they provided.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of yearly rates revenue	Likely (4) x Insignificant (1) = Low (4)	Ensure the rateable status of the property is correct.
Health & Safety	Nil		
Reputation	Nil		
Service Interruption	Nil		
Compliance	Local Government Act 1995 not complied with.	Possible (3) x Minor (2) = Moderate(6)	Ensure consideration is given to the Local Government Act 1995.
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

Whilst the provision of affordable housing can be considered charitable, Noongar Mia Mia Pty Ltd charge their tenants rent, which is used for maintenance of their properties, water rates, Shire rates, operations and other expenses.

Rent is Noongar Mia Mia Pty Ltd's sole source of income. Rent is based on 25% of the tenant's Centrelink Income plus Commonwealth Rent Assistance. The properties current weekly rent is \$180.00. This will vary depending on occupancy.

Matters that may affect the exclusivity of the charitable use of the land are:

- Although Noongar Mia Mia Pty Ltd provides a low rent option for the tenants, it is not foregoing any income by doing so.
- The income from rent is not solely used for the property and the tenant.
- The tenant uses the property exclusively as their usual place of residence and no other services have been identified as being provided at the property.

Matters that support the application for rates exemption:

- Within the document '*Community Housing Providers and Local Government Rates*', prepared by the Community Housing Coalition, it is stated:
"indigenous people have been judicially and statutorily recognised as being severely disadvantaged in Australian Society and are a class which, generally speaking, is in need of protection and assistance."

This document also states:

- *"In relation to indigenous housing, the Supreme Court has granted a rates exemption because:*
 - (a) the advancement of Aboriginal people was a charitable purpose;*
 - (b) the activities conducted upon the land were exclusively charitable*
- Noongar Mia Mia do not have a waitlist and accommodation is allocated on a needs basis.
- Noongar Mia Mia Pty Ltd is a registered charity and is providing affordable housing which satisfies Section 7(c) of the *Charities Act 2013*. The secondary purpose of generating an income could be considered incidental, particularly as the funds are used to cover costs associated with the property and further the organisation's objectives.
- Determinations both at SAT and the Supreme Court can be applied in this case, where affordable housing is being provided specifically to indigenous people.
- The use of the property by Noongar Mia Mia Pty Ltd is not likely to change significantly over time.

Officers consider the land is being used exclusively for charitable purposes in accordance with Section 6.26(2)(g) of the Act and are recommending the application be granted.

RECOMMENDATION

That Council grant a rate exemption as of 1 July 2020 to Noongar Mia Mia Pty Ltd. for the premises they own at Lot 1 Waterfall Avenue, Northam (A14355).

12.4.4 Sale of A12640

Address:	181 Wellington St Northam WA 6401
Owner:	
Applicant:	
File Reference:	A12640
Reporting Officer:	Codey Redmond Rate Officer
Responsible Officer:	Colin Young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

This report is to request that Council sell A12640 to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the *Local Government Act 1995*.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The property has outstanding rates of greater than 3 years with no payments made since July 2017.

In April 2018, Council demolished the house at the property due to a fire and asbestos being present.

After demolition Council contracted Ampac to begin legal proceedings on outstanding rates and demolition charges. An auction was held 22nd of September 2020 but was unsuccessful as there were no registered bidders.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

Objective: Ensure robust financial Management.

B.2 Financial / Resource Implications

The Shire of Northam is currently owed \$43,888 of overdue rates and charges including \$24,626 demolition fees, which we would be looking to recover through public auction.

B.3 Legislative Compliance

6.64 Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –
- (a) from time to time lease the land;
 - (b) sell the land;
 - (c) cause the land to be transferred to the Crown; or
 - (d) cause the land to be transferred to itself.

Schedule 6.3 Power of sale

The power of sale includes –

- (a) power to sell the whole or part of the land either together or in lots –
 - (i) by public auction; or
 - (ii) by private contract, if having been offered for sale by public auction, it has not been sold, subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit;

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Land has been surrendered by all interested parties leaving the processing of the land to the local government.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential difficulty selling in current market.	Minor (2) x Possible (3) = Moderate (6)	If passed over at auction again council can offer for private sale for a period of 6 to 12 months.
Health & Safety	N/A	N/A	N/A

Reputation	Bad publicity	Insignificant (1) x Unlikely (2) = Low (2)	Ensure processes proper are followed
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

Nil.

RECOMMENDATION

That Council:

1. Pursuant to Section 6.64(1) (b) of the *Local Government Act 1995*, take possession of A12640 – 181 Wellington St Northam which has rates in arrears for more than three (3) years;
2. Authorise the CEO to obtain an independent valuation for A12640 – 181 Wellington St Northam;
3. Authorise the sale of A12640 – 181 Wellington St Northam by public auction with the reserve price set to be set at 90% of the valuation.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

12.4.5 Lease of a portion of 44 Peel Terrace, Northam (Crèche)

Address:	44 Peel Terrace Northam
Owner:	Shire of Northam
Applicant:	Rebecca Davey
File Reference:	A14137
Reporting Officer:	Cheryl Greenough, Governance Administration Coordinator
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to consider a request from Rebecca Davey to lease the Crèche room at the Northam Recreation Centre for use as a childcare facility.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Officers have received a request from Ms Rebecca Davey in relation to leasing the Crèche area at the Northam Recreation Centre. Ms Davey currently runs a home day care however is wanting to lease a suitable premise in order to operate her day care to maximum capacity.

Previously the Shire used the Crèche to provide Out of School Hours and Vacation Care programs to the community at a cost of \$15,354 per annum. On 19 February 2014, Council resolved to lease the Crèche to Great Beginnings however the agreement was never entered into due to the sale of the organisation.

At the Ordinary Meeting of Council 15 October 2014, Council resolved to discontinue services and review the viability of leasing the Crèche area.

In 2016 Volunteering WA moved into the Crèche on a temporary basis. Volunteering WA are currently occupying the space, however there is no agreement in place for the use of the space. Volunteering WA have been advised that they may be required to vacate the premises. It was suggested

to them that they could request if Create 298 Co-Working Space was suitable for their needs.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing.

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

Objectives: Services targeted at parent support and building stronger families are available.

B.2 Financial / Resource Implications

The Crèche is a valuable resource which has been underutilised in past years. Volunteering WA do not currently pay hire or rental fees to use the Crèche and leasing the premise for the purposes of child care would provide a financial benefit to the Council and also ensure that a critical service is provided to the community.

B.3 Legislative Compliance

Local Government Act 1995, 3.58 Disposing of Property

- (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) Except as stated in this section, a local government can only dispose of property to —*
 - (a) the highest bidder at public auction; or*
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) it gives local public notice of the proposed disposition —*
 - (i) describing the property concerned; and*
 - (ii) giving details of the proposed disposition; and*
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) the names of all other parties concerned; and*

- (b) *the consideration to be received by the local government for the disposition; and*
- (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

B.4 Policy Implications

Shire of Northam Policy A8.5 Management of Council property Leases and Licence Agreements

5.0 Commercial, Government or Government Agencies Agreement:

- 5.1 The Shire has an expectation that it will receive no less than market valuation for any lease or licence of the Shire's property as determined by the Valuer General, and
- 5.2 The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent will be determined on a case by case basis taking into consideration:
 - Land contribution;
 - Building cost contribution;
 - State or Federal legislation; and
 - Level of benefit to local community.
- 5.3 In the case of a Council building, the Shire will insure the "Demised Premises" at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
- 5.4 In the case where the "Demised Premises" are owned by the Shire, the Lessee or Licensee will be responsible for:
 - (a) Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
 - (b) All outgoings.
 - (c) Contents insurance, public liability insurance, to the value stipulated in the agreement.
 - (d) In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.

B.5 Stakeholder Engagement / Consultation

Officers have contacted Volunteering WA

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Loss of rental to the Shire of Northam	Likely (4) x Insignificant (1) = Low (4)	Ensure available property is leased where possible.
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Local Government Act 1995 not complied with.	Possible (3) x Minor (2) = Moderate(6)	Ensure consideration is given to the Local Government Act 1995.
Property	N/A		
Environment	N/A		

A. OFFICER'S COMMENT

Ms Davey's current Family Day Care is primarily for working parents and has limited after school care. The Family Day Care is a small commercial venture and Ms Davey is solely employed. Her licence allows for the management of a maximum of 7 children and would operate from 7:30am until 4:30pm four days per week, but may increase to five days should there be a need.

The parts of the Northam Recreation Centre which would be dedicated to the child care facility include an area of 270 square metres encompassing:

- Crèche Room
- Nursing Room
- Outdoor Play Area
- UAT
- Store 6

The Day Care would also have the right to the use of the common area of 55 square meters which would include:

- Male and female WCs
- UAT
- Crèche lobby

Ms Davey has advised she would be able to contribute \$380 per month (\$4,560) per annum negotiable, which would include water and electricity. As the business is a small private enterprise and with no external grant funding it would be difficult for the business to afford commercial prices. The Shire currently do not receive any lease fees, electricity or water from Volunteering WA.

In line with section 3.58(4)(c)(i) of the *Local Government Act 1995* the Shire are currently waiting on a rental market valuation to be conducted as a valuation has not previously been conducted on this site. Expected date for the report is 16 November 2020.

RECOMMENDATION

That Council

- 1. Accept the offer made by Ms Rebecca Davey to lease 270 square metres (currently occupied by Volunteering WA) of leasable area known as the Recreation Centre Crèche at 44 Peel Terrace, Northam, subject to;**
 - a. The financial offer to lease the area being not less than the independent valuation as obtained by the Chief Executive Officer;**
 - b. There being NO objections to the local public notice for the lease, in accordance with section 3.58 (3) of the Local Government Act 1995,**
- 2. Authorise the Chief Executive to execute a lease agreement, in accordance with this resolution and subject to the normal terms and conditions, for an initial period of 24 months.**

12.5 COMMUNITY SERVICES

Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as she is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.

Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a member of Quellington, Grass Valley and Southern Brook Community Associations.

Cr T M Little declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a former member of community groups mentioned.

Cr D Galloway declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is President of the Wundowie Progress Association.

12.5.1 Progress & Community Associations 2020/2021 Budget Allocation

File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The purpose of this report is to provide Council with the information to make determination on the annual budget allocations to be provided to Shire of Northam Progress & Associations for the 2020/2021.

ATTACHMENTS

Attachment 1: Budget Request Assessment (provided as a separate confidential attachment to this agenda/minutes).

A. BACKGROUND / DETAILS

Several changes have been made to the community financial support offered through the Council Budget for 2020/2021 due to the impacts of the COVID-19

pandemic. In particular this includes the Shire's Community Grant Scheme and annual allocations made to progress and community associations.

In place of the pre-determined annual allocation there is a limited funding pool of \$50,000 available to assist progress and community associations to deliver significant community events, projects or programs.

Progress and community associations were contacted via letter on the 3rd September 2020 outlining the changes and were supplied a Budget Allocation Request Form in which they were invited to submit their top three priority projects for the year. Requests were to be submitted by the 23rd October 2020. The purpose of the request forms were to assist Council in allocating the funds equitably amongst our communities, and to ensure the funds are going to be used this financial year and not carried forward as previously allowed.

All eligible progress and community organisations submitted requests for a Council Budget Allocation, with requests for support totalling \$66,529.00

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Well Being

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive.

- Support is provided to encourage a strong culture of volunteering.
- Improved facilities and activities for youth are available within the Shire.

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

Theme Area 3: Safety and Security

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

- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives.

Theme Area 4: Environment & Heritage

Outcome 4.2: The Shire of Northam honours, and is recognised for, its unique heritage and cultural identity.

- The Shire of Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted.
- The Shire of Northam's heritage buildings and locations are well maintained.
- The Shire of Northam recognises its multi-cultural community and supports its inclusion.

Theme Area 6: Governance & Leadership.

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.

- Foster a sense of community.

B.2 Financial / Resource Implications

An amount of \$50,000 has been allocated for Progress and Community Associations, COVID-19 Response in the Annual Budget 2020/2021 (11342122).

An amount of \$24,000 has been allocated for Australia Day Celebrations. The following specific allocations are provided for;

Bakers Hill	1,440
Clackline	660
Grass Valley	880
Southern Brook	780
Spencer Brook	660
Wundowie	1,980
Northam	16,000
Australia Day materials/advertising	1,600

The officers are recommending that Council allocates \$50,500 of community grants and \$3,180 of Australia Day Grants across the Bakers Hill, Wundowie, Grass Valley, Southern Brook, Quellington, Spencer Brook and Clackline progress associations

	Amount Requested	Amount Recommended Community Grants	Amount Recommended Australia Day Allocations
Bakers Hill Progress & Recreation Association			
Australia Day Breakfast	1,200		1,200
Bakers Hill Community Fun Day	5,000	5,000	

Railway Siding & Recreation Centre Benches	3,829	3,829	
Sub Total	10,029	8,829	1,200
Clackline Progress Association			
Covered Walkway Roof at Clackline Hall	2,500	2,500	Nil
Paint Railway Carriage	700	700	
Sub Total	3,200	3,200	Nil
Grass Valley Progress Association			
Paint car park at Grass Valley Hall with games	500	500	
Equip the Grass Valley Hall kitchen with plates, cutlery, glasses	1,000	1,000	
Replace the Grass Valley noticeboard	1,000	1,000	
Sub Total	2,500	2,500	Nil
Quellington Progress & Sporting Association			
Improvements and maintenance at the Quellington Hall	3,300	971	
Community Christmas Function	500	500	
Sub Total	3,800	1,471	Nil
Southern Brook Community Association			
Nature Playground Proposal Stage 2	16,700	16,700	
Nature Playground Launch & Christmas Tree Festivities	2,300	2,300	
Wider grounds upgrade	Unknown amount	Nil	
Sub Total	19,000	19,000	Nil
Spencers Brook Progress Association			
Replace rain water tank	3,000	3,000	
Sub Total	3,000	3,000	Nil

Wundowie Progress Association			
Wundowie Iron Festival	20,000	Nil	
Australia Day free entertainment & sausage sizzle	5,000	3,020	1,980
Sub Total	25,000	3,020	1,980
TOTAL	66,529	41,020	3,180

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Policy C3.1 Community Grants Scheme, Section 1.1 guides the annual allocation process for progress and community associations.

B.5 Stakeholder Engagement / Consultation

Progress and community associations were informed via mail and email of the allocation process and timeframes. Some progress associations were individually assisted on a one on one basis with completion of the Budget Allocation Request Form.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Significant costs associated with requests received from the associations.	Insignificant (1) x Unlikely (2) = Low (2)	The allocation is accounted for in the Annual Budget 2020/21
Health & Safety	N/A	N/A	N/A
Reputation	Inequity and/or disagreement from community over dispersal of funds.	Minor (2) x Unlikely (2) = Low (4)	Allocation assessed against Policy C3.1 Community Grants Scheme, Section 1.1
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	Works completed by associations to Shire owned	Minor (2) x Unlikely (2) = Low (4)	Associations to be advised of building / compliance requirements prior

	facilities not compliant.		to commencement of works.
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

A summary of the requests can be found in the Assessment Schedule which is available as a separate attachment to this agenda.

There are a number of items requested which relate to maintenance or improvement to Council owned infrastructure. For these items it has been recommended that the Executive Manager of Engineering Services sign off proposed works, to ensure compliance with relevant standards.

RECOMMENDATION

That Council;

A. Supports the following applications for funding, through the Progress and Community Associations, COVID-19 Response 2020/2021 annual budget provision;

1. \$5,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Bakers Hill Progress & Recreation Association for the purpose of the Bakers Hill Community Fun Day.
2. \$3,829 (excluding GST) through the Progress & Community Associations Annual Allocation to the Bakers Hill Progress & Recreation Association for the purpose of picnic seating and recreation centre benches, subject to final design and location being approved by the Executive Manager Engineering Services.
3. \$2,500 (excluding GST) to the Clackline Progress covered walkway at the Clackline Hall subject to the necessary approvals being secured and signed off by the Executive Manager Engineering Services
4. \$700 (excluding GST) to the Clackline Progress Association for the painting of the Railway Carriage Community Postal Agency through the Progress & Community Association Annual Allocation.
5. \$500 (excluding GST) to the Grass Valley Progress Association for the painting of children's games at the Grass Valley Hall, subject to satisfactorily managing perceived risk associated with the use of the car park, or alternative area.
6. \$1,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Grass Valley Progress Association for equipping the Grass Valley Hall kitchen.

7. \$1,000 (excluding GST) through the Progress & Community Association Annual Allocation to the Grass Valley Progress Association for replacing the Community Noticeboard at the town entry.
8. \$971 (excluding GST) through the Progress & Community Associations Annual Allocation to the Quellington Progress & Sporting Associations for improvements and maintenance at the Quellington Hall, subject to final design and location being approved by the Executive Manager Engineering Services.
9. \$500 (excluding GST) through the Progress & Community Associations Annual Allocations to the Quellington Progress & Sporting Association for the purpose of their Community Christmas Function.
10. \$16,700 (excluding GST) through the Progress & Community Association Annual Allocations to the Southern Brook Community Association for the purpose of Stage 2, flood lighting of the Southern Brook Hall Nature Playground, subject to final design and location being approved by the Executive Manager Engineering Services.
11. \$2,300 (excluding GST) from the Progress & Community Associations Annual Allocation to the Southern Brook Community Association for the purpose of Nature Playground Launch and Christmas Tree Festivities.
12. \$3,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Spencers Brook Progress Association for the purpose of purchase and install a rainwater tank for the Spencers Brook Fire Shed, subject to final design and location being approved by the Manager Engineering Services.
13. \$3,020 (excluding GST) to the Wundowie Progress & Community Association for the purpose of the Wundowie Australia Day celebrations

B. Supports the following applications for funding, through the Australia Day Celebrations Budget provisions;

1. \$1,200 (excluding GST) to the Bakers Hill Progress & Community Association for the purpose of the Bakers Hill Australia Day Breakfast
2. \$1,980 (excluding GST) to the Progress & Community Association for the purpose of the Wundowie Australia Day celebrations;

C. DOES NOT support the following applications for funding, through the Progress and Community Associations COVID-19 Response 2020/2021 annual budget provision;

1. Southern Brook Hall wider grounds upgrade through the Progress & Community Association Annual Allocation (\$TBC).

- 2. \$15,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Wundowie Progress Association for the purpose of delivering the 2021 Wundowie Iron Festival, noting that budget provision will be made for the Festival in the 2021/22 Annual Budget.**

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