



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## **Shire of Northam**

### **Minutes**

### **Ordinary Council Meeting**

**21 April 2021**

UNCONFIRMED

## DISCLAIMER

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING.....	5
2.	ACKNOWLEDGEMENT TO COUNTRY.....	5
3.	ATTENDANCE.....	5
3.1	APOLOGIES.....	5
3.2	APPROVED LEAVE OF ABSENCE.....	6
3.3	ABSENT.....	6
4.	DISCLOSURE OF INTERESTS.....	6
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	8
6.	PUBLIC QUESTION TIME.....	10
6.1	PUBLIC QUESTIONS.....	10
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	10
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	10
8.1	PETITIONS.....	10
8.2	PRESENTATIONS.....	10
8.3	DEPUTATIONS.....	10
9.	APPLICATION FOR LEAVE OF ABSENCE.....	10
10.	CONFIRMATION OF MINUTES.....	10
10.1	ORDINARY COUNCIL MEETING HELD 17 MARCH 2021.....	10
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 APRIL 2021	11
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	32
13.3.2	Proposed Single Dwelling – 33 Fairway Bend, Northam.....	32
13.4.4	Differential Rate – Chamber of Commerce.....	58
12.	REPORTS OF COMMITTEE MEETINGS.....	70
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021 .....	70
12.2	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 11 MARCH 2021.....	127
12.3	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 11 MARCH 2021.....	160
13.	OFFICER REPORTS.....	176
13.1	CEO'S Office.....	176
13.2	ENGINEERING SERVICES.....	176

13.2.1	RFT 02 of 2021 – Northam Airport Runway Lighting .....	176
13.2.2	Engineering Policies .....	179
13.3	DEVELOPMENT SERVICES .....	220
13.3.1	Proposed Family Day Care – 22 Gordon Street, Northam	220
13.3.3	RFT 03 of 2021 – Construction of Northam Waste Transfer Facility .....	240
13.4	CORPORATE SERVICES.....	248
13.4.1	Accounts & Statements of Accounts – March 2021 .....	248
13.4.2	Financial Statement for the period ending 31 <sup>st</sup> March 2021 . .....	317
13.4.3	Code of Conduct Policy .....	335
13.4.5	Northam Country Club – Council Loan.....	350
13.5	COMMUNITY SERVICES .....	354
14.	MATTERS BEHIND CLOSED DOORS .....	354
15.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	354
16.	URGENT BUSINESS APPROVED BY DECISION .....	354
17.	DECLARATION OF CLOSURE .....	354

## 1. DECLARATION OF OPENING

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

Cr R W Tinetti entered the meeting at 5:31pm.

## 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire President, Cr C R Antonio acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past, present and emerging.

## 3. 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 arrived at 5:31pm  
M P Ryan  
S B Pollard

### Staff:

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

J B Whiteaker  
C D Kleynhans  
C B Hunt  
J Metcalf  
C Young  
A C McCall  
S Burley

### Gallery:

Northam Chamber of Commerce

Public

L Knipe arrived at 5:32pm  
and left at 5:45pm  
M Milhinch left at 5:37pm  
H Duri  
C Duri

### Gallery:

### 3.1 APOLOGIES

Public

S Hart

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Nil.

Ms L Knipe entered the meeting at 5:32pm.

## 4. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 16 March 2021	12.1	Cr T M Little	Impartiality	Cr Little knows the owners of the proposed leasing property mentioned in 12.1.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
		Cr D Galloway	Financial	Cr Galloway's wife is an employee of the owners hardware.
RFT 02 of 2021 – Northam Airport Runway Lighting	13.2.1	Cr J E G Williams	Impartiality	One of Cr Williams sisters and her husband are Hangar owners at the airport.
Proposed Family Day Care – 22 Gordon Street, Northam	13.3.1	Cr M I Girak	Impartiality	Proposed off-site overflow parking for the family day care is in the parking spaces alongside Cr Girak's property at 16-18 Gordon Street (Stone Court).
Proposed Single Dwelling – 33 Fairway Bend, Northam	13.3.2	Cr R W Tinetti	Impartiality	The applicant is known to Cr Tinetti.
		Cr T M Little	Impartiality	Cr Little knows the applicants named in 33 Fairway Bend application.
		Mr C B Hunt	Impartiality	One of the owners is known to Mr Hunt. The Manager Planning and Environment completed the report and recommendation.
		Cr M P Ryan	Impartiality	The proponents are known to Cr Ryan.
Differential Rate – Chamber of Commerce	13.4.4	Cr R W Tinetti	Impartiality	Cr Tinetti is a member of the Northam Chamber of Commerce.
		Cr M P Ryan	Impartiality	Cr Ryan is a member of the Northam Chamber of Commerce.
Northam Country Club – Council Loan	13.4.5	Cr R W Tinetti	Impartiality	The club President is known to Cr Tinetti.
		Mr C B Hunt	Impartiality	Mr Hunt is the Vice President of the Northam Country Club. Mr Hunt was not involved in the preparation of the report.

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

<b>Visitations and Consultations</b>	
22/03/2021	Triple M Weekly Radio Interview
22/03/2021	Voice of the Avon Radio Interview
24/03/2021	Central Regional TAFE Awards Ceremony
25/03/2021	Avon Region LiveLighter Aged Care Games Official Opening
29/03/2021	Triple M Weekly Radio Interview
31/03/2021	RAAF 100 <sup>th</sup> Anniversary Service
31/03/2021	RCAWA Mayors and Presidents Video Conference
31/03/2021	Northam Chamber of Commerce Business After Hours event
02/04/2021	Good Friday
04/04/2021	Easter Sunday
06/04/2021	Northam Chamber of Commerce Meeting
06/04/2021	LGIS (Local Government Insurance Scheme) Presentation - Northam
07/04/2021	Official Opening of the NLE Tree Farm Nursery - Northam
09/04/2021	NSHS Alumni Morning Tea - Northam
09/04/2021	Citizenship Ceremony – Bilya Koort Boodja, Northam
10/04/2021	Northam Motorsport Festival – Day 1
10/04/2021	Northam Twilight Markets
11/04/2021	Northam Motorsport Festival – Day 2
11/04/2021	Northam Motorsport Festival – Official Morning Tea
13/04/2021	Triple M Weekly Radio Interview
14/04/2021	Community Grants Assessment Committee Meeting - Northam
15/04/2021	RCAWA Video Conference Meeting
16/04/2021	Fred Killick Arts Award Official Opening - Northam
20/04/2021	Triple M Weekly Radio Interview
<b>Upcoming Events</b>	
22/04/2021	ANZAC Day Service – Avonvale Primary School Northam
24/04/2021	ANZAC Day Sports Carnival - Northam
25/04/2021	ANZAC Day Dawn Service - Northam
25/04/2021	ANZAC Day Ceremony – Grass Valley
25/04/2021	ANZAC Day Ceremony - Northam
27/04/2021	Triple M Weekly Radio Interview
28/04/2021	ANZAC Day Service – Northam Primary School
30/04/2021	St Joseph's School 50 <sup>th</sup> anniversary of amalgamation event - Northam



01/05/2021	Lions Community Markets - Northam
04/05/2021	Triple M Weekly Radio Interview
04/05/2021	Nyoongar Cultural Advisory Group Meeting
11/05/2021	Triple M Weekly Radio Interview
15/05/2021	Northam Senior Highschool Centenary Celebrations
18/05/2021	Step into Volunteering event - Northam

### **Operational Matters:**

In the traditional seasonal calendar, we are now in Djeran. Djeran is the season of the start of cooler weather, associated with the colour of green and is also known as the season of Adulthood.

With the transition from the Restricted Burning Season to the Unrestricted burning season, it is important that anyone wanting to light fires refers to the Shire of Northam website for relevant and current dates.

### **Events Calendar**

Congratulations to all the competitors, organisers and volunteers involved with the recently held Northam Motorsport Festival and Twilight @ Gordon Place Market events. Once again, the Shire of Northam, with our many volunteers has demonstrated how well we run major events and activities. Well done also to the teams at both our Bilya Koort Boodja and Northam Visitor Centres for hosting school holiday and art exhibitions, respectively.

### **Strategic Matters:**

The Shire of Northam continually works with all levels of Government and Private Investors toward development and job creation.

Presently, the most noticeable Shire led developments are roadworks in and around the townsites of Northam and Wundowie, the start of the new public toilet block at the Youth Precinct, and the recently completed redevelopment of the old St John Ambulance site in Wellington Street.

**6. PUBLIC QUESTION TIME**

**6.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

Nil.

**9. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**10. CONFIRMATION OF MINUTES**

**10.1 ORDINARY COUNCIL MEETING HELD 17 MARCH 2021**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4180**

**Moved: Cr Ryan**

**Seconded: Cr Tinetti**

**That the minutes of the Ordinary Council meeting held on Wednesday, 17 March 2021 be confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

## 10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 APRIL 2021

### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4181

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council receive the notes from the Council Forum meeting held Wednesday, 14 April 2021.

CARRIED 10/0

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Notes**

**Council Forum Meeting**

**14 April 2021**



Council Forum Meeting Notes  
14 April 2021



**DISCLAIMER**

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

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

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

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

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

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

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

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

Council Forum Meeting Notes  
14 April 2021



**Preface**

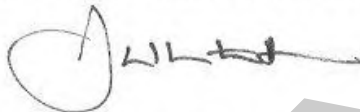
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 16 April 2021.



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

**Received Notes**

These notes were received at an Ordinary Meeting of Council held on 21 April 2021.

Signed: .....

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

## Contents

1.	DECLARATION OF OPENING.....	6
2.	ACKNOWLEDGEMENT TO COUNTRY.....	6
3.	ATTENDANCE.....	6
3.1	APOLOGIES.....	6
3.2	APPROVED LEAVE OF ABSENCE.....	7
3.3	ABSENT.....	7
4.	DISCLOSURE OF INTERESTS.....	7
5.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) ...	9
6.	PUBLIC QUESTION TIME.....	9
6.1	PUBLIC QUESTIONS.....	9
7.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	9
8.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	9
8.1	PETITIONS.....	9
8.2	PRESENTATIONS.....	9
8.3	DEPUTATIONS.....	9
9.	APPLICATION FOR LEAVE OF ABSENCE.....	10
10.	CONFIRMATION OF MINUTES.....	10
10.1	ORDINARY COUNCIL MEETING HELD 17 MARCH 2021.....	10
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 14 APRIL 2021.....	10
11.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	10
11.3.2	Proposed Single Dwelling – 33 Fairway Bend, Northam.....	11
11.4.4	Differential Rate – Chamber of Commerce.....	11
12.	REPORTS OF COMMITTEE MEETINGS.....	13
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021.....	13
12.2	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 11 MARCH 2021.....	15
12.3	LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 11 MARCH 2021.....	15
13.	OFFICER REPORTS.....	15
13.1	CEO'S Office.....	16
13.2	ENGINEERING SERVICES.....	16

Council Forum Meeting Notes  
14 April 2021



13.2.1 RFT 02 of 2021 – Northam Airport Runway Lighting .....	16
13.2.2 Engineering Policies .....	16
13.3 DEVELOPMENT SERVICES .....	17
13.3.1 Proposed Family Day Care – 22 Gordon Street, Northam .	17
13.3.3 RFT 03 of 2021 – Construction of Northam Waste Transfer Facility.....	18
13.4 CORPORATE SERVICES.....	18
13.4.1 Accounts & Statements of Accounts – March 2021 .....	18
13.4.2 Financial Statement for the period ending 31 <sup>st</sup> March 2021 .	19
13.4.3 Code of Conduct Policies.....	19
13.4.5 Northam Country Club – Council Loan.....	19
13.5 COMMUNITY SERVICES .....	20
14. MATTERS BEHIND CLOSED DOORS .....	20
15. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	20
16. URGENT BUSINESS APPROVED BY DECISION.....	20
17. DECLARATION OF CLOSURE.....	20



Council Forum Meeting Notes  
14 April 2021



### 1. DECLARATION OF OPENING

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

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire President acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past, present and emerging.

### 3. 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:**

Executive Manager Engineering Services  
Executive Manager Development Services  
Executive Manager Community Services  
Executive Manager Corporate Services  
Executive Assistant – CEO  
Coordinator Governance / Administration  
Development Services Admin Officer

C D Kleynhans  
C B Hunt  
J Metcalf  
C Young  
A C McCall  
C Greenough  
S Burley

**Gallery:**

Public

Northam Chamber of Commerce

Neil Diamond  
Charmaine Duri  
Henri Duri  
Les Milhinch  
Megan Milhinch  
Juana Paynter  
Leonie Kripe

#### 3.1 APOLOGIES

Chief Executive Officer

J B Whiteaker

Council Forum Meeting Notes  
14 April 2021



**3.2 APPROVED LEAVE OF ABSENCE**

Nil.

**3.3 ABSENT**

Nil.

**4. DISCLOSURE OF INTERESTS**

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 16 March 2021	12.1	Cr T M Little	Impartiality	Cr Little knows the owners of the proposed leasing property mentioned in 12.1.
		Cr D Galloway	Impartiality	Owners of premise are known to Cr Galloway.
RFT 02 of 2021 – Northam Airport Runway Lighting	13.2.1	Cr J E G Williams	Impartiality	One of Cr Williams sisters and her

Council Forum Meeting Notes  
14 April 2021



Item Name	Item No.	Name	Type of Interest	Nature of Interest
				husband are Hangar owners at the airport.
Proposed Family Day Care – 22 Gordon Street, Northam	13.3.1	Cr M I Girak	Impartiality	Proposed off-site overflow parking for the family day care is in the parking spaces alongside Cr Girak's property at 16-18 Gordon Street (Stone Court).
Proposed Single Dwelling – 33 Fairway Bend, Northam	13.3.2	Cr R W Tinetti	Impartiality	The applicant is known to Cr Tinetti.
		Cr T M Little	Impartiality	Cr Little knows the applicants named in 33 Fairway Bend application.
		Mr C B Hunt	Impartiality	One of the owners is known to Mr Hunt. The Manager Planning and Environment completed the report and recommendation.
Northam Country Club – Council Loan	13.4.5	Cr R W Tinetti	Impartiality	The club President is known to Cr Tinetti.
		Mr C B Hunt	Impartiality	Mr Hunt is the Vice President of the Northam Country Club. Mr Hunt was not involved in the preparation of the report.

The Executive Assistant – CEO entered the meeting at 5:32pm.

Council Forum Meeting Notes  
14 April 2021



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

No queries were raised in relation to this item.

**6. PUBLIC QUESTION TIME**

**6.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

**8.1 PETITIONS**

Nil.

**8.2 PRESENTATIONS**

Nil.

**8.3 DEPUTATIONS**

**Name:** Les Milhinch.

**Agenda Item:** 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam.

**Summary of Deputation:**

- Wanting to build a large family home for their five children.
- Have relocated back to the country from Perth.
- Hope that Council can consider their application as an acceptable residence.

---

**Name:** Neil Diamond.

**Agenda Item:** 12.1 - Bush Fire Advisory Committee Meeting held on 16 March 2021.

**Summary of Deputation:**

- Outlined a motion was put forward at the BFAC meeting in relation to the Chief Bush Fire Control Officer (CBFCO) position and this role forming part of the CESM's role.
- There is new legislation coming into effect around liability. It is believed this will have a big impact on

Council Forum Meeting Notes  
14 April 2021



volunteers and is unreasonable to expect this of a volunteer.

- Many local governments are going to the model of the CESM becoming the CBFCCO and this model was signed off by the commissioner in 2013.

---

**Name:** Leonie Knipe

**Agenda Item:** 13.4.4 - Differential Rate – Chamber of Commerce

**Summary of Deputation:**

- Outlined that the Chamber of Commerce Board met this morning and signed off on establishing KPI's for the Chamber of Commerce. The Board was given 1 week to suggest some KPI's.

#### 9. APPLICATION FOR LEAVE OF ABSENCE

Nil.

#### 10. CONFIRMATION OF MINUTES

##### 10.1 ORDINARY COUNCIL MEETING HELD 17 MARCH 2021

No queries were raised in relation to this item.

##### 10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 APRIL 2021

No queries were raised in relation to this item.

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

The Shire President advised that agenda items 13.3.2 and 13.4.4 would be brought forward.

*Cr R W Tinetti declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as the applicant is known to Cr Tinetti.*

*Cr T M Little declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as Cr Little knows the applicants named in 33 Fairway Bend application.*

*Mr C B Hunt declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as one of the owners is known to Mr Hunt. The Manager Planning and Environment completed the report and recommendation.*

Council Forum Meeting Notes  
14 April 2021



### 13.3.2 Proposed Single Dwelling – 33 Fairway Bend, Northam

#### Renumber recommendations. Starting at 8.

Clarification was sought in relation to:

- Whether there are two storey buildings in the area. The Executive Manager Development Services advised that there are a number of two storey buildings in this area. The R Codes provide a provision for two storey dwellings which this application has been assessed against.
- The setback distance for the garage. The Executive Manager Development Services advised that this is 0.9m and that it is the retaining wall component which requires a variation.
- Whether the retaining wall cannot reach the boundary if over 0.5m. The Executive Manager Development Services advised that Clause 8 requires retaining walls to be not greater than 0.5m. This application is proposing slightly bigger at 0.765m however this clause will be clarified.

#### Additional Comment

The assessment of the setbacks was undertaken in accordance with the Residential Design Codes(R Codes) and any variations required have been discussed in the officer report under the "Variation to the R-Codes".

Specifically in relation to the retaining wall adjacent to the retaining wall near the garage (refer page 193 of the agenda) the height is 0.95 metres high and setback 0.9 metres from the boundary. The required setback under the deemed to comply provision of the R-Codes is 1.5 metres.

Similarly, the retaining wall on the eastern boundary is approximately 0.76 metres high and situated on the property boundary. The required setback under the deemed to comply provision of the R-Codes is 1.5 metres.

- Whether the boundary fence is to sit on top of the retaining wall, if so, does the applicant lose a portion of their property due to the offset from the boundary. The Executive Manager Development Services advised that this is the case for whichever property owner develops first.
- Whether the upper storey windows are full length. The Executive Manager Development Services advised that these are higher windows which will limit overlooking.

Two (2) members of the Gallery left the meeting at 5:48pm.

### 13.4.4 Differential Rate – Chamber of Commerce

Clarification was sought in relation to:

Council Forum Meeting Notes  
14 April 2021



- Whether the purpose for the levy has been adjusted. The Executive Manager Corporate Services advised this has not changed as Officers believe this covers the use of the differential rate.
- Whether the differential rated area is remaining as is. The Executive Manager Corporate Services advised that Officers believe it is a fairer system to apply the levy across entire Shire.
- Whether the levy applies to commercial and industrial zoned properties. The Executive Manager Corporate Services advised that it is predominantly properties with this zoning however can include other zonings where the use is for a commercial or industrial purpose.
- Whether the levied properties are relatively accurate. The Executive Manager Corporate Services advised that Officers believe it is relatively accurate however there is some difficulty capturing and managing home businesses.
- Whether a list can be supplied for properties outside of the townsite which will be levied if the Officers recommendation is endorsed. The Executive Manager Corporate Services advised that a list will be provided.

Additional Comment

There are 27 businesses identified outside of town which will generate an additional \$10,087 at the current rate in the dollar. El Caballo resort has been excluded from these properties as it is currently strata titled into 35 parts which are all generating minimum rates.

Assess No	GRV	General GRV	Differential GRV	Differential Rate Charged
A1494	\$13,000.00	\$1,302.60	\$1,410.79	\$108.19
A1495	\$30,160.00	\$3,022.03	\$3,273.02	\$250.99
A1644	\$20,800.00	\$2,084.16	\$2,257.26	\$173.10
A1671	\$36,400.00	\$3,647.28	\$3,950.20	\$302.92
A1675	\$13,520.00	\$1,354.70	\$1,467.22	\$112.51
A2267	\$20,800.00	\$2,084.16	\$2,257.26	\$173.10
A2725	\$15,600.00	\$1,563.12	\$1,692.94	\$129.82
A514	\$10,400.00	\$1,042.08	\$1,128.63	\$86.55
A524	\$18,720.00	\$1,875.74	\$2,031.53	\$155.79
A1142	\$59,000.00	\$5,911.80	\$6,402.80	\$491.00
A1961	\$28,600.00	\$2,865.72	\$3,103.73	\$238.01
A429	\$42,000.00	\$4,208.40	\$4,557.92	\$349.52
A495	\$150,000.00	\$15,030.00	\$16,278.30	\$1,248.30
A15664	\$84,500.00	\$8,466.90	\$9,170.11	\$703.21
A15665	\$50,960.00	\$5,106.19	\$5,530.28	\$424.09
A16025	\$83,200.00	\$8,336.64	\$9,029.03	\$692.39
A2424	\$33,020.00	\$3,308.60	\$3,583.40	\$274.79
A2591	\$52,500.00	\$5,260.50	\$5,697.41	\$436.91

Council Forum Meeting Notes  
14 April 2021



A2763	\$9,256.00	\$944.00	\$1,004.48	\$60.48
A2770	\$31,200.00	\$3,126.24	\$3,385.89	\$259.65
A310	\$37,180.00	\$3,725.44	\$4,034.85	\$309.41
A5	\$10,400.00	\$1,042.08	\$1,128.63	\$86.55
A53	\$59,800.00	\$5,991.96	\$6,489.62	\$497.66
A536	\$275,000.00	\$27,555.00	\$29,843.55	\$2,288.55
A56	\$10,400.00	\$1,042.08	\$1,128.63	\$86.55
A9	\$17,680.00	\$1,771.54	\$1,918.67	\$147.13
			<b>Total</b>	<b>\$10,087.16</b>
			<b>Average</b>	<b>\$373.60</b>
			<b>Max</b>	<b>\$2,288.55</b>

- Whether farming/agricultural businesses are levied. The Executive Manager Corporate Services advised that if Officers are aware of the business then these will be included for properties rated under the GRV methodology. Officers are happy to work with Chamber of Commerce to identify businesses which have not been captured through the zoning.

Ms Leonie Knipe and Ms Juana Paynter left the meeting at 5:55pm.

## 12. REPORTS OF COMMITTEE MEETINGS

*Cr T M Little declared an "Impartiality" interest in item 12.1 - Bush Fire Advisory Committee Meeting held on 16 March 2021 as Cr Little knows the owners of the proposed leasing property mentioned in 12.1.*

*Cr D Galloway declared an "Impartiality" interest in item 12.1 - Bush Fire Advisory Committee Meeting held on 16 March 2021 as the owners of premise are known to Cr Galloway.*

### 12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021

Clarification was sought in relation to:

- Whether the Avon District Support Brigade is being established as a designated brigade. The Executive Manager Development Services advised that this is the case however it is being established for the sole purpose of managing the Incident Control Vehicle with the members being from the Northam and/or surrounding Shires.
- Whether Councillors are exempt from liability. The Executive Manager Development Services advised that this will be clarified. It was outlined that the new legislation is proposing changes which will impact how we operate.

Additional Comment



Council Forum Meeting Notes  
14 April 2021



Councillors: Councillors are indeed exempt as an "officer" under the impending changes to legislation, however if a decision is made by a Council Member which results in serious injury or a fatality then other sections of the legislation may come into effect as is the case currently, therefore Councillors must still exercise their duty of care at all times.

Staff/Volunteers: Staff and volunteer Officers do have a level of immunity as an "officer" under the impending changes, however they can be prosecuted as "workers" as is the case currently.

- The CESM being CBFCO and the outcome of this at the meeting. The Executive Manager Development Services advised that there was a fair bit of discussion around this at the meeting. Unfortunately, the LGIS presentation was held after the BFAC meeting and it is believed that there are more discussions to be held around this matter. There was some discussion at the meeting around whether this should be the CESM role or a separate employee position. It is believed consideration needs to be given in relation to what the Shire believes is the best model moving forward, including how the bush fire service will operate in the future. It was raised that the motion was lost and queried whether this would allow/trigger further discussion on this matter. The Executive Manager Development Services advised that there was no decision made on the matter, Officers are proposing to allow more lead times for the agenda to allow the BFAC members to discuss the matter with their brigade. This did not occur for some brigades at the recent BFAC meeting. It is proposed that the matter will be discussed at the next Operation Command Meeting and this group formulate a recommendation to BFAC and Council.
- Whether we need two fire stations in the town of Wundowie. The Executive Manager Development Services advised that the Wundowie Bush Fire Brigade has been established and does need a facility. Whether this is standalone/joint use or in the Wundowie townsite, is open for debate. The Wundowie VFRS facility is managed by DFES, however there has been strong representation from Wundowie VFRS advising they do not support a colocation. Officers have put in an application for the Local Government Grant Scheme (LGGS) for a new station at Wundowie. The location has been identified in the townsite as you are generally trying to attract people from the town. It is often more beneficial having this located within the townsite.
- Whether the LGGS grant will be signed off by DFES by the end of the financial year. The Executive Manager Development Services advised that this will not be announced until July. Last year this was delayed to August due to COVID.
- Whether there is only one VFRS and if there is more than one, can the recommendation specify the relevant VFRS. The Executive Manager Development Services advised that there are two being Northam and

Council Forum Meeting Notes  
14 April 2021



Wundowie, however Officers cannot amend decision / recommendations from BFAC.

- Whether the Wundowie VFERS has put forward that they will manage all bushfires in the Wundowie area. The Executive Manager Development Services advised that he is not aware of this advice however will get this clarified.

Additional Comment

The Shire of Northam has not received any correspondence from the Wundowie VFERS. Under the legislation they are formed under, they are unable to attend, take charge of, or manage a fire that falls outside of the gazetted fire district, unless they are:

- a. operating under the instruction of a Shire of Northam Bush Fire Control Officer;
  - b. Operating under DFES command under a Section 13 control arrangement with the local government.
- Whether the meeting has been held about a co-location. The Executive Manager Development Services advised that no meeting has been held since the BFAC meeting however meetings have been held in the past to discuss the matter. The Wundowie VFERS do not support further meetings or discussions in relation to a co-location.
  - Whether DFES put extra units in Wundowie during the bush fire season. The Executive Manager Development Services advised that this will be clarified.

Additional Comment

DFES places an additional High Season LT with the Wundowie VFERS during the high threat period only.

- Whether the lease fees would be covered by DFES. The Executive Manager Development Services advised that these would not be covered.

**12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 11 MARCH 2021**

No queries were raised in relation to this item.

**12.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 11 MARCH 2021**

No queries were raised in relation to this item.

**13. OFFICER REPORTS**

Council Forum Meeting Notes  
14 April 2021



### 13.1 CEO'S Office

Nil.

### 13.2 ENGINEERING SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 13.2.1 - RFT 02 of 2021 – Northam Airport Runway Lighting as one of Cr Williams sisters and her husband are Hangar owners at the airport.*

#### 13.2.1 RFT 02 of 2021 – Northam Airport Runway Lighting

Clarification was sought in relation to:

- Whether the 10% for variations is within the budget for the project. The Executive Manager Engineering Services confirmed it is within the project budget.
- Whether the budget is including GST. The Executive Manager Engineering Services advised that the budget and figures within the recommendation do not include GST.

#### 13.2.2 Engineering Policies

The following queries were raised and responded to prior to the Forum Meeting:

- How many crossover rebates were paid last financial year and for how much in total dollars?

Response:

FY19/20

8 rebates paid totalling \$6,037.50

6 of 8 took the full \$800

No rural culvert crossovers last year.

Typical cost is between \$1500 and \$2000 (urban)

- Can some data on the number of tree removal requests received, those accepted, those declined (and why) and the cost of removal to Council in the last financial year be provided.

Response

We generally remove around 2-3 trees per year, at a cost of \$1,000 - \$1,500 per tree. We would reject 4-5 per year based on the request not meeting the criteria. Such as:

- o Tree drops flowers or leaves on driveways or cars;
- o Bees are attracted to tree;
- o Birds causing droppings; and
- o Blocks solar panels.

Council Forum Meeting Notes  
14 April 2021



In most cases these trees are healthy, although some selective pruning may be performed without removal.

### 13.3 DEVELOPMENT SERVICES

*Cr Girak declared an "Impartiality" interest in item 13.3.1 - Proposed Family Day Care – 22 Gordon Street, Northam as the proposed off-site overflow parking for the family day care is in the parking spaces alongside Cr Girak's property at 16-18 Gordon Street (Stone Court).*

#### 13.3.1 Proposed Family Day Care – 22 Gordon Street, Northam

Clarification was sought in relation to:

- Whether they can operate on Sunday and Public Holidays and whether consideration has been given to the applicant's request. The Executive Manager Development Services advised that they are unable to operate on Sunday and Public Holidays. Consideration has been given to the applicants request and if the applicant is not satisfied with the decision relating to operating hours, they can appeal these to the State Administrative Tribunal.
- The parking arrangements being sufficient. The Executive Manager Development Services advised that an agreement could be entered for parking off site.
- Whether the parking on site would require people to reverse out of the driveway. The Executive Manager Development Services advised that this is correct.
- Whether this will impact the zoning/use. The Executive Manager Development Services advised that the primary use as a dwelling is not changing and therefore this will not affect this.
- Whether the owner is the applicant. The Executive Manager Development Services advised this is correct.
- Whether the swimming pool is secure. The Executive Manager Development Services advised that Council inspects swimming pools every four years. The licensing requirements for the day care may result in annual inspections through the licensing body. It is possible that the application may not be approved by the Department of Local Government and Communities.

#### Additional Comment

The pool has not been included in the areas for use for the family day care. Legislation regulating licensing of family day care facilities is administered by the Department of Local Government and Communities and the presence of a pool will be considered by them at the time of the licensing application.

Council Forum Meeting Notes  
14 April 2021



The swimming pool was compliant at the time of the last inspection and is due for another (4 yearly) inspection in the coming months.

### 13.3.3 RFT 03 of 2021 – Construction of Northam Waste Transfer Facility

Clarification was sought in relation to:

- Whether a tip shop was costed in the original budget of \$576,850. The Executive Manager Development Services advised that the budget was based on receiving funding which did not include the tip shop.
- Whether Council should be resolving the operation of the tip shop prior to building this. The Executive Manager Development Services advised that the Waste Management Officer is currently reviewing the options. It is not likely that we will be pursuing volunteers to operate the tip shop.
- Whether the 10% increase in rubbish charges is reasonable. The Executive Manager Corporate Services advised that Officers have calculated the increases required to run the facility. This has been costed at what Officers believe is realistic, more work is being undertaken in relation to the increases however Council will still be cheaper than Red Hill Waste Management Facility. The increases that are recommended to commercial users may be increased further to reduce the impact on Council's ratepayers. After the two-year increases, the charges will be increased annually by CPI in line with Council's contractor increases.
- What this facility is trying to achieve. The Executive Manager Development Services advised that the goal is to recycle and reduce the amount of waste going into landfill which will increase the life of the facility. The Executive Manager Corporate Services outlined that there are also safety issues relating to residents accessing the tip face. It is believed that there will be legislative requirements around this in the future.
- How much the tip life will be increased. The Executive Manager Development Services advised that this is unknown and will depend on how successful the new facility is.
- What is being provided for the tender amount, can drawings and costings be provided. The Executive Manager Development Services advised that the drawings and costings will be provided. In summary, most costs relate to retaining and earthworks. There will be a fully sealed platform for residents to dump into a series of bins which will be transported to the tip face. In addition, the existing shed will be revamped for the tip shop.

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – March 2021

No queries were raised in relation to this item.

Council Forum Meeting Notes  
14 April 2021



### 13.4.2 Financial Statement for the period ending 31<sup>st</sup> March 2021

No queries were raised in relation to this item.

### 13.4.3 Code of Conduct Policies

The Coordinator Governance / Administration advised that the code of conduct for employees would be removed as advice has been received from WALGA outlining that this can now be set and amended by the CEO.

It was also advised that a workshop will be held with Councillors to run through the code of conduct to ensure they are familiar with the code as the changes are quite extensive. At this workshop, Council can determine how they wish to deal with particular items and/or if any additions are required.

Clarification was sought in relation to:

- The difference between employees and contracted employees. The Coordinator Governance / Administration advised that this relates to staff contracted for a period. The Executive Manager Corporate Services advised that this includes temporary staff recruited through an employment agency.
- Whether there are any changes to the model. The Coordinator Governance / Administration advised that no adjustments have been made to the model.

*Cr R W Tinetti declared an "Impartiality" interest in item 13.4.5 - Northam Country Club – Council Loan as the club President is known to Cr Tinetti.*

*Mr C B Hunt declared an "Impartiality" interest in item 13.4.5 - Northam Country Club – Council Loan as Mr Hunt is the Vice President of the Northam Country Club. Mr Hunt was not involved in the preparation of the report.*

### 13.4.5 Northam Country Club – Council Loan

Clarification was sought in relation to:

- The reason for this not being established as a self-supporting loan. The Executive Manager Corporate Services advised that Officers recommend funding this through a covid-19 account due to the amount. Consideration was given to a self-supporting loan however Officers believe Council is in a position to fund this.
- Whether there is legislation around lending money. The Coordinator Governance / Administration advised that there is no legislation around lending money from a Council Reserve.
- Whether interest is applicable. The Executive Manager Corporate Services advised that there is no interest applicable. The rationale for this is due to the Country Club providing facilities that the Council would

Council Forum Meeting Notes  
14 April 2021



need to provide/maintain should this not be provided by the Country Club.

- Whether Council has provided loans for other groups. The Executive Manager Corporate Services advised that a loan has been provided for the Bowling Club. A loan has previously been provided to the Country Club which is now finalised, however these are self supporting loans.
- Whether it is necessary to take security over the land. The Executive Manager Corporate Services advised that this is good practice. In past loans, Council has had some of the club representatives sign as a guarantor.
- Whether the Country Club will cover the costs to draw up the documents. The Executive Manager Corporate Services advised that Council officers would draw up the document, there would be no external costs.

**13.5 COMMUNITY SERVICES**

Nil.

**14. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 6:42pm.

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

The Shire President, Cr C R Antonio advised that agenda items 13.3.2 and 13.4.4 would be brought forward.

*Cr R W Tinetti declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as the applicant is known to Cr Tinetti.*

*Cr T M Little declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as Cr Little knows the applicants named in 33 Fairway Bend application.*

*Mr C B Hunt declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as one of the owners is known to Mr Hunt. The Manager Planning and Environment completed the report and recommendation.*

*Cr M P Ryan declared an "Impartiality" interest in item 13.3.2 - Proposed Single Dwelling – 33 Fairway Bend, Northam as the proponents are known to Cr Ryan.*

### 13.3.2 Proposed Single Dwelling – 33 Fairway Bend, Northam

<b>Address:</b>	Lot 230 (No. 33) Fairway Bend, Northam
<b>Owner:</b>	Megan Milhinch
<b>Applicant:</b>	Megan Milhinch
<b>File Reference:</b>	A15240 / P21023
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning and Health
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple
<b>Press release to be issued:</b>	No

#### BRIEF

An application for development approval has been received to for the construction of a single dwelling, at Lot 230 (No. 33) Fairway Bend, Northam.

The application was advertised to nearby landowners and two (2) submissions were received raising concerns regarding:

- Impacts on the character of the locality;
- Bulk and scale of the dwelling;
- Impacts on visual privacy;



- Impacts on views; and
- Lack of details of the proposed method of retaining the earthworks.

In accordance with Council's Delegations (P03), the application is referred to Council for determination.

## ATTACHMENTS

Attachment 1:	Locality Plan & Site Photos
Attachment 2:	Plans
Attachment 3:	Statutory Assessment
Attachment 4:	Schedule of Submissions

## A. BACKGROUND / DETAILS

The subject land is located in the north-eastern segment of the Northam townsite and comprises a total area of 680m<sup>2</sup>. The property is currently vacant, slopes moderately to the east and is zoned as Residential R15. It is proposed to construct a new double storey, single dwelling on the property with retaining walls to manage the sloping terrain.

During the advertising period and a preliminary enquiry by one of the objectors, a site inspection was carried out by the Reporting Officer, which resulted in discussions being held with the Applicant regarding concerns about the overall height of the proposed dwelling, particularly as it would result in significant variations to the Residential Design Codes. These discussions resulted in the Applicant agreeing to amend the proposal to reduce the wall and ridge height from natural ground level by approximately one metre.

Two (2) submissions were received raising concerns regarding the original proposal (prior to the reduction in height), these objectors were provided the opportunity to comment on the amended proposal, however both objectors decided not to change their original submissions.

The issues raised in the submissions received from the adjacent landowners are the subject of this Report.

### Application Timeline

- 26/02/2021 – Application received for the construction of a single dwelling.
- 08/03/2021 – Neighbour landowners invited to comment (14 days).
- 10/03/2021 – Discussions held with applicant to reduce the heights of the proposal.
- 11/03/2021 – Amended plans received that dropped the heights of the development (sent to both objectors after submissions were made).

- 22/03/2021 – Submission received from Objector 1 objecting to original proposal.
- 23/03/2021 – Submission received from Objector 2 objecting to original and amended proposal.
- 24/03/2021 – Objector 1 stated that the amended proposal does not change their original submission.
- 24/03/2021 – Additional information requested.
- 31/03/2021 – Additional information received from Applicant.

## B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership  
Outcome 6.2: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.  
Objectives: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders;  
Effective and efficient two-way communication between the Shire of Northam and stakeholders;

### B.2 Financial / Resource Implications

There are no financial or resource implications for the Shire associated with this proposal. The relevant application fee has been paid.

### B.3 Legislative Compliance

The application has been assessed in accordance with the provisions of the Shire of Northam's Local Planning Scheme No. 6, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and all relevant Local Planning Policies. Refer to the Statutory Assessment attached to this Report (Attachment 3).

### B.4 Policy Implications

The application proposes to vary the deemed-to-comply requirements of the *State Planning Policy 7.3: Residential Design Codes Volume 1* relating to the height, setbacks, site works and retaining walls. In considering these variations, precedent needs to be considered to ensure the proposed dwelling does not adversely affect neighbouring properties and adverse policy implications do not arise.

### B.5 Stakeholder Engagement / Consultation

The application was advertised in accordance with the provisions of clause 64 of the deemed provisions and LPP 20 to the potentially affected landowners. Two (2) submissions objecting to the proposal were received

in response to the proposal. Refer to the Schedule of Submissions (Attachment 4) for assessment of the issues raised in the submissions.

### 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	Non-compliance with conditions of approval.	Unlikely (2) x Minor (2) = Low (4)	Monitor compliance with conditions.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

### C. OFFICER'S COMMENT

There are six (6) main issues that need to be considered when determining this application as follows:

1. Variations to clauses 5.1.3, 5.1.6, 5.3.7 and 5.3.8 of the R-Codes;
2. Impacts on views;
3. Bulk and scale of the dwelling;
4. Impacts on visual privacy;
5. Impacts on the character of the locality; and
6. Proposed method of retaining of earthworks.

#### Variation to the R-Codes

##### Clause 5.1.3 – Lot Boundary Setback:

The east wall of the proposed dwelling does not meet the deemed-to-comply lot boundary setback requirements of the R-Codes, as discussed in the statutory assessment (Attachment 3). As the proposal does not meet these requirements, the variation needs to be assessed against the relevant design principle (P3.1).

The proposed dwelling will not impact the building bulk on the eastern lot (31 Fairway Bend, Northam) as the subject lot is currently vacant. The development will also provide adequate sunlight to all adjacent properties as shown in the overshadowing plan (Attachment 2). Additionally, the dwelling complies with the visual privacy requirements of the R-Codes as discussed in the statutory assessment (Attachment 3).

As such, the lot boundary setback variation is deemed acceptable as the proposal demonstrates compliance with the relevant design principle and no adverse impacts have been identified.

Clause 5.1.6 – Building Height:

The approximate maximum wall height of the development is 6.365m above natural ground level, which requires a variation of 365mm. This variation is considered acceptable as it is a relatively minor variation (6.08%) and only occurs for a small portion of the dwelling (the east corner).

The proposed variation also complies with the relevant design principle where the development does not create any adverse overshadowing or visual privacy impacts, and does not adversely impact the access to views of significance.

Clause 5.3.7 – Site Works & Clause 5.3.8 – Retaining Walls:

As part of the construction of the dwelling, it is proposed to excavate, fill, and retain the land to accommodate a proposed new sand pad. As the proposal does not meet the deemed-to-comply requirements of both above clauses, the site works and retaining walls will need to be assessed against the relevant design principles.

Clause 5.3.7 of the R-Codes requires earthworks (excavation and fill) to respond to the existing natural ground level. The proposed development shows the relationship with the natural ground level by having a balance of both excavation and fill. The earthworks also show respect to the natural ground level at the lot boundaries of the site by the installation of retaining walls for where the development proposes to vary the natural ground at the boundary.

Clause 5.3.8 of the R-Codes aim to ensure that retaining walls do not detrimentally affect adjoining properties and are engineered, designed, and landscaped.

Having regard for the proposed location of the new dwelling, it is the Reporting Officer's view that the proposed reductions to the minimum required boundary setbacks for all fill and retaining works will not detrimentally affect the neighbouring property. A condition is however recommended regarding the design, engineering, and landscaping of the proposed retaining walls to ensure it is constructed to a suitable visual standard and does not compromise the visual amenity of any adjoining properties.

Impact on Views

As mentioned in the schedule of submissions, Objector 1 has raised concerns regarding the proposed dwelling restricting views from their property. A recent

site inspection by the Reporting Officer indicates that the proposed dwelling will not completely restrict views currently enjoyed from the surrounding properties.

View sharing principles have been well established in planning law and in this respect the proposed dwelling will not completely restrict any views currently enjoyed from the surrounding properties.

#### Bulk and Scale of the Dwelling

The bulk and scale of the development has also been raised as a concern and has been assessed within the statutory assessment (Attachment 3). It has been determined that the bulk and scale of the development is considered acceptable, particularly given the fact that the applicant proposes to excavate into the ground by up to a metre to reduce the overall bulk and scale as viewed from the street. The bulk and scale of the development also does not create any adverse overshadowing or visual privacy impacts, nor does the development adversely impact the access to significant views.

#### Impacts on Visual Privacy

A submission was made raising concerns regarding the potential impacts on visual privacy. The proposed dwelling satisfies the Clause 5.4.1 – Visual Privacy deemed-to-comply requirements of the *State Planning Policy 7.3: Residential Design Codes Volume 1*. Refer to statutory assessment (Attachment 3) for assessment.

As such, the concerns raised regarding visual privacy is not considered relevant and is therefore respectfully dismissed.

#### Impacts on the Character of the Locality

In a submission made concerns were raised regarding the suitability of a double storey, single dwelling for the locality. The proposed development is a permitted use in the residential zone and the statutory assessment (Attachment 3) shows the development is suitable for the locality.

The proposed dwelling meets the objectives of the Residential zone and no impacts on the locality have been identified. The general area currently consists of a number of double storey, single dwellings. Therefore, the proposal is considered compatible with its surrounds, with no adverse impacts identified to the character of the locality.

#### Proposed Method of Retaining of Earthworks

Concerns were raised in one of the submissions regarding the location and method for retaining of earthworks. Clarification was sought from the Applicant and an amended site plan and elevations were received indicating that a combination of retaining walls and battering is proposed.

The retaining walls near the lot boundaries do not meet the setback requirements of the Residential Design Codes, however when assessed against the design principles, the retaining walls are considered acceptable.

A condition has been recommended to ensure that the earthworks and retaining walls are contained wholly within the lot boundaries and do not affect neighbouring properties.

Refer to 'Variations to the R-Codes' of the officer comment for further information.

#### Conclusion

The application has been assessed in accordance with the provisions of LPS6 and relevant policies taking into consideration the concerns raised in the submissions.

As discussed, double storey single dwellings are a permitted form of development in the zone and density coding under the provisions of the Residential Design Codes. The assessment shows that no adverse impacts will result from the development, such to the recommended conditions.

Therefore, it is recommended that the Officer's Recommendation be supported for conditional approval.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4182**

**Moved: Cr Mencshelyi**

**Seconded: Cr Della**

**That Council resolve to APPROVE the application for development approval (ref: P21023) and accompanying plans for the construction of a single dwelling at Lot 230 (No. 33) Fairway Bend, Northam, in accordance with clause 68(2)(b) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:**

- 1. The development hereby approved shall substantially commence within two (2) years from the date of determination.**
- 2. The development hereby approved shall be constructed in accordance with the stamped approved plans. In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.**

3. The proposed retaining walls shall be constructed wholly within the lot boundaries and designed, engineered and landscaped to the satisfaction of the local government.
4. Stormwater shall be managed on-site to the satisfaction of the local government.
5. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.
6. Prior to occupation, the dwelling permitted shall be connected to an approved reticulated water supply.
7. Prior to occupation, the dwelling permitted shall be connected to an approved reticulated sewerage system.
8. Prior to occupation of the dwelling, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government.
9. Prior to occupation of the dwelling, the approved stormwater management measures shall be implemented to the satisfaction of the local government.

**CARRIED 10/0**

Ms M Milhinch left the meeting at 5:37pm.

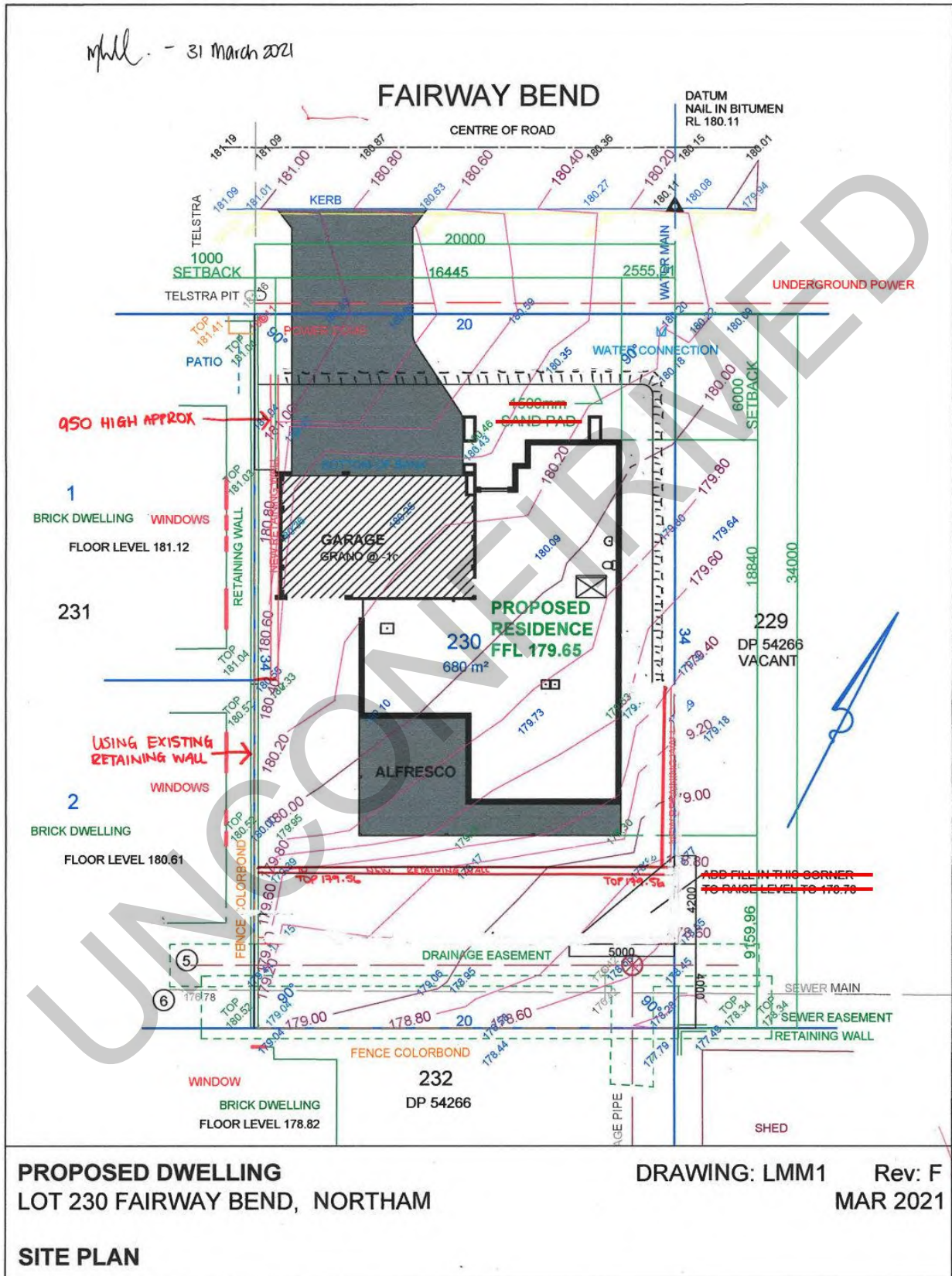
**ATTACHMENT 1 – LOCALITY PLAN & SITE PHOTOS**

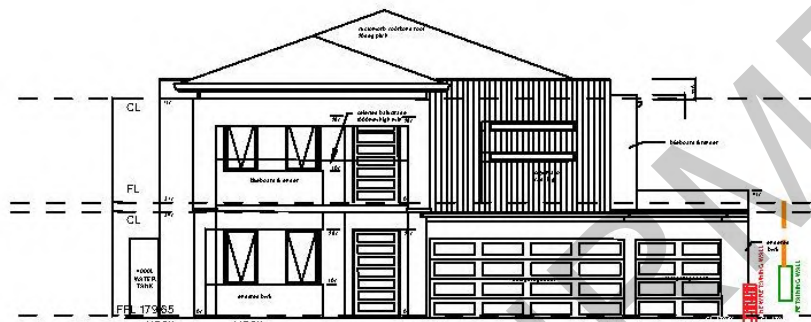




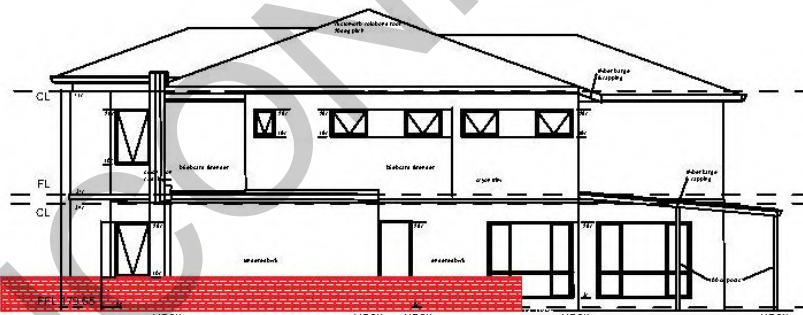


Attachment 2 - Plans





ELEVATION 1

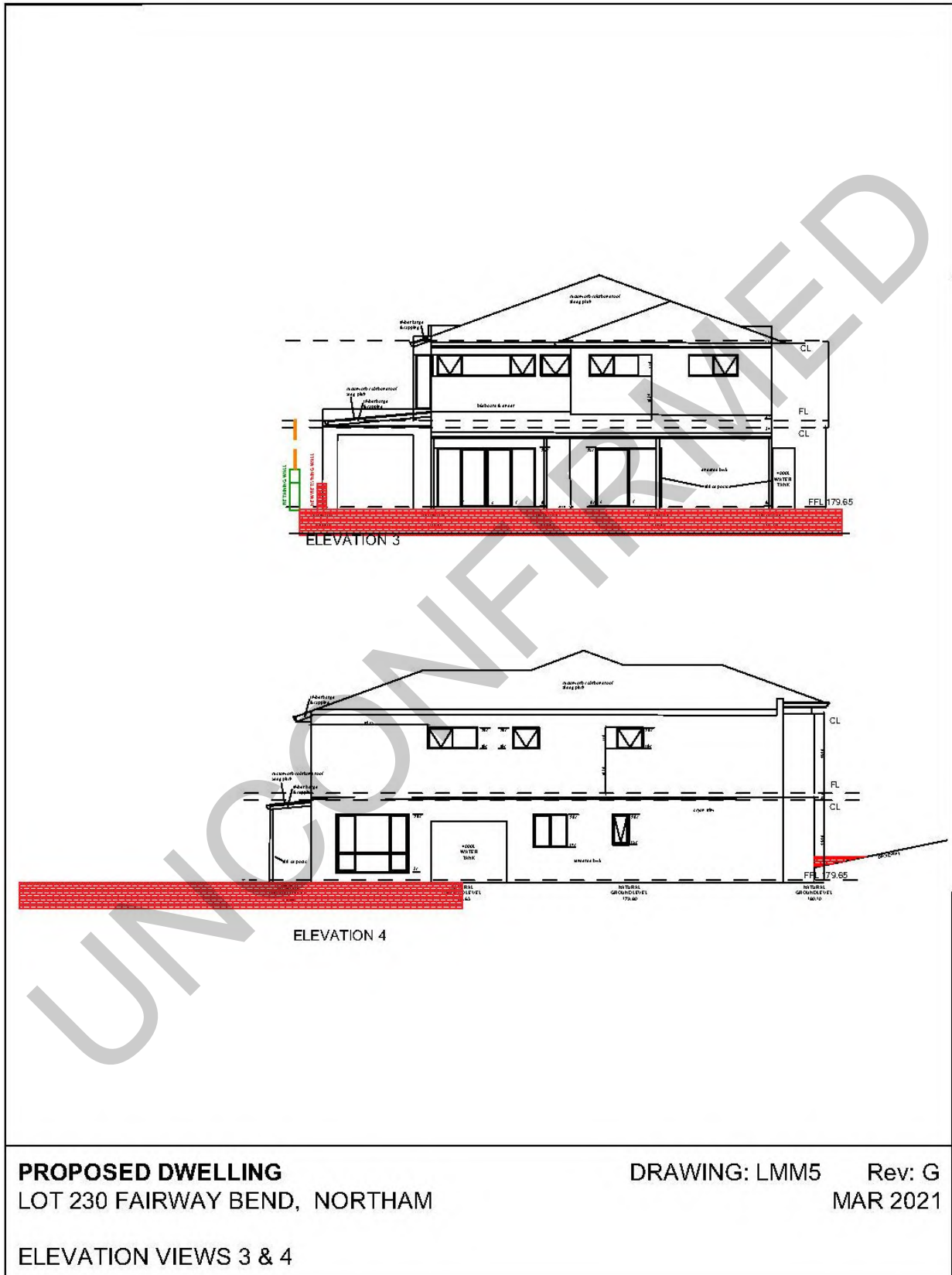


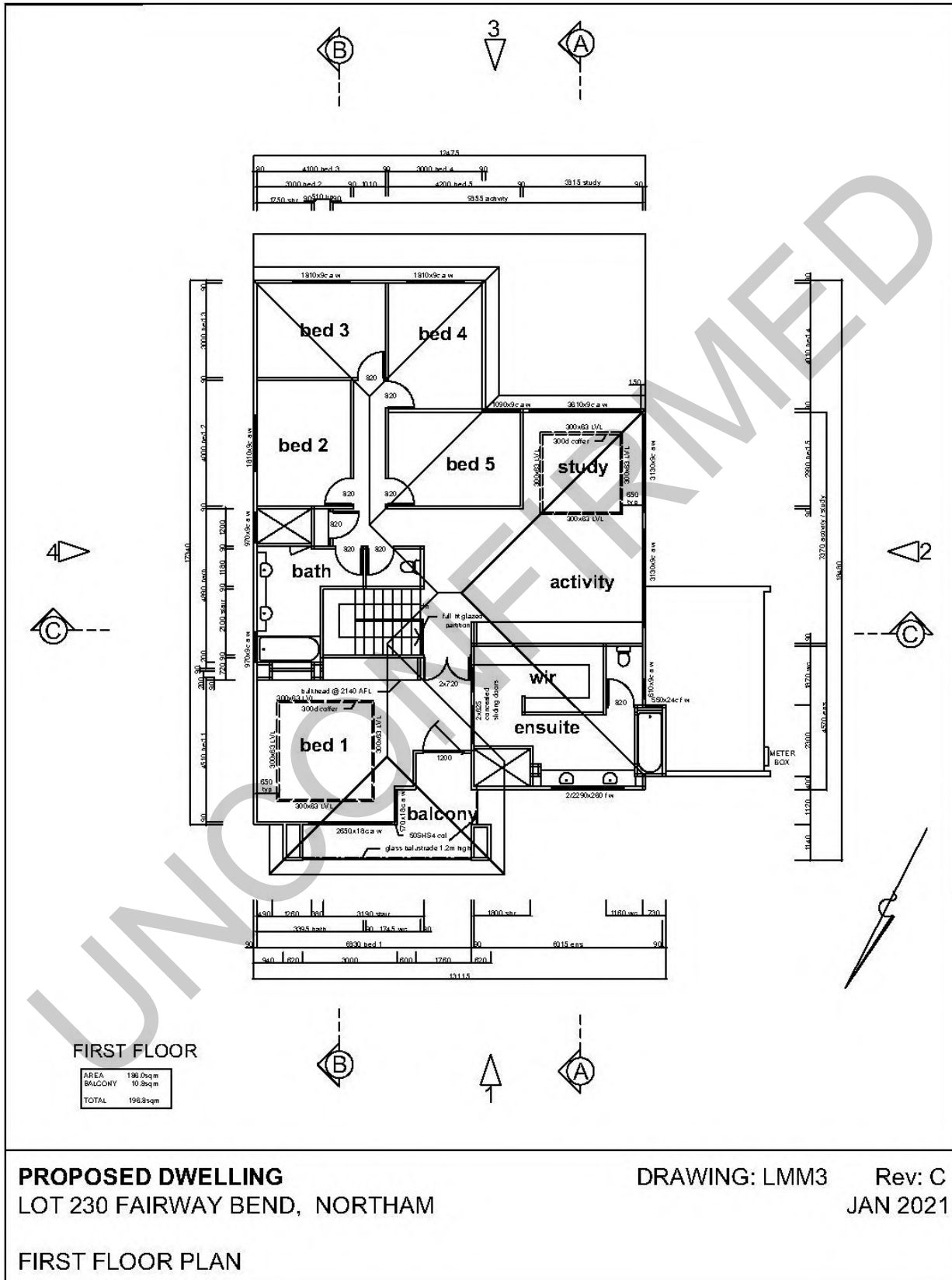
ELEVATION 2

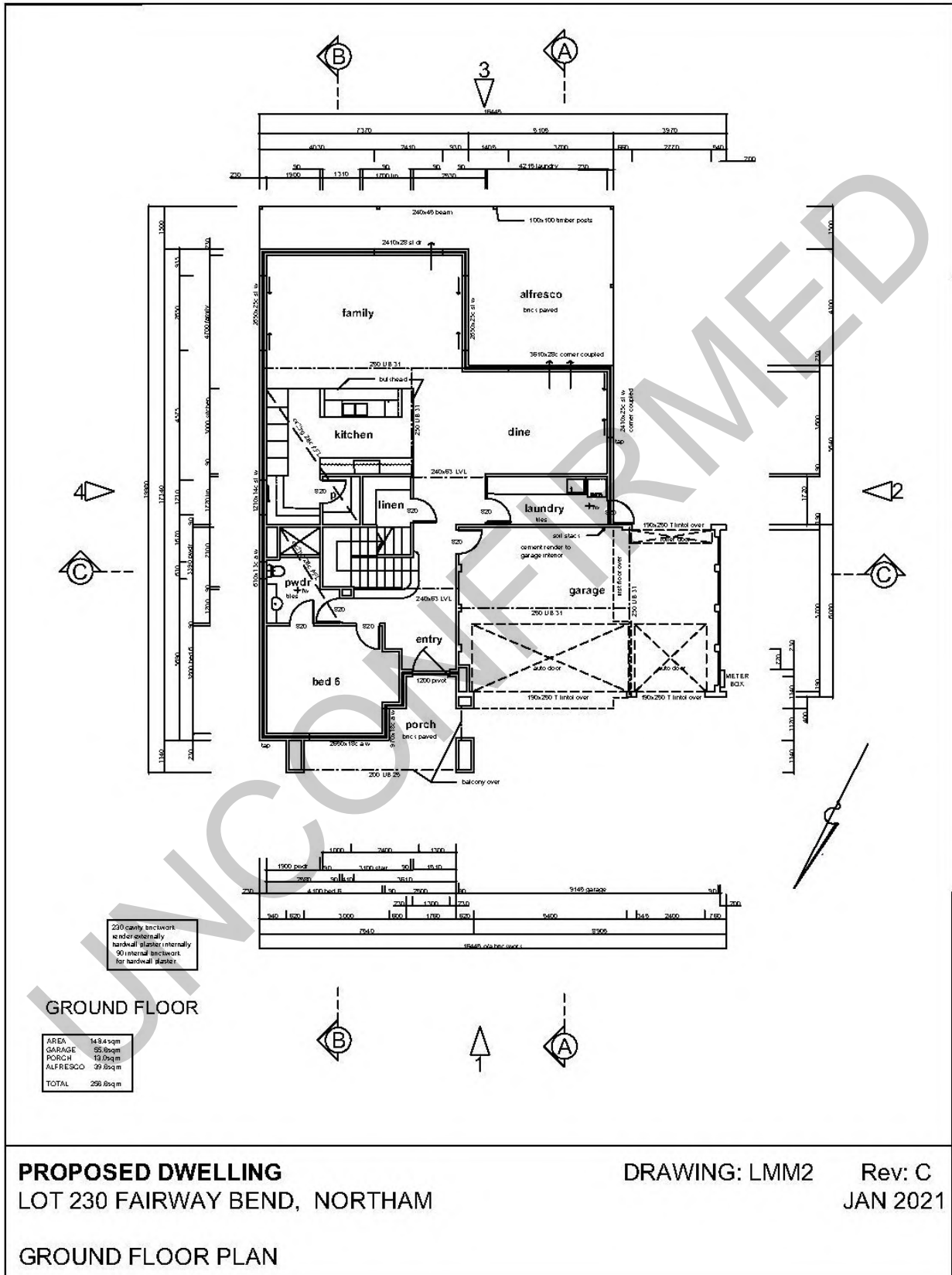
**PROPOSED DWELLING**  
LOT 230 FAIRWAY BEND, NORTHAM

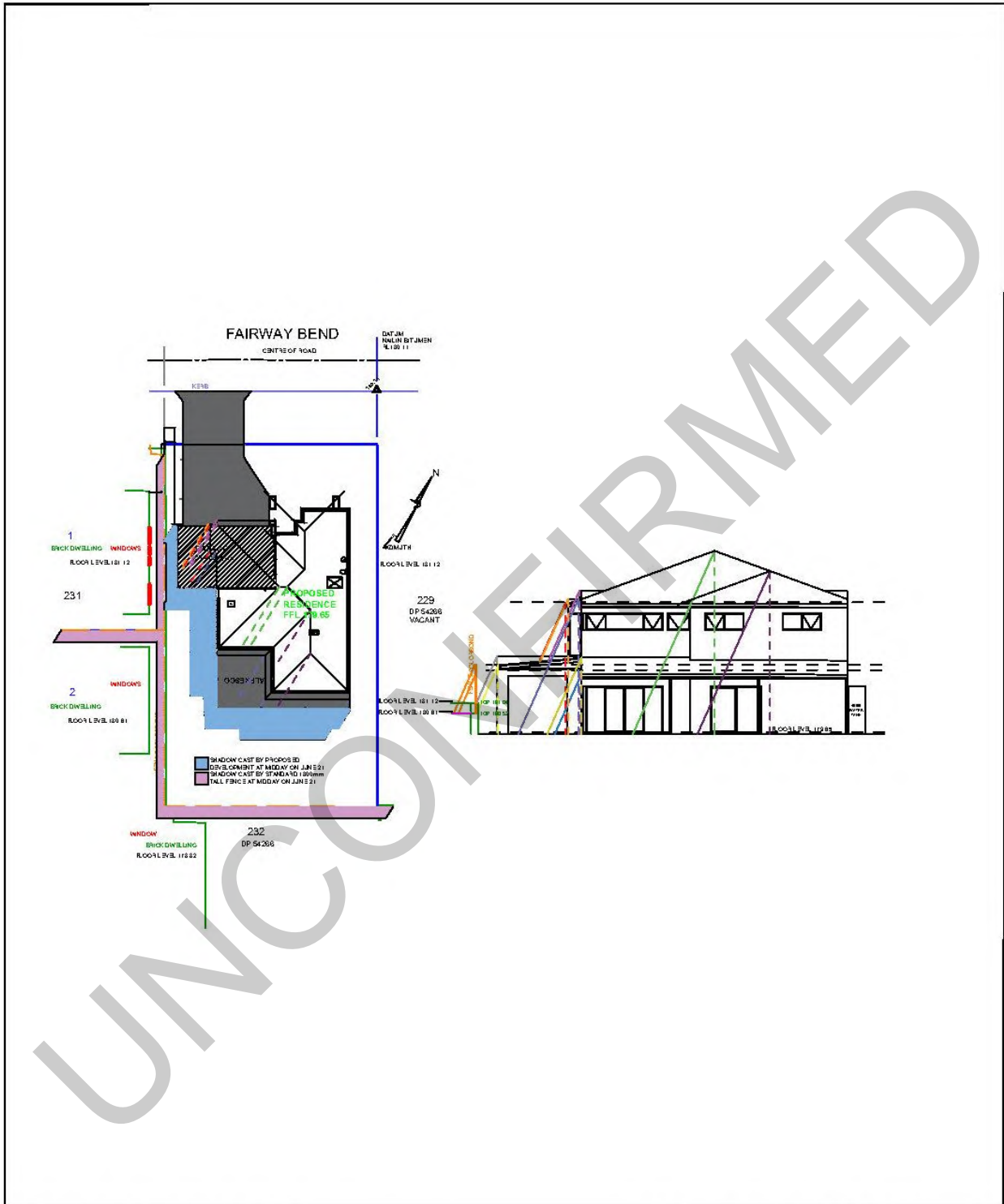
DRAWING: LMM4 Rev: G  
MAR 2021

ELEVATION VIEWS 1 & 2









**PROPOSED DWELLING**  
LOT 230 FAIRWAY BEND, NORTHAM

DRAWING: LMM15    Rev: B  
MAR 2021

OVERSHADOWING AT MIDDAY ON JUNE 21



### Attachment 3 – Statutory Assessment

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and LPPs have been carried out as follows:

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.3	Zoning table – Single Dwelling: Permitted.	Double storey, single dwelling.	Development is permitted within the Residential zone.
4.2	Residential Design Codes applies to residential land.	Double storey, single dwelling.	Refer to CI c for assessment.
4.10	Maximum building height above natural ground level – 9 metres.	Approximately 8.52m above natural ground level.	Development complies.
4.14	Traffic entrances: may refuse more than one entrance.	One entrance.	Number of traffic entrances is acceptable.
Deemed Provisions – Clause 67 of Regulations			
(a)	Aims and provisions of LPS 6.	Double storey, single dwelling.	Development is consistent with the aims and provisions of LPS 6.
(c)	Any approved State planning policy.	-	-
	SPP 7.3: Residential Design Codes.	Double storey, single dwelling.	Refer to R-Codes assessment and discussion of variations below.
	5.1.3: Lot Boundary Setback.	-	-
	<i>C3.1 (i): Buildings set back from lot boundaries in accordance with Table 1, Tables 2a and 2b.</i>	The proposed east wall requires a setback of 4.7m to the adjacent lot boundary. 2.555m is proposed.	Does not comply. Variation required to the deemed-to-comply requirements. Development to be assessed using the design principles.
	<i>C3.1 (iv): Minor projections such as a chimney, other architectural feature</i>	The proposed eaves that overhang the east wall require a setback of	Does not comply. Variation required to the deemed-to-comply requirements.



Clause	Provision	Proposal	Assessment
	<i>or an eaves overhang not projecting more than 0.75m into a setback area.</i>	3.95m to the adjacent lot boundary. 2.055m is proposed.	Development to be assessed using the design principles.
	5.1.6: Building Height.	-	-
	<i>C6: Buildings which comply with Table 3 for category B area buildings (6m wall height above NGL, 9m overall above NGL), except where stated otherwise in the scheme, the relevant local planning policy, structure plan or local development plan.</i>	Approximately 6.365m wall height above natural ground level for the south east corner of the dwelling. Approximately 8.52m overall height above natural ground level.	Proposed wall height does not comply. Variation required to the deemed-to-comply requirements. Development to be assessed using the design principles.
	5.3.7: Site Works.	-	-
	<i>C7.1: Excavation or filling between the street and building, or within 3m of the street alignment, whichever is the lesser, shall not exceed 0.5m, except where necessary to provide for pedestrian or vehicle access, drainage works or natural light for a dwelling.</i>	Retaining wall and excavation (that is larger than 0.5m) in front of the dwelling is setback by greater than 3m from the street boundary.	Development complies.
	<i>C7.2: Excavation or filling within a site and behind a street setback line limited by compliance with building height limits and building setback requirements.</i>	Excavation and fill proposed.	Development does not comply with building heights and setbacks. Refer to Clauses 5.1.3 and 5.1.6 of this assessment.
	<i>C7.3: 0.5m or less within 1m of a lot boundary.</i>	Approximately 850mm cut within 1m of western boundary.	Development does not comply. However, there is a balance between the amount of cut and fill, which is considered acceptable in relation to

Clause	Provision	Proposal	Assessment
		Approximately 765mm fill within 1m of east boundary (fill behind retaining wall).	the site works design principles. Refer to officer comment for further assessment.
	5.3.8: Retaining Walls.	-	-
	<i>C8: Retaining walls greater than 0.5m in height set back from lot boundaries in accordance with the setback provisions of Table 1. Retaining walls 0.5m or less in height may be located up to the lot boundary.</i>	Retaining wall along garage is approximately 950mm high setback by approximately 900mm from the western boundary. Retaining wall in east corner of the property is approximately 765mm high built up to the lot boundary.	Development does not comply. Variations required to retaining walls. Refer to officer comment for further assessment.
	5.3.5: Vehicular Access.	-	-
	<i>C5.3: Driveways shall be... adequately paved and drained.</i>	No details provided.	Driveway will need to be adequately drained due to gradient resulting from the cut. Condition required. Standard condition also recommended for construction of the crossover.
	5.4.1: Visual Privacy.	-	-
	<i>C1.1: Major openings and unenclosed outdoor active habitable spaces, which have a floor level of more than 0.5m above natural ground level and overlook any part of any other residential property behind its street setback line are:</i>	Double storey, single dwelling.	Relates to the first floor only as no part of the ground floor is greater than 0.5m above natural ground level.
	(i) Set back, in direct line of sight within the cone of vision, from the	Activity room – 5.955m;	These three rooms do not comply with the setback requirements, however do

Clause	Provision	Proposal	Assessment
	lot boundary, a minimum distance of: 4.5m for major openings to bedrooms and studies; and, 6m for major openings to habitable rooms other than bedrooms and studies.	Study – 5.955m; Bedroom 2 – 2.555m.	comply with screening requirements. Refer to C1.2 below for further assessment.
	(ii) Or, are provided with permanent screening to restrict views within the cone of vision from any major opening or an unenclosed outdoor active habitable space.	Activity room, study and bedroom 2 have been provided with sufficient screening.	Development complies. Refer to C1.2 below for further assessment.
	<i>C1.2: Screening devices... are to be at least 1.6m in height, at least 75% obscure, permanently fixed, made of durable material and restrict view in the direction of overlooking into any adjoining property.</i>	All of the three rooms stated above (activity room, study, bedroom 2) have major openings (windows) that are a minimum of 1.634m above finished floor level (i.e. the proposed walls are the screening device).	The proposed development complies with all necessary visual privacy requirements.
(fa)	Any local planning strategy for this Scheme endorsed by the Commission.	Double storey, single dwelling.	Development is consistent with intent of LPS for the locality and residential zone.
(g)	Any local planning policy for the Scheme area.	-	-
	LPP 20: Advertising of Planning Proposals.	-	-
	5.1 – Level of Advertising.	Double storey, single dwelling.	14 day advertising period carried out. Two (2) objections received. Refer to Cl y and schedule of submissions.

Clause	Provision	Proposal	Assessment
(h)	Any structure plan or local development plan that relates to the development.	The proposed development is situated in the Fairway Green Estate Subdivision Guide Plan (SGP).	The proposed development is consistent with the intent of the SGP.
(i)	Report of the review of LPS 6.	Double storey, single dwelling.	Review of LPS 6 does not impact development proposal.
(m)	Compatibility of the development with its setting.	-	-
	(i) Compatibility of the development with the desired future character of its setting.	Double storey, single dwelling.	The general area currently consists of a number of double storey, single dwellings. Therefore, the proposal is considered compatible with its surrounds, with no adverse impacts identified to the character of the locality.
	(ii) Relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	Double storey, single dwelling.	The bulk and scale of the development is considered acceptable – particularly given the fact that the applicant proposes to cut into the ground by up to a metre to reduce the overall bulk and scale as viewed from the street. Development does not create any adverse overshadowing or visual privacy impacts. Development does not adversely impact the access to significant views.
(n)	Amenity of the locality.	Double storey, single dwelling.	No adverse environmental impacts identified. No adverse impacts identified to the character of the locality. The general

Clause	Provision	Proposal	Assessment
			area currently consists of a number of double storey, single dwellings. No adverse visual privacy impacts or overshadowing impacts identified.
(o)	Likely effect of the development on the natural environment or water resources.	Stormwater management plan provided with a 4000L tank.	Condition regarding all stormwater to be contained on site (for any potential overflow from the tank) is recommended to ensure no impacts on neighbouring properties.
(s)	Adequacy of the proposed means of access to and egress from the site.	Single crossover proposed that aligns at a right angle to the street. No details for material(s) or drainage.	Proposed access and egress is considered acceptable if standard condition is imposed for crossovers.
(u)	Availability and adequacy for the development of the public utility services.	Water, sewer, telecommunications and power utilities are accessible.	Adequate access to utilities.
(w)	History of the site.	The proposed site is vacant and slopes moderately to the east of the block.	Lot was created as part of the Fairway Greens Estate.
(y)	Any submissions received on the application.	Double storey, single dwelling.	14 day advertising period carried out. Two (2) objections received. Responses received with concerns regarding: <ul style="list-style-type: none"> <li>• Impacts on the character of the locality;</li> <li>• Bulk and scale of the dwelling;</li> <li>• Impacts on visual privacy;</li> <li>• Impacts on views; and</li> </ul>

Clause	Provision	Proposal	Assessment
			<ul style="list-style-type: none"><li>• Lack of details of the proposed method of retaining the earthworks.</li></ul> Refer to schedule of submissions for an assessment of the issues raised.

UNCONFIRMED



**ATTACHMENT 4 – SCHEDULE OF SUBMISSIONS**

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
1.	<p>Objector 1 – (details of the objector is available to Council if required). <i>(Submission 1 re: original &amp; amended plans.)</i></p>	<ul style="list-style-type: none"> <li>• The proposed two storey house will significantly impact the views in front of our house as well as breaching our privacy.</li> <li>• The top storey will be able to view into our yard where our children play.</li> <li>• The significant dimensions of the proposed dwelling inc. the building pad (earthworks) would result in the occupants being afforded full viewing access to the surrounding properties. It should be assumed that a reasonable expectation of privacy be taken into account when submitting a proposal for a dwelling development.</li> <li>• We also refer to the <i>State Planning Policy 7.3 – Residential Design Codes Volume 1</i>. Specifically, but not limited to, the following sections: <u>Clause 1.3.1 (a):</u> <ul style="list-style-type: none"> <li>○ Given the area is predominantly single level dwellings, the design of the proposed dwelling could be deemed inappropriate for the area.</li> </ul> </li> </ul> <p><u>Clause 5.1 (c):</u></p>	<ul style="list-style-type: none"> <li>• View sharing principles have been well established in planning law and in this respect the proposed dwelling will not completely restrict any views. As such, the concern raised regarding the potential loss of views is not considered relevant and is therefore respectfully dismissed.</li> <li>• The proposed dwelling satisfies the Clause 5.4.1 – Visual Privacy deemed-to-comply requirements of the <i>State Planning Policy 7.3: Residential Design Codes Volume 1</i>. As such, the concerns raised regarding visual privacy is not considered relevant and is therefore respectfully dismissed.</li> <li>• The general area currently consists of a number of double storey, single dwellings. Therefore, the proposal is considered compatible with its surrounds, with no adverse impacts identified to the character of the locality.</li> <li>• The bulk and scale of the development has been assessed within the statutory assessment (Attachment 3). It has been determined that the bulk and scale of the development is considered acceptable, particularly given the fact that the applicant proposes to cut into the ground by up to a metre to reduce the overall bulk and scale as viewed from the street.</li> </ul>

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
		<ul style="list-style-type: none"> <li>○ The design of the proposed dwelling does not meet the requirements outlined in this section for the reasons regarding the “bulk” of building, as we have referred to above.</li> </ul>	
2.	<p>Objector 2 – (details of the objector is available to Council if required). <i>(Submission 1 re: amended plans.)</i></p>	<ul style="list-style-type: none"> <li>• The maximum height to the top of walls is 6.0m. This proposal is showing 6.105m which is above the allowable limit.</li> <li>• The overall height is 9.0m does this comply?</li> <li>• These drawings show the Natural ground levels on the elevations as a level line and not a line at an angle.</li> <li>• There are no retaining walls shown and my concern is what retaining walls are going to retain the western boundary, which has an existing Limestone retaining wall stepped to suit the lay of the block which has a fall of approximately 2.07 from front to back.</li> </ul>	<ul style="list-style-type: none"> <li>• The approximate maximum wall height of the development is 6.365m above natural ground level, which requires a variation of 365mm. This variation is considered acceptable – refer to Statutory Assessment (Attachment 3) and Officer Comment of the Report for assessment.</li> <li>• The maximum permissible ridge height of the development is 9m above natural ground level, as per the <i>State Planning Policy 7.3: Residential Design Codes Volume 1</i>. The proposed overall height of the development from natural ground is approximately 8.52. The overall height complies.</li> <li>• The two lines that are shown on the elevation plans are the top of the</li> </ul>



No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
			<p>finished floor level and the top of the sand pad. The natural ground level has been represented along the elevations as spot heights only (i.e. no dedicated natural ground level line has been represented).</p> <ul style="list-style-type: none"> <li>• Details of retaining have been provided on the amended site plan – refer to Attachment 2. A new retaining wall will be located along the western side of the proposed garage. Further earthworks along the western boundary will be retained by the existing retaining wall along the western boundary.</li> </ul>

UNCONFIRMED



Cr R W Tinetti declared an "Impartiality" interest in item 13.4.4 - Differential Rate – Chamber of Commerce as Cr Tinetti is a member of the Northam Chamber of Commerce.

Cr M P Ryan declared an "Impartiality" interest in item 13.4.4 - Differential Rate – Chamber of Commerce as Cr Ryan is a member of the Northam Chamber of Commerce.

#### 13.4.4 Differential Rate – Chamber of Commerce

<b>File Reference:</b>	8.1.1.2
<b>Reporting Officer:</b>	Alysha McCall, Executive Assistant – CEO
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to determine the future of the differential rate levied by the Shire of Northam.

#### ATTACHMENTS

Attachment 1: Survey Results.

#### A. BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 17 June 2020, Council endorsed that a survey be undertaken, in partnership with the Chamber of Commerce. The purpose of the survey was to obtain feedback and seek input from the current owners and occupiers which are levied the differential rate.

The matter has previously been discussed by Council;

27/2/2019 - Strategic Meeting, discussed the possibility of the entire Shire of Northam being differentially rated and the methodology used for the differential rate.

30/04/2019 – Council and staff had a Worksop discussion on differential rates to be extended to the whole Shire. Questions were raised about the benefit for properties located in the other shire wards could or would receive by paying into the chamber of commerce.

06/05/2019 – Council attended a meeting with the board of the Northam Chamber of Commerce to ask questions of the chamber and to include them in the discussion to see what they are recommending.

22/5/2019 – strategic Meeting, the general consensus of Elected Members present was to continue the arrangement for 2019/20 financial year with consideration being given to gradually decrease this over the following financial years to Nil. This intention was based on the difficulty in being able to clearly identify who should be paying the levy, and that the Chamber (being a representative group) should be able to prove its benefit to potential members who would therefore pay annual membership fee. This felt like a better model where ratepayers were currently given no choice.

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance and Leadership

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

Objective: Encourage active community participation in our local government.

Objective: Ensure robust financial management.

#### Communication Plan

Action 3.1: Obtain feedback from the community on matters that impact them.

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

The survey was undertaken in-house using Council's current software. This however resulted in staff time to coordinate the survey. In addition, expenses were also associated with posting the surveys to owners and occupiers.

### **B.3 Legislative Compliance**

Local Government Act 1995, section 6.33. Differential general rates.

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

Nil.

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

On 18 December 2020, 463 surveys were sent to property owners and occupiers with feedback being received up until 31 January 2021. The survey was posted and emailed, where email addresses were available.

On 6 April 2021, a briefing session was held with the Northam Chamber of Commerce to discuss the survey results. Discussion was held around:

- The survey results which were generally positive and supportive of the funding to the Chamber of Commerce.
- Equity to ensure the correct properties are levied the differential rate. Funding through general rates was also discussed as there are anomalies within the current structure.
- Other funding sources of the Chamber of Commerce.
- Key Performance Indicators (KPI's)
- The term should Council grant funding to the Chamber of Commerce.
- The reason for levying the differential rate.

The key outcomes from the briefing were:

- If Council were to approve funding for the Chamber of Commerce, there should be KPI's in place.
- If Council were to approve funding for the Chamber of Commerce, this should be approved for a 3 year term to allow security for the Chamber of Commerce.
- If Council were to continue with the current differential rate structure, Council needs to ensure that the correct properties are being levied.
- Staff are to review whether the reason for the differential rate should be changed, and if so whether this would be supported by the Minister for Local Government.

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	The Council does not acknowledge community feedback in its decision making processes.	Medium (3) x Unlikely (2) = Moderate (6)	The differential rate survey has been provided to Council for consideration when making a decision relating to the future of the differential rate.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

#### C. OFFICER'S COMMENT

The Shire of Northam received 83 responses to the survey. With a 95% confidence level, this provides a 10% margin of error.

The interactive survey dashboard can be viewed here:  
<https://www.surveymonkey.com/stories/SM-T9K3J7F2/>

The survey provides an insight into the various activities undertaken by the Chamber of Commerce, and of those which are of value. The most valuable activities include:

- Christmas of Fitzgerald (62.65%)
- Buy Local Campaign & Merchandise (57.83%)
- Northam Buy Local Facebook Page (53.01%)
- Shop Northam “Drive Less Shop More” Campaign – Videos & Radio Adverts (TV Advert about to be released) (51.22%)

Most responses to the survey were from business premise owners (72.29%), with approximately 53.01% of responses confirming that they are a member of the Chamber of Commerce. This demonstrates that almost 50% of business premise owners or lessees are either not a member or are unsure if they are a member. This highlights that there is a significant amount of business premise owners and lessees which are not a member of the Chamber of Commerce and not receiving a direct benefit from the differential rate they are paying.

It is evident that there is a considerable amount of business premise owners and lessees which are indifferent about the Northam Chamber of Commerce or unsure what should occur in the future. This is demonstrated with almost a quarter of survey respondents being unsure as to whether the differential rate should be increased, maintained, decreased or removed.

Overall, the survey responses weight towards the differential rate structure being maintained (45.78%). The survey responses demonstrate that those who are a member of the Chamber of Commerce are generally supportive of maintaining the differential rate or increasing this. However Officers acknowledge that there is a considerable number of business premise owners and lessees which are not receiving a benefit from the Chamber of Commerce. It is therefore recommended that should the Council wish to maintain the current structure, the Council should implement some conditions to ensure that there is value to those that are paying the differential rate.

The survey highlights that there is value in having a Chamber of Commerce and it has identified which key activities are of value. This information will assist the Chamber of Commerce to develop their strategic direction to ensure good value to the business premise owners and lessees. Officers are recommending that the current differential rate structure and funding amount be maintained. However, should Council resolve to remove the differential

rate, the preferred structure is for the Northam Chamber to develop a new operating model based on membership fees, to service members' needs only.

### **RECOMMENDATION**

#### **That Council:**

- 1. Maintain the current differential rate structure for the purpose of marketing and promotion of businesses, and continue to levy a differential rate of \$127,000 applied across the Shire of Northam annually, for the Northam Chamber of Commerce for the 2021/22 to 2023/24 financial years.**
- 2. Require the Northam Chamber of Commerce to contact all differential rate payers annually to advise them of their membership to the Northam Chamber of Commerce as part of their differential rates.**
- 3. Request the Chief Executive Officer to develop KPI's to be agreed by the Northam Chamber of Commerce and Council.**
- 4. Require the Northam Chamber of Commerce to report on the Key Performance Indicators annually.**

### **MOTION / COUNCIL DECISION**

**Minute No. C.4183**

**Moved: Cr Williams**

**Seconded: Cr Pollard**

#### **That Council:**

- 1. Maintain the current differential rate structure for the purpose of marketing and promotion of businesses and continue to levy a differential rate of \$127,000 applied across the current differentially rated properties, annually, for the Northam Chamber of Commerce for the 2021/22 to 2023/24 financial years.**
- 2. Require the Northam Chamber of Commerce to contact all differential rate payers annually to advise them of their membership to the Northam Chamber of Commerce as part of their differential rates.**
- 3. Request the Chief Executive Officer to develop KPI's to be agreed by the Northam Chamber of Commerce and Council.**
- 4. Require the Northam Chamber of Commerce to report on the Key Performance Indicators annually.**

**CARRIED 6/4**

Reason for Change to Officers Recommendation

The Council was of the view that the properties that are not currently levied the differential rate should not be included as they have not been consulted in relation to this matter.

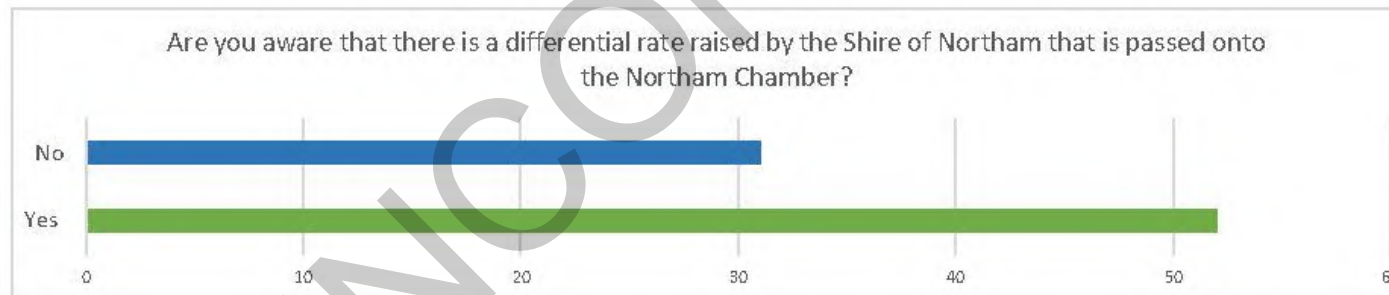
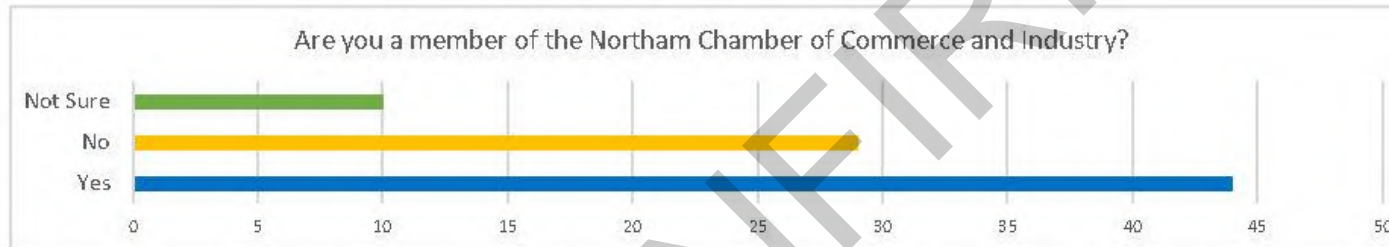
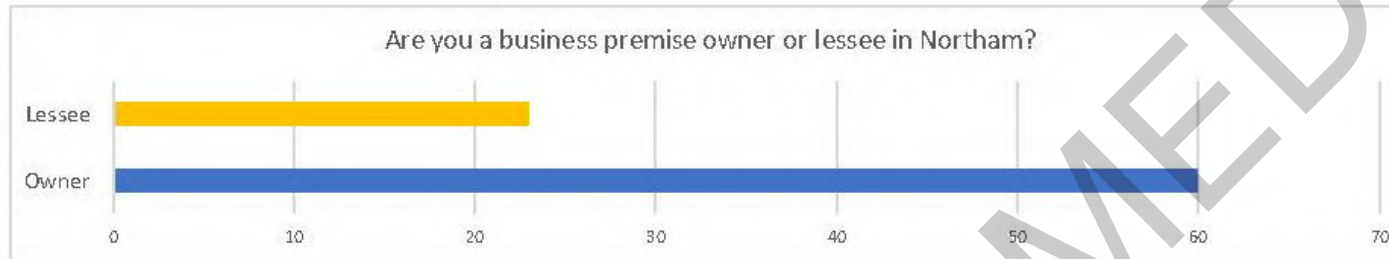
(note: Cr Pollard, the seconder to the original motion, voted against the motion after debate was held).

Ms L Knipe left the meeting at 5:45pm.

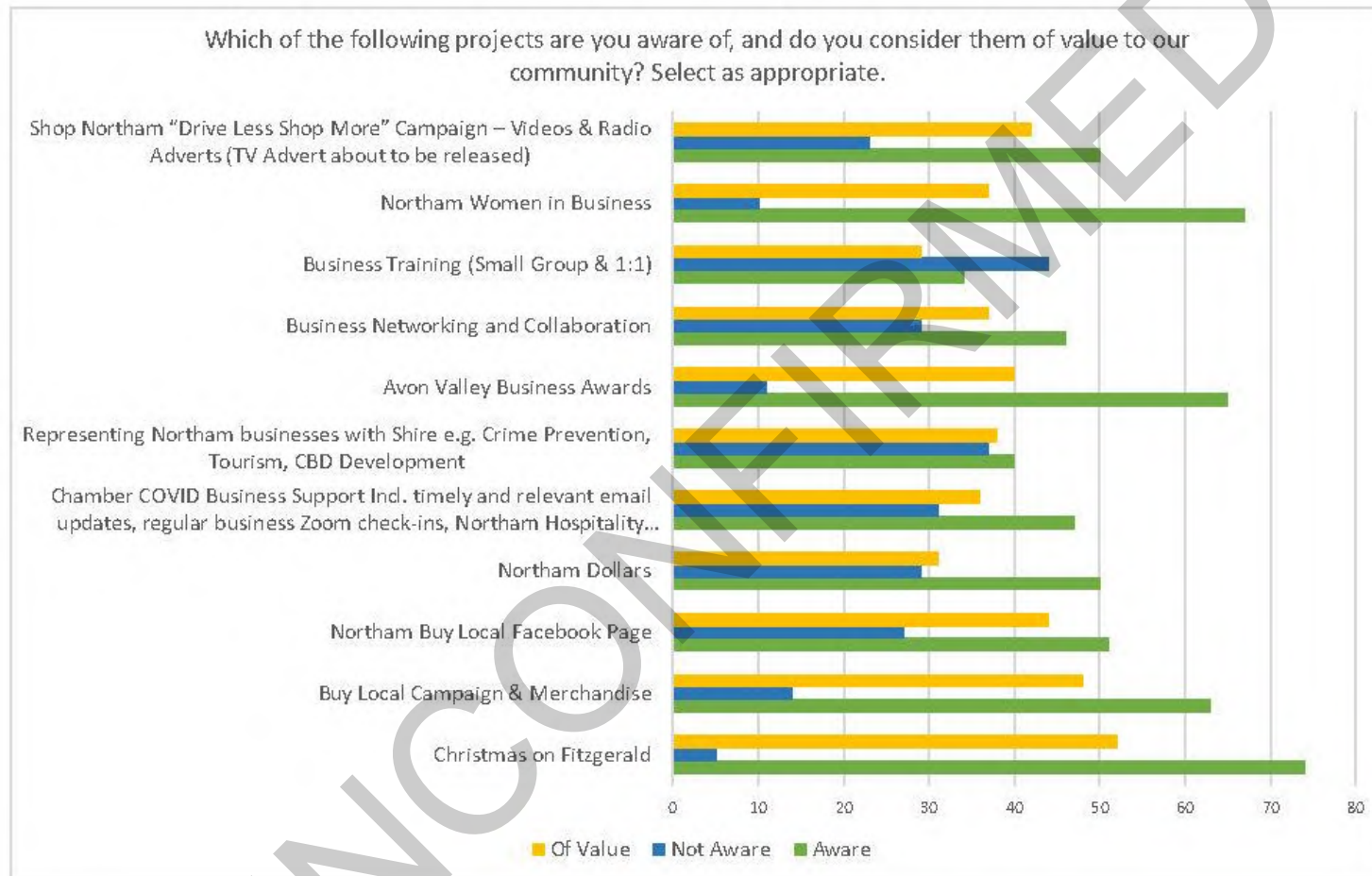
UNCONFIRMED

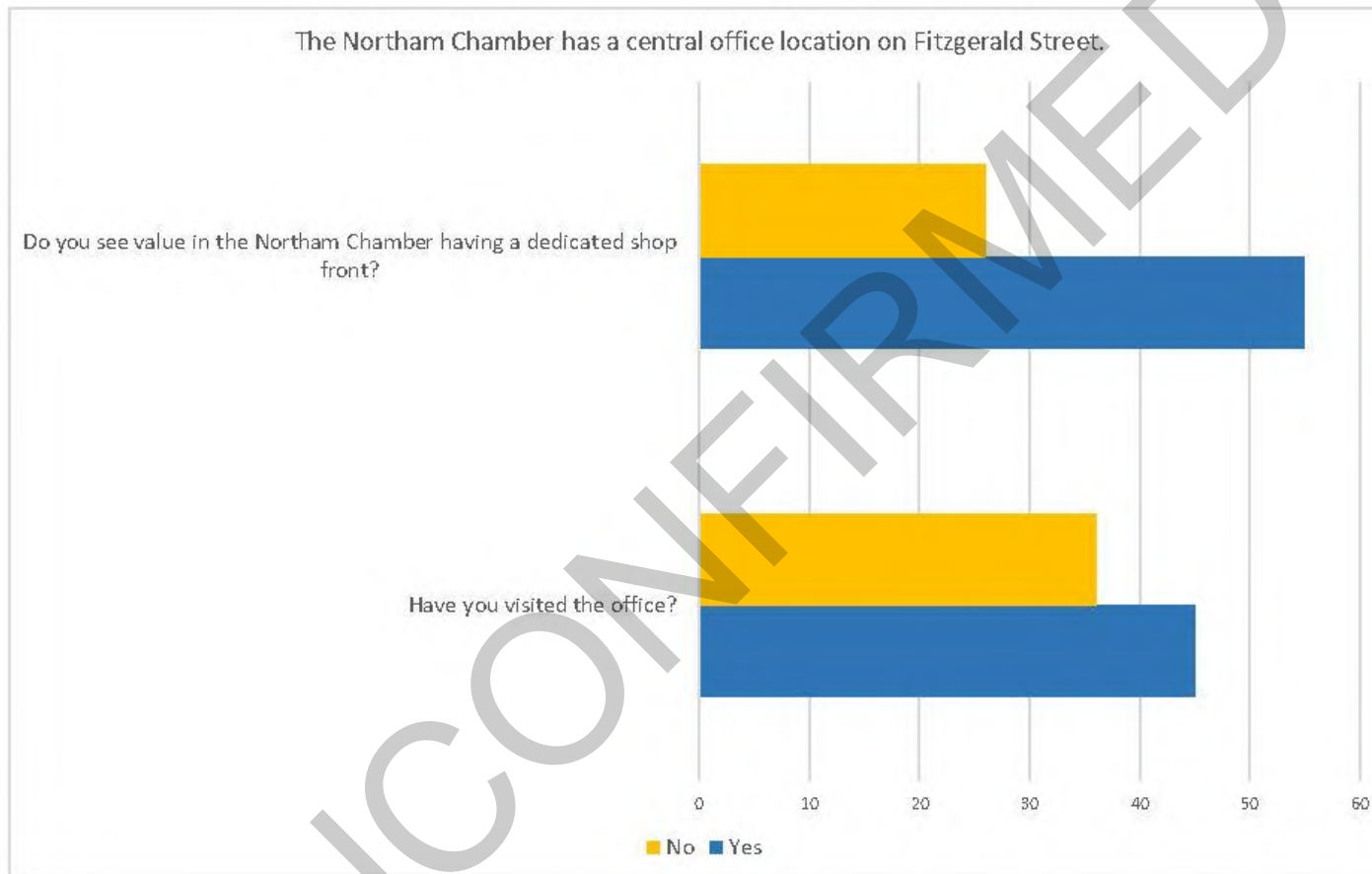


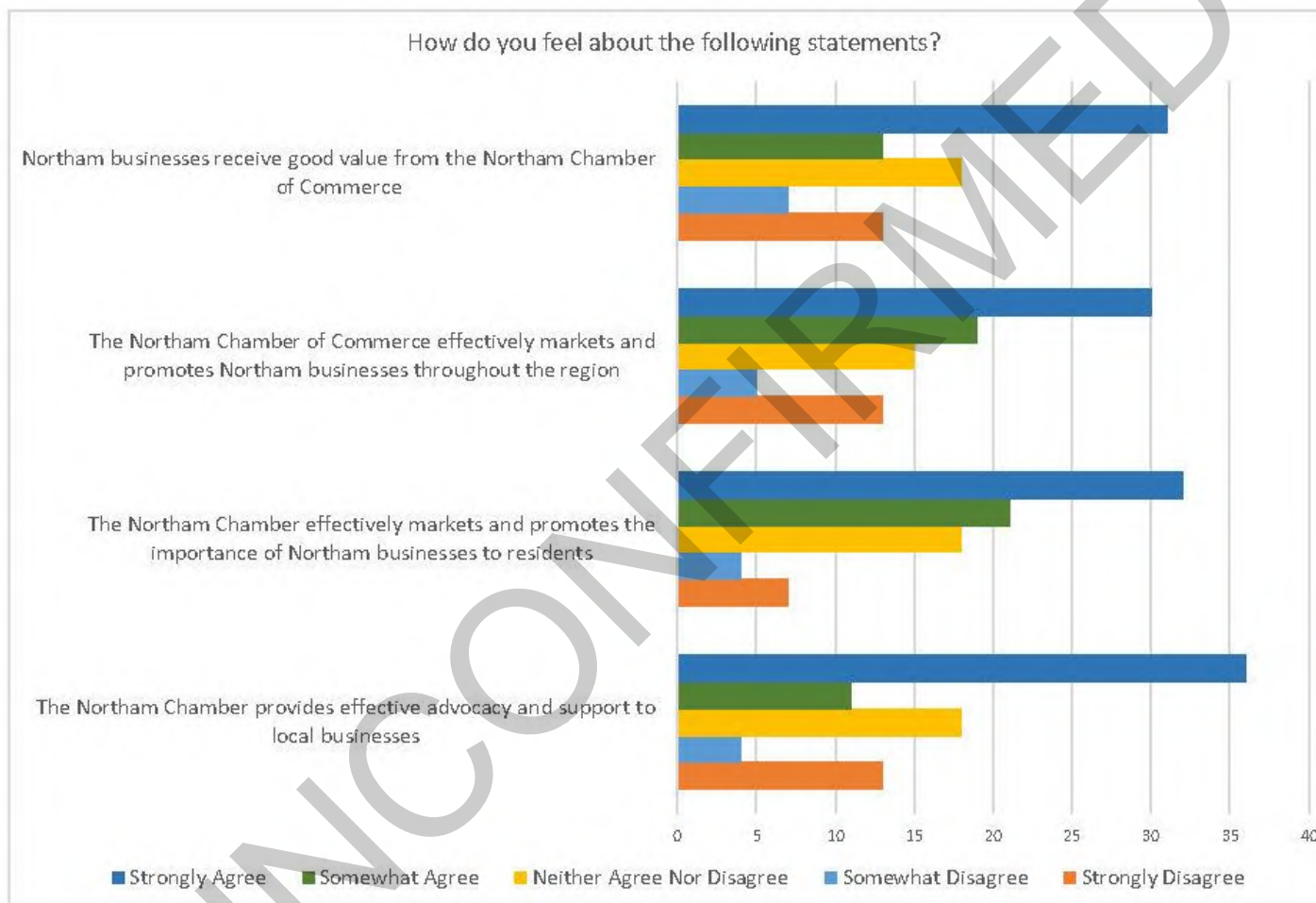
### Attachment 1 – Survey Results

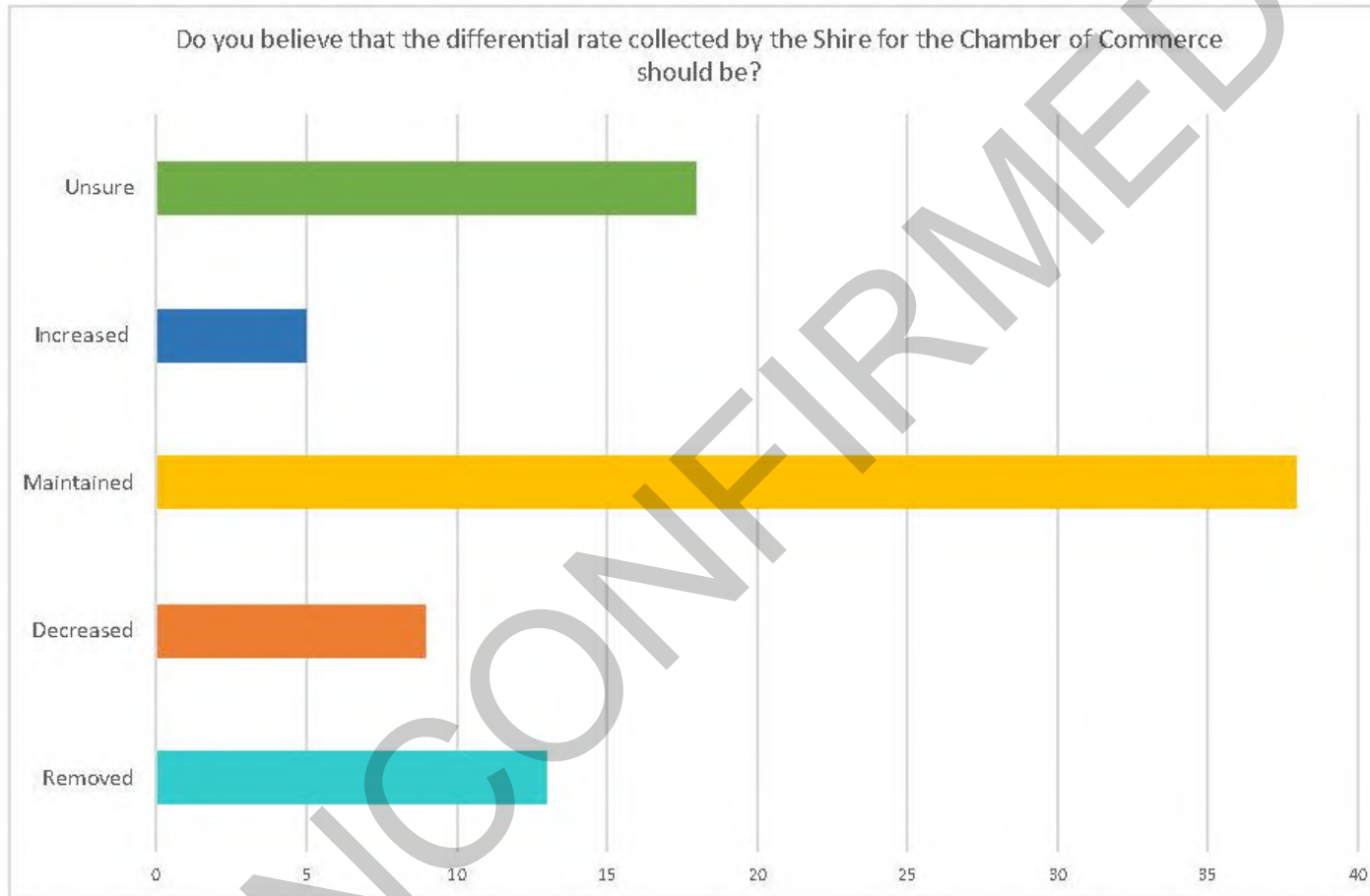


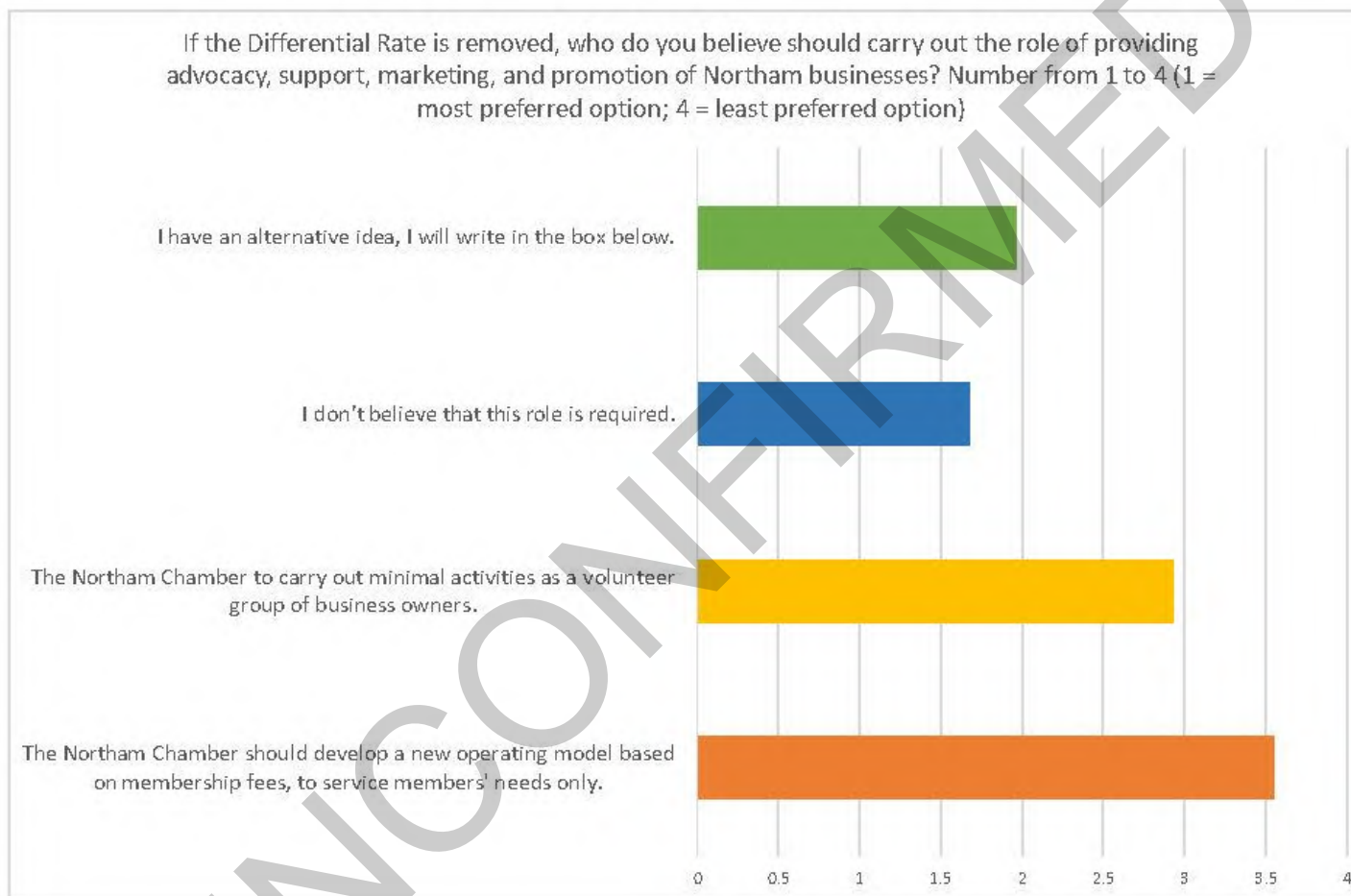












Cr R W Tinetti declared an "Impartiality" interest in item 13.4.5 - Northam Country Club – Council Loan as the club President is known to Cr Tinetti.

Mr C B Hunt declared an "Impartiality" interest in item 13.4.5 - Northam Country Club – Council Loan as Mr Hunt is the Vice President of the Northam Country Club. Mr Hunt was not involved in the preparation of the report.

## 12. REPORTS OF COMMITTEE MEETINGS

Cr T M Little declared an "Impartiality" interest in item 12.1 - Bush Fire Advisory Committee Meeting held on 16 March 2021 as Cr Little knows the owners of the proposed leasing property mentioned in 12.1.

Cr D Galloway declared an "Financial" interest in item 12.1 - Bush Fire Advisory Committee Meeting held on 16 March 2021 as Cr Galloway's wife is an employee of the owners hardware.

Cr Galloway left the meeting at 5:45pm.

### 12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 16 MARCH 2021

#### Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION	
Minute No.	C.4184
Moved:	Cr Little
That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 16 March 2021.	
<b>CARRIED 9/0</b>	

#### Adoption of Recommendations:

RECOMMENDATION
<p>That Council:</p> <ol style="list-style-type: none"><li>1. Note the Community Emergency Services Manager Report as provided.</li><li>2. Establish an Avon Districts Support Brigade.</li><li>3. Note the nominations for Bush Fire Control Officers and request the CESM to provide a report at the June BFAC, confirming that each nominee meets the training requirements prior to formal appointment.</li></ol>

4. Note the Chief Bush Fire Control Officer Report as provided.
5. Request the CEO to write to the DFES Commissioners Office via the Regional Superintendent, to invite representatives from the Commissioner's office to meet with the Operations Command Team, to initiate open dialogue about the future of the Volunteer Bush Fire Service and the service delivery model under which it will operate.
6. Formally advise the DFES Regional Superintendent, of the nominated date being April 30<sup>th</sup> 2021 for the disconnection of the VHF High Band & VHF Mid-Band connection at the Fox RD repeater site.
7. Instruct the Shire of Northam CEO to write to the DFES Commissioner and the incoming Emergency Services Minister requesting an update on the progress of funding being available for the provision of a new facility and amenities for the brigade, including the potential utilisation of the existing VFRS facility, and a definitive timeline for when this and the LT replacement of a 3.4U will be completed.
8. Lease the land and building next to Wundowie IGA (old hardware) and/or explore other suitable premises if land and plans for a station have not been signed off on by DFES & the Shire of Northam by end of 2020/21 financial year.

#### OFFICERS COMMENT

In relation to item 7 above, since the Bush Fire Advisory Committee Meeting Officers have received correspondence from the Volunteer fire and Rescue Service (VFRS) advising that the potential utilisation of their facility for the Wundowie Bush Fire Brigade is not supported.

In relation to item 8 above, Officers recommend that Council explore opportunities to lease land prior to making this commitment.

The Chief Executive Officer advised the meeting of concern around recommendation No. 8 as it was a clear direction, however lacked any guidance on critical matters such as budget, potential term of lease etc

Cr Little moved the committee recommendation excluding recommendation 8. As Cr Little was not changing recommendations 1 to 7 an alternative mover or seconder was not required in accordance with section 2.14 of the Shire of Northam Standing Orders Local Law 2018.

#### **RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4185**

**Moved: Cr Little**

**That Council:**

- 1. Note the Community Emergency Services Manager Report as provided.**
- 2. Establish an Avon Districts Support Brigade.**
- 3. Note the nominations for Bush Fire Control Officers and request the CESM to provide a report at the June BFAC, confirming that each nominee meets the training requirements prior to formal appointment.**
- 4. Note the Chief Bush Fire Control Officer Report as provided.**
- 5. Request the CEO to write to the DFES Commissioners Office via the Regional Superintendent, to invite representatives from the Commissioner's office to meet with the Operations Command Team, to initiate open dialogue about the future of the Volunteer Bush Fire Service and the service delivery model under which it will operate.**
- 6. Formally advise the DFES Regional Superintendent, of the nominated date being April 30<sup>th</sup> 2021 for the disconnection of the VHF High Band & VHF Mid-Band connection at the Fox RD repeater site.**
- 7. Instruct the Shire of Northam CEO to write to the DFES Commissioner and the incoming Emergency Services Minister requesting an update on the progress of funding being available for the provision of a new facility and amenities for the brigade, including the potential utilisation of the existing VFRS facility, and a definitive timeline for when this and the LT replacement of a 3.4U will be completed.**

**CARRIED 9/0**



**MOTION**

**Moved: Cr Ryan**

**That Council Lease the land and building next to Wundowie IGA (old hardware) and/or explore other suitable premises if land and plans for a station have not been signed off on by DFES & the Shire of Northam by end of 2020/21 financial year.**

**WITHDRAWN**

**MOTION**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

**That Council authorise the CEO to explore the location of a suitable site for a bush fire brigade building in the town of Wundowie.**

Cr Little indicated his intent to move an amendment to the motion to amend the word 'town' to 'district'. With the approval of the mover and seconder, the word 'town' was replaced with 'district'.

**MOTION / COUNCIL DECISION**

**Minute No. C.4186**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

**That Council authorise the Chief Executive Officer to explore the location of a suitable site for a bush fire brigade building within the district of Wundowie.**

**CARRIED 9/0**

Reason for Change to Committee Recommendation

The Council was of the view that the recommendation as presented by the Committee was committing Council to a lease without any suitable parameters (financial, timeframe etc), it was also restricting the Council to one parcel of land without the Council having the opportunity to explore suitable alternatives.

Cr Galloway returned to the meeting at 6:05pm.

Attachment 1



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Bush Fire Advisory Committee**

**16 March 2021**

### DISCLAIMER

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

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

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
	3.1 APOLOGIES.....	5
	3.2 APPROVED LEAVE OF ABSENCE.....	5
	3.3 ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	7
	5.1 COMMITTEE MEETING HELD ON 8 DECEMBER 2020.....	7
6.	COMMITTEE REPORTS.....	8
	6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT.....	8
	6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT.....	18
	6.3 MINUTES FROM THE OPERATION COMMAND MEETING.....	22
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	42
	7.1 CHIEF BUSH FIRE CONTROL OFFICER – PAID POSITION.....	42
	7.2 RISK TO RESOURCE.....	47
	7.3 TEMPORARY STATION FOR THE WUNDOWIE BUSH FIRE BRIGADE.....	49
8.	URGENT BUSINESS APPROVED BY DECISION.....	51
9.	GENERAL BUSINESS.....	51
	9.1 CHIEF BUSH FIRE CONTROL OFFICER – PAID POSITION.....	51
	9.2 BUSH FIRE MANUAL.....	51
	9.3 WOOROLOO FIRES QUESTIONS.....	51
	9.4 PERMITS AND 40 HECTARE MINIMUM – SMS ISSUED.....	52
	9.5 NEW 4.4 UNIT.....	52
10.	DATE OF NEXT MEETING.....	52
11.	DECLARATION OF CLOSURE.....	53

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



### 1. DECLARATION OF OPENING

The Presiding Member, Cr T M Little declared the meeting open at 5:34pm.

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Presiding Member acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

### 3. ATTENDANCE

#### Voting Committee:

Councillor – Shire of Northam	Terry Little
Councillor – Shire of Northam	Carl Della
Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Neil Diamond
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Bakers Hill Bush Fire Brigade	Kris Brown
Grass Valley Bush Fire Brigade	Sam Moss
Irishtown Bush Fire Brigade	Rob Herzer
Jennapullin Bush Fire Brigade	Aaron Smith
Southern Brook Bush Fire Brigade	Paul Antonio
Wundowie Bush Fire Brigade	Mathew Macqueen
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Northam Central Bush Fire Brigade	Jaime Wilkinson at 6:05pm

#### Non-Voting:

Community Emergency Service Manager	Brendon Rutter
DFES District Officer Northam	Phil Hay

#### Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant - CEO	Alysha McCall

#### Gallery:

Clackline Muresk Bush Fire Brigade	Bob Stockman
	Joe Marasco

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

### 3.1 APOLOGIES

**Voting Members:**

Deputy Bush Fire Control Officer	Simon Peters
Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

**Non-Voting Members:**

Department of Parks and Wildlife (Wheatbelt)	Graeme Keals
Department of Parks and Wildlife (Perth Hills)	Michael Pasotti

## 4. DISCLOSURE OF INTERESTS

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

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

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

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

As defined in 34C of the Local Government (Administration) Regulations 1996, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Chief Bush Fire Control Officer – Paid Position	7.1	Chris Marris	Financial	Chris Marris is the current CBFCO which is paid an honorarium. This would cease if the role shifted to the CFSM or another person.
		Neil Diamond	Financial	Neil Diamond is the current Deputy CBFCO which is paid an honorarium.
Chief Bush Fire Control Officer – Paid Position	9.1	Chris Marris	Financial	Chris Marris is the current CBFCO which is paid an honorarium. This would cease if the role shifted to the CFSM or another person.
		Neil Diamond	Financial	Neil Diamond is the current Deputy CBFCO which is paid an honorarium.

**5. CONFIRMATION OF MINUTES**

**5.1 COMMITTEE MEETING HELD ON 8 DECEMBER 2020**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.240**

**Moved: Mr Nic Dewar**

**Seconded: Mr Kris Brown**

That the minutes of the Bush Fire Advisory meeting held on 8 December 2020 be confirmed as a true and correct record of that meeting, subject to the following amendment:

- The inclusion of the time that Mr Chris Marris and Mr Neil Diamond left and returned to the meeting as a result of their financial interest in agenda item 7.1 – Two Year Tern for Leadership Positions.

**CARRIED 13/0**



Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**6. COMMITTEE REPORTS**

**6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT**

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

**BRIEF**

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

**ATTACHMENTS**

Attachment 1: Open BFAC Decisions.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



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

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

The 2020/21 bushfire season is one for the record books, almost the entire month of January & February were spent with suppression activities on numerous L2 & a L3 fire on our doorstep.

2021 for Northam was rocky start with the Wundowie Fire on Jan 2<sup>nd</sup>. This fire was incredibly fast moving and posed significant risk to both life and property within the Wundowie townsite., the Fire started at approx. 1300 during a Harvest, Vehicle Movement & Hotworks ban.

The quick action of the brigades involved in the initial turnout additional to the round the clock monitoring prevented this fire from over running the townsite. The fire reached a total of 71 Ha and although there were some incredibly close calls, it was a positive outcome to see that no significant property had been lost.

The community was impacted by power and mobile phone coverage for 2-3 days.

Shire of Northam Bush Fire Brigades also the Wundowie VFRS managed this incident with 24hr coverage until it the incident was safe to close, approx. 8 days after it started.

As the Wundowie Fire was winding up, the Red Gully fire was rapidly escalating, and this was stretching the availability of resources across the state. Shire of Northam brigades supplied appliances and personnel for multiple strike teams in support of local and intrastate crews

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Just as the Red Gully incident was starting to wind down the Wooroloo Incident started and turned out to be one of the most significant fires of modern times in WA. Starting on a day of Severe Fire Danger Ratings, also during a Total Fire Ban, and HVMB in Mundaring the fire quickly grew beyond the capacity to be stopped in a very short time frame. Shire of Northam BFB appliances and personnel maintained a presence at this incident in support of the local & intrastate brigades until maintaining 24hr coverage of the massive fire ground.

This fire razed just over 11,000ha, and unfortunately resulted in the loss of 86 homes, with significant impact on critical infrastructure such as phones, power, water. Although the total loss of animal/livestock numbers was high, the 1 positive to come from this fire was that no human life has been lost, some lives have changed irreparably but to have a fire like this, in such a built-up area with fire behaviour never before seen during hours of darkness has some suggesting some form of divine intervention.

Whatever the case divine intervention, good planning or just pure luck this will go down in the history books as a significant event in our time.

Coming into this season, we all knew there was a possibility of COVID-19 playing a part in this bushfire season, and it is possibly widely accepted that most people were prepared to some extent.

The announcement on Jan 31<sup>st</sup> by the premier Mark McGowan of the hard border closure for the Metro area, just 2 days prior to the Wooroloo fire made added an extra layer of complexity on what was already an extremely challenging fire, the goal posts were moved a couple of times in relation to masks and other personal protective measure in line with advice that was improving and our teams largely took on the added impost to assist in other regions which is highly commendable

It is important that the work of all both our own brigades and those outside of our regions is acknowledged, this season is most definitely one for the history books and one most of us are not in a hurry to repeat.

Staff would like to acknowledge the incredible work of our leadership teams on the whole, but none more importantly than our Captains, the work in the background that each Captain performed to liaise with crew and staff, as well as releasing appliances in support of the bigger picture is greatly appreciated.

Our brigades were involved in a variety of tasks in an increasingly dynamic environment, meaning we all had to adapt on the fly to get the job done, for this we say thank you, without the work you have done this year, we would not have had the capacity to assist our neighbours as much as we did, it is greatly appreciated by our own community and that of our neighbours.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



The 2020/21 season is definitely one that none of us will be quick to forget, there has been opportunities for us all to learn as we prepare for what the future holds, but there is a lot of things we did right and we did it well, most importantly we did it as a team, we did this for the benefit of the greater community.

As some of our community may still be hurting, we will stand with them, and help them through what might seem like their darkest days, this is what community is.

Avon Districts Support Brigade

The Department of Fire and Emergency Services has approached the Shire of Northam with a request to form the Avon Districts Support Brigade. This proposes to specifically recognise the Emergency Services Group as a unified brigade entity, which will provide further identity for its members and enable access to further opportunities of Local Government Grants Scheme funding for PPC/PPE.

The Incident Support Brigade is a group of newly recruited and existing Volunteer Bush Fire Brigade, Volunteer Fire & Rescue Service Brigade members and Volunteer State Emergency Services members who provide incident management support at fire stations and provide a crew to run the DFES owned Incident Control Vehicle out of the DFES Regional Office in Northam

The Shire will simply manage the brigade membership list on behalf of DFES, and supply PPC to the members through the LGGS. DFES will manage the day to day running of the brigade and manage the ICV as it is a regional DFES asset.

Bush Fire Control Officers

Brigades have been requested to provide nominations to the committee for Bush Fire Control Officers for the 2021/22 Bush Fire Season.

Each nominee once approved by Council will be assessed against the minimum training criteria, a report will be tabled at the June BFAC making recommendations to Council for formal appointment if training standards are met.

As per s5.6 of the Bush Fires Manual, Brigades are asked to provide a maximum of 3 nominations per brigade area.

The following nominations have been provided by the time of this report being published with the remainder to be provided at the committee meeting

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Wundowie BFB  
Mathew Macqueen  
Jason Cacic

Wundowie VFRS - To be provided at BFAC

Inkpen BFB - To be provided at BFAC

Bakers Hill  
Kris Brown  
Simon Peters  
Tristan Davey

Clackline BFB - To be provided at BFAC

Northam Central BFB - To be provided at BFAC

Northam VFRS  
Greg Montgomery

Irishtown BFB - To be provided at BFAC

Southern Brook BFB - To be provided at BFAC

Grass Valley BFB  
Chris Marris  
Phil Lloyd  
Mark Littlefair  
Paul Reynolds

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.241**

**Moved: Mr Kris Brown**  
**Seconded: Mr Mathew Macqueen**

**That Council:**

- 1. Note the Community Emergency Services Manager Report as provided.**
- 2. Establish an Avon Districts Support Brigade.**
- 3. Note the nominations for Bush Fire Control Officers and request the CESM to provide a report at the June BFAC, confirming that each nominee meets the training requirements prior to formal appointment.**

**CARRIED 13/0**

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



The following additional nominations were provided at the meeting:

Inkpen BFB

- Neil Diamond
- Nic Dewar

Northam Central BFB

- Luke Hagan

Irishtown BFB

- Murray McGregor
- Rob Herzer

Southern Brook BFB

- Paul Antonio

Mr Blair Wilding advised that Clackline / Muresk BFB nominations cannot be provided until after Thursday as this is when their Annual General Meeting is scheduled.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Attachment 1

By Officer & Status								
Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
16-Sep-20	C.4032	11.5	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 SEPTEMBER 2020	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Notes the Community Emergency Services Manager Report as provided.</li> <li>2. Notes the Chief Bush Fire Control Officer Report as provided.</li> <li>3. Formally appoints the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officers for the 2020-21 fire season:</li> <li>4. Chief Bush Fire Control Officer – Chris Marris</li> <li>5. Deputy Chief Bush Fire Control Officers – Simon Peters and Neil Diamond</li> <li>6. Senior Bush Fire Control Officer- Kristofer Brown</li> <li>7. Undertakes the following actions in response to the issue of Unexploded Ordnances (UXO) within the Shire of Northam:</li> </ol> <p>General</p> <ol style="list-style-type: none"> <li>1) All existing UXO mapping be removed from operational use</li> <li>2) All Brigades, Brigade appliances and CBFCO, DCBFCOs, FCOs and CESM be provided with hard-copy maps of existing potential UXO areas currently available from the Department of Defence website <a href="https://www.defence.gov.au/UXO/Where/MapApplInfo.asp">https://www.defence.gov.au/UXO/Where/MapApplInfo.asp</a></li> <li>3) Provide mapping to clearly distinguish the various classifications of the land as included within the DFES SOP</li> <li>4) Clarification be sought from DFES/Department of Defence on the previously distributed mapping that indicated additional</li> </ol>	CESM	<p>Update as of 09/03/2021</p> <ol style="list-style-type: none"> <li>1. No Action Required</li> <li>2. No Action Required</li> <li>3. Complete</li> <li>4. Complete</li> <li>5. Complete</li> <li>6. Complete</li> <li>7. 1) Complete</li> <li>2) Complete</li> <li>3) Complete</li> <li>4) No action required, all mapping provided by ADF is now current</li> <li>5) Not required - advice received from consultant is SOP should be followed and implemented</li> <li>6) Complete - SOP interpretation as Substantial Vacant for majority of parcel, "Substantial Developed" for building envelope and access road only due to dwellings.</li> <li>7) will form part of</li> </ol>		Open

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



By Officer & Status								
Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>High Risk areas not currently included on the mapping</p> <p>5) Engagement be sought with the Department of Defence and DFES re 'Slight UXO' areas (which equates to most of Clackline/muresk and half of Irishtown brigade districts, with small areas elsewhere) to discuss the implications for firefighting efforts, e.g., understanding the risks of using a grader on a previously cropped paddock in Irishtown</p> <p>6) DFES/Department of Defence be requested to clarify the three existing land parcels identified as being "Substantial" if they are classified as "Developed" or "Vacant Land", given the development on the land</p> <p>7) DFES/Department of Defence be requested to clarify the extent of the "slight occurrence" on the above mapping given the historical development of the area, with specific reference to the active firefighting suppression methods that can be used in these areas</p> <p>8) Council provide official notification to landholders of "Substantial" sites concerning the implications of future fires, based on the current operational SOP</p> <p>9) DFES be requested to provide a timeframe for updating the SOP Operational/Response</p> <p>10) The Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the "Substantial-Vacant" and "Substantial-Developed" classifications, and land within close proximity to that land (suggest within a 500m radius).</p> <p>11) DFES be requested to ensure turn-out procedures include an automatic UXO warning for those sites either within or within 500m radius of land identified as "Substantial" from the</p>		<p>Operational Pre Plan (OPP) being developed by DFES.</p> <p>8) Completed via face to face meetings with EMDS</p> <p>9) Complete. DFES will not provide a timeline.</p> <p>10) ongoing once OPP developed</p> <p>11) Advised by DFES as complete.</p> <p>12) Advised by DFES as complete</p> <p>13) Complete</p> <p>14) Already occurring</p> <p>15) Crews to follow SOP</p> <p>16) Crew to follow SOP</p> <p>17) Ongoing</p> <p>18) ongoing (OPP)</p> <p>19) Ongoing</p> <p>9. no update - updates will be minor, and will only be around clarification of wording, the SOP is largely complete and deemed sufficient from a risk perspective.</p> <p>10. Will workshop as</p>		



Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



By Officer & Status								
Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				above mapping, as included with DFES SOP3.5.13. 12) Turn-out messages to include a more specific warning such as "This incident is within the vicinity of a known Substantial UXO area – please refer to local mapping." 13) DFES be requested to update FESMAPS, to reflect the above 14) The Shire of Northam mobilisation matrix be updated to include the requirement for the CESH, CBFCO or DCBFCOs, and DFES to be mobilised with the DEFS staff member to provide operational assistance to the Incident Management Team (IMT). 15) The procedure above to also include the requirement to adhere to SOP3.5.13 – this is currently that brigades cannot enter the site unless the IC approves a variation to the guidelines in the SOP based on a fully documented risk assessment 16) Subject to the clarification of the above, the Shire of Northam Bushfire Manual (Section 1.12E) be updated to include specific turn-out requirements for incidents within the "Slight" classification – the turn-out requirement is to include the advice that heavy earth-moving machinery (such as a dozer) not be used and that other earth-moving machinery complies with SOP 3.5.13. This is to be reviewed following additional advice from DFES and Department of Defence 17) Mandatory training session be held with CBFCO, DCBFCOs all FCOs, brigade leadership teams and Shire plant operators on the revised Bush Fire Manual procedures relating to UXO issues mentioned above – it is recommended that appropriate DFES and Department of Defence staff attend the training session		part of Bush Fire Manual review 14. Complete 17. Complete. Pre-season training scheduled annually.		

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



By Officer & Status								
Date	Motion No	Item No	Subject	Motion	Action By	Comment	Date Completed	Status
				<p>18) Site specific bushfire response plans be developed for the three properties within the Shire of Northam classified as "Substantial"</p> <p>- the response plans are to detail how bushfires either within the property or that in the immediate vicinity (suggested 500m radius) will be handled (alternately, a site-specific documented risk assessment for the three sites be developed in consultation with DFES and Department of Defence in accordance with the requirements of SOP 3.5.13)</p> <p>19)UXO issues be included as an ongoing aspect to scenario training, pre-season briefings, and pre-season tours of the Shire</p>				
16-Dec-20	C.4100	11.3	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 8 DECEMBER 2020	<p>That Council:</p> <ol style="list-style-type: none"> <li>Notes the Community Emergency Services Manager Report as provided.</li> <li>Notes the Chief Bush Fire Control Officer Report as provided.</li> <li>Approve the matter of extending the leadership positions of Bush Fire Control Officers, Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer to a two year term is included as part of the discussions at the next Bush Fires Manual workshop, is brought to the brigades for comment, and is then presented to the next Bush Fire Advisory Committee meeting.</li> </ol>	CEISM	<p>22/01/2021 Update will be provided in late January.</p> <p>Update 19/02/2021</p> <ol style="list-style-type: none"> <li>No Action Required.</li> <li>No Action Required</li> <li>Discussions still ongoing, brigade workshops required</li> </ol> <p>Update 09/03/2021</p> <ol style="list-style-type: none"> <li>On hold due to new motion received from DCBFCO &amp; Wundowie BFB at March 21 BFAC</li> </ol>		Open

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT**

<b>File Reference:</b>	5.1.3.1
<b>Reporting Officer:</b>	Chris Marris, Chief Bush Fire Control Officer
<b>Responsible Officer:</b>	Chris Marris, Chief Bush Fire Control Officer
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For the Committee to receive and note the update provided by the CBFCO.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

N/A.

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

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

Nil.

**B.6 Risk Implications**

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

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

**C. OFFICER'S COMMENT**

It seems so long ago since my last December report. A lot has happened. Most notably on the incident front with a number of large incidents in or in close proximity to our district. Contributing to this we have had some significant weather events with persistent winds dominating January and then most recently significant rains in the district to kick-off March.

In terms of incidents, the Wundowie Incident which started early afternoon on Saturday January 2, 2021 had significant potential to impact the Wundowie townsite. Started during a harvest vehicle movement bans (HVMB), the fire was fuelled directly towards the Wundowie townsite. With the fire impacting the edge of town within one hour, and reports of a spot fire some 3.5km away, the quick escalation and mobilisation of Brigades both locally and neighbouring, combined with air support, was key to the successful suppression of the fire. While property damaged was limited, and no houses lost, the fire was not without its challenges. The speed of escalation, the hand-over process to DFES, failing radio communications, and the impact to infrastructure (highways closed, water pipe impacted, power outages resulting in the lost of phones) are among some on the list.

The support provided by strike teams and brigades from the Wheatbelt, Metro and the South West during the incident and over the mop-phase was highly appreciated by local crews and the community. The tireless work by local VFRS and BFB brigades during the incident and over the proceeding days and weeks to monitor this incident should not be underestimated. As the winds persisted, the smallest of flare up could have been of real risk in the wrong spot. Thanks must also be extended to the supporting services such as the SES, WAPOL, DPAW, Shire staff and the numerous other agencies and people involved. Finally, thank you to our Deputies, CESM, BFCO's, our Sector Commanders and other leaders who stood up and worked tireless during this time.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Before the Wundowie incident had even finished, we had a crew heading towards Beverly to support an incident kicking off there. Over the following weeks we saw a number of larger incidents in our neighbouring Shires including York and two in Mundaring, along with the Red Gully incident. The devastation of Wooroloo fire, which started barely more than one kilometre from our boundary is an unfortunate reminder of the devastation that fire can cause. Again there was a significant and prolonged effort by Northam brigades to support this incident, despite Covid-19 restrictions.

Any large scale incident obviously provides the opportunity for learnings and we await the opportunity to provide feedback into the formal debrief/review of the Wooroloo incident and the Wundowie incident (which was delayed due to Wooroloo). I thank Brigades and members who have already taken the time to document concerns and opportunities for refinement. Certainly the delayed turnout of Northam brigades in support of the Wooroloo incident in the first five plus hours of the incident is high on the list to get an explanation.

While my last report noted an incident which occurred very close to a scenario that we had run, another incident since in Irishtown was also within a few hundred meters of a previous scenario. Thankfully in both cases the conditions were not as bad as the scenario but it shows the relevance of this preparation work.

Coinciding with the numerous larger fires in January and early February was persistently strong winds. This, combined with public holidays, resulted in an unprecedented number of harvest vehicle movement bans during this period. It is never lost on me the impact these can have on industry and the community, and finding the right balance between risk and impost/cost is essential. Others influencing or making these decisions must also consider this balance. We must also collectively do more to ensure that the community understand what these bans are, how they impact not just farmers, and the risks associated with not adhering to them. The work to make the HVMB SMS signup process easier is one great step in the right direction in this regard.

It is pleasing to see a number of individuals re put their hand up to be an FCO for next season, and I understand other Brigades may still be going through the process of nominating FCO's. There is no getting around that local knowledge and understanding on local brigades is essential to effective fire management. We must all collectively do what we can to support and encourage the development and roles of our FCO's. Some of the required training for our FCO's are currently only being schedule once in our area for the coming off season, so I implore those needing or interested in training to register early and reach out should they need a second/alternative opportunity to complete the training. I think it is also worth acknowledging that we are currently still awaiting the second workshop on the review of the Northam Bush Fire Manual. Despite requests, the scheduling of this workshop has proved illusive but is important

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



given its potential to change the current process for electing FCO's including those in leadership positions, along with important updates.

On a personal front, the start of February saw me have a double hernia operation which took me off frontline duties for a short period of time. I thank the Deputies for their coverage during this time and to the broader members for their support.

Finally, it is pleasing to see the paddocks start turning a bit green, coinciding with the start of the restricted period. This period will be the first time that the 1m3 burns are not permitted which may be a source of confusion, so we must all work actively to keep the community informed.

Thank you again to you and your members for your remarkable work.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.242**

**Moved: Mr Sam Moss**

**Seconded: Mr Greg Montgomery**

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

**CARRIED 13/0**

The Chief Bush Fire Control Officer discussed the contents of his report.

Cr Little acknowledged the efforts of all volunteers and brigades.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**6.3 MINUTES FROM THE OPERATION COMMAND MEETING**

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

**BRIEF**

For the Committee to receive and note the minutes from the Operation Command Meeting.

**ATTACHMENTS**

Attachment 1: Minutes from the meeting held on 15 February 2021.

**A. BACKGROUND / DETAILS**

The Operations Command Meetings has evolved as a way of combining the Bush Fire Control Officers Meetings, Captains Meetings & Harvest Ban Officer Meetings into quarterly high-level strategic meetings that encompasses the entire Volunteer Bush Fire Service leadership teams which includes 1<sup>st</sup> Lieutenants and ensures that our leadership team is informed and included in important decision-making processes.

The Leadership teams are provided a platform that encourages greater collaboration between brigades while empowering our leadership team members to be more involved in issues that directly affect their area of responsibility.

The Operations Command Meetings ensures a more balanced approach to decision making and provides for greater information sharing to ensure a consistent two-way information flow between the leadership teams, and brigade members.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

**B. CONSIDERATIONS**

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

Theme Area 3: Safety and Security

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

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

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

Nil.

**B.6 Risk Implications**

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

**C. OFFICER'S COMMENT**

Nil.



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: BFAC.243**

**Moved: Mr Neil Diamond**

**Seconded: Mr Kris Brown**

**That Council:**

- 1. Request the CEO to write to the DFES Commissioners Office via the Regional Superintendent, to invite representatives from the Commissioner's office to meet with the Operations Command Team, to initiate open dialogue about the future of the Volunteer Bush Fire Service and the service delivery model under which it will operate.**
- 2. Formally advise the DFES Regional Superintendent, of the nominated date being April 30<sup>th</sup> 2021 for the disconnection of the VHF High Band & VHF Mid-Band connection at the Fox RD repeater site.**

**CARRIED 13/0**

Clarification was sought in relation to how many people attended the meeting and how was notification provided to the invitees. The Community Emergency Services Manager advised that all captains were provided an invite by email. Eight members attended the meeting, those listed as apologies formally apologised and those not listed did not respond to the invite.

Discussion was held around the service delivery model under which brigades would operate, i.e. would this become a paid service, continue under the local government or DFES. The Community Emergency Services Manager advised that this motion would initiate those discussions and engage key personnel to hold a discussion around how the various models may operate. It was noted that there has not been a decision made in relation to the model and therefore it may be difficult to obtain a response.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**Attachment 1**  
**Minutes**

Shire of Northam  
Volunteer Bush Fire Service  
Operations Command Meeting  
Monday 15<sup>th</sup> Feb 2021  
Northam Recreation Centre



**Apologies:**

Murray Mc Gregor, Simon Peters, Soren Nielson, Jason Cacic, Matt Macqueen

**Attendance :**

Shire of Northam BFCO's: Rob Herzer, Neil Diamond, Kris Brown, Nic Dewar, Chris Marris, Phil Lloyd

Wundowie BFB: N/A

Inkpen BFB: N/A

Bakers Hill BFB: N/A

Clackline BFB: Bob Stockman

Northam Central BFB: N/A

Irishtown BFB: N/A

Southern Brook BFB: N/A

Grass Valley BFB: N/A

Invited Guest: N/A

Meeting Opened 1742 by CESM

**Agenda Items**

**1- Restricted Burning Period**

The prohibited burning period ends on Feb 28<sup>th</sup> 2021, discussions around available options to manage the risk.

Group Discussion around 2021 being the first year that there is no cubic meter burning for Autumn Restricted Burning Period.

**Decision:** Delay start to restricted burning period until March 15<sup>th</sup> due to fuel loadings in West of Shire, low forecasts for rain with forecast temperatures being above median for both day & night temps, trending weather pattern of low RH with gusty winds justify intervention by leadership teams to reduce the risk to the community

- Shire to communicate with wider public, restricted burning is for Ag purposes with permit only, all burning without permit, promote in SMS, and online media.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



- VMS signs to advertise along hwy – Shire to investigate

**2- WAERN Radios connection of VHF-Mid/VHF High**

Decision has been made that due to issues in January 2021 and many previous the link between the 2 networks will be permanently decommissioned, Mid Band VHF will operate as it's own network.

B.Rutter - all appliances have 2<sup>nd</sup> radio operating on VHF High – no operational appliances have midband capability anymore with the exception of Clackline 2.4 which is up for replacement, new appliance will have same radio configuration as rest of fleet.

Neil Diamond: Brigade level training required to assist membership with greater understanding of functionality of existing radio hardware to ensure improved communications with private units on the fire ground.

C.Marris: Opportunities to encourage further use of BART for increased awareness of incidents within brigade districts.

\*CESM to discuss other options for free scanning apps to allow network channel scanning at next meeting, will forward to brigade secretaries for dissemination.

**Decision:** That the Shire of Northam advise DFES of the nominated date for the disconnection by end of the high threat period or April 30<sup>th</sup> whichever comes first.

Shire to SMS to wider brigade membership as well as communication to public about extension of the prohibited burning period, and cessation of mid band 43 as default operational radio channel.

**3- Intercom replacements** – CESM provided information about concept being developed to identify solution to potentially replace vehicle intercoms which have significant ongoing issues, and future replacement of hand held radios, Shire of Northam fleet is under resourced with single portable radio, and no crew radio comms.

This issue has been highlighted at incidents and the concept/business case for x10dr heads could be a solution.

**4- Operational feedback to region for Wooroloo incident** – Appendix A – Bob Stockman – Clackline/Muresk BFB & Appendix B – Bruce Deveroux – Grass Valley BFB.

**5- Bush Fire Service management for the future** – Kris Brown

The Future of the Bush Fire Service for Northam,

- 1- what are the options,
- 2- how would it look
- 3- What are advantages & disadvantages of this model

Discussions around some examples of how DFES brigades operate, how this could work within the Bush Fire Service and some of the potential advantages & disadvantages.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



B.Stockman – Advised his belief that a change to DFES management is inevitable however believes a culture change is required within DFES to improve relationships with volunteers (BFB) first.

R.Herzer- what would happen to Bush Fire Control Officers, are they still required? Who would be managing the permits, would it be local government or would the local brigade manage this?  
Would BFAC still operate and if not what would replace it?

B.Rutter – These are the questions that need to be asked, to enable brigades to continue with informed discussions around the future of the bush fire service, suggested questions like this are best answered by DFES themselves, and recommended a meeting in the near future between operational command team and regional DFES staff, perhaps even a representative from the Commissioners office to answer/address some of these questions.

N.Diamond – Can see better operational support at incident management level, and believes this could lead to a smoother transition for incident escalation & de-escalation, Sec 13 process is clunky and if not done right causes the incident to fall apart.

All agreed that a big change such as what is being discussed would have initial teething issues that would take a period of adjustment from all sides. All agreed that the process would not be a quick one, and would potentially take 12-18 months to get to a point where the brigades, the LG & DFES are in a position to make an informed decision for the future of the service, and it's ongoing management to deliver the best outcome to the volunteers and the community.

N.Diamond – Advised his belief that the service will go over the DFES, suggested that recent incidents may expedite this process. Sees value in proactively engaging DFES staff & having open robust discussions about a potential transfer, to be a part of setting the standard of service as other brigades move over to DFES. Being a part of setting the benchmark could open the door for the service to improve for the benefit of the volunteers and the community.

**Action:** B.Rutter to approach DFES staff to initiate a meeting with the operations command team to workshop some of the brigade questions, and continue dialogue to allow informed discussions to continue.

**General Business:**

Nic.Dewar – asked about the status of the 2<sup>nd</sup> workshop on the Bush Fires Manual

B.Rutter – Conceded that it is unlikely that the workshop will be held prior to the March BFAC, however is setting a date (likely March) in the short term to further progress the amendments to the manual.

**Meeting Closed – 1955**

## Annexure A

### Clackline Muresk Bush Fire Brigade

Report/comments on the Woorloo Fire 1/2/2021 to 6/2/2021.

#### Introduction:

In the days following the conclusion of the involvement of the above brigade in the Woorloo Fire, members of the brigade expressed some concerns regarding the management of the resources during their time on the fire ground. The following report is their written observations and comments which are offered in good faith for evaluation for future fire events.

#### 1800 hrs 1/2/2021 to 0700 hrs 2/2/2021

- This deployment very similar to others in the early stages – very dynamic and likely suffering from information overload.
- Power loss resulted in a loss of mobile phone reception particularly in the Reen Road area – similar to the situation in the eastern states last year. GPS tracking on Google Maps was knocked out as a result. This also prevented the Avenza map system from being updated. The crews were requested to down load the Avenza app when they arrived at Gidgegannup West but many had never used this tool before.
- Would like to understand why the local brigades were excluded from call out when the fire was initially reported. Inkpen, Wundowie, Bakers Hill and Clackline could have been on site much quicker than some of the city brigades.
- Once the local units were requested, they were asked to assemble at Wundowie Fire Station and then proceed in convoy through back roads to get to Gidgegannup West. This delayed many of those units from reaching the fireground by an hour.
- During the asset protection program on Reen Road in the early hours of the 2<sup>nd</sup>, the water available in our vehicle was reduced to crew protection only. At that time, the bridge to the eastern end of Reen Road was blocked and Sector Commander was waiting for a FEL to clear the bridge. The road in the opposite direction was blocked by

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

fallen power lines. We were approached by a local land owner who said he had a substantial dam and could refill our tank which we did. As we left the property, we tied a large piece of emergency tape at the entrance to the property and informed the sector commander of the potential for other units trapped in that area to refill their tanks – the land owner agreed to remain at the dam and fill any vehicle needing water. To the best of our knowledge, this information was not passed on to any of the units (believed to number 5 or more) that were locked into that section of Reen Road at the time.

- Our crew and many others were on route or on the fireground from 1800 hours 1/2/2021 until 0700 hours 2/2/2021 without a break or any refreshments. While recognising this was a critical time of the fire, it is not good and sensible resource management policy to expose crews to such extended hours without welfare.
- We would like to understand why the brigades were used solely for asset protection and not used to fight the fire.
- The Shire of Mundaring has no emergency numbering system in place in the rural areas. We spent more time looking for the right property to defend an asset that we did defending the asset – no numbers on the gate, hidden driveways, numbers on the gate not matching the number provided by sector commander.

Wednesday 3/2/2021 0000 hrs to 0800 hrs

Friday 5/2/2021 1600 hrs to 2400 hrs

Listed to attend as OIC of Clackline 2.4

Saturday Feb 6 1600 hrs till 2400 hrs. Crew of 3. However, I requested this shift to be cancelled (approved) due to inactivity from previous deployments including expected rain.

Points to consider for better organisation in the future.

- Fire started Feb 01 1200, Werribee Rd and Allen St. Reported around Midday. Why wasn't there a request for Shire assistance until 5 hours

after the start of the fire? BART text sent by Northam CSEM Feb 1 1653.  
The local shire brigades should have been called out as soon as it was reported. Many questions to be answered.

- Local shire brigades should have been deployed earlier and to local areas. If COVID19 protocols were the reason local brigades should have been separated during the early stages. e.g. Northam Shire look after the eastern section. Toodyay the northern flank. Mundaring the southern flank. Perth Metro western area which in hindsight would not have been required.
- Don't task units to the furthest location on the fire ground from home base. In our case Bullsbrook. What happens if there was a fire in the shire and required to return? egg Irish Road Dumbarton Road Feb 4.
- Don't send strike teams/units into unfamiliar areas, especially deployed when its dark.
- Provide the latest mapping (roads, tracks and fire breaks) to each unit OIC as we be familiar with the area prior.
- Sector commander should provide as much information as possible as in both deployments the Sector commander was not even sure what was going on.
- The information provided at the main IC Midland was excellent if you knew what you were reading, however little or nothing more was said when in the area deployed.
- Don't have multiple units (Heavy and light) on strike teams waiting around for extended hours as experienced Tue night and Fri night.
- Heavy units were not capable of entering certain tracks which were more suited to LTs.
- Deploy to other locations even if its mopping up. Or send home.
- Improve welfare especially during the earlier days as there were reports of crews missing out.
- Better communications at the IC area.
- Have the sector commander who is responsible for the strike team be fully briefed and ready to outline the task at hand when his designated team arrives. Not having crews waiting around while task at hand is being organised.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

- T Card protocols were not adhered to as per SOPs. Fri Feb 5, we filled out the correct heavy T cards at the main IC Midland and then the wrong type beige machinery T Cards at West Gidgegannup meeting place.
- Sector at both deployments instructed he will close our T cards off and sent us home, rather than units return to the IC and pull cards.
- Confusion over selecting radio channels needs to be improved as many in both teams had problems with the correct sector channels which is an indication of not enough training.

In my opinion if local brigades were call upon in the early stages this fire would not have escalated to such a catastrophic fire with many homes unnecessarily destroyed.

Wednesday 3/2/2021 0000 hrs to 0800 hrs

- It was a frustrating night on the entrance Road to Walyunga National Park. 8 to 10 trucks and 30 - 40 people doing very little. If it was observed by media it would be an embarrassment to DFES.
- In essence there was no task for us to do. We did a drive through one property to check for hot spots and some of the other trucks went and blacked out a few trees. This took about an hour.
- Whilst the Walyunga National Park was a potential risk zone given the wind conditions it was extremely unlikely that it would flare. Given the access issues to the hot spots we would have had to hold back until it got to more open ground.
- Most of the numerous trucks parked up should have been sent home or deployed to Gidgegannup / Wooroloo to black out what was possible.
- I was curious why the 4 trucks from Northam were sent to the furthest extremity of the fire were we as a crew had limited local knowledge. It would have seemed sensible to send local (Bullsbrook was there) and metro units to Walyunga National Park.
- More generally we all need to think about the manning of the midnight to 8 am shift. Unless some of the crew had been on the fireground previously the crew are really limited to blacking out duties on an established control lines unless the fire is in open country.



Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



- Whilst we all want to help the fire effort; we don't want to waste time as in many people's cases they have other work or other priorities in their lives.
- Our sector commander who works in Northam but lives in Perth (I do wonder why DFES agrees to this - the cost of replacing utes early is a material cost - That said it is not related to this email) as I understand it had not been on the fire ground at Walyunga before we had arrived. This is not good as he was unfamiliar with task and terrain. I think sector commanders need to have local knowledge and a detailed handover. Particularly at a midnight changeover.

I agree that whatever we put forward should be positive and helpful. Whilst some people were clearly frustrated all of the crew acted professionally and acted in a respectful way on the site.

Thursday 4/2/2021 1600 hrs to 2400 hrs

- I attended the incident on Thursday evening (shift between 4pm and 12am). I was very disappointed that our pre departure briefing was very blasé and definitely did not follow a basic SMEACS format. We were given very basic point at map and say "we are here, we are going there, let's go!" brief. As a result, we left the control point at Midland very unclear as to the Situation that we were going into, our Mission, the expectation as to how we were to Execute the mission (especially hard as we had little understanding of the mission), near no explanation of Administration or Logistics such as location of water, welfare, Fuel and finally the only Communications information we received was a radio channel, we were not even aware of the callsign of the task force leader (we found this out quite late in the piece, in fact after we were on the fire ground and by luck I recognised his voice referring to himself as "Goldfields/Midlands Strike Team Leader").
- We were given a very basic Safety warning that we are to remain vigilant and not put ourselves in unnecessary danger which was explained a bit further as to potential dangers, it was probably the best of the brief but still very limited.

- In regards to this, I believe that we should suggest that Basic SMEAC must occur during all briefings, not just in the training practicals. I believe a booklet/file should be made up by DFES which has a "worksheet" or table that has all of the components of the SMEAC structure on it and a place next to them to place relevant information. These booklets/files should be placed in all appliances. This would mean that it would work both ways, firstly by ensuring all crew have relevant information but also allows crews to ask briefing officers any information they may have missed. It is obvious to me that as we most of us don't use SMEACS every day it is common for briefing officers to glide over or miss parts.
- The other suggestion I have is that all relief crews are tasked before arriving at an incident and that this is shared with the crews as early as possible i.e. when requesting crews or before they turnout from the shed. The fact that our crews had to travel over an hour in the evenings to and from the incident, across a COVID boarder, to then be tasked to sit in their vehicles or conduct meaningless tasks for between 8 and 12 hours on the ground (excluding travel) , which in fact resulted in some members questioning why they bothered volunteering to go in the first place, and as a final insult resulted in these volunteers now having to adhere to the restriction requirements as they entered the restricted areas of Perth and Peel arguably unnecessarily. Had the crews been tasked prior to their departure, it should have been identified that some crews were not required well in advanced. Especially as whilst we were in Wooroloo, a fire broke out in Irish Town which ended up having Toodyay crews attending in replacement of us and the other Northam Shire crews down the hill.
- In summary, my suggestions are that DFES and VBFS OICs and members take SMEACS more seriously and that a sheet is prepared, and distributed to all appliances, outlining the requirements of the SMEACS with placed for relevant information to be written in.

- Secondly, if IC staff require appliances from other districts, especially after the first shift (I recognise at the beginning of a fire (1<sup>st</sup> shift) understanding of the fire ground is difficult and unclear), they should be tasked before they are requested and certainly after 4 days of the incident the IC should know if they are needed. This information should be handed onto the crews so they know what they are going for and also to improve the crew's confidence in the management (transparent management and decision making).

Thursday 4/2/2021 1600 hrs to 2400 hrs

- We met at Swan shire SES ground at 1600, it wasn't until about 1630 that the person leading our team took us out for a briefing which lacked many of the SMEAC principles. It wasn't made clear that our leader wasn't to be sector commander or what his call sign was to be, neither was it made clear that we were a separate strike team or what our mission was to be.
- On the fire ground we used the sector's simplex radio channel which was difficult, it was suggested that we use a UHF channel but our leader was unable to make the frequency change. We were assigned to asset protection on a part of Clenton road. With three other appliances, we spent much time following our leader up and down the road looking for an asset to protect. In my opinion there were too many appliances in the area looking for something to do, most with no direction. About 2200 we were led to a dwelling to protect, we were there with two other heavy appliances and a light tanker, there was barely enough room for all of us in the driveway. The fire advanced very little in the ensuing two hours until our stand down time. We went home with the full tank of water we had left with.
- Now the \$64,000 question: Why weren't the closest brigades paged when the fire was called in? Wundowie, Inkpen and Bakers Hill could have had appliances on scene as quickly as Wooroloo (if Wooroloo were called). On a day of such high winds/temperatures it seems to me close

to dereliction of duty not to call all close brigades immediately. The first official call I received was about 1700 requiring our 2.4 to be at Wundowie VFRS shed by 1800.

Thursday 4/2/2021

I was part of strike Team GM12 for Thursday evening

We left the Clackline shed about 2:15pm for a briefing meeting set for 3:30pm at **Midland ICC!**

Upon arrival it appeared the place was being packed away...

points in summary as follows:

- **Why did we not receive an early call out (Clackline BFB) when the fire was "small" at the time it was reported like we got for the Werribee Road fire in January? Early intervention with more units could have stopped it earlier than the catastrophic wild fire it grew into.**
- No-one on duty seemed to know we were arriving! (we had units from Merredin (Colgar), York, Clackline and Toodyay etc - word MUST have been passed through to ICC Midland....<maybe not!>)
- The duty IC did not have a "briefing/task" ready and we wasted a lot of time while they scratched around trying to allocate us to a task.
- We eventually we told to go report to East Gidgegannup via Toodyay Road to patrol sector/Div "South" and were given a map with vague instructions that they will re-task you.
- We were eventually sent to backup the End loader clearing the Railway service track along the Avon river but told to get to that via O'Brien road.

- When we eventually found the poorly tagged entrance track to the start of the actual service access road it was only about 10 km from where we had set out from in Midland !!! i.e. the rail crossing on Campersic Road and at the foot of the scarp in Brigadoon. (about ten minutes from the ICC not the hour journey (60km) we had just undertaken from Midland. Surely distant crews should be deployed at the closest part of the fire ground to them as they arrive - even if they are just tasked as mopping up and not attacking the fire front.
- Food snack ration packs were very good and Vacuum sealed.
- Toilets were being packed away - incoming relief crews were then sharing the centre's toilets = cross risk potential.
- Salvos had their food kitchen setup with sanitiser pods etc - excellent. (same as the recent York fire on a larger scale.)
- We were allocated radio channels BUT not all of our units could use those "allocated" - one difficulty in setting them AND older radios not having the VHF system on them. - it took about half an hour to get everyone onto different channels. CB 5 and the new common channel...
- WATER: we had our own tanker truck following on but the service road was one way and few turn around and had two at least very narrow bridges. E Gidgegannup and West Gidgegannup fire shed are not on any scheme Water! Our 12.2 (7.0) tanker was too heavy to go on the track so was parked up in a picnic spot acting as a radio relay if needed. Also, while we had a convoy we could not pass easily and if one truck ran out of water (as we nearly did - the warning buzzer sounded all the time as we had used our upper deck monitor to douse a tall burning stag. we were vulnerable if there was a running fire!

- The map we had did not clearly show the roads and fortunately we had some mobile coverage and could use that in the area as we had it available offline! Our truck was recently fitted with WIFI booster to facilitate same =VERY GOOD addition in the field.
- The end loader had low fuel so we had to dispatch our LT to tow the fuel pod back from the ICC midland and wait for it to drive up the track fuel the loader *and then return* before we could move out on station some four hours after we had left the Midland ICC It also bought up food rations for everyone in take away packs so we had a meal break before getting on task after sunset - it was very dark.
- We had lodged our T cards at Midland but had to fill-in another set at E Gidgegannup (they had run out of the correct ones!!!)
- Other Observations: we saw a Service vehicle at the Midland centre - great for in house repairs to hoses etc.
- the Towable fuel pod was deployed (and available!)
- Water there was none available along our section of the track - apparently there were some tanks further on but we did not encounter them - we just shared the mopping up of cleared (still burning!) logs etc so that we did not run out. - **there were some awkward turn-arounds they need to be made wider for truck access here possible.**
- The rail signalling solar panels need to be able to be protected but NOT if we have limited water available to replenish on the one-way track.
- the maps need to also show travel routes - OR different maps printed as well to indicate SHORTEST SAFEST ROUTE to tasking allocated.

- When a fire breaks out at the junction of Local Govt. boundaries ALL shires concerned should be sent the emergency call out not just one.

Friday 5/2/2021 1600 hrs to 2400 hrs

- Day 5 Friday I was a crew member with the Clackline 2.4. Tasked from 4pm to 12am with 4 brigade members. Along with us were Julimar 2.4, a Merredin L. Tanker, York 4.4, Greenhills 3.4, + one other L. Tanker, Toodyay 12.2.
- Why weren't more Northam VBFB units called upon at the initial call out on a day of such strong fire behaviour conditions and when there was a realization that they were losing the fight?? It pretty much started on the Shire boundary!
- The initial brief gave almost no information except a map and DFES person to control us! There was no overall information on the current circumstances of the fire, was it running, was it contained, position of threat etc.
- Took 45 min to sort radios out between all units, told to go to Gidgegannup West fire shed, waited there another 45 min. Got our task to clear service track for railway line from Cathedral Ave East to the Eastern boundary of the burnt area - approximate distance 7-8km. Took another 45 minutes to get there along O'Brien Rd.

- Loader was at start of track to go through first, had to wait for a USAR team who are chainsaw accredited to follow. Loader had low fuel so had to wait another 60min to get fuel and have a driver changeover.
- Dinner arrived and we hadn't struck a blow - 3.5hrs. Eventually proceeded up track at 8.15 pm thereabouts.
- Fire area was burnt from edge to edge occasional trees alight - at most this was a job for a heavy tanker and 1 light tanker, or almost 2 heavy and USAR.
- Volunteers put their time forward to help in whatever way they can, the feeling of uselessness sitting, waiting, achieving nothing with wasted resources is putting volunteers off. This gets looked at every time there is a major incident that DFES runs and when you turn up to put your time forward again nothing has changed.
- DFES staff should have these volunteer shifts organised prior to volunteers turning up so they are straight onto the job at hand. They know what crews and when they are coming so there is no excuse. All crews that I have talked to from other brigades say the same!

**Summary:**

1. The basic tenet of bush fire fighting is the speed of response. A common thread of these observations is why was no call made for assistance from Northam brigades until after 1700 hours on Day 1, 5 hours after the initial report was made. The ignition point of the fire was approximately 2 kilometres east of the western boundary of the Shire.



2. Fatigue management/welfare supply in the first 48 hours of the fire left a lot to be desired. Could consideration be given to the airline catering firms to provide a contracted service for the provision of hot meals from their reserves?
3. All local governments in rural areas should introduce emergency numbering as a matter of urgency to reduce time wasted trying to identify assets that require protection.
4. Local knowledge is a key feature of successful fire suppression – the brigades closest to the current fire front should be the priority units especially in the immediate aftermath of the emergency notification.
5. A common theme from those attending this fire was the lack of proper SMEAC briefing before deployment and poor radio use/protocol.
6. The use of resources/time was poorly managed. A thirty minute briefing and, perhaps, seven hours work should be the aim. Sector commanders should be well versed in the sector conditions before leading a deployment on to the fire ground.
7. Consideration should be given to the collation of data at a central point to allow the Incident Controller make the safest and most prudent decisions – to this end, efficient administration support in the Incident Control Centre should be a priority.
8. Have the recommendations of the NSW Bush Fire Enquiry 2000 been studied and the key recommendations identified for the Incident Controllers and Sector Commanders in Western Australia?

Bob Stockman

Brigade Captain

Clackline Muresk Bush Fire Brigade.

11<sup>th</sup> February 2021.

Phone 0417310 397

Email bobandbetty@westnet.com.au

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Dear Sir,

**Annexure B**

I am a member of the Grass Valley BFB DFES number 180004 and I write to you firstly to inform you of my concerns and also to receive answers I have in regard to the Wooroloo fire.

Firstly, we were task to attend at 23.30 at the Jack Mann control point for tasking onto the fire ground we were part of a strike team from Northam consisting of 5 heavy appliances.

Volunteers were called around 15.00 and the team was put together, my question for you is why with nine hours of notice of our arrival we arrived on scene that it then takes just short of two hours to find a task for us to do that a total of 3000lt of water was used to black out six burning logs.

We then sit around for another task that required machinery to create a tracking break around the fire for us to access. The machinery was not even on the scene when this task was assigned.

It was then decided that instead of all five appliances waiting around for at least 90 to 120 minutes before getting access that two units were told to stand down and head home because at best it was a task that required minimal assets to complete.

The portrayal on the DFES website, the pictures in the media and even your own interview on channel seven continued to say the fire was out of control, houses were under immediate threat and we get on scene to just sit around. It is just not good enough. We had no problem if blacking out was going to be our task but surely a better use of resources could have and should have been found than the minimal tasks that were performed in the time we were on the fire ground.

Volunteers want to be at an incident to be of help and by giving up work, family time or in this case a good night sleep it shows they care. In my case I paid for an extra staff member to work in my absence which I am willing to do but not to be just sitting around doing nothing while having numbers on the board to make the whole show look more important.

My biggest question though is that when the fire was first reported no units from the Shire of Northam were deployed when most are located closer than any Shire of Mundaring **units whose district Wooroloo is in**. The incident at Wundowie several weeks ago every asset was thrown at the fire early, it was very chaotic early but the conditions were very similar to Wooroloo, hot and windy and was contained relatively quickly.

I am not saying that the escalation of the Wooroloo fire would not have happened but given the closest assets were not **used how many** of the 70 odd dwellings lost could have been avoided. What could have been a fire of a few hundred hectares ends up the way it did.

The sitting around is not new at fire incidents but it wears very thin with many of the volunteer's and I think it is an issue that needs addressing as a matter of urgency. Getting volunteers is hard so keeping the them should be the highest priority given the aging of the volunteer's in the brigades and the need to encourage younger volunteers.

I thank you for your time and look forward to your reply and or discussions we may have.

Bruce Devereux

0419962110

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



## 7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

*Mr Chris Marris declared a "Financial" interest in item 7.1 – Chief Bush Fire Control Officer – Paid Position as he is the current CBFCO which is paid an honorarium. This would cease if the role shifted to the CESM or another person.*

*Mr Neil Diamond declared a "Financial" interest in item 7.1 – Chief Bush Fire Control Officer – Paid Position as he is the current Deputy CBFCO which is paid an honorarium.*

Mr Chris Marris and Mr Neil Diamond left the meeting at 5:53pm.

### 7.1 CHIEF BUSH FIRE CONTROL OFFICER – PAID POSITION

#### BACKGROUND

##### Neil Diamond

I would like to put a motion before BFAC Northam that the CBFCO position be fully paid position with the Shire of Northam and removing the responsibility and accountability away from a volunteer. This proposal would see the CESM position also become the CBFCO as it is in many other regions.

The new legislations that are soon to be introduced will take away some of the protections that a volunteer working in good faith now has, the accountability will increase significantly to a point a volunteer should not be in this position.

Two DCBFCO positions as per current would remain to continue the conduit between brigades and the CBFCO and the Shire.

##### Wundowie Bush Fire Brigade

The Wundowie VBFB puts a motion forward that the Shire of Northam move away from the current model of having a volunteer chief, the position should be a paid position under the shire.

There are changes coming in legislation (Work Health & Safety Act 2020) that are posing significant risk on what has historically been a volunteer role, the level of accountability for the position is higher than it has ever been, and the brigade believes the risk is now too great to be undertaken by a volunteer.

The recent fires in Red Gully, Wooroloo, and our own fire in Wundowie this year, has highlighted how times have changed and as we move to a level of greater accountability and responsibility placed on the shoulders of a volunteer the Wundowie VBFB recommends that Council create a paid position within the Shire of Northam.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Note: All metro local governments that have a CESM has appointed them as the CBFCO. Shire's backing onto the metro region is also going down this path being Mundaring, Swan, Kalamunda, and Chittering.

The Wundowie VBFB puts forward Neil Diamond & Chris Marris as deputies 1 & 2.

#### OFFICERS COMMENT

Staff recognise the significance of the Chief Bush Fire Control Officer position and the impost it can have on what has historically been a volunteer role. Staff support further investigation into the potential for the CBFCO to be combined with the CESM position. This includes discussions with DFES who currently jointly fund the CESM position with the Shire of Northam being the host organisation.

It is also be recognised by staff and Council that the positions of CBFCO, and DCBFCO's (and in fact all FCO's and volunteer personnel) have involved significant dedication and time commitment from our volunteers. Staff also recognise that the role of CBFCO is changing and becoming more challenging for volunteers.

This model is seen to be very effective in neighbouring local government districts such as Mundaring, Kalamunda & Swan, in fact all Metropolitan CESM's are all appointed as Chief Bush Fire Control Officer by their respective local governments. It is recognised that the position carries significant responsibilities that requires ongoing training to ensure that the position delivers a professional, highly skilled volunteer service that aligns with industry best practice, and meets the expectation of the volunteer membership, the organisation & community.

The integration of the CESM and the CBFCO positions could potentially allow for improved relationships with partner agencies such as WAPOL, St John Ambulance, Parks & Wildlife Service, plus other government and non-government agencies that have historically not been possible under the volunteer model.

This proposal would see the DCBFCO's take on more of a strategic operational role as the conduit between the Bush Fire Service Volunteers, the LG and DFES.

Staff support the proposal as written, however further discussion with other stakeholders including DFES is required to form a recommendation to Council.

Staff propose a workshop to be held with DFES, Shire staff, Shire of Northam Elected Members and the Operations Command Teams to look at available options to table a recommendation at the June BFAC.

### CBFCO COMMENT

- The Chief role is very involved, but it is currently been managed by a volunteer and indeed we had multiple volunteers nominate for the position just last season
- To imply that a volunteer is less professional or capable than a paid employee is not an argument that I, or I am sure the Association, would support
- Holding the CESM to account, and fighting for the best outcome of Northam and our volunteers, is a key part of the chief role. It is also a difficult aspect of the role as the CESM often have their own priorities influenced by DFES and their own healthy career aspirations. Having this discussion and accountability is healthy. Having this left unchecked I think is a real risk in the wrong hands
- The discussion for the motion talks about new legislation as an example. The Shire of Northam should be providing the Chief support in areas of legal, HR, etc just like they should provide this support to the CESM or other paid employee should be able to get this support. Just being the CESM does not make this person an expert in all areas. Just being a volunteer doesn't mean that you are not prepared to continue learning
- The volunteer chief by their nature and experience has a good understanding of volunteers and the local district. While we have a CESM currently that has been with us for a number of years, that could change tomorrow. Our current requirements for a volunteer chief mean we should never have an inexperienced chief. Plus Brigades have a meaningful input into the appointment of this person. This would not be the case in terms of the future recruitment of the CESM position
- While some Shires to our West and in metro have or may be going down this path, we are not in these areas. If we look to our neighbours to the south, east or north, these Shires have and continue to see merit in the roles being fulfilled by volunteers
- Ultimately I believe that the chief role is not suited to the CESM (irrespective of who is in the role) for our Shire, and while there are volunteers professionals prepared to do this role, we should make use of that opportunity
- In saying that, I have no issue in personally stepping back from the role to allow another suitable volunteer to step forward - we have that process currently to allow for such changes. Equally I will respect the decisions of the Brigade should they support this change
- While the discussion makes mention of, if the CESM is the chief and Neil and myself are proposed as being deputies, I would not seek nomination for a deputy role under that model

Mr Jaime Wilkinson entered the meeting at 6:05pm.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**MOTION**

**Moved: Mr Mathew Macqueen**

**Seconded: Mr Rob Herzer**

**The Council recognise the increasing risk of the CBFCO position and make it a paid position within the Shire of Northam from 1 July 2021.**

**LOST 2/10**

Debate was held around the motion. Mat Macqueen spoke for the motion. Nic Dewar spoke against the motion.

Clarification was sought in relation to the intent of the motion. Mr Mathew Macqueen advised that this is not necessarily to combine the CESM and CBFCO, it is making the CBFCO position a paid employee of the Shire of Northam instead of an honorarium.

Discussion was held around if the CBFCO position is covered by the Shire from an insurance and legal assistance perspective. The Executive Manager Development Services confirmed that they would be covered by the Shire of Northam and are essentially an unpaid employee.

Mr Phil Hay advised that prior to making a decision on the matter, members should give consideration to both sides (brigade and Shire) and understand that the Shire needs to give consideration to risk management. It was also advised that there can be considerable pressure on a CBFCO in the event that an incident is subject to a coronary investigation or legal proceedings. This can have a huge impact on lives. Mr Hay advised that the decision made needs to be in the best interest of your community.

It was raised that this matter continues to be brought up and queried if there is there new evidence to support this being revisited or to alter previous decisions. Cr Little advised that there are changing demographics in the West which is putting a lot of pressure on volunteers.

It was queried why a decision is needed at this time given there may be a new operating model implemented in the near future.

Mr Nic Dewar advised that his brigade overall is against combining the CESM and CBFCO positions, based on previous brigade discussions.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Mr Blair Wilding advised that the matter is not supported by his brigade and the matter should not be considered at this meeting as further discussions are required with brigade members.

Mr Rob Herzer advised that his brigade does not support the motion.

Mr Greg Montgomery advised that the VFRS does not support the motion at this point and time.

Clarification was sought in relation to the changes to legislation. The Community Emergency Service Manager advised that a briefing was held with LGIS today and staff are currently seeking further clarification on this. Staff are requesting the LGIS Representative to attend the next Operational Command Meeting to provide some clarification. It is understood that the changes will involve volunteers being treated like employees.

Mr Greg Montgomery noted that when an incident is greater than what an FCO can handle, this is handed over.

Mr Kris Brown advised that this was discussed last year with his brigade, his brigade saw merit in this however is not currently supportive.

Mr Aaron Smith outlined that these are 2 entirely separate roles that need to work in harmony together. It is believed to be two much for one person.

Mr Mathew Macqueen advised that many members do not understand what the role involves if you have not been in the position. When an incident occurs, you need to be involved until the end which can have a financial impact if they are unable to work due to the duties associated with the CBFCO role. It is believed supporting CBFCO financially in that role is a better outcome than handballing to this to the CESM.

Mr Chris Marris and Mr Neil Diamond returned the meeting at 6:27pm.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



## 7.2 RISK TO RESOURCE

### BACKGROUND

#### Wundowie Bush Fire Brigade

Wundowie VBFB is in desperate need for the R2R outcomes to be delivered by Council without further delay because of the way the brigade has grown in the past 8 months.

As a direct result of the hard work being conducted by the volunteers, 22 members along with a cadet unit of 17 members and we have no station, no facilities and a completely inadequate firefighting appliance that is not fit for purpose and is not suitable for the level of risk that the brigade district covers. The Wundowie community has been extremely helpful and supportive of the brigade, with the Wundowie Club opening their facility for us to meet which is always appreciated but the brigade needs its own facility with our own training and ablution facilities moving forward. The brigade needs a permanent home for the longevity of the brigade in support of our community.

### OFFICERS COMMENT

Staff are working on the 2021/22 LGGs submission that will include a single bay facility with amenities based on the current DFES facility footprint design.

The preferred option of the Wundowie BFB & VFRS co-locating does not seem to have the support of brigade members from either brigade, so moving forward it is the intent of Staff in support of the Wundowie BFB rapidly growing membership that the Wundowie BFB will have its own standalone facility within the Wundowie townsite.

Staff acknowledge the work the brigade has done in the past 3-8 months in completely reinventing itself and becoming a strong brigade with a large number of members, both active and auxiliary.

Staff also commend the brigade for the initiative shown in opting to host the Emergency Services Cadet unit recognising the future of the service being with our local youth.



Bush Fire Advisory Committee Meeting Minutes  
16 March 2021

**MOTION**

**Moved: Mr Mathew Macqueen**  
**Seconded: Mr Nic Dewar**

The Council instruct the Shire of Northam CEO to write to the DFES Commissioner and the incoming Emergency Services Minister requesting an update on the progress of funding being available for the provision of a new facility and amenities for the brigade, and a definitive timeline for when this and the LT replacement of a 3.4U will be completed.

Cr Terry Little advised that the VFRS station was built in 2003 and the intent was for the brigade to be based here when this was established. Mr Mathew Macqueen advised that there has already been a number of meetings with brigade and VFRS members with no outcome achieved. Mr Phil Hay advised that a meeting should be held with the Regional Superintendent, VFRS and brigade members.

With the approval of the mover and seconder, an addition was made to the motion to include the potential utilisation of the VFRS facility.

**MOTION / COMMITTEE DECISION**

**Minute No: BFAC.244**

**Moved: Mr Mathew Macqueen**  
**Seconded: Mr Nic Dewar**

The Council instruct the Shire of Northam CEO to write to the DFES Commissioner and the incoming Emergency Services Minister requesting an update on the progress of funding being available for the provision of a new facility and amenities for the brigade, including the potential utilisation of the existing VFRS facility, and a definitive timeline for when this and the LT replacement of a 3.4U will be completed.

**CARRIED 14/0**

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



### 7.3 TEMPORARY STATION FOR THE WUNDOWIE BUSH FIRE BRIGADE

If the WVFB cannot get allocated a station by the end of the financial year 2020/ 21 that council lease the building next to the IGA (old hardware) until a station is built.

#### OFFICERS COMMENT

Officers will investigate this option and prepare a report to council for budget consideration, officers will at the same time look at alternative options and provide Council with recommendations as the current facilities are inadequate and do not provide the volunteers with the basic requirements for personal hygiene, or operational readiness, this will be tabled to Council as part of the annual budgetary process.

#### MOTION

Moved: Mr Mathew Macqueen

Seconded: Mr Sam Moss

The Council lease the land and building next to Wundowie IGA (old hardware) if land and plans for a station have not been signed off on by DFES & the Shire of Northam by end of 2020/21 financial year.

Mr Paul Antonio left the meeting at 6:51 pm.

Debate was held around the motion. Mat Macqueen spoke for the motion. Cr Carl Della spoke against the motion.

Cr Carl Della raised concerns with the motion being too restrictive.

Mr Mathew Macqueen advised that there are 22 active members and the facility has no power, water or a toilet.

With the approval of the mover and seconder, the motion was amended to include 'and/or exploring other suitable premises'.

Clarification was sought in relation to whether the Shire will get reimbursed from DFES. The Executive Manager Development Services advised that this would need to be a budget allocation of Council as it is not covered by DFES.

**MOTION / COMMITTEE DECISION**

**Minute No: BFAC.245**

**Moved: Mr Mathew Macqueen**

**Seconded: Mr Sam Moss**

The Council lease the land and building next to Wundowie IGA (old hardware) and/or explore other suitable premises if land and plans for a station have not been signed off on by DFES & the Shire of Northam by end of 2020/21 financial year.

**CARRIED 13/0**

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**8. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9. GENERAL BUSINESS**

Paul Antonio returned to the meeting at 6:52pm.

*Mr Chris Marris declared a "Financial" interest in item 7.1 – Chief Bush Fire Control Officer – Paid Position as he is the current CBFCO which is paid an honorarium. This would cease if the role shifted to the CESM or another person.*

*Mr Neil Diamond declared a "Financial" interest in item 7.1 – Chief Bush Fire Control Officer – Paid Position as he is the current Deputy CBFCO which is paid an honorarium.*

Mr Chris Marris and Mr Neil Diamond left the meeting at 6:54pm.

**9.1 CHIEF BUSH FIRE CONTROL OFFICER – PAID POSITION**

Raised by Mr Mat Macqueen

Clarification was sought in relation to whether this matter should be presented back to brigades for further discussion. Discussion was held around what cover brigade members have in the existing and new legislation. The Community Emergency Services Manager advised that this will be discussed at the next Operation Command meeting where the LGIS representative will be invited to attend. Mr Blair Wilding advised that the Volunteer Fire Association would be able to assist with some brigade queries in relation to cover.

It was noted that some brigades have already formed a position on this and do not want to see this position changed to being a paid position.

It was determined that a motion was not required at this stage.

Mr Chris Marris and Mr Neil Diamond returned to the meeting at 7:05pm.

**9.2 BUSH FIRE MANUAL**

Raised by Mr Nic Dewar

Clarification was sought in relation to when will this be finalised. The Community Emergency Services Manager advised that he will be able to provide further detail on 12 April 2021, once advice has been provided by LGIS.

**9.3 WOOROLOO FIRES QUESTIONS**

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



Raised by Mr Blair Wilding

Clarification was sought in relation to whether the questions raised by brigades have been answered. The Community Emergency Services Manager advised that a formal debrief has not yet been held and information will be provided to brigade members once this is available. The Chief Bush Fire Control Officer advised that the Chief and Deputy Chief Bush Fire Control Officer are raising the brigade concerns at every opportunity.

**9.4 PERMITS AND 40 HECTARE MINIMUM – SMS ISSUED**

Raised by Mr Blair Wilding

Clarification was sought in relation to the recent SMS issued relating to permits as this was not clear.

Mr Aaron Smith advised that if your property is not over 40 hectares, you cannot obtain a permit. The Community Emergency Services Manager advised that this allows burning to occur on properties used for agricultural purposes only. These were the parameters set in 2020 and the brigade Captains wished to maintain this. The Community Emergency Services Manager advised that permits can be issued outside of these parameters on a case-by-case basis and subject to consultation with the local FCO or brigade Captain.

It was noted that the SMS could be better worded to ensure the permit eligibility is clear.

Case by case is for ag purposes. Engage local FCO or captain.

Intent is for farmers / ag purposes with properties over 40 hectares.

**9.5 NEW 4.4 UNIT**

Raised by Mr Phil Hay

Mr Phil Hay advised that the new 4.4 unit is available for anyone wanting to view after the meeting. This vehicle is suitable for off road areas.

**10. DATE OF NEXT MEETING**

15 June 2021.

Bush Fire Advisory Committee Meeting Minutes  
16 March 2021



**11. DECLARATION OF CLOSURE**

The Presiding Member Cr Terry Little declared the meeting closed at 7:13pm.

"I certify that the Minutes of the Bush Fire Advisory Committee, held on Tuesday 16 March 2021 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date

## 12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 11 MARCH 2021

*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.*

### Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION
<b>Minute No. C.4187</b>
<b>Moved: Cr Antonio</b>
<b>That Council receive the minutes from the Community Grant Assessment Committee meeting held on 11 March 2021.</b>
<b>CARRIED 10/0</b>

**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Community Grants Assessment**

**Committee Meeting**

**11 March 2021**



Community Grants Assessment Committee Meeting Minutes  
11 March 2021



### 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.

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

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

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

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

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

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

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

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

### Contents

1.	DECLARATION OF OPENING .....	4
2.	ACKNOWLEDGEMENT TO COUNTRY .....	4
3.	ATTENDANCE .....	4
3.1	APOLOGIES .....	4
3.2	APPROVED LEAVE OF ABSENCE .....	4
3.3	ABSENT .....	4
4.	DISCLOSURE OF INTERESTS .....	4
5.	PUBLIC QUESTION TIME .....	5
5.1	PUBLIC QUESTIONS .....	5
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	5
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS .....	6
7.1	PETITIONS .....	6
7.2	PRESENTATIONS .....	6
7.3	DEPUTATIONS .....	6
8.	APPLICATION FOR LEAVE OF ABSENCE .....	6
9.	CONFIRMATION OF MINUTES .....	6
9.1	COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 10 FEBRUARY 2021 .....	6
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY .....	6
11.	COMMITTEE REPORTS .....	7
11.1	COMMUNITY GRANT SCHEME APPLICATIONS .....	7
12.	DATE OF NEXT MEETING .....	32
13.	DECLARATION OF CLOSURE .....	32

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



## 1. DECLARATION OF OPENING

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

## 2. ACKNOWLEDGEMENT TO COUNTRY

Cr Antonio acknowledged the Traditional Owners of the land, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

## 3. ATTENDANCE

### Committee:

Shire President  
Deputy Shire President  
Councillor

Cr Antonio  
J E G Williams  
C P Della

### Staff:

Community Development Officer  
Executive Manager Community Services

J Hawkins  
Jo Metcalf

### 3.1 APOLOGIES

Nil.

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Councillor  
Chief Executive Officer

A J Mencshelyi  
J Whiteaker

## 4. DISCLOSURE OF INTERESTS

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

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

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



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 Grants Scheme Applications	11.1	Cr C R Antonio	Impartiality	Member of the Northam Hockey Club who may benefit from a decision made.
Community Grants Scheme Applications	11.1	Cr. C P Della	Impartiality	Member of the Northam Hockey Club who have applied for funding

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



**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 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 10  
FEBRUARY 2021**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.16

Moved: Cr Della

Seconded: Cr Williams

That the minutes of the Community Grants Assessment Committee meeting held on 10 February 2021 be confirmed as a true and correct record of that meeting.

**CARRIED 3/0**

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

Nil.

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



## 11. COMMITTEE REPORTS

### 11.1 COMMUNITY GRANT SCHEME APPLICATIONS

<b>File Reference:</b>	8.2.5.30
<b>Reporting Officer:</b>	Jaime Hawkins, Community Development Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

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

#### ATTACHMENTS

- Attachment 1: Grant Evaluation Report 2020/2021 Applicant S3: Northam Lawn Tennis Club Junior Open Day.
- Attachment 2: Grant Evaluation Report 2020/2021 Applicant S4: Northam Amateur Basketball Association Junior Windup Sponsorship
- Attachment 3: Grant Evaluation Report 2020/2021 Applicant A10: Avonvale Primary School P&C Sponsorship of Easter Disco
- Attachment 4: Grant Evaluation Report 2020/2021 Applicant S5: Northam Hockey Club Development Officer
- Attachment 5: Grant Evaluation Report 2020/2021 Applicant S6: Northam PCYC Northam Night Hoops

#### 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.

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



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

Applicant	Grant Type	Project	Amount requested
Northam Lawn Tennis Club - Application S3	Sport & Active Recreation Grant	Junior Open Day	\$300
Northam Amateur Basketball Association – Application S4	Sport & Active Recreation Grant	Junior Wind-up Sponsorship	\$600
Avonvale Primary School – Application 10	Community Program & Event Grant	Avonvale Primary School P & C	\$2,000
Northam Hockey Club - Application S5	Sport & Active Recreation Grant	Club Development Officer	\$7,500
Northam PCYC – Application S6	Sport & Active Recreation Grant	Night Hoops Northam	\$7,500

**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

Community Grants Assessment Committee Meeting Minutes  
11 March 2021

**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 Shire.
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 Reports (Attachment 1,2 & 3).

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

Applicant S3

Applicant	Grant Type	Project	Amount requested
Applicant S3 Northam Lawn Tennis Club	Community Sport & Active Recreation Grants	Northam Junior Open Day  Total Project Cost \$950	\$300



Community Grants Assessment Committee Meeting Minutes  
11 March 2021

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.17

Moved: Cr Della  
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Lawn Tennis Club for \$300 for sponsorship of the Northam Junior Open Day tennis tournament.

**CARRIED 3/0**

Applicant S4

Applicant	Grant Type	Project	Amount requested
Applicant S4 Northam Amateur Basketball Association	Community Sport & Active Recreation Grants	Junior Finals and wind-up  Total Project Cost \$	\$600

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.18

Moved: Cr Della  
Seconded: Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Amateur Basketball Association for \$600 for sponsorship of the Northam Junior Finals and Wind Up.

**CARRIED 3/0**

Community Grants Assessment Committee Meeting Minutes  
11 March 2021

Applicant 10

Applicant	Grant Type	Project	Amount requested
Applicant 10 Avonvale Primary School P&C	Community Program & Event Grants	Avonvale P&C Easter Disco  Total Project Cost \$2,600	\$2,000

**RECOMMENDATION**

**That the Community Grants Assessment Committee approve a grant to Avonvale P&C for up to \$1,390 for sponsorship of the Avonvale P&C Easter Disco.**

Clarification was sought in relation to:

- Why it was not recommended to grant the full \$2,000 as requested. The Executive Manager of Community Services advised that there were fundraising components in the grant budget that were not eligible, and these were removed.
- Whether the project and P&C groups are eligible, as it is not something Council would normally support. The Community Development Officer advised that in previous years this project would not be eligible through Councils Community Grants Scheme, but it is eligible under the 2020/2021 guidelines in supporting community groups to recover from COVID-19.

It was discussed among Councillors that the amount requested was quite high for a regular school disco that will also achieve some fundraising outcomes for them.

Community Grants Assessment Committee Meeting Minutes  
11 March 2021

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No:** CCAG.19

**Moved:** Cr Della  
**Seconded:** Cr Williams

That the Community Grants Assessment Committee approve a grant to Northam Avonvale P&C for \$500 for sponsorship of the Avonvale P&C Easter Disco.

**CARRIED 3/0**

Reason for Change to Officer Recommendations

The Committee formed the view that the amount requested was excessive for the purpose of the funding.

Applicant S5

Applicant	Grant Type	Project	Amount requested
Applicant S5 Northam Hockey Club	Community Sport & Active Recreation Grants	Northam Hockey Club Development Officer  Total Project Cost \$27,000	\$7,500

**RECOMMENDATION**

That the Community Grants Assessment Committee approve a grant to Northam Hockey Club for \$7,500 for the Northam Hockey Club Development Officer, upon clarification regarding direct relationship of this wage to the project and confirming that it is not recurrent.

Cr Antonio advised the committee that the item could be referred to a full Council meeting given two members of the committee have declared an interest.

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



Clarification was sought over eligibility as they are seeking funding to employ someone. The Community Development Officer said the club advised that the funds would be used as seed funding, with the view to secure other funding to make the position ongoing.

Discussion was held regarding the review of the Community Grants Scheme currently being undertaken. This review is looking at strategic funding for clubs and community groups for which this could be a good test case. Cr Della suggested the Northam Hockey Club be advised to re-apply pending this new grant structure being adopted by Council.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CCAG.20**

**Moved: Cr Della**  
**Seconded: Cr Williams**

**That the Community Grants Assessment Committee DOES NOT approve a grant to Northam Hockey Club for \$7,500 for the Northam Hockey Club Development Officer**

**CARRIED 3/0**

Reason for Change to Officer Recommendation

The Committee formed the view that this could be deemed as a recurrent salary and therefore is not eligible as per the grant guidelines. The club should be advised to re-submit pending the direction of the 2021/2022 Community Grants Scheme.

Applicant S6

Applicant	Grant Type	Project	Amount requested
Applicant S6 Northam PCYC	Community Sport & Active Recreation Grants	Northam PCYC  Total Project Cost \$28,394	\$7,500

Community Grants Assessment Committee Meeting Minutes  
11 March 2021

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.21

Moved: Cr Williams

Seconded: Cr Della

That the Community Grants Assessment Committee approve a grant to Northam PCYC for \$7,500 for Night Hoops Northam.

**CARRIED 3/0**

Attachment 1



Application S3 – Northam Lawn Tennis Club Junior Open Day Summary of Application	
Project Summary	Sponsorship of the Northam Junior Open Day a tournament organised by the Northam Lawn Tennis Club. It encourages junior tennis players from the Wheatbelt and surrounds to come together for competition and socialisation.
Applicant	Northam Lawn Tennis Club
Amount requested	\$300 (ex GST)
Quotes to support request	Quotes not required as request does not exceed \$500.
Financial Statements	Total Budget \$950
Detailed Project budget	Tennis balls - \$120 Advertising - \$80 Catering - \$200 Trophies - \$550 Other sponsorship provided by Extreme Contracting.
Assessment Criteria	

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	<p>Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 <u>restrictions</u>;</p> <p>(i) Re-activate community facilities and sporting fields                      (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport <u>is able to</u> recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups</p> <p>(b) Provide ongoing support for sporting <u>groups</u>;</p> <p>(i) <u>Make contact with</u> each sporting club to ascertain their planning around future seasons</p>
Aligns with Shire of Northam Strategic Community Plan	<p>OUTCOME 2.2</p> <p>There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.</p>

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Procuring from local suppliers	Unknown
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>The event promotes tennis in Northam following the early closure of the 2019/20 season.</p> <p>The club have implemented COVID-19 <u>procedures</u> and these will be in place over the tournament.</p>
Comment	<p>Sponsorship of this event or other tennis events has generally been provided in previous years through the Shire's Community Sponsorship grant category. This is the first time the sponsorship has been requested for a junior tournament.</p>



Attachment 2



Application S4: Northam Amateur Basketball Association Summary of Application	
Project Summary	Sponsorship of Northam Amateur Basketball Association finals and wind-up.
Applicant	Northam Amateur Basketball Association
Amount requested	\$600
Quotes to support request Financial Statements Detailed Project budget	Pool and slide passes for Junior players - \$600
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	Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 <u>restrictions</u> ;

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

Response Strategy/ Framework	(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups  (b) Provide ongoing support for sporting <u>groups</u>  (i) Make contact with each sporting club to ascertain their planning around future seasons
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.
Procuring from local suppliers	Yes
Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	Encouraging active participation post COVID-19.
Comment	This request was submitted as a fee <u>waiver</u> however, does not meet the eligibility and was therefore referred to the Community Grants process.



Eligible as club sponsorship.
-------------------------------

Attachment 3



Application – Avonvale Primary School P&C	
Project Summary	Sponsorship of Avonvale Primary School P& C Easter Disco. With sessions for lower primary, and upper primary. Includes a visit from the Easter bunny, DJ, food, games & prizes.
Project/Event Date	31 March 2021
Applicant	Avonvale Primary School P & C
Amount requested	\$2,000
Quotes to support request	Supplied: Wheatbelt Party Hire Avon Valley Pro Audio DJ & Karaoke (providing 25% discount) Wheatbelt Face Painting Domino's Pizza (providing 25% discount) Avon Valley Bakery
Financial Statements	Not provided.
Detailed Project budget	Total Project Costs - \$2,600 Hire Northam Town Hall - \$80 Hire Northam Community Bus - \$50 Wheatbelt Party Hire - \$300

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	Decorations - \$200 DJ & lighting - \$300 Face painting & Easter Bunny - \$180 Bouncy castle - \$450 (estimated) Catering - \$480 Administration & promotion - \$80 Prizes - \$480 (not eligible)
<b>Assessment Criteria</b>	
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 (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 1.5 The Shire of Northam is recognised for its education services and research and development excellence. OUTCOME 2.1 People in the Shire of Northam feel that their community is caring and inclusive. Objective: Improved facilities and activities for youth are available within the Shire.
Procuring from local suppliers	Yes

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	<p>The need for the event has been identified by the P&amp;C members in consultation with the school staff, in an effort to unite the school community and improve the student focus and rewarding all students for their efforts.</p> <p>After disruptions of the 2020 Covid-19 pandemic and consequent school closures, home learning, lockdown/isolation the Easter Disco will bring together the Avonvale Primary School Community.</p>
Comment	<p>Avonvale Primary School P &amp; C were unable to carry out many of their normal fundraising activities last year due to the impacts of COVID-19 and are seeking some support to host a Disco for the students. The Disco will also have a fundraising component with raffle prizes, excluded as eligible as part of this grant.</p> <p>As a not-for-profit organisation, the P&amp;C are eligible for funding, however these groups have not been supported through community grants in previous years.</p> <p>They are requesting \$2,000.</p> <p>Recommend the Committee support the Shire Hire fees for the Town Hall &amp; Community Bus and major expenses of Wheatbelt Party Hire, DJ, face painting and catering, totalling, \$1,390.00.</p>

Attachment 4



Application S5 Northam Hockey Club Summary of Application	
Project Summary	<p><b>Northam Hockey Club Development Officer</b></p> <p>Northam Hockey Club is seeking funding for the engagement of a Hockey Development Officer. This would be done in partnership with Hockey WA who have committed to the region through the planned Festival of Hockey in May 2021. The aims of the Northam Hockey Development Officer project are to:</p> <ul style="list-style-type: none"> <li>• Promote hockey as an inclusive sport for all ages</li> <li>• Increase the level of local Aboriginal involvement in hockey</li> <li>• Work with Hockey WA to identify and develop strategies to promote hockey within the Shire of Northam</li> <li>• Increase the level of junior participation in hockey in 2021</li> <li>• Engage with local schools to promote hockey</li> </ul>
Applicant	<p>Northam Hockey Club</p> <p>Kelsey Lawrence</p>
Amount requested	\$7,500
Quotes to support request	Total Project Cost - \$27,000
Financial Statements	Festival of Hockey - \$10,000
Detailed Project budget	<p>Wages - administration - \$5,000</p> <p>Hockey Development Officer - \$7,500</p>

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

	Printing and promotional material - \$2,500
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	<p><b>c) Community</b></p> <p>(a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;</p> <p>(i) Re-activate community facilities and sporting fields (ii) Facility bookings to be coordinated (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv) Work with State Sporting Associations to provide assistance to local sporting groups</p> <p>(b) Provide ongoing support for sporting groups; (i) Make contact with each sporting club to ascertain their planning around future seasons</p>
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.



# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS 2020/2021

	<p>Objectives:</p> <ul style="list-style-type: none"> <li>- Maintain a range of sporting facilities in Northam townsite, as expected of a Regional Centre;</li> <li>- Maintain local facilities in other local communities in the Shire of Northam;</li> <li>- Facilitate the provision of varied cultural and artistic activities;</li> <li>- Provide a range of quality activities for specific demographics, including seniors and youth;</li> <li>- A range of outdoor leisure activities available throughout the Shire of Northam;</li> <li>- To have well maintained reserves within the Shire of Northam.</li> </ul>
Procuring from local suppliers	N/A
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	Covid-19 had a significant impact on winter sports in 2020. Wile hockey was one of the only sports in Northam to have a season during this time, it was challenging. Out of this challenge an opportunity was identified to raise the profile of the sport and get more people active in our community and playing hockey.



	<p>Junior development is a significant need in Northam Hockey. The attrition rate appears high with conversion of players from junior into senior ranks high. This was identified as an issue by Northam Hockey in 2020 and has resulted in a stronger alignment between junior and senior teams. Having a development officer is seen as the next step in building on this initiative and creating a stronger sport providing an opportunity for all ages.</p>
Comment	<p>The purpose of engaging a Club Development Officer aligns with the purpose of the Community Sport &amp; Active Recreation grants, by seeking to expand and develop the sport of hockey and by increasing participation in sport.</p> <p>Further clarification has been requested regarding the direct relationship of this wage to the project and confirming that it is not recurrent.</p>

Attachment 5



Application S6 Northam PCYC Summary of Application	
Project Summary	<p><b>Night Hoops Northam</b></p> <p>Night Hoops is a diversionary program for Youth aged from 12 – 18 years old based around Basketball.</p> <p>The night commences at 7.00pm and finishes at approx. 10.30pm with all participants being bused home. The evening includes structured basketball competition and a healthy dinner.</p> <p>The evening is run by a Tournament Manager, umpires &amp; youth workers.</p> <p>Youth Police Officers will also be in attendance.</p> <p>Previous Night Hoops programs run in Northam have attracted up to 75 young people per session.</p>
Applicant	<p>Northam PCYC in conjunction with the Stephen Michael Foundation and WA Police, Northam.</p> <p>Jane Atterby</p>
Amount requested	\$7,500
Quotes to support request	<b>Total Project Cost - \$28,394</b>
Financial Statements	Full Hire of Northam Recreation Centre - \$6,000
Detailed Project budget	Hire of Community Bus - \$500 Catering Lucy's Tea Rooms - \$1,000

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

	Applicant cash - \$2,100 Other grants/sponsorship - \$12,294 Other - \$6,500
	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	<b>c) Community</b> (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
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: <ul style="list-style-type: none"> <li>· Facilitate the provision of varied cultural and artistic activities;</li> <li>· Provide a range of quality activities for specific demographics, including seniors and youth;</li> </ul>

# SET FOR COMMUNITY SPORT & ACTIVE RECREATION GRANTS

2020/2021

	<p>OUTCOME 3.1 Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.</p> <p>Objectives: -</p> <ul style="list-style-type: none"> <li>Plan and implement strategies to address crime and safety within the Shire of Northam:</li> <li>- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives;</li> </ul> <p><b>Shire of Northam Community Safety &amp; Crime Prevention Plan</b></p> <p>Objective 1.4 Reduce Youth Crime</p> <p>Strategy: Investigate Youth focused night support/security program to service the young people in the Shire of Northam.</p>
Procuring from local suppliers	Yes
Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	The youth of Northam are looking for something to do after very few activities and sport opportunities being available during COVID-19.



	<p>The community would like to see more activities for the youth of Northam to keep them busy and off the streets and reduce crime and anti-social behaviour.</p>
Comment	<p>For the past 3 years the Night Hoops program has been funded and implemented by the Shire of Northam in conjunction with Northam PCYC, Northam Police and Lifting Horizons. It has had a significant impact of reducing youth crime in Northam and Wundowie. The program has been successful in engaging the most at risk youth in our community and getting them off the streets and into a structure sporting activity on a Saturday night when a crime is often likely to occur.</p> <p>The Stephen Michael Foundation has now taken over the Night Hoops program from Lifting Horizons. Assisting these community groups to take ownership of the program over from the Shire of Northam is a positive step for Council.</p>

Community Grants Assessment Committee Meeting Minutes  
11 March 2021



**12. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**13. DATE OF NEXT MEETING**

To be confirmed.

**14. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.22pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 11 March 2021 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

### 12.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON 11 MARCH 2021

#### Receipt of Minutes:

**RECOMMENDATION / COUNCIL DECISION**

Minute No. C.4188

Moved: Cr Antonio

That Council receive the minutes from the Local Emergency Management Committee meeting held on 11 March 2021.

**CARRIED 10/0**

#### Adoption of Recommendations:

**RECOMMENDATION / COUNCIL DECISION**

Minute No. C.4189

Moved: Cr Antonio

That Council:

1. Endorses 'Bush Fire' as the hazard for the Annual Exercise in June 2021 in conjunction with the District Emergency Management Exercise.
2. Establishes a working group, consisting of the following members, to write the exercise:
  - Yvette Grigg
  - Brendon Rutter
  - James Parker
  - Chris Marris
  - Jo Spadacinni

**CARRIED 10/0**



**Attachment 1**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

**Shire of Northam**

**Minutes**

**Local Emergency Management  
Committee**

**11 March 2021**

Local Emergency Management Committee Meeting Minutes  
11 March 2021



### DISCLAIMER

These minutes are yet to be dealt with by the Council. The decisions 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.

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

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

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

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

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

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

## Contents

1.	DECLARATION OF OPENING.....	4
2.	ACKNOWLEDGEMENT TO COUNTRY.....	4
3.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE.....	5
3.3	ABSENT.....	5
4.	DISCLOSURE OF INTERESTS.....	5
5.	CONFIRMATION OF MINUTES.....	7
5.1	COMMITTEE MEETING HELD ON 15 AUGUST 2019.....	7
6.	COMMITTEE REPORTS.....	8
6.1	AGENCY REPORTS AND ISG ACTIVATIONS.....	8
6.2	UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS.....	10
6.2.1	Shire of Northam.....	10
6.3	CORRESPONDENCE.....	14
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	14
8.	URGENT BUSINESS APPROVED BY DECISION.....	14
9.	SCHEDULED MEETINGS.....	14
10.	DECLARATION OF CLOSURE.....	15

Local Emergency Management Committee Meeting Minutes  
11 March 2021



### 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 2:00pm.

### 2. ACKNOWLEDGEMENT TO COUNTRY

The Shire of Northam would like to acknowledge the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and pay our respects to Elders, past present and emerging.

The Executive Manager Community Services and the Chief Bush Fire Control Officer entered the meeting at 2:01pm.

### 3. ATTENDANCE

#### Voting Members:

Shire of Northam President	Chris Antonio
Shire of Northam Local Recovery Coordinator / Executive Manager Development Services	Chadd Hunt
Community Emergency Services Manager (Executive Officer)	Brendon Rutter
WA Police, Northam (Local Emergency Coordinator)	James Parker
Department of Communities	Jo Spadaccini
Northam Regional Hospital	Jennifer Lee

#### Non-voting Members:

Shire of Northam	Jason Whiteaker at 2:03pm
	Glenn Paddick
	Jo Metcalf at 2:01pm
	Alysha McCall
	Cheryl Greenough
	Chris Marris at 2:01pm
	Tony Carter
	Yvette Grigg at 2:03pm
	Larry Bailey

Northam State Emergency Service  
Northam Bushfire Brigades (CBFCO)  
Aged Care (Juniper)  
SEMC Secretariat  
Water Corporation

#### 3.1 APOLOGIES

##### Voting Members:

WA Police, Wundowie (Local Emergency Coordinator)	Sarah Clarke
Department of Fire and Emergency Service	Darrel Krammer

##### Non-voting Members:

Local Emergency Management Committee Meeting Minutes  
11 March 2021

Salvation Army

Yongah Hill (SERCO)

Northam Airport

Department of Education

Australian Defence Force

Australian Defence Force

Public Health Nurse

Department of Primary Industries and Regional  
Development

Department of Education

Chris Footer

Karina Wood

Shaun Horseman

Matt Bignell

Alison Ramm

Michael Hogg

Peter Leffley

Chantelle Jeffery

Pamela I'Anson

Shannon Wasmann

### 3.2 APPROVED LEAVE OF ABSENCE

Nil.

### 3.3 ABSENT

Northam Airport

Arc Infrastructure

Department of Primary Industries and Regional  
Development

Dept. Parks and Wildlife

Department of Communities - Housing

Fire & Rescue Northam

Fire & Rescue Wundowie

Main Roads WA Wheatbelt

Public Health Nurse

Red Cross

Australian Border Force

St John Ambulance

Western Power

Errol Croft

Clinton Lobb

Josh Smith

Michael Passotti

Atilla Mencshelyi

Scott Horlin

Tyron McMahon

Gren Putland

Anne Foyer

Erin Fuery

Sharan Brown

Matthew Guile

Brian Smith

The Chief Executive Officer and SEMC Secretariat entered the meeting at 2:03pm.

### 4. DISCLOSURE OF INTERESTS

Nil.

*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*

Local Emergency Management Committee Meeting Minutes  
11 March 2021



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.

## 5. CONFIRMATION OF MINUTES

### 5.1 COMMITTEE MEETING HELD ON 15 AUGUST 2019

#### RECOMMENDATION / COMMITTEE DECISION

Minute No: LEMC.46

Moved: Jenny Lee

Seconded: Chadd Hunt

1. That the minutes of the Local Emergency Management Committee meeting held on 15 August 2019 be confirmed as a true and correct record of that meeting.
2. That the notes from the following briefings be confirmed as a true and correct record of that briefing:
  - 20 March 2020
  - 31 March 2020
  - 1 April 2020
  - 16 April 2020
  - 30 April 2020
  - 14 May 2020
  - 28 May 2020
  - 11 June 2020

CARRIED 6/0

Local Emergency Management Committee Meeting Minutes  
11 March 2021



## 6. COMMITTEE REPORTS

### 6.1 AGENCY REPORTS AND ISG ACTIVATIONS

For the committee to receive reports from agencies and discuss any issues on any emergencies that occurred since the previous meeting held on 15 August 2019.

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

#### State Emergency Management Committee / Department of Fire and Emergency Services

Advised that emergency management has been quiet over the summer period. There has been no formal report provided as there isn't a lot occurring.

Information was provided about the Operational Area Support Group (OASG) which is chaired by the Department of Health (normally this is the Department of Fire and Emergency Services or Police). It was advised that this group informs all agencies about what is happening with COVID. The group is currently looking at the roll out of a vaccine and undertaking break out planning.

The Shire of Northam and volunteers were acknowledged and congratulated for their efforts towards the Wundowie and Woorloo fires.

#### Shire of Northam

- Executive Manager Development Services - Advised that flooding has been the primary focus. It was outlined that there were approximately six houses flooded in addition to a range of areas in the Northam CBD.
- Executive Manager Community Services – Advised that the flooding resulted in water entering various Shire's buildings no major damage. COVID is currently being managed in relation to the upcoming events.

#### Water Corporation

Advised that the flooding has been the primary focus. It was outlined that overall, the system coped quite well given the amount of rainfall in a short period. It was advised that the Water Corporation has significantly invested in the development of infrastructure because of the previous flooding event. There were cases where stormwater got into their system, e.g. the RV dump point. It has also been identified that there is old plumbing into sewer from stormwater. Water Corporation are currently investigating those locations and will continue to invest in the infrastructure. An upcoming project is to upgrade the pump station on Suburban Road to ensure no overflows occur.



Local Emergency Management Committee Meeting Minutes  
11 March 2021



Discussion was held around there being a debrief for the flooding event. The Shire of Northam Chief Executive Officer advised that there have been several debriefs with agencies however nothing formally coordinated. It was advised that the Shire of Northam has raised their concerns in relation to the event, this includes a number of sewerage lids overflowing on Minson Ave.

Discussion was held around action that can be taken to prevent the typical flood areas from flooding. The Shire of Northam Chief Executive Officer advised that we are trying to identify ways to quickly get water away from these areas. Work was undertaken a few years ago to identify infrastructure improvements along Minson Avenue however this was quite costly and the Shire of Northam determined to take a risk management approach. Due to the velocity of rainfall with the recent event it caused blockages in the network which added to the flooding issues. Removing these blockages was a primary focus of the Shire of Northam during the incident. Overall, the Shire of Northam is happy with how the infrastructure performed.

Juniper Aged Care

Advised that there was flooding in the residency.

Outlined that the management of COVID measures has been ongoing.

Northam Regional Hospital

Outlined that the hospital redevelopment is now complete. The review of emergency procedures and manuals are underway.

COVID has been an ongoing area of concentration. Time has been spent screening and planning for outbreaks. Planning is currently underway for the vaccination programs. It was advised that the number of immunisations will depend on the number of vaccines being provided for the first category. The commonwealth vaccination program is currently underway for aged care.

Discussion was held around sites for vaccinations. It was advised that vaccinations are being undertaken on site for the first stage. As the rollout progresses, additional sites may be identified. EOI's for potential sites closes at the end of March.

Chief Bush Fire Control Officer

Advised that the restricted burning starts Monday. It was outlined that the recent flooding has reduced the bush fire risk.

State Emergency Service

Outlined there have been 63 call outs for flooding.

Since 2019, there have been 4 searches.

Local Emergency Management Committee Meeting Minutes  
11 March 2021



The SES has attended 5 fires with the incident control vehicle and done numerous transfers of fire fighters. The water bombers have been activated 4 times.

The Northam Central Bush Fire Brigade is now co-located with the SES.

The Shire President congratulated the SES for helping so many people.

Department of Communities

Advised that the COVID Welfare Guide is currently being updated. Work is currently underway with the Northam Recreation Centre to establish PPE kits and storing some stock at the Centre.

Discussion was held around the centre not being accessible in the recent flood incident. The Shire of Northam Chief Executive Officer advised that the facility was accessible at the two rear entrances, only Peel Terrace was blocked off. It was advised that there are also alternative facilities should the Centre not be accessible.

WA Police

Advised that the response to COVID has been a major focus. This includes supplying staff for the state border closure and checking in on self-quarantine people.

Police also responded to the Wundowie and Wooroloo fires, with respect to managing traffic and road closures until this left our district.

**6.2 UPDATES / ITEMS FOR DISCUSSION FROM MEMBERS**

**6.2.1 Shire of Northam**

LEMC Meetings

The LEMC meetings have been set for the 2021 period with an exercise being set for November 2021 and beyond with the 2<sup>nd</sup> Thursday of the Months of March, June, September & November of each year. LEMC Meetings are required to be held regularly.

The following dates should have had a meeting invite sent to your agency delegate for the remainder of 2021:

- 11 March 2021
- 10 June 2021
- 9 September 2021
- 11 November 2021 – (Annual Exercise)

Local Emergency Management Committee Meeting Minutes  
11 March 2021



The committee is asked to identify as a group a response plan from the LEMA to be tested at the November exercise, a sub-committee may be required also.

Staff are recommending exercising on something other than fire, also given COVID-19- human pandemic is possibly also covered off and may not require further testing given most agencies likely have response plans in place in a post COVID world.

Local Emergency Management Arrangements (LEMA)

The LEMA document is up for review and renewal. The Committee is asked to look at the current LEMA with a view of reducing the overall size and streamlining the document as much as practical.

The Committee will need to identify dates suitable to workshop certain aspects of the document before a final review in June/July, as this is due in September 2021 to be approved for submission to the State Emergency Management Committee.

LEMA Contacts

All committee members are asked to inspect the confidential contact sheet being available in hard copy at the meeting, to ensure that the most appropriate contact for each partner agency is valid and correct, please update if required as this will form part of the LEMA's update.

Incidents

- Wundowie fire on 2 January 2021:

The fire was started on a day when the Fire Danger Rating was "Very High" and was started by a resident slashing dry grass with a ride on lawn mower, in breach of a Reg 38 Harvest, Vehicle Movement & Hot Works Ban.

Due to the quick work of emergency personnel the fire was brought under control at a size of 71Ha with no significant property lost.

Due to the proximity to the townsite, an evacuation centre was established west of the fire in the Shire of Mundaring.

- Northam Rain Event on 2 March 2021:

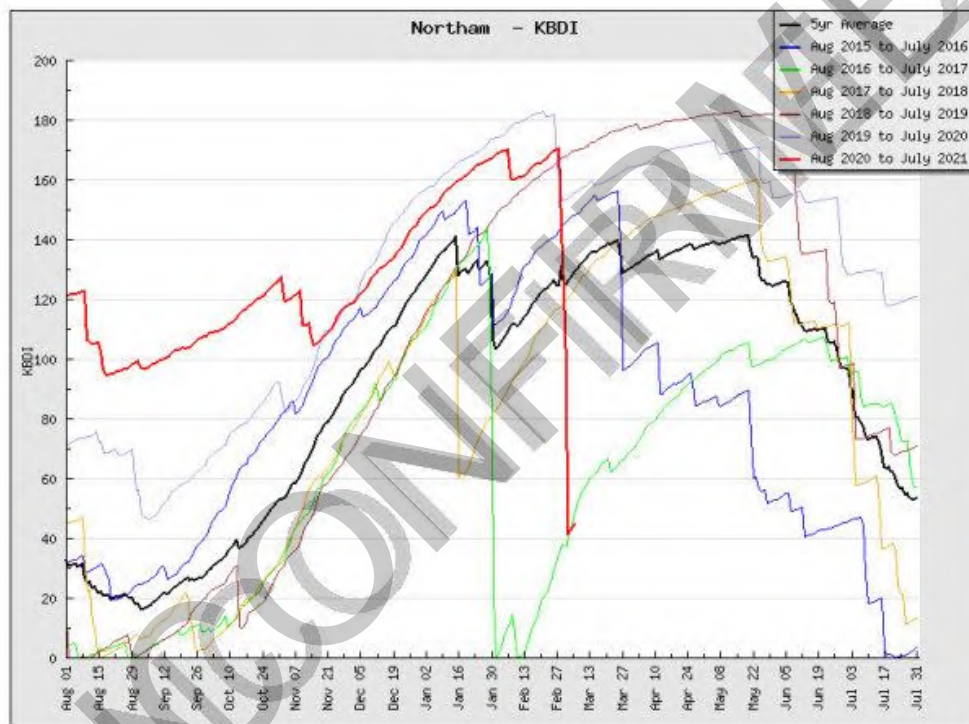
The rain event on 2 March 2021 saw a significant rain event fall across numerous areas of the Central Wheatbelt with a large downpour recorded in Northam.

Local Emergency Management Committee Meeting Minutes  
11 March 2021



The main downpour recorded over 40+ ml of rain in just over 15 minutes which resulted in significant water inundation throughout the Northam townsite. Local volunteer emergency services crew would work non-stop for the following 36hrs dealing with a range of incidents from flooding to roof damage, rescue operations etc.

As expected, the rain has had a significant impact on the KBDI (Keetch-Byram Drought Index) in Northam with a significant rise in water content in the surface layer as depicted by the graph below



Local Emergency Management Committee Meeting Minutes  
11 March 2021

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: LEMC.47**

**Moved: Brendon Rutter**

**Seconded: Jenny Lee**

**That Council:**

- 1. Endorses 'Bush Fire' as the hazard for the Annual Exercise in June 2021 in conjunction with the District Emergency Management Exercise.**
- 2. Establishes a working group, consisting of the following members, to write the exercise:**
  - Yvette Grigg**
  - Brendon Rutter**
  - James Parker**
  - Chris Marris**
  - Jo Spadacinni**

Discussion was held around the date of the LEMC exercise. The SEMC Secretariat advised that the handbook has been developed and will be provided to local governments shortly. It was suggested that this be scheduled in June when the District Emergency Management Committee undertake their exercise.

**RECOMMENDATION**

**That Council establishes a working group, consisting of the following members, to review and update the Local Emergency Management Arrangements for endorsement at the November Local Emergency Management Committee Meeting:**

- \_\_\_\_\_**
- \_\_\_\_\_**
- \_\_\_\_\_**

Discussion was held around this being workshopped with the entire LEMC instead of a working group as the LEMA requires involvement from all agencies. It was agreed that this will be workshopped on 10 June 2021, prior to the next meeting. The SEMC Secretariat will assist the Shire of Northam to coordinate/run the workshop and update the LEMA.

Discussion was held around the debrief for the Wundowie and Wooroloo bush fire incidents. The Community Emergency Services Manager advised that the Wundowie bush fire debrief is scheduled at the end of March, this was delayed due to the Wooroloo bush fire incident. The outcomes of this debrief will be

Local Emergency Management Committee Meeting Minutes  
11 March 2021



reported back to LEMC. The Chief Bush Fire Control Officer advised that there are several learnings from the Wundowie bush fire incident which had potential for significant damage due to the speed and proximity to the Wundowie townsite. It was also raised that information is being sought in relation to why the Northam BFB was sitting idle for five hours during the Wooroloo fire incident, this will form part of the Wooroloo fire debrief which has not yet been scheduled.

**6.3 CORRESPONDENCE**

IN:

1. Nil.

OUT:

1. Minutes from the Local Emergency Management Committee meeting held on 15 August 2019.
2. Notes from the Local Emergency Management Committee briefings held on:
  - 20 March 2020
  - 31 March 2020
  - 1 April 2020
  - 16 April 2020
  - 30 April 2020
  - 14 May 2020
  - 28 May 2020
  - 11 June 2020

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

Nil.

**8. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**9. SCHEDULED MEETINGS**

10 June 2021.

Local Emergency Management Committee Meeting Minutes  
11 March 2021



**10. DECLARATION OF CLOSURE**

There being no further business the Presiding Member, Cr C R Antonio declared the meeting closed at 2:50pm.

"I certify that the Minutes of the Local Emergency Management Meeting held on 11 March 2021 have been confirmed as a true and correct record."

\_\_\_\_\_ Presiding Member

\_\_\_\_\_ Date

## 13. OFFICER REPORTS

### 13.1 CEO'S Office

Nil.

### 13.2 ENGINEERING SERVICES

*Cr J E G Williams declared an "Impartiality" interest in item 13.2.1 - RFT 02 of 2021 – Northam Airport Runway Lighting as one of Cr Williams sisters and her husband are Hangar owners at the airport.*

#### 13.2.1 RFT 02 of 2021 – Northam Airport Runway Lighting

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Chan Vyas, Project Engineer
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	None
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider tenders received in response to Request for Tender 02 of 2021 – Northam Airport Runway Lighting. This report provides details of the tenders received and identifies a recommended tenderer to complete the works.

#### ATTACHMENTS

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

#### A. BACKGROUND / DETAILS

The project initiated from the Northam Airport Master Plan, which recommended upgrading existing runway, taxiway, and threshold light fixtures/fittings at Northam Airstrip that required frequent maintenance. The scope reflects some of these recommendations.



This project is co-funded by the Shire of Northam and Department of Transport under the Regional Airport Development Scheme grant funding agreement. To be delivered in the 2020/2021 financial year.

## 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: Improve and encourage utilisation of existing airport facilities and associated air services

### B.2 Financial / Resource Implications

The Supply and Installation of Northam Airport Runway Lighting was included in the 2020/21 budget with an allocation of \$260,242.

### 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 F4.2 – Procurement Policy.

### B.5 Stakeholder Engagement / Consultation

These are planned works. 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)	The contract will be monitored closely. Cost variations to be scrutinised or adjusted as necessary.
Health & Safety	Medical type injury	Unlikely (2) x Minor(2)= Low (4)	Compliance to OHS policy and standard procedures as part of contract.
Reputation	Complaints	Unlikely (2) x Medium (3) = Moderate (6)	Complaints management protocol for swift

			resolution under contract, ongoing and 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 of works	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 request, 2 submissions were received, of which all were compliant:

1. Airport Alliance Contracting;
2. Techworks Electrical Pty Ltd

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

#### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4190

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

1. Award RFT 02 of 2021 for Northam Airport Runway Lighting to the preferred supplier, being Airport Alliance Contracting.
2. Authorise the CEO to execute the contract with Airport Alliance Contracting for the sum of \$249,730 plus GST and approve any variations within budget parameters.

**CARRIED 10/0**

### 13.2.2 Engineering Policies

<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Kayla Burges, Engineering Administration Coordinator
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to review Section 5 of the Shire of Northam Policy Manual, containing Policies that pertain to the Engineering Department.

#### ATTACHMENTS

Attachment 1: Reviewed Engineering Policies.

#### A. BACKGROUND / DETAILS

The Shire of Northam Corporate Plan identifies a need to review Policies on a regular basis.

Accordingly, a review has taken place by all relevant officers as per below in Officers Comment.

#### B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

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

Refer Policy 5.2 Crossovers – updated subsidy value from a maximum of \$800 to \$1000 for a new crossover without a culvert and a maximum value of \$1500 to \$2000 for a new crossover with a headwall and culvert for a standard crossover.

### B.3 Legislative Compliance

In accordance with the Local Government Act 1995. (Schedule 3.2)

### B.4 Policy Implications

Upon adoption, the Shire of Northam will implement proposed policy.

### B.5 Stakeholder Engagement / Consultation

Reviewed by internal staff. In addition a workshop was held with Council on 24 February 2021 seeking feedback and comments, this has been incorporated into the reviewed comments.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Policy W5.3 Road Building Materials – Shire unable to negotiate reasonable rate.	Medium (3) x Possible (3) = Moderate (9)	Increased budget requirements to implement program on annual basis
Health & Safety	Policy W5.4 Notice of Entry for Public Services and Utilities & W5.3 Road Building Materials - Risk to Employees of Public Property.	Medium (3) x Unlikely (2) = Moderate (6)	Provide adequate documentation to ensure Shire insurances are applicable.
Reputation	All Policies – Shire of Northam does not follow policy requirements.  Policy W5.5 Street Tree Policy - Damage to environment, wrong trees effected.	Minor (2) x Unlikely (2) = Low (2)  Minor (2) x Unlikely (2) = Low (2)	Policy to be distributed internally to all Shire of Northam staff to ensure awareness.  Ensure Tree Policy is properly followed and correct approval is sought.
Service Interruption	All Policies – timeframes outlined with written notices holds programmed works behind schedule.	Minor (2) x Likely (4) = Moderate (8)	Allow for all Policy and Legislated timeframes during planning stages of project
Compliance	Policy W5.4 Notice of Entry for Public Services and Utilities – Owner not receiving notice	Minor (2) x Possible (3) = Moderate (6)	Ensure Legislative Requirements and adequate timeframes are considered for any and all notices.

Property	Policy W5.3 Road Building Materials – Damage to private property	Minor (2) x Unlikely (2) = Low (2)	Ensure sites are rehabilitated adequately where gravel is obtained privately.
Environment	Policy W5.5 Street Tree Policy - Damage to environment, wrong trees effected.	Medium (3) x Possible (3) = Moderate (9)	Ensure Removal of Trees is adhered to.

### C. OFFICER'S COMMENT

Section 5 of the Shire of Northam Policy Manual has been reviewed to suit the new format of the Policy Manual and reflect the changes requested by Council in a workshop held 24 February 2021 as well as further clarifications made by the Executive Manager, Engineering Services.

Section	Proposed alteration
Through-out Document	Executive Manager of Engineering Services Approval" changed to Executive or Executive Manager approval.  Council changed to Shire of Northam where appropriate.  "Carriageway" changed to "road" to ensure proper terminology.  Basic formatting.
W5.1 Engineering – Technical Specifications – For Construction of Subdivisions, Roads & Stormwater Drains	Changed to new style format.  Basic formatting.
W5.2 Crossovers	<b>Scope</b> – change in wording <b>Crossover Subsidy</b> – change in price to reflect market increase. Added "Retrospective approvals will be considered on a case by case basis, and only if sufficient evidence can be provided to demonstrate compliance, and substantiated costs incurred." <b>Footpaths</b> – added "• The footpath to be constructed is a designated shared path which requires continuity of identification such as path colour and line marking."

	<p>Street Trees – removed dot point “The Damage to the tree is not considered by the Shire of Northam to be a safety hazard, or affect the structural integrity of the crossover ( where applicable)  <b>Crossover Maintenance</b> – three paragraphs added to ensure clear perspective on stormwater runoff.  <b>Definitions</b> – added for Clarifications.</p>
W5.3 Road Building Materials - Gravel	<p>Changed to new style format.                   Basic formatting.</p>
W5.4 Notice of Entry for Public Services and Utilities	<p>Removed “Manager Works and Services / Works Supervisor” throughout document.                  Document referred to Utility Providers Code of Practice for Western Australia and all dated references removed.                   Basic formatting.</p>
W5.5 Street Tree Policy	<p>Changed to new style format.                   Policy Objective reworded to ensure understanding.                   Removal of Trees                  5.1 – Clarification of dot points with explanations                  5.2 – added a paragraph regarding Private Planting, with Council approval                   Basic formatting.</p>
W5.8 Heavy Haulage Cost Recovery Policy	<p>Basic rewording and basic formatting.</p>
W5.9 Vehicle & Plant Management	<p>Responsible Department changed to Corporate Services.                  Basic formatting.                   Vehicle Rotation and Replacement – added option of 90,000km for replacement frequency.</p>

## RECOMMENDATION

### That Council:

1. Adopt the following policies as presented;
  - a. W5.1 Engineering – Technical Specifications – For Construction of Subdivisions, Roads & Stormwater Drains
  - b. W5.2 Crossovers
  - c. W5.3 Road Building Materials - Gravel
  - d. W5.4 Notice of Entry for Public Services and Utilities
  - e. W5.5 Street Tree Policy
  - f. W5.8 Heavy Haulage Cost Recovery Policy
  - g. W5.9 Vehicle & Plant Management
2. Move Policy W 5.9 to Section 4 – Finance / Accounting of the Shire of Northam Policy Manual.
3. Approve the Chief Executive Officer to make minor formatting / numbering adjustments as required.

Cr Pollard indicated his intent to make amendments to policies W 5.2, W 5.5 and W 5.9. The Chief Executive Officer advised that Council could deal with these policies individually. The recommendation was moved excluding these policies.

## RECOMMENDATION / COUNCIL DECISION

Minute No. C.4191

Moved: Cr Pollard

Seconded: Cr Ryan

### That Council:

1. Adopt the following policies as presented;
  - a. W5.1 Engineering – Technical Specifications – For Construction of Subdivisions, Roads & Stormwater Drains
  - b. W5.3 Road Building Materials - Gravel
  - c. W5.4 Notice of Entry for Public Services and Utilities
  - d. W5.8 Heavy Haulage Cost Recovery Policy
2. Approve the Chief Executive Officer to make minor formatting / numbering adjustments as required.

CARRIED 10/0

**MOTION / COUNCIL DECISION**

**Minute No. C.4192**

**Moved: Cr Pollard**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Adopt policy W 5.2 Crossovers subject to the following amendment:
  - a. The words 'no crossover subsidy will be provided' be replaced with the words 'the normal crossover subsidy will be provided' under the section 'Number of Crossovers'.****
- 2. Approve the Chief Executive Officer to make minor formatting / numbering adjustments as required.**

**CARRIED 7/3**

**MOTION / COUNCIL DECISION**

**Minute No. C.4193**

**Moved: Cr Pollard**

**Seconded: Cr Williams**

**That Council:**

- 1. Adopt policy W5.5 Street Trees subject to the following amendment:
  - a. Including the words 'However, consideration will be given to heavy pruning options in these circumstances' at the end of section 5.1.****
- 2. Approve the Chief Executive Officer to make minor formatting / numbering adjustments as required.**

**CARRIED 10/0**



**MOTION / COUNCIL DECISION**

**Minute No. C.4194**

**Moved: Cr Pollard**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Amend the presented policy W 5.9 Vehicle & Plant Management as follows:**
  - a. Remove the reference to colour in category 2, 3, 4 and 5.**

**CARRIED 8/2**

**MOTION / COUNCIL DECISION**

**Minute No. C.4195**

**Moved: Cr Pollard**

**Seconded: Cr Ryan**

**That Council:**

- 1. Amend the presented policy W 5.9 Vehicle & Plant Management as follows:**
  - a. Include under the section 'Vehicle Rotation and Replacement' flexibility for passenger vehicle rotation to ensure replacement value is optimised.**
- 2. Adopt policy W 5.9 Vehicle & Plant Management as amended.**
- 3. Approve the Chief Executive Officer to make minor formatting / numbering adjustments as required.**

**CARRIED 10/0**

## Attachment 1 – Engineering Policies



Shire of Northam Policy Manual (Section 1)  
Policy  
W5.1 Engineering Technical Specifications – For Construction of  
Subdivisions, Roads & Stormwater Drains

### W 5.1 Engineering – Technical Specifications – For Construction of Subdivisions, Roads & Stormwater Drains

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4191
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, Institute of Public Works Engineering Australasia

#### OBJECTIVE

To ensure properly constructed roads and stormwater drains within newly developed subdivisions.

#### SCOPE

This Policy applies to the construction of all new Subdivisions, Roads & Stormwater Drains

#### POLICY

That all subdivisions, roads and stormwater drainage within the Shire of Northam are to be constructed in accordance with the Shire's Technical Specifications – Engineering Requirements for Subdivisions, being an Annexure to IPWEA – Local Government Guidelines for Subdivision Development.



## W 5.2 Crossovers

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4192
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Street Tree Policy Verge Management Policy
<i>Related Legislation</i>	Local Government Act 1995

### OBJECTIVE

- To provide design criteria that is uniform and practical;
- To provide safe access for vehicle and pedestrian traffic with minimal impact to road infrastructure assets and streetscape aesthetics;
- To ensure best practice for storm water management;
- To outline compliance requirements for subsidy eligibility.

### SCOPE

This Policy applies to the construction of all new crossovers, and the upgrade of an existing crossover which pre-dates this Policy for the purpose of accessing a property within the Shire of Northam.

### POLICY

#### Introduction

Approval must be sought and obtained from the Shire of Northam for crossovers prior to the commencement of any construction. The design and construction requirements outlined in this Policy have been developed in reference to the "WALGA Guidelines and Specifications for Residential Crossovers", with minor variations made to suit local conditions.

#### Crossover Subsidy

The property owner shall be eligible for a 50% subsidy (to a maximum value of \$1000 for a new crossover without a culvert or to a maximum value of \$2000 for a new crossover with culvert & headwall) for the construction cost of a **Standard Crossover** (\*) provided the following compliance criteria has been met:

- The crossover has been constructed in accordance with Shire of Northam requirements and has received approval prior to construction.



- Where vehicle crossover prevents stormwater flow within the table drains, a culvert including headwalls must be provided.

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

(\*) Shire defines a standard crossover as that detailed on Standard Drawing No. ES-SD-CR-003.

Crossover subsidy will not be available for gravel crossovers without a culvert.

Retrospective approvals will be considered on a case by case basis, and only if sufficient evidence can be provided to demonstrate compliance, and substantiated costs incurred.

#### Number of Crossovers

One crossover per single title property is permitted with the following exceptions subject to Executive approval;

- Properties located on street corners;
- Rural properties, such as farms,
- Group dwellings and non-residential areas where additional crossovers have been approved as part of a planning application.
- Properties which require a second access for off street parking on private property.

In these cases, assessment of a second crossover request will give consideration to the following:

- A second crossover does not obstruct sight distance of the primary crossover.
- A second crossover does not have obstructed sight distance by verge vegetation, structures or road geometry;
- Footpath pedestrian users are not at any additional safety risk;
- The property is not group rated where single titles apply.

In the case where a second crossover is approved, the normal crossover subsidy will be provided.

Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area may be required to be removed at the discretion of the Executive and at the cost of the property owner.

#### Footpaths

All crossovers proposed to be built on a verge which is identified to have a footpath constructed by Council must be constructed in a material that is approved by Shire of Northam.



When the Shire constructs new footpaths that intersect existing crossovers the footpath will not be constructed through the crossover unless:

- The crossover is not built to the Shire's specification;
- The crossover will inhibit the footpath being constructed to relevant standards and guidelines;
- In the opinion of the Shire the Crossover is unsafe or does not provide a fit for purpose use.
- The footpath to be constructed is a designated shared path which requires continuity of identification such as path colour and line marking.

#### **Street Trees**

Crossovers should not be constructed closer than 1.5 metres from the base of the tree when fully mature.

Any damage caused to crossovers by street trees shall be rectified by the Shire of Northam at their own cost unless:

- The crossover has been built closer than 1.5 metres to the tree;
- The tree has been planted without permission from the Shire of Northam;

In these cases the cost to rectify will be borne by the property owner.

#### **Crossover Maintenance**

The property owner is responsible for the maintenance of their crossover(s) including culverts and headwalls if applicable.

Any stormwater runoff from private property that causes scour or damage to the crossover is the responsibility of that landowner to repair at their own cost.

Any stormwater runoff from private property that causes scour or damage to Shire owned roadside drainage or verges is the responsibility of that (Private) landowner to repair at their own cost.

Any stormwater runoff originating from Shire owned property that causes scour or damage to the privately owned crossover, is the responsibility of the Shire to repair at its own cost.

Any footpath that intersects the crossover will be maintained by the Shire of Northam.

#### **Conflict with Asset Infrastructure**

Any relocation or amendment cost to Shire owned assets and underground services resulting from the construction of the proposed crossover will be borne by the property owner.



## SPECIFICATIONS

### Rural Access

#### Acceptable Material:

- **Compacted Gravel** - min150mm  
Gravel material is expected to achieve a compaction to 98% of maximum dry density, making a total minimum consolidated thickness of not less than 150mm. Gravel must be free from stones retained on a 25mm sieve, clay lumps, building rubbish and other vegetative matter.

- **Two coat bituminous seal** – 14/7mm or 10/5mm

**Width:** 3.0 meters (minimum)  
11 meters (maximum)

**Drainage:** A culvert including headwalls must be provided if the vehicle crossover prevents stormwater flow within the table drains. Reinforced concrete drainage pipes shall be Class "2" with a minimum diameter of 450mm. Unless otherwise approved by the Shire of Northam.

**Taper:** 2m at 45 degrees both sides from road edge (optional)

### Urban Access

#### Acceptable Material:

- **Concrete** - 150mm (Residential) 25Mpa Min Concrete Strength, Steel reinforcing may be used to reduce cracking or increase strength for crossovers that will have heavy vehicles on them.
- **Concrete** - 150mm reinforced (Industrial & Commercial) 25Mpa Min Concrete Strength.
- **Brick Paved** - Trafficable 50mm (Residential)
- **Asphalt** – 30mm
- **Two coat bituminous seal** – 14/7mm or 10/5mm

**Width:** 3 meters minimum, 6 meters maximum (residential))  
3 meters minimum, 10 meters maximum – (Industrial & Commercial)

**Drainage:** 450mmdia (min) Concrete reinforced pipe with (if applicable) Precast concrete headwalls. Unless otherwise approved by the Executive

**Kerbing:** Mountable kerb type (if applicable)



Taper: 2m at 45 degrees both sides from road edge (optional)  
Taper is not to extend beyond the property side boundary alignment.

#### General Conditions

- Crossovers are to be constructed perpendicular to the property boundary with a minimum clearance of 1.0 metre from a side boundary.
- Any alteration to the verge, path or crossover that encroaches onto the land of a neighbouring property will be carried out at the proponents cost. The applicant must notify the neighbour of the proposed works prior to applying to Council for approval. The Shire must be provided with a copy of the written agreement from the neighbour with the application for the crossover;
- Approved multiple access to be separated by a minimum of 10 metres at the roadside.
- On corner locations, no crossover, or any portion of the crossover including splays is to be constructed closer than 6.0m from the line of the intersection of the road reserve boundary alignments, excluding truncation.
- Crossovers shall be located at a minimum distance to assets as follows:
  - Side-entry pits: 1.0m
  - Street trees: 1.5m
  - Utility boxes: 1.0m (or as required by current services provider standards)
  - Street Lights: 1.0m (or as required by Western Power's current Guidelines for Placement of Power Poles within Road Reserves in Built-Up Areas)
- If crossovers must be constructed within this distance, the obstruction shall be relocated wherever possible. Where an existing tree is within 1.5 metres of a proposed crossover, advice shall be obtained from Parks and Gardens Administration on the future size of the tree and the advisability of it being retained. The written approval from the Shire is required for all street tree removals;
- Sufficient storage length must be provided (crossover length) for a vehicle to stand clear of the road. Where the entrance has a gate, the set back from the edge of the road to the gate shall be a minimum of 6m to allow for this.
- Path construction guidelines dictate a maximum crossfall of 2.5% to cater for people who have a disability (Austroads Guide to Road Design 6A, Clause 7.6). To allow the path to shed water and to avoid ponding, a crossfall of 2.0-2.5% is recommended.
- In rural environments, the cross fall and formation of the crossover is to direct any storm water originating from sources within the private property, such as cleared open space, hardstand areas, dwellings and structures stormwater downpipes, into road side table drains, down stream side.



- No storm water originating within the private property is to flow via the crossover directly onto the road surface, which results in stormwater entering private property on the opposite side of the road.
- Narrow lots shall be constructed with paired crossovers to minimise conflict and retain verge space for street trees, lighting, overhead power and on-street parking.
- Where the combined width of residential crossover exceeds 6.0 metres, the two (2) crossovers shall be separated by a minimum 2.0 metres in width, unless specifically approved by the Executive.
- The applicant is responsible for the cost of any traffic management that may be required to ensure the safety of road users, contractors and pedestrians during the construction of the crossover. Only qualified traffic management personnel shall be used and all traffic management shall be in accordance with Main Roads Western Australia's code of Practice "Traffic Management for Roadworks" and Australian Standard AS 1742.3 – 2002.
- All variations to be approved by the Executive in writing and paid in full by owner/applicant.

#### Specifications & Guidelines

For further information, the Shire of Northam have developed information packages and guidance criteria which outline allowable design and construction standards for crossovers, as well as information on how to apply for the crossover subsidy.

#### DEFINITIONS

##### Road

The surface that has been prepared for vehicular traffic. In this policy Road refers to the sealed (bituminised) surface but not the shoulder, or in the case of a gravel road it refers to the graded surface between the guide posts.

##### Road Reserve

The portion of land between the boundaries of private allotments. The road reserve typically contains both road and verge areas, however the road reserve may also be undeveloped.





### W 5.3 Road Building Materials - Gravel

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4191
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995

#### OBJECTIVE

To provide clear guidelines to staff and landowners regarding the acquisition of gravel for road making and maintenance purposes.

#### SCOPE

This policy applies to the purchase of road building materials throughout the Shire of Northam and surrounds.

#### POLICY

That wherever appropriate the Shire will obtain gravel and other road building materials for road making purposes from private property by consultation with the landowner, in accordance with Schedule 3.2 of the Local Government Act 1995, with the Shire responsible for:

1. Satisfactory rehabilitation of the pit area, including drainage, upon completion of extraction.
2. Construction where necessary and satisfactory repair of affected haul roads, gates, fences or other structures.
3. Negotiated compensation to the landowner for materials extracted and associated justifiable imposts.



Shire of Northam Policy Manual (Section 1)  
Policy  
W5.4 Notice of Entry for Public Services & Utilities

### W 5.4 Notice of Entry for Public Services & Utilities

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4191
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, Utility Providers Code of Practice for Western Australia,

#### OBJECTIVE

To provide clear guidelines to the Council, its officers, public utility companies and their contractors and private property owners regarding undertaking of public service and utility work within the Shire of Northam.

#### SCOPE

This Policy applies to the Entry of Properties within the Shire of Northam.

#### POLICY

1. The Shire will provide a letter of approval for public services and utilities works to occur within the Shire of Northam provided that the Executive Manager, is satisfied with the proposed works and provided that the following conditions are adhered to by the utility company:
  - (a) Should it be necessary to install cabling across any thoroughfare, the cabling shall be under bored to minimize destruction of the road pavement and connecting infrastructure. Open trenching across bitumen sealed road infrastructure is not permitted except where rock is found and cannot be under bored. Permission shall be sought from the Executive where an open trench is required.
  - (b) All trenches located within the footpath shall be backfilled with quality material and suitably compacted following installation of the plant/cables. The finished footpath surface placed over the compacted backfill material shall match the existing footpath surface material type and level of the footpath.
  - (c) All disturbed areas shall be reinstated to pre-existing conditions following completion of the works or in the event of an extended period of works, at the completion of each section as agreed with the Shire of Northam.



Shire of Northam Policy Manual (Section 1)  
Policy  
W5.4 Notice of Entry for Public Services & Utilities

As a minimum, turfed areas denuded by installation of the plant/cables shall be top soiled and returfed following completion of the works.

- (d) All manholes, inspection points and/or other permanent above ground features, which are to be located within the road reserve, shall be flush with the adjacent surface to avoid potential trip hazards.
- (e) Fixed plant (pits, manholes, inspection points etc) or cabling shall be constructed within two metres of the out Road Reserve boundary. This will ensure that, should the Shire ever widen the road formation, the fixed plant/cable is sufficiently clear of the works.
- (f) All cabling and structures shall be laid to the minimum specified depths identified in the most current "Utility Providers Code of Practice for Western Australia"
- (g) The Contractor shall regularly remove rubbish and/or surplus materials as the work proceeds and keep the site clean and tidy. The Contractor shall leave tidy the whole of the works upon completion of the Contract, and make good any damage caused during the works to the satisfaction of the Shire.
- (h) Where work is likely to affect vehicular access to private properties, every attempt shall be made to accommodate the needs of landowners/residents regarding entry and/or exit from the property.
- (i) A minimum of one (1) trafficable lane shall remain open to the public at all times and traffic control shall be employed during the course of the works. A copy of the Traffic Control Plan shall be forwarded to the Shire for consideration.
- (j) The finished condition of the road and/or verge shall be to the satisfaction of the Shire of Northam.
- (k) Where work is to be carried out within privately or publicly owned land, the affected property owners shall be provided fourteen (14) days notice in writing of the utilities intent to undertake works. All areas denuded or affected by the works within privately owned land or public open space shall be made good upon completion of the works. In addition, vegetation within public open space shall not be removed without prior consent from the Shire.

All works are to comply with the current Utility Providers Code of Practice for Western Australia,



## W 5.5 Street Tree Policy

*Responsible Department*  
*Resolution Number*  
*Resolution Date*  
*Next Scheduled Review*  
*Related Shire Documents*  
*Related Legislation*

Engineering Services

C.4193

21/04/2021

2023

Local Government Act 1995, Utility  
Providers Code of Practice for Western  
Australia,

### OBJECTIVE

To ensure appropriate management of Trees within the Shire of Northam with regard to the planting and removal, where necessary, of verge trees with those needs to be undertaken in the long term interest of the community as a whole and in conjunction with the Shire Street Tree Management Plan & Guidelines.

### SCOPE

To define the circumstances under which the Shires trees can be removed.  
To define guidelines for appropriate species to be planted forming entry statements to specific town sites within the Shire of Northam.

### POLICY

#### 1. INTRODUCTION

The Shire of Northam recognises the significant contribution that street trees make in providing a high quality public realm where people are encouraged to partake in a wide range of activities, meet others and to linger in comfortable surroundings.

This policy is intended to cover the provision of street trees in the Shire of Northam including major parks and gardens.

#### 2. POLICY OBJECTIVES

2.1 To "green" the towns within the Shire of Northam by the extensive provision of street trees that are pleasing in appearance and provide extensive shade for the comfort of citizens and provide a range of habitat for fauna.

2.2 To add value to the public and private realms by reinforcing the character of the Shire as a desirable place to live or visit.



- 2.3** To provide guidance for the care, control, management, protection and preservation of the Shires Trees.

### **3. POLICY STATEMENTS**

- 3.1** The Shire of Northam values the contribution of trees to achieving a high quality urban environment and will seek to plant streets with trees whenever there is an opportunity to do so within the urban design outcomes for the area. Such plantings will complement any heritage building façade.
- 3.2** Trees may be selected for individual streets that support the urban design role of each street in the Shire's activities.
- 3.3** A diverse range of tree species will be used to reinforce street identity, attract a variety of fauna life to the towns, create visual interest and enhance the amenity of the public realm.
- 3.4** Trees will be planted to form green corridors linking the park lands and major public and civic places.
- 3.5** Historic trees and avenues will be preserved and replaced in recognition of their cultural significance to each town. Adjacent future plantings will be placed to preserve the integrity of these trees and avenues.
- 3.6** All street trees will be managed to maintain them in a healthy state and minimize any adverse impacts of the trees on the public realm.
- 3.7** While exotic deciduous trees will be used in some locations, every attempt will be made to use native trees to reflect and support the growing diverse nature of the Shire's community.
- 3.8** While trees will always be selected that have minimal impact on services such as electricity and water, the Shire of Northam strongly encourages service utilities to minimize the impact of their operations on the street trees of the Shire.

### **4. PLANTING OF STREET TREES**

Trees are an integral part of the fabric of the urban and country environment. Their contribution is both physical and psychological. The Shire of Northam is committed to promoting and maintaining its tree planting/streetscape program.

#### **4.1 Responsibility**

The Shire of Northam is responsible for the planting of all trees within reserves under its control, care and management, including road reserve tree plantings, revegetation of denuded sites and various community tree planting projects.



#### 4.2 Type

In the interests of vehicular and pedestrian safety, as well as keeping services clear, street trees on verges shall be of a specific species, planted with a particular alignment.

Trees shall be of a particular variety/species as outlined in the Shire of Northam's "Street Tree Management Plan" and designated tree list.

### 5. REMOVAL OF STREET TREES

5.1 Natural grown, or Shire planted trees can be removed with the approval of the Executive in cases where:

- they are likely to cause damage to public or private property;
- they constitute a threat to personal safety, trees that are diseased, the tree is decaying, infested or dead, or is a traffic hazard; or
- when in appropriate instances, they need to be removed for road widening or because they interfere with sewerage or underground services or Western Power supply lines.

Responsibility for cost of removal in such instances to rest with the Council.

The following are not considered sufficient reasons for the removal of street trees:

- The tree obscures or potentially obscures views (other than traffic/pedestrian sight lines);
- The tree variety is disliked;
- The tree variety causes nuisance by way of leaf, fruit and/or bark shedding or the like;
- The tree causes allergies;
- The tree attracts unwanted fauna activity such as birds and bees.
- The tree is in the way of a non-essential crossover or verge paving option;
- The tree limits sunlight reaching solar panels;
- The tree shades private gardens; or
- The unsubstantiated 'potential' damage if the tree fails or from growth damage.

However, consideration will be given to heavy pruning options in these circumstances.

5.2 Private planting, without Council approval, to be removed:

- for reasons described in 5.1 above, or where they are obstructing a proposal entranceway, and no other means of access is available; or
- the tree/s do not conform to the list of approved street trees.



In such circumstances, the responsibility for cost of removal to be that of present owner of property if it can be established that the person was responsible for planting the tree. Where proof of planting cannot be established, Council meet the cost if the criteria for removal is satisfied.

Private planting, with Council approval

- Any verge treatment with approved plantings shall be the responsibility of the landowner to maintain.  
Any damage caused to Shire or privately owned property caused by the tree shall be rectified at the cost of the landowner responsible for the maintenance of the approved verge treatment and plantings

- 5.3 Trees on common boundaries of roads and private properties:
- Cost of removal to be borne by Council where the tree/s are within the definition and satisfy the criteria set out in 5.1 above.
  - Cost of removal, or agreed proportion thereof, to be met by applicant in all other circumstances.
- 5.4 The Shire (or its contractor) shall undertake the pruning of all street trees affected by powerlines on a programmed basis. Programmed street tree pruning shall include trees on the side of the street affected by overhead powerlines as well as trees affected by electrical feeder lines to individual properties on the opposite side of the street. Programmed pruning shall not normally include trees on the opposite side of the street to powerlines. Programmed pruning is to be planned each year, on an as needs basis



## W 5.6 Verges Policy

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.3855
<i>Resolution Date</i>	22/01/2020
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Activities on Thoroughfares Public Places and Local Trading Law 2018; Street Tree Policy
<i>Related Legislation</i>	Local Government (Uniform Local Provisions) Regulations 1996: 6. Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)

### OBJECTIVES

To provide guidelines to assist residents and the community generally to achieve aesthetically pleasing outcomes and environmental benefits of treatments on Shire verges, in conjunction with the Shire's Activities on Thoroughfares, Public Places and Local Trading Laws.

- To value the verge as an important component of the streetscape
- To promote the principles of environmental sustainability and biodiversity
- To provide direction and guidance to the community on appropriate verge treatments
- To encourage adjacent property owners to improve and maintain verge presentation
- To provide advice and regulatory control to property owners
- to improve verges to an appropriate and consistent standard.

### SCOPE

Any person who wishes to carry out any works on the verge shall do so in accordance with this policy, guidelines and specifications.





## POLICY

### Introduction

The street verge has been traditionally described as the area between the road and boundary of an abutting property. The verge provides a safe pedestrian space and vehicular access to properties. The verge generally accommodates public service and local government utilities above and below ground such as street lighting, power, water, stormwater pipes, sewerage, gas and telecommunication cables. The service providers need to access their asset in the verge to install, maintain and/or repairs.

Due to the extensive amount of verges within the Shire, it is impractical to assign the level of resources that would be required to maintain all verges. The Shire therefore requires all residents and commercial property owners to endeavour to maintain the verge adjacent to their property, for their own benefit, the benefit of their neighbours and the wider Northam community.

### Community Value

Street verges facilitate an important role in the town site streetscape environment. They provide aesthetic and environmental values, act as a buffer to street noise, provide shade and shelter, provide habitat for fauna and act as linkages, or vegetation corridors, between larger habitat nodes.

### Amenity

Suitable and appropriate verge treatments contribute a significant value to the streetscape. The Shire and the community appreciate the visual amenity provided by verges that are maintained and improved by residents.

### Permissible Treatments

The following treatments are permissible to be installed by the owner or occupier of the adjacent land to that verge. The owner and/ or occupier of who installs a permissible verge is responsible for maintaining the verge in a neat, safe and tidy condition.

### Grass Verges

It is suggested that water-wise grass species that are hardy and sustainable in verge conditions, including shade under trees are selected.

### Garden / Plantings

- Species tolerant to the local environment are recommended.
- Verge treatments are limited to low growing plants and ground covers that are nonhazardous to pedestrians, motorists, and/or cyclists. No plants taller than 75



centimetres in height are to be planted within 10 metres of a road junction or intersection, or in any location where they may obstruct visibility for road users or vehicles exiting from a crossover.

- Landscaping does not create barriers within the verge.
- The plants are to be kept clear of the roadway and any footpath. If there is no footpath, a clear distance of 2 metres from the back of the kerb or edge of a road is to be maintained to allow for the unrestricted passage of pedestrians.
- The proposed landscaping provides a positive contribution to the aesthetic presentation of the streetscape
- Hedges or similar borders of plants are acceptable if planted to maintain, a minimum clearance of 50 centimetres from any existing and/or proposed footpath, and/or crossover and a minimum clearance of 2 metres from the back of kerb or edge of a road.
- Reticulation sprinklers shall not be directed onto the footpath or road, and watering is to be restricted to times where any inconvenience to pedestrians, cyclists and motorists is minimised, and should only be watered on the properties allocated watering day.

#### **Organic Treatments**

Organic mulch is permitted to be installed on verges. However, the mulch is required to be replenished as required and maintained in a safe manner, and; shall not encroach surrounding areas outside the verge.

#### **Hardstand Treatments**

Concrete, segmented and permeable paving materials, artificial turf and other approved hardstand treatments are permitted to be used on the entire verge area. Installation of compacted inorganic materials (such as gravel, crushed brick, limestone or similar) on verges are permitted, subject to the size of the granular materials not causing hazards or inconvenience to pedestrians, cyclists and motorists.

#### **Stormwater Water infiltration**

Stormwater runoff from large sections of hard surfacing must be effectively managed by the landowner, as the runoff can cause localised flooding on roads and adversely impact on the Shire's storm water disposal system and its maintenance.



## Reticulation

Where the property owner wishes to install a permanent irrigation system on the verge the water supply is to be from within the adjacent private property boundary. All pipework is to be installed below ground and under footpaths. Sub-surface drip irrigation is preferred where possible to assist conservation of water.

Reticulation may only be required to establish plants or water-wise verge treatments and this may be possible without the installation of a reticulation system. Residents are encouraged to supply sufficient water to the base of the plant or to the plants drip-line to avoid wastage and unnecessary evaporation.

## Non permissible Treatments/Use

- The owner / occupier shall not install structures on the street verge. For example, tree house, play structures/equipment, fences, barriers, steps, walls, fountains, ornaments, basketball hoops, ornamental lighting or similar.
- The owner / occupier shall not install extrinsic objects on the street verge. For example, bricks, rocks, logs, bollards, garden stakes, bunting, signs or similar.
- The owner / occupier shall not install hard landscaping elements such as borders and or planter boxes around mature street trees.
- The tethering of boats, trailers and other such items to street trees, street lights and/or road signs is not permitted due to safety issues and the potential to compromise the health of the tree and/or damage infrastructure
- The use of any hard landscaping elements to create garden edging or retain soil adjacent to any proposed or existing footpaths, crossovers, and or kerbs shall not be permitted.

## Access by Utility Providers

Service providers, including the Shire, retain the right to access the verge for service maintenance works that may disrupt or damage any verge treatment in accordance with Section 2.13 of the Activities on Thoroughfares Public Places and Local Trading Law 2018;



### Verge Compliance Criteria

- Where a bus stop exists within a verge, the proposed development must provide a minimum 1.5m clearance around the bus stop and between the bus stop and the foot path.
- Temporary barricades for the purpose of establishing verge landscaping are acceptable provided that the materials used do not create a hazard and are identified with an abundance of markers to ensure the safety of pedestrians. Barriers must not be erected across pedestrian access ways, or in a manner which creates a sight line barrier / hazard.
- The general level and grade of the verges is to remain unaltered.
- The treatment is not to create any undue hazard to road users or pedestrians.
- The resident accepts responsibility for the removal or relocation of planting or reticulation if required by the Shire or any public authority and shall maintain the treatment so as not to cause a hazard.
- Should the verge treatment become hazardous, the ratepayer shall agree to remove the treatment at his/her expense.
- The verge shall not be used as a car park for any vehicle including cars, trucks, boats, caravans and so on.
- The ratepayer shall not remove or prune any tree on street verge. Unless they have an approved verge development for which they are responsible for the maintenance and up-keep of.
- Prior to planting any tree on the road verge, the ratepayer is required to submit an application in the form of a written letter to the Shire, and obtain approval as per the Shire's "Street Tree Policy."
- The resident is to inform the Shire in writing if they wish for their verge not to be sprayed by having it placed on the "No Spray Register"

### Verge Development Approval Process

All proposals for landscape treatment of the verge require approval from the Shire of Northam.

In order for applications to install landscape treatments on the verge to be assessed, property owners are required to submit in writing an outline of the landscape proposal which includes a diagram to illustrate the proposed work including plant species and the layout of any proposed reticulation system(s).

The Shire will then:

- Inspect the location;



*Shire of Northam Policy Manual (Section 1)*  
*Policy*  
*W5.6 Verges Policy*

- Notify the owner in writing whether the Shire supports or does not support the proposed landscape development;
- On completion of any approved works the Shire will inspect the works;
- Works not carried out in accordance with the relevant approvals will require any noncompliance issues to be rectified; and
- Maintain a register of the site and the approved verge treatment.

### **Verge Paving**

Where there is a legitimate requirement for verge paving and there is no reasonable alternative property owners can apply to pave a portion of the verge directly adjacent to their property.

Proposals for verge paving require approval from the Shire of Northam.

Where the installation of paving to the verge is likely to compromise the safety of pedestrians, cyclists or motorists or the longevity of an existing street tree, the application will not be approved.

Where paving is proposed to provide a footpath between the property boundary and the kerb line, the path is to be 2 metres wide.

In order for verge paving proposals to be assessed the property owner is required to submit in writing an outline of their proposed paving plan with a diagram that illustrates the proposed location, alignment, and the materials to be used.

The Shire will then:

- Inspect the location.
- Notify the owner in writing of whether the Shire approves the application or not.
- On completion of the approved works, the Shire will inspect the works. Works not undertaken in accordance with the relevant approvals will require any noncompliance issues to be rectified.
- Maintain a register of the site and the approved verge treatment.
- A minimum two (2) metre paving clearance from any street tree is to be maintained.
- The property owner is responsible for the maintenance of any Shire approved verge paving installation.
- The property owner is responsible for the reinstatement of any verge paving removed by the Shire or Utility Service Provider in providing routine maintenance of services and projects approved by the Shire.



- Commercial areas are treated separately from residential verges as paving is permitted to 100% of the verge in commercial areas.

### Property Development

To minimise the risk of tree damage/death a minimum construction clearance of two (2) metres is required from the base of an existing street tree. Where excavation to a depth greater than 100mm is proposed the clearance should be greater than three (3) metres from the base of an existing street tree.

### Existing Verge Treatments

A verge treatment which was installed prior to the commencement day of the *Activities on Thoroughfares Public Places and Local Trading Law 2008* is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Where verge treatments are not consistent with the Policy and are identified as safety hazards, the Shire will request the property owner to carry out remedial works.

Where the owner of the property is unable or unwilling to complete remedial works, the Shire will complete these works, with the property owner being liable for any cost incurred.

### Verge Maintenance

Property owners throughout the Shire are encouraged to maintain and/or improve the verge area outside their property, in a manner that ensures the safety of themselves and / or pedestrians and road users.

The Shire of Northam aims to create a visually pleasing community, inclusive of tidy and attractive verges and roadsides.

The Shire will perform an annual verge maintenance program consisting of the following where practicable:

- Town site verges will be sprayed at least once per year;
- Town site verges will be slashed at least once per year where the adjoining property is privately owned and vacant;
- Town site verges which adjoin property owned by the Shire will be slashed at least once per year and maintained to a standard that is deemed acceptable by Council;



*Shire of Northam Policy Manual (Section 1)*  
*Policy*  
*W5.6 Verges Policy*

- Rural verges will be sprayed and slashed throughout the year in an effort to reduce grass loadings. Areas of focus will be assessed annually and addressed within budget constraints.
- Spray and slash a minimum 1.5m clearance around a registered bus stop.

UNCONFIRMED



## W 5.7 Asset Management Policy

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.2898
<i>Resolution Date</i>	21/12/2016
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995

### OBJECTIVE

The Policy provides clear direction in the provision and management of all Council's assets. It seeks to ensure that assets support Council's strategic vision and objectives, deliver sustainable service outcomes and are provided at appropriate levels of service for present and future stakeholders.

### SCOPE

The Shire considers assets (such as infrastructure, land, plant and equipment) to be any that support the delivery of one or more of the following services:

- Property
- Recreation
- Transport
- Plant, Vehicles and Equipment
- Information Technology
- Waste

This Policy applies to all assets which are required to be managed by the Shire, where their components have a useful life of more than one year and a replacement cost greater than \$5,000.

### POLICY

The Shire will provide and manage assets that support the delivery of services in line with its Strategic Community Plan and Corporate Business Plan.

The Shire will manage its assets in a manner that provides best practice for economic, environmental, cultural and social sustainable outcomes.

Asset management decisions will consider other key Shire policies and priority will be given to existing assets and services over new ones. Long term resource needs





*Shire of Northam Policy Manual (Section 1)  
Policy  
W5.7 Asset Management Policy*

(Asset Management Plans) will be balanced against financial capacity (Long Term Financial Plan).

The Shire's Asset Management vision shall be achieved through the implementation of an integrated planning and reporting framework. As a minimum:

- An Asset Management Strategy will be developed to define the Shire's asset management Vision, Objectives, Outcomes, Enablers (e.g. Roles and Responsibilities, Training etc.), Performance Monitoring and Implementation Plan.
- The Asset Management Plans shall be driven by community informed service levels, future demand, long term sustainability and risk management.

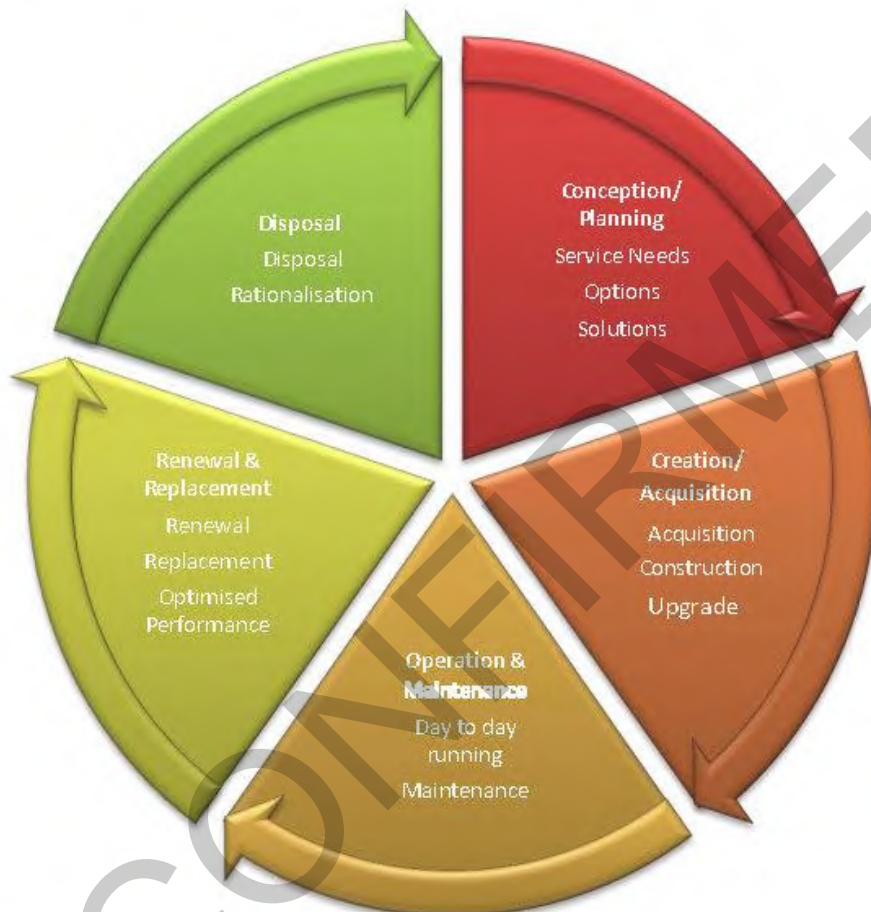
**The Asset Life Cycle (Whole of Life)**

For clarity, the following describes the Shire's definition of its Assets' Lifecycles.

Lifecycle asset management involves the decisions made at each stage of an asset's life, from conception to disposal. The decisions made at one stage may affect the asset's performance and cost in others.



Shire of Northam Policy Manual (Section 1)  
Policy  
W5.7 Asset Management Policy



**Levels of Service**

The Shire of Northam will establish Levels of Service to define outputs of objectives the organisation intends to deliver in meeting the expectations of the community. These will be incorporated into the Shire's Asset Management Plans



## W 5.8 Heavy Haulage Cost Recovery Policy

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	C.4191
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Long Term Financial Plan Transport Asset Management Plan
<i>Related Legislation</i>	Local Government Act 1995 Road Traffic (Administration) Act 2008 Revised State Planning Policy 3.6

### OBJECTIVE

To provide a methodology and framework for recovering extraordinary maintenance costs on Shire Roads caused by the heavy vehicle operator.

### SCOPE

This Policy applies to any party operating a Restricted Access Vehicle (RAV) permit to run a defined vehicle freight task on Shire of Northam roads. This will include all new applications, as well as movements which have been illegally or historically operating without approval having been given by the Shire.

The operation must be deemed to involve such a volume (extraordinary load) that it is likely to cause damage resulting in "extraordinary expenses", which is damage that is well beyond what would normally be anticipated for the category of road(s) concerned.

If the Shire of Northam considers that the defined freight task is likely to also effect roads in adjacent Shire(s) it will notify the impacted Shires' accordingly.

### POLICY

#### Extraordinary Load

An Extraordinary Load is defined as a task that will result in a significant increase in the Annual Design Equivalent Standard Axle (ADESA) and will result in damage to the pavement and reduction in the structural design life of the road leading to extraordinary expenses.

#### Cost Calculation

The relevant charge shall be calculated using the User Guide – Estimating the Incremental Cost Impact on Sealed Local Roads from Additional Freight Tasks (WALGA & ARRB 2015). The Proponent shall provide the following information to the Local Government:



*Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.8 Heavy Haulage Cost Recovery Policy*

1. The type and axle configuration of the vehicles to be used for the task.
2. The annual freight tonnage for the task and the vehicle payload.
3. The number daily vehicle passes.
4. The duration of the task.
5. The task routing and distance.

This method of calculation will be applied to all road surface types.

#### **Negotiation**

The following conditions may necessitate negotiation with the Proponent to adjust the calculated charge or to use an alternative methodology:

1. If the Category of road has been purposely constructed to a level that is suitable for the proposed heavy vehicles movements.
2. If the road is in a very poor or failed condition then the Shire of Northam shall negotiate with the proponent on a strategy and cost to bring the road to a serviceable condition before calculating an annual charge.
3. If the magnitude of the freight task is of such a volume that the road is likely to experience structural failure in a short period, then the Shire of Northam shall negotiate an appropriate strategy and charge to upgrade the structural capacity of the road in advance. This will result in an increased ADESA which will then be used to calculate the ongoing charges.
4. If the proposed ESA are excessively above the limits in the WALGA User Guide or if for any other reason this method is deemed inappropriate then the Shire of Northam may elect to calculate the charge using an alternative method.

#### **Funding and Service**

Funds collected from the Proponent shall be placed into a dedicated fund and shall only be used for routine maintenance, preservation and structural strengthening activities on the section of road concerned. The Shire shall keep records of all works and costs. Council will contribute a portion of the cost of works out of its own funds according to what they would have reasonably allocated to the road if the proponents activities were not present.

After termination or expiry of an agreement, any remaining funds shall be kept for a period of 12 months (or other agreed time period) after which the road will be inspected and the remaining funds shall be used to repair any defects so that the road is in a similar condition to when the agreement began. Any remaining funds shall then be returned to the Proponent.

#### **Agreement**



Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.8 Heavy Haulage Cost Recovery Policy

The Shire and the proponent shall enter into an Agreement that includes the following:

1. The type and axle configuration of the vehicles to be used for the task.
2. The annual quantity of vehicle passes and the payload tonnage. If seasonal then this must be described
3. The routing including return journeys
4. The duration of the task
5. The annual and unit rate charge and method of calculation
6. Payment terms and conditions
7. The obligations of the parties including works records, expenditure, evidence and audit requirements in relation to the determination of actual payload tonnages and notifications of changes to vehicles, payload or routing
8. Conditions on expiry of the agreement
9. Hours and conditions of operation
10. Breaches and terms of remedy for the Local Government and Proponent
11. Duties of Local Government and the Proponent

#### Duties of Local Government

The Shire will take all reasonable steps to keep the road in a serviceable condition for the duration of the agreement. Appropriate records will be maintained to ensure transparency of expenditure of all collected charges.

#### Duties of the proponent

The proponent will provide timely (to be determined by the Shire in Agreement) notification to the Local Government if there are any changes to the type of vehicles and axle configurations, annual payload and routing.

#### Authority

The authority to enter into an agreement with a Proponent under this policy shall be approved by the Chief Executive Officer.

#### DEFINITIONS

**Agreement:** An agreement between the Local Government and a proponent defining the conditions of access including charges for a defined transport task

**Proponent:** The party that is requesting to use a Local Government road for a defined freight task

**Equivalent Standard Axle (ESA):** The number of standard axle loads which are equivalent in damaging effect on a pavement to a given vehicle or axle loading. Every vehicle combination can be expressed as a number of ESA.

**Annual Design ESA (ADESA):** The predicted annual ESA that was used to design a road pavement structure. If this is unknown it may be estimated based on the average



*Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.8 Heavy Haulage Cost Recovery Policy*

annual ESA from historic traffic counts or the annual ESA that would reasonably be expected for a particular Category of road under normal circumstances.

**Extraordinary Load:** An Extraordinary Load is defined as a freight task that will result in a significant increase in the ADESA resulting in damage to the road pavement and reduction in the structural design life of the road giving rise to extraordinary expenses as a result of increased routine and planned maintenance and premature failure necessitating rehabilitation or reconstruction of the road.

**Routine Maintenance:** Unplanned activities that maintain the serviceability of the road e.g. repairing potholes, cleaning drainage structures, repairing edge breaks and sweeping pavements.

**Preservation:** Planned maintenance and rehabilitation that are designed to preserve or extend the serviceable design life of the road e.g. crack sealing, resealing with a bituminous sprayed seal, rehabilitation of gravel shoulders and replacing culverts and kerbs.



Shire of Northam Policy Manual (Section I)  
Policy  
W 5.9 Vehicle & Plant Management

## F 4.10 Vehicle & Plant Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4194 and C.4195
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Asset Management Policy Employee Code of Conduct Workplace Health & Safety Policy
<i>Related Legislation</i>	Local Government Act 1995

### OBJECTIVE

- To clearly define the appropriate use of Shire owned vehicles for operational purposes;
- To ensure Shire owned plant and vehicles are purchased and replaced with cost effectiveness;
- To provide clear guidelines to employees for private usage of Shire owned vehicles;
- Maximise vehicle availability for business use;
- Minimise Fringe Benefit Tax (FBT) liabilities;
- Provide an attractive employment package for staff.

### SCOPE

This Policy applies to all Shire of Northam employees which use Shire owned plant and vehicles for operational purposes and/ or agreed private use. The Policy is also extended to persons which have agreed operational use that are not direct employees of the Shire.

### POLICY

Executive Managers shall be responsible to ensure this Policy is complied with within their department. The Fleet Manager will be responsible for coordinating the Policy in collaboration with the Chief Executive Officer (CEO).

Category 1	Vehicle	Conditions of Use
Community / Pool Vehicle	Type: Bus or vehicle specific to operational need.	<p><b>Training / Conference Attendance:</b></p> <ul style="list-style-type: none"> <li>• Request for use to be made to Departmental Executive Manager following approval of training request.</li> </ul> <p><b>Operational Purposes:</b></p> <ul style="list-style-type: none"> <li>• Request for use to be made to any</li> </ul>



Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.9 Vehicle & Plant Management

Category	Vehicle	Conditions of Use
<b>Category 2</b>  Officers	<b>Vehicle</b>  Type: Base model Small Sedan, SUV or vehicle to meet operational needs	Officer with an assigned vehicle.  <b>Conditions of Use</b> <ul style="list-style-type: none"> <li>Commuter Use;</li> <li>Approved travel to and from the employee's place of employment and home.</li> <li>Travel other than commuter use requires Executive Manager approval and operating costs to be inherited by employee.</li> <li>Commuter Use excludes the following:                             <ul style="list-style-type: none"> <li>Transportation of members of the public other than for official purposes;</li> <li>Visits to private or other non-work related locations, unless on the direct route.</li> </ul> </li> </ul>
<b>Category 3</b>  Officers & Supervisors	<b>Vehicle</b>  Type: Base model Small Sedan, SUV or vehicle to meet operational needs	<b>Conditions of Use</b> <ul style="list-style-type: none"> <li>Restricted Private Use</li> <li>Approved travel within the Shire of Northam.</li> <li>Travel outside of the Shire of Northam requires Executive Manager approval and operating costs to be inherited by employee.</li> </ul>
<b>Category 4</b>  Snr Officers & Managers	<b>Vehicle</b>  Type: Base model Medium Sedan, SUV or vehicle to meet operational needs	<b>Conditions of Use</b> <ul style="list-style-type: none"> <li>Restricted Private Use;</li> <li>Approved travel within 200km of home address;</li> <li>Travel outside of 200km radius of home address requires Executive Manager approval and operating costs to be inherited by employee.</li> </ul>
<b>Category 5</b>  CEO Executive Managers	<b>Vehicle</b>  Type: Large Sedan, 4x4, SUV or Station Wagon.	<b>Conditions of Use</b> <ul style="list-style-type: none"> <li>Unrestricted Private Use;</li> <li>Approved travel within Western Australia;</li> <li>Travel outside of Western Australia subject CEO Approval;</li> </ul>

#### GENERAL VEHICLE USAGE

With the exception of vehicles allocated to designated special purpose positions, all Shire vehicles are to be made available for usage as pool vehicles during core business hours. Vehicles to be made available outside of these hours (excluding private use categories) shall be at the discretion of the Departmental Executive Manager.





## PERIODS OF LEAVE

Category 1 to 4 employees whom are absent from the workplace for a period of more than two (2) consecutive weeks (paid or unpaid leave), will require approval to retain use of the vehicle from the Departmental Executive Manager. Fuel cards are required to be returned to the Executive Manager for periods of leave in excess of one (1) week.

Category 5 employees shall retain their vehicles during periods of leave, with the use of fuel cards to be in accordance with contract agreements.

## FRINGE BENEFIT TAX REPORTING

All Fringe Benefits Tax (FBT) reporting requirements are to be completed and submitted to the Accountant by the due date. These include:

- Log books of vehicle use are to be completed when requested;
- Annual returns giving details of any employee using the vehicle;
- The start and finish dates of each period of use, and;
- Details of the vehicle use when allocated to another person.

Employee's allocated vehicles for commuting or limited private use are required to notify the Fleet Manager of any changes to the allocation of the vehicle (eg. during leave or staff rotation etc). Failure to do so will result in the assumption the vehicle is still under the employees control and associated fringe benefits will be attributed to the employee.

## CARE OF VEHICLE

Employees who have been assigned a vehicle shall be responsible for the proper care of the vehicle including safe keeping, regular cleaning – both inside and out and ensuring that normal running items such as fuel, oil, battery, radiator and tyre pressure are checked at regular intervals.

Employees shall be responsible for ensuring an allocated vehicle is used appropriately at all times. Employees shall be responsible for paying for any damage that occurs when a vehicle has been deemed to have been used inappropriately.

Reconditioning costs at change over may be recovered from staff if the vehicle is excessively damaged through negligence. The Fleet Manager shall report excessive reconditioning costs to the relevant Executive Manager. The CEO shall decide if excessive reconditioning costs are required to be paid by the Officer.

## SELECTION OF VEHICLE TYPE

Category 1 to 4 employees will be allocated a base model vehicle or a vehicle that is specific to operational needs.



Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.9 Vehicle & Plant Management

Category 5 employees will be allocated a vehicle appropriate to the position and in accordance with their contract conditions.

All vehicles are to be purchased from local dealerships in accordance with the purchasing policy unless otherwise agreed by the CEO.

#### **SAFETY RATINGS**

Where practicable, vehicles purchased will have a 5 Star ANCAP (Australasian New Car Assessment Program) rating. Operational vehicles with a lower ANCAP rating may be purchased subject to operational needs and at the discretion of the Fleet Manager.

#### **LEGAL REQUIREMENTS**

It is the employee's responsibility to maintain the relevant class driver's license to operate a Shire vehicle. Employees who are holders of probationary, or extraordinary licenses must display the appropriate plates in a prominent position.

The driver will be responsible for any fine incurred in the operation of vehicles whether on Council business (when under the control of the employee) or using it for private purposes.

In the event of an accident or damage to a vehicle it is the responsibility of the employee to:

- Report as soon as practicable to their Executive Manager, any involvement in a motor vehicle accident or upon sustaining general damage to the vehicle;
- Report any accident in a motor vehicle to the Police where required by law;
- Not accept or acknowledge any liability on behalf of Council arising from an accident;
- Complete as soon as practical after the accident, the appropriate claim form and incident report form, returning them to the relevant Officers.

Vehicle rights usage may be revoked if the employee's motor vehicle license has lapsed or is suspended for any reason, until such time a driver's license has been reinstated.

Where the employee, or person authorised by the employee, is involved in an accident whilst on private use and subsequently convicted of an offence, Council reserves the right to recover any expenses incurred as a direct result of that accident.

#### **OTHER DRIVERS**

Category 1 to 3 employees shall not allow any non-direct employees' drive the vehicle. Category 4 employees are permitted to have spouse / partner drive the vehicle in accordance with conditions of that category and state legislation if prior approval has been obtained from the Departmental Executive Manager.



Shire of Northam Policy Manual (Section 1)  
Policy  
W 5.9 Vehicle & Plant Management

Category 5 employees are permitted to have their spouse or partner drive the vehicle in accordance with conditions of that category and state legislation.

#### VEHICLE ROTATION & REPLACEMENT

The following replacement frequency will apply to the Shires fleet of plant and vehicles:

Passenger Vehicles:	every 4 years, or 90,000 km
Operational Vehicles:	every 5 years, or 90,000 km, or end of warranty periods
Heavy Plant:	7 years or 8000-15000 hours, to be assessed annually for condition.

Vehicles may be reallocated amongst staff to prolong utilization or preserve market value to maximize financial gain when replacing vehicles.

Fleet life cycle costs vary regularly due to a variety of factors including fuel costs, maintenance costs, used fleet prices and market and industry trends. The Shire of Northam will review replacement periods on a regular basis to ensure vehicles are replaced at the optimum time ensuring the most cost effective outcome for the Shire of Northam.

#### VEHICLE USAGE BY NON-EMPLOYEE'S

Non-employees who have a vehicle assigned for operation purposes are required to enter into a written agreement clearly defining the terms and conditions of the usage.

#### DEFINITIONS

*Fleet Manager:* The Executive Manager which has the fleet management service area assigned to them under the Corporate Plan.

*Non- Employee:* Is a person (excluding spouse or family member) which has an operational need to drive the vehicle, Such as Bush fire brigade member.

*Pool Vehicle:* Is a vehicle which is to be made available for use during business hours for other employees to use

### 13.3 DEVELOPMENT SERVICES

*Cr M I Girak declared an "Impartiality" interest in item 13.3.1 - Proposed Family Day Care – 22 Gordon Street, Northam as the proposed off-site overflow parking for the family day care is in the parking spaces alongside Cr Girak's property at 16-18 Gordon Street (Stone Court).*

#### 13.3.1 Proposed Family Day Care – 22 Gordon Street, Northam

<b>Address:</b>	Lot 3 (No. 22) Gordon Street, Northam
<b>Owner:</b>	Paula Whittington
<b>Applicant:</b>	Paula Whittington
<b>File Reference:</b>	A11295 / P20105
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning and Environment.
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple
<b>Press release to be issued:</b>	No

#### BRIEF

An application for development approval has been received to conduct a family day care at Lot 3 (No. 22) Gordon Street, Northam.

The application was advertised to nearby landowners and one (1) submission was received raising concerns regarding traffic and parking.

In accordance with Council's Delegations (P03), the application is referred to Council for determination.

#### ATTACHMENTS

- Attachment 1: Locality Plan & Site Photos
- Attachment 2: Application Documents
- Attachment 3: Statutory Assessment
- Attachment 4: Schedule of Submissions

#### A. BACKGROUND / DETAILS

The subject land is located in the central segment of the Northam townsite and comprises a total area of 609m<sup>2</sup>. The property currently contains a single

dwelling, a pool, an outbuilding and is zoned as Mixed Use (Noting that the use of the premises for residential purposes is a non-conforming use.)

It is proposed to utilise the existing dwelling to care for up to seven (7) children at any given time. The proposed rooms to be used are the lounge room, kitchen/living area, the laundry toilet and bathroom.

Following an inspection of the site by the Reporting Officer, discussions were held with the Applicant regarding concerns of the traffic management for the site.

The Applicant agreed to amend the proposed carparking locations to allow for safer parking arrangements.

Following receipt of the amended plans, the neighbouring landowners were invited to comment on the proposal as part of the assessment process. In response an adjoining landowner raised concerns regarding the safety concerns due to traffic and the existing pool.

The issues raised in the submission received from the neighbouring landowner are the subject of this Report.

#### Application Timeline

- 17/12/2020 – Application received for family day care.
- 21/12/2020 – Application deemed insufficient. Additional information requested from Applicant.
- 28/01/2021 – Additional information received from Applicant.
- 17/02/2021 – Neighbour landowners invited to comment (14 days).
- 22/02/2021 – Submission received objecting to proposal.
- 08/03/2021 – Additional information requested (traffic management plan).
- 09/03/2021 – Additional information received from Applicant.

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership

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

Objectives: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders;  
Effective and efficient two-way communication between the Shire of Northam and stakeholders;

## B.2 Financial / Resource Implications

There are no financial or resource implications for the Shire associated with this proposal. The relevant application fee has been paid.

## B.3 Legislative Compliance

The application has been assessed in accordance with the provisions of the Shire of Northam's Local Planning Scheme No. 6, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and all relevant Local Planning Policies. Refer to the Statutory Assessment attached to this Report (Attachment 3).

## B.4 Policy Implications

There are no policy implications associated with this proposal. The development does not propose to vary any requirements of the Shire of Northam's Local Planning Scheme No. 6 or any Local Planning Policies. Refer to the Statutory Assessment of the proposal (Attachment 3).

## B.5 Stakeholder Engagement / Consultation

The application was advertised in accordance with the provisions of clause 64 of the deemed provisions and LPP 20 to the potentially affected landowners. One (1) submission objecting to the proposal was received in response to the proposal. Refer to the Schedule of Submissions (Attachment 4) for assessment of the issues raised in the submission.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Traffic management plan not implemented as per conditions of approval.	Unlikely (2) x Minor (2) = Low (4)	Monitor compliance with conditions.
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with conditions of approval.	Unlikely (2) x Minor (2) = Low (4)	Monitor compliance with conditions.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

## C. OFFICER'S COMMENT

There are three (3) main issues that need to be considered when determining this application as follows:

7. The suitability of the proposed development for the locality;
8. The proposed measures for the management of traffic; and
9. Non-conforming use – change or extension of the non-conforming use.

### Suitability

In the submission concerns were raised regarding the suitability of the development for the locality. The proposed development is a discretionary use in the zone and the Statutory Assessment (Attachment 3) shows the development is suitable for the locality. The proposed family day care meets the objectives of the Mixed Use zone and no impacts on the locality have been identified that cannot be managed through conditions of approval.

### Traffic Management

Concerns were also raised regarding the impacts of the potential increase in traffic on Gordon Street.

An assessment on potential traffic impacts has been carried out and it has been determined that traffic can be managed safely without impacting the locality through the implementation of the amended traffic management plan, including the provision of 2 on-site car parking spaces and use of overflow off-site car parking spaces adjacent to Stonecourt on the corner of Gordon and Duke Streets.

Condition 6 has been recommended to ensure that the traffic management plan will be implemented during the hours the family day care is operating.

### Non-conforming use

The existing use of the property as a single dwelling is a non-conforming use in the Mixed Use zone.

The non-conforming use has been confirmed through aerial photographs obtained from Landgate and relevant records kept on the Shire's database.

The use of the property for a family day care (a 'D' discretionary use in the Mixed Use zone) is an extension of the non-conforming use. The application has been advertised and assessed in accordance with clauses 64 and 67 of the deemed provisions, which demonstrates that there are no adverse impacts from the proposal that cannot be managed through conditions of approval.

### Conclusion

The application has been assessed in accordance with the provisions of LPS6 and relevant policies taking into consideration the concerns raised in the submission.

No adverse impacts have been identified with this proposal if the following conditions are imposed.

Therefore, it is recommended that the Officer's Recommendation be supported for conditional approval.

#### **RECOMMENDATION**

**That Council resolve to APPROVE the application for development approval (ref: P20105) and accompanying plans for a family day care at Lot 3 (No. 22) Gordon Street, Northam, in accordance with clause 68(2)(b) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:**

- 1. The development hereby approved shall substantially commence within two (2) years from the date of determination.**
- 2. The development hereby approved shall be carried out in accordance with the stamped approved plans. In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.**
- 3. The approved hours of operation of the Family Day Care hereby permitted are: 7:00 am to 7:00 pm on Monday to Friday; 8:00 am to 5:00 pm on Saturday; excluding Sundays and public holidays.**
- 4. This approval allows the Family Day Care hereby permitted to be conducted by Paula Whittington. If Paula Whittington ceases to operate the Family Day Care hereby permitted, this approval will expire.**
- 5. The applicant must not erect or otherwise display on the Family Day Care premises any sign with an area exceeding 0.2m<sup>2</sup>. A sign erected under this condition must:
  - (a) only describe the Family Day Care and provide the relevant contact details;**
  - (b) be placed on a building, wall, fence or entry statement of the Family Day Care premises; and**
  - (c) not be illuminated nor use reflective or fluorescent materials.****
- 6. The amended Traffic Management Plan, including provision of 2 on-site car parking spaces, shall be implemented at all times during approved hours of operation to the satisfaction of the local government.**
- 7. The Family Day Care is restricted to a maximum of seven (7) children at any given time.**

**CARRIED**



## MOTION / COUNCIL DECISION

Minute No. C.4196

Moved: Cr Pollard

Seconded: Cr Ryan

That Council resolve to APPROVE the application for development approval (ref: P20105) and accompanying plans for a family day care at Lot 3 (No. 22) Gordon Street, Northam, in accordance with clause 68(2)(b) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:

1. The development hereby approved shall substantially commence within two (2) years from the date of determination.
2. The development hereby approved shall be carried out in accordance with the stamped approved plans. In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.
3. The approved hours of operation of the Family Day Care hereby permitted are: 7:00 am to 7:00 pm on Monday to Friday; 8:00 am to 5:00 pm on Saturday; excluding Sundays and public holidays. An application for hours outside of these times will be considered by the Chief Executive Officer on a case-by-case basis.
4. This approval allows the Family Day Care hereby permitted to be conducted by Paula Whittington. If Paula Whittington ceases to operate the Family Day Care hereby permitted, this approval will expire.
5. The applicant must not erect or otherwise display on the Family Day Care premises any sign with an area exceeding 0.2m<sup>2</sup>. A sign erected under this condition must:
  - (a) only describe the Family Day Care and provide the relevant contact details;
  - (b) be placed on a building, wall, fence or entry statement of the Family Day Care premises; and
  - (c) not be illuminated nor use reflective or fluorescent materials.
6. The amended Traffic Management Plan, including provision of 2 on-site car parking spaces, shall be implemented at all times during approved hours of operation to the satisfaction of the local government. With no parking on Gordon Street, immediately adjacent to the applicants property.
7. The Family Day Care is restricted to a maximum of seven (7) children at any given time.

CARRIED 10/0

Note: The officer's recommendation was slightly adjusted to preclude parking on Gordon street for safety reasons.

## ATTACHMENT 1 – LOCALITY PLAN & SITE PHOTOS





## Attachment 2 – Application Documents

### Family Day Care

#### BUSINESS INFORMATION

- I wish to apply to open a family day care at my home located at 22 Gordon Street, Northam. I will be operating under Elite Family Day Care.
- As per government regulations there will not be no more than 7 children in my care at any one point in time.
- My intention is to operate from 7am to 7pm with the occasional time working outside these hours to cater for shift workers and emergency care situations.
- I will not be having employees.
- Occasionally food will be provided if needed and when conducting a cooking activity. However, the intention is that parents provide the food for their own children.
- No physical changes to the house are required.
- Parents and caregivers will be parking to pick up and drop off in my driveway, carport, and grassed area. (Refer to Traffic Management Plan).

## Family Day Care

### TRAFFIC MANAGEMENT PLAN - DETAILS

- As advised at any one time I could have 7 children in my care during my operating hours. However, only 5 of these will be under 5.
- My own 2 children are school age and take the number to 7 and so the likelihood of having 7 cars at one time is minimised to 5. And then most families have more than 1 child in family day care which reduces the number again.
- Parents will be advised to not park or block neighbours' driveways.
- Traffic appears to be the heaviest at school drop off and pickup times. Most people work 9 to 5 and so parents/carers will generally drop off and pick up before and after these hours.
- Parents will be advised to drop their children off at 7.30am or after 8.45am so that my own children can be taken to school. They would then be advised to pick up their children before 2.30pm or after 4.00pm so that I can collect my own children from school.
- Parents/carers are required to sign in and sign out their children. This process could take 10min and so cars would only be parked for 15 to 20mins.
- To manage vehicle parking. I am able to fit 2 cars on the road verge, and 3 in my driveway. I am also able to park 1 car in my backyard if needed. **Officer's comment: Refer to conditions - parking on verge not included in approval.**
- There are 5 parking bays located at the corner of Gordon and Duke Street East near Stonecourt where parents may park temporarily. No child will be allowed to leave or arrive at the premises without their parent or carer and so as soon as they leave my front door, they are the responsibility of their parent.

## Family Day Care

### TRAFFIC MANAGEMENT PLAN – SITE PLAN



### Attachment 3 – Statutory Assessment

An assessment of the applicable provisions of LPS6, including the Deemed Provisions and LPPs have been carried out as follows:

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.2	Objectives of the zones.	-	-
	<p>3.2.3: Mixed Use Zone.</p> <ul style="list-style-type: none"> <li>• Provide for the development of a range of residential, office, commercial and other compatible uses that enhance the local amenity to a high standard and provide for the safe and efficient movement of pedestrians and vehicles.</li> <li>• Provide a compatible interface and transition between commercial, light industrial and residential areas.</li> <li>• Provide for grouped and multiple dwellings only where such uses are combined with a non residential use.</li> </ul>	A family day care for seven (7) children, including 2 owner's children.	<p>The current predominant use of the property is for residential purposes (a non-conforming use). It is proposed to extend the non-conforming use through the addition of a family day care.</p> <p>The addition of a family day care to the existing non-conforming use is compatible with the locality, which is predominantly residential, and therefore consistent with the zone objectives.</p>
3.3	Zoning Table – Mixed Use Zone: Family Day Care 'D'	Family day care catering for 7 children.	The use is not permitted unless the local government has exercised its discretion in granting development approval.
3.8	Non-Conforming Uses.	-	-

Clause	Provision	Proposal	Assessment
	(a) Continued use of land for which it was lawfully used immediately prior to the gazettal date.	Residential use – single dwelling.	The subject property was zoned as Residential under TPS5. A single house (dwelling) was a permitted use in the Residential zone under TPS5. The residential use has continued since the introduction of LPS6 and therefore the non-conforming use is confirmed.
3.9	Extensions and Changes to a Non-Conforming Use.	-	-
	Development approval is required. Application is to be advertised under clause 64 of the deemed provisions.	Family day care.	DA submitted for approval to conduct a family day care on the subject property (a discretionary use in the Mixed Use zone as per LPS6). Advertising was conducted in accordance with clause 64 and LPP20. Refer to CI g and CI y of this assessment, as well as the Schedule of Submissions.
4.13	Car Parking.	-	-
	4.13.1 – parking to be provided in accordance with Table 3. Child care centre (closest land use definition) requires 1 space per staff member + 1 space per 5 children accommodated.	Family day care operated by resident caring for up to 7 children, including 2 of her own.	1 staff member (operator) + 5 children = 2 car parking spaces required. 4 car parking spaces can be provided on site. Complies with Table 3.
	4.13.8 - When considering an application to commence development the local government shall have regard to, and may impose conditions in respect of:	-	-



Clause	Provision	Proposal	Assessment
	a) <i>the location and design of the required car parking spaces;</i>	4 spaces provided on site. 2 spaces on Shire verge.	Location of proposed parking areas are considered acceptable if the proposed traffic management plan is implemented. Condition is recommended.
	b) <i>natural planting;</i>	Existing landscaping is provided within the front street setback area and will not be impacted from parking.	Additional landscaping is therefore not required.
	c) <i>pedestrian spaces on the lot;</i>	No pedestrian spaces provided.	Development and parking will not impact the existing foot path along the front verge. Pedestrian spaces are not required with this form of development.
	d) <i>any other matter deemed relevant.</i>	A traffic management plan has been provided.	Traffic management plan is deemed acceptable. Refer to the traffic management plan and the officer comment for further assessment.
	4.13.9 - In determining the requirements of subclause 4.13.8, the local government may consider matters including:	-	-
	a) <i>the proportion of car spaces to be roofed or covered;</i>	Vehicles will only be parked for a short period of time.	Covered spaces are therefore not required.
	b) <i>the proportion of car spaces to be below natural ground level;</i>	Parking for a family day care.	Not required.
	c) <i>the means of access to each car space and the adequacy of any vehicular manoeuvring area;</i>	4 spaces provided on site. 2 on Shire verge.	Proposed means of access and egress is considered acceptable if the traffic management plan is implemented. Condition is recommended.

Clause	Provision	Proposal	Assessment
	d) the location of the car spaces on the site and their effect on the amenity of adjoining development, including the potential effect if those spaces should later be roofed or covered;	4 spaces provided on site. 2 on Shire verge.	Location of spaces will not create any adverse impacts to adjoining properties and is considered acceptable if the traffic management plan is implemented. Condition is recommended. Future development in relation to the spaces is unlikely and would not create any adverse impacts.
	e) the extent to which car spaces are located within required building setback areas;	One space provided in front setback area. 2 on Shire verge.	Car parking spaces are located in the setback area. No adverse impacts identified.
	f) the locations of proposed public footpaths, vehicular crossings, or private footpaths within the lot, and the effect on both pedestrians and vehicular traffic movement and safety; and	4 spaces provided on site. 2 on Shire verge.	Existing footpath along Gordon Street will not be impacted if traffic management plan is implemented. Refer to CI 3.2 and CI t of this assessment for potential impacts on traffic movement.
	g) the suitability and adequacy of elevated structural deck for development and service as a proportion of the required area for natural planting and pedestrian space.	No physical development proposed.	Clause is not applicable.
4.19	Use of land between the street alignment and front building setback.	Front setback area to be used for gardens, access driveways and vehicle parking.	Development complies.
4.24	Advertisements.	No signage proposed.	Condition is recommended for any future signage.

Clause	Provision	Proposal	Assessment
4.27	Development in the mixed use zone.	-	-
	Unless otherwise specified on the Scheme map, residential development in the 'Mixed Use' zone shall be in accordance with the R40 Code and shall satisfy the mixed use requirements of the Residential Design Codes.	No physical residential development proposed.	Clause is not applicable.
Deemed Provisions – Clause 67 of Regulations			
(a)	Aims and provisions of LPS 6.	Family day care.	The proposal is consistent with the aims and provisions of LPS 6.
(fa)	Any local planning strategy for this Scheme endorsed by the Commission.	Family day care.	Development is consistent with the intent of the LPS for the locality.
(g)	Any local planning policy for the Scheme area.	-	-
	LPP 18: Heritage Precincts.	Family day care is located within the Gordon Street Heritage Precinct. No physical changes proposed.	Development complies with LPP 18.
	LPP 20: Advertising of Planning Proposals.	-	-
	5.1 – Level of Advertising.	Family day care.	14 day advertising period carried out. Southern neighbour notified. Response received with concerns regarding suitability and safety. Refer to schedule of submissions.
(i)	Any report of the review of the local planning scheme.	Family day care.	The review of LPS 6 does not impact the proposed development.

Clause	Provision	Proposal	Assessment
(m)	Compatibility of the development with its setting.	-	-
	(i) Compatibility of the development with the desired future character of its setting.	Family day care.	<p>The subject property is situated within the Mixed Use zone. A family day care meets the objectives of the Mixed Use zone (refer to Cl 3.2 of this assessment) and does not create any adverse impacts.</p> <p>Therefore, the proposed development is considered compatible with the desired future character of its setting.</p>
	(ii) Relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.	Family day care.	<p>No physical development proposed.</p> <p>Proposed vehicle parking will only be for an approximate 15 to 20 minutes, for no more than 5 separate cars, at a maximum of twice a day. The short time frame of the parking will not adversely impact the appearance of the existing dwelling.</p>
(n)	Amenity of the locality.	Family day care.	<p>No adverse environmental impacts identified.</p> <p>No adverse impacts identified to the character of the locality. Proposed development meets the objectives of the Mixed-Use zone.</p> <p>No adverse social impacts identified if the traffic management plan is adhered to. Condition is recommended.</p>

Clause	Provision	Proposal	Assessment
(r)	Suitability of the land for the development taking into account the possible risk to human health or safety.	Family day care.	Gordon Street is a relatively busy street in terms of traffic movements. Proposed development is considered suitable, taking into account the possible risk to human safety, if the proposed traffic management plan is implemented.
(s)	Adequacy of the access and egress of the site.	4 spaces provided on site. 2 on council verge.	Proposed means of access and egress is considered acceptable if the traffic management plan is implemented. Condition is recommended.
(t)	Amount of traffic likely to be generated by the development.	A family day care with no more than seven (7) kids at any given time.	Considering a worse-case scenario where there is the possibility of having five (5) vehicles at one time (2 of the 7 children will be the owner's children) all trying to drop-off / pick-up their children from the property, there will be no more than 10 vehicle trips generated per day as a result of the development. This minor increase in traffic movements will not create any adverse impacts. Traffic likely to be generated is therefore acceptable for the locality.
(w)	The history of the site where the development is to be located.	The proposed property is currently used as a single residential dwelling.	The proposed development will be incidental to the existing non-conforming use.

Clause	Provision	Proposal	Assessment
(x)	Impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals.	Family day care.	There are no adverse impacts on the community as a result of this proposal if traffic management plan is implemented. Positive impacts could result through the provision of another child day care service.
(y)	Any submissions received on the application.	Family day care.	One submission was received in response to the 14 day advertising period raising concerns regarding suitability of the development and traffic safety. Refer to Schedule of Submissions for further discussion.

UNCONFERENCED



**Attachment 4 – Schedule of Submissions**

No.	Name & Address of Affected Property	Submission	Officer's Comment
3.	Doreen Parker (owner Lot 2 (24) Gordon Street, Northam) <i>(Submission 1 re: original plans.)</i>	I do not consider this area to be suitable or safe for a day care centre with amount of traffic that uses this street. Also there is a pool at the location of said proposal. Was legislation not passed so private day care licences for private properties if there was a pool, it could not be granted.	<ul style="list-style-type: none"> <li>• Proposal is for a family day care, which is a different scale to a day care centre.</li> <li>• Traffic has been considered in the assessment of this application, including requiring submission of a traffic management plan.</li> <li>• The pool has not been included in the areas for use for family day care. Legislation regulating licensing of family day care facilities is administered by the Department of Local Government and Communities and the presence of a pool will be considered by them at the time of the licensing application.</li> </ul>

### 13.3.3 RFT 03 of 2021 – Construction of Northam Waste Transfer Facility

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Chan Vyas, Project Engineer
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	None
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider tenders received in response to Request for Tender 03 of 2021 – Construction of Northam Waste Transfer Facility. This report provides details of the tenders received and identifies a recommended tenderer to complete the works.

#### ATTACHMENTS

Attachment 1: Tender Evaluation Report (provided as a separate confidential attachment).

#### A. BACKGROUND / DETAILS

The Shire of Northam was successful in obtaining a grant through the Waste Authority for the construction of a waste transfer station and tip shop at the location of the existing waste disposal facility located on Old Quarry Road, Northam. The grant was partially successful with funding approval being granted for the transfer station component of the works.

Council applied for additional funding specifically for the construction of the tip shop facility however this was unsuccessful.

The works tendered for this project included the development of the waste transfer station and as a separable portion the tip shop component of the works.

This report is recommending that the tender be awarded to construct both components of the projects with additional funding being sourced through Council Reserves.

#### B. CONSIDERATIONS



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

Theme Area: 4 Environment and Heritage

Outcome: 4.3 Residents and organisations within the Shire of Northam are supported to reduce their environmental impact

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively

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

The Construction of Northam Waste Transfer Facility was included in the 2020/21 budget with an allocation of \$576,850.00. This has included a grant of \$310,000 from the Waste Authority.

As indicated the background section of the report Council was unsuccessful in obtaining additional funding to construct the “tip shop” component of the works.

It is proposed that the construction of the entire facility be undertaken with additional funding being obtained through the waste budget expected carry forward, \$200,000 and transfer from the Refuse Site Reserve, \$350,000 with the remaining \$115,000 to be funded via waste revenue raised during the 2021/22 financial year.

The Refuse Site Reserve currently has a balance of \$351,310.

An option, not recommended by staff, is to not construct the tip shop component of the project at this time and seek additional funding at a later stage.

The table below is estimated increases in fees and charges to fund the operational costs for the transfer station and tip shop. Additional analyse is still required to be carried out for the general waste component. Individual waste items increases will vary, for example, general commercial waste rates SON are 27% less than the Red Hill Waste Management Facility, it will be recommended by staff that Council fees are increased over the 2 year period to be brought in line with the Red Hill Waste Management Facility. These will be presented to Council during the May OMC as part of the annual setting of fees and charges.

These estimates are based on the facility being operational in the third/fourth quarter of the 2021/22 financial year:

<b>Transfer Station Operating Costs</b>						
		<b>Proposed 20/21 Fees and charges</b>	<b>Increase 21/22</b>	<b>Proposed 21/22</b>	<b>Increase 22/23</b>	<b>Proposed 22/23</b>
<b>Residential Pickup</b>	Rate	\$170	3%	\$175	7%	\$187.36
	Revenue	\$827,560	3%	\$852,387	7%	\$912,053.88
<b>Commercial Pickup</b>	Rate	Various	3%	Various	7%	
	revenue	\$303,826	3%	\$312,941	7%	\$334,846.63
<b>General Waste (All)</b>	Rate	Various	10%	Various	10%	
	Revenue	\$562,672	12%	\$630,193	10%	\$693,211.90
<b>Other Councils</b>	Rate	\$65.00	10%	\$71.50	10%	\$78.65
	Revenue	\$233,008	10%	\$256,309	10%	\$281,940
<b>Total</b>	<b>Revenue</b>	<b>\$1,927,066</b>		<b>\$2,051,829</b>		<b>\$2,222,052</b>
<b>Additional Revenue</b>				<b>\$124,763</b>		<b>\$170,223</b>

The estimated operating costs provided by IW Projects are provided below which were presented to Council at its Ordinary Council Meeting held on 19 June 2021:

### Shire of Northam

#### Transfer Station and Tip Shop Cost Estimate - Annual Operating Costs

Item	Description	Unit	Quantity	Rate	Cost
<b>Transfer Station</b>					
Assumption - The transfer station will be included in the Facility Manager's contract. One staff member will be allocated to the transfer station. Waste bins will be provided by the Facility Manager and all material collected in the bins will be moved by the Facility Manager to the landfill. Bulk recyclables (metal and greenwaste) will be stockpiled in close proximity to the drop-off area and then the Facility Manager will relocate the material to a larger on-site stockpile. Other small general recyclable materials will be removed from site by the Facility Manager. All other material will be stockpiled and the Shire will arrange for the material to be removed from site.					
1	Staff member	Item	1	\$ 65,000.00	\$ 65,000.00
2	Bin hire - front-lift bins	No.	10	\$ 600.00	\$ 6,000.00
3	Waste Material Removal - to landfill daily (5 days/week)	Item	260	\$ 100.00	\$ 26,000.00
4	Bulk Recycling Material Removal - to stockpile weekly	Item	52	\$ 200.00	\$ 10,400.00
5	General Recycling Material Removal - off site monthly	Item	12	\$ 1,000.00	\$ 12,000.00
6	E-Waste, tyres, used oil, drumMuster - to stockpiled weekly	Item	52	\$ 200.00	\$ 10,400.00
7	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
8	Contingency 15%				\$ 20,220.00
	<b>Sub-Total</b>				<b>\$ 155,020.00</b>
<b>Tip Shop - Option 1: Facility Manager Operation</b>					
Assumption - That the tip shop will be managed by the Shire, and will be open for three days per week (Wed, Sat & Sun). Two 0.6 FTE staff members cover all opening hours and after hours organisation of the facility. Material that is dropped off during the week when the facility is not manned will be managed by the transfer station attendant. The material will be stockpiled in the shed until one of the Shire staff come to site to organise the material for display.					
1	Facility Manager	Item	1.2	\$ 65,000.00	\$ 78,000.00
2	Shire Management and Supervision	FTE	0.1	\$ 100,000.00	\$ 10,000.00
3	Services - Electricity/water supply	Item	1	\$ 6,000.00	\$ 6,000.00
4	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
5	Contingency 15%				\$ 14,850.00
	<b>Sub-Total</b>				<b>\$ 113,850.00</b>
<b>Tip Shop - Option 2: Community Operation</b>					
Assumption - That the tip shop will be managed by the community with minimal management from the Shire, and will be open as a minimum three days per week (Wed, Sat & Sun), but longer if the community operators so wish. Material that is dropped off during the week when the facility is not manned will be managed by the transfer station attendant. The material will be stockpiled in the shed until one of the community operators come to site to organise the material for display.					
1	Community operators	No.	2	\$ -	\$ -
2	Shire Management and Supervision	FTE	0.1	\$ 100,000.00	\$ 10,000.00
3	Services - Electricity/water supply	Item	1	\$ 6,000.00	\$ 6,000.00
4	Miscellaneous/Maintenance	Item	1	\$ 5,000.00	\$ 5,000.00
5	Contingency 15%				\$ 3,150.00
	<b>Sub-Total</b>				<b>\$ 24,150.00</b>

FTE = Full Time Employee

### 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 F4.2 – Procurement Policy.

### B.5 Stakeholder Engagement / Consultation

These are planned works. 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	Insufficient funds are available to complete the required works	Possible (3) x Major (4) = High (12)	Additional funds are to be allocated to the project from Council Reserve
Health & Safety	Current practice of public accessing the landfill face is discontinued to OH&S issues	Possible (3) x Major (4) = High (12)	Construction of the transfer station to limit conflict
Reputation	The Shire of Northam is not seen as being proactive in waste minimisation strategies	Possible (3) x Medium (3) = Moderate (9)	Construction of the transfer station and tip shop to minimise waste to landfill
Service Interruption	Existing users are unable to access the facility during the period of construction	Possible (3) x Medium (3) = Moderate (9)	Construction works will be managed so as to allow continued access to the landfill site
Compliance	The proposed construction is not undertaken in accordance with the required standards	Unlikely (2) x Major (4) = Moderate (8)	Any building works will be issued with appropriate licences and approvals. In addition DWER has issued a works approval for the construction works
Property	Council will no longer have access to the property following construction.	Unlikely (2) x Major (4) = Moderate (8)	The property is a Reserve vested with the Shire of Northam for the purposes of "Rubbish Disposal"
Environment	Any new works will have a detrimental impact on the environment	Possible (3) x Medium (3) = Moderate (9)	Appropriate environmental approvals have been obtained through the Department of Water and Environmental Regulation (DWER)

### C. OFFICER'S COMMENT

In response to the advertised request, 2 submissions were received, of which all were compliant:

1. Comiskey's Contracting Pty Ltd; and
2. WCP Civil Pty Ltd.

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

Whilst it is recognised that the cost of the project is significantly more than the original budget the following needs to be considered:

- At the time of submitting the funding application the budget was based on concept plans. Since that time detailed engineering plans have been developed and this is what the tender has been based on.
- The current facility design is based on the best long-term solution for a waste transfer station, taking into consideration the potential growth of the region.
- The current design reuses an existing storage facility that will be repurposed as the tip shop. Alternate concepts included demolishing the existing facility and proposed the construction of a completely new facility. The reuse of the existing facility is seen as promoting the minimisation of waste.
- Following initial design review Council Officers sought additional funding to construct the entire project, however this was not successful.
- Given current OH&S and public safety issues the current practice of the general public having access to the active tip face is not sustainable.
- Staff will reassess the current fees and charges associated with waste management to ensure they are to industry standard and to ensure Council is recovering as much cost as possible.
- The current funding agreement requires expenditure by June 2021.

### RECOMMENDATION / MOTION

**Moved:** Cr Little  
**Seconded:** Cr Mencshelyi

**That Council:**

1. Award RFT 03 of 2021 for the Construction of Northam Waste Transfer Facility including the separable portion for the Tip Shop to the preferred supplier, being Comiskey's Contracting Pty Ltd.
2. Authorise the CEO to execute the contract with Comiskey's Contracting Pty Ltd for the sum of \$1,158,327 plus GST and approve any variations up to a maximum of 5% of the contract sum.
3. Authorise additional revenue from:
  - Transfer \$350,00 from the Refuse Site Reserve in the 2020/21 financial year
  - Allocation of the Waste Services 2020/21 surplus of \$200,000
  - Allocate \$115,000 from the waste services budget during the 2021/22 financial year.

Clarification was sought in relation to the rationale for variations up to 5% of the contract sum as opposed to the normal 10%. The Chief Executive Officer advised that this is due to the quantum of dollars and the budget already being significantly pushed out.

### AMENDMENT TO MOTION

**Moved:** Cr Pollard

**That the words '5%' be replaced with '10%'**

**LAPSED FOR WANT OF SECONDER**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4197**

**Moved: Cr Little**

**Seconded: Cr Mencshelyi**

**That Council:**

1. **Award RFT 03 of 2021 for the Construction of Northam Waste Transfer Facility including the separable portion for the Tip Shop to the preferred supplier, being Comiskey's Contracting Pty Ltd.**
2. **Authorise the CEO to execute the contract with Comiskey's Contracting Pty Ltd for the sum of \$1,158,327 plus GST and approve any variations up to a maximum of 5% of the contract sum.**
3. **Authorise additional revenue to be sourced from:**
  - (a) **Transfer \$350,00 from the Refuse Site Reserve in the 2020/21 financial year**
  - (b) **Allocation of the Waste Services 2020/21 surplus of \$200,000**
  - (c) **Allocate \$115,000 from the waste services budget during the 2021/22 financial year.**

**CARRIED 8/2  
BY ABSOLUTE MAJORITY**

## 13.4 CORPORATE SERVICES

### 13.4.1 Accounts & Statements of Accounts – March 2021

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

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> March 2021 to 31<sup>st</sup> March 2021.

#### ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – 1<sup>st</sup> March 2021 to 31<sup>st</sup> March 2021.  
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

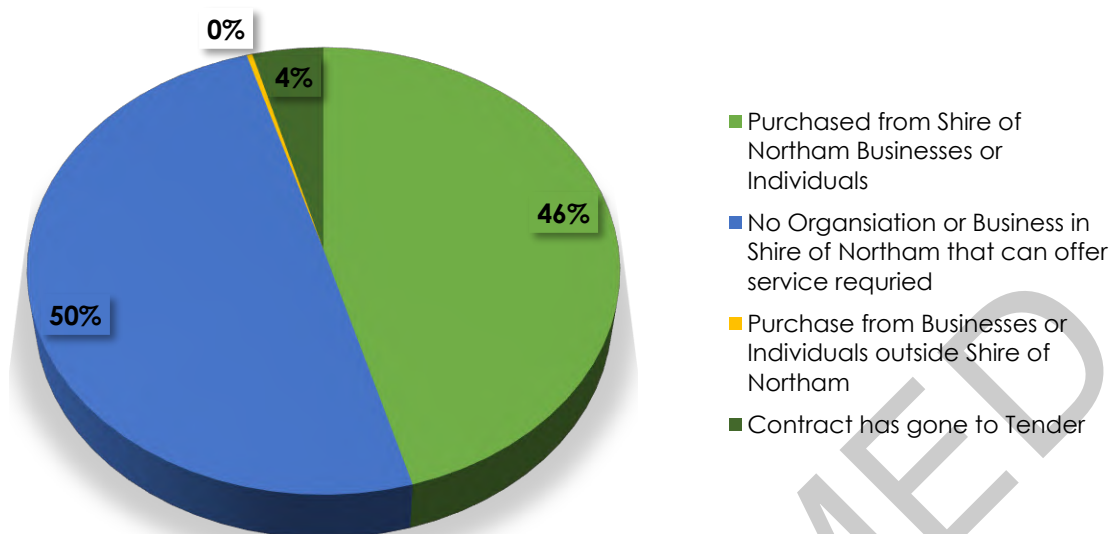
Not applicable.

### B.6 Risk Implications

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

## C. OFFICER'S COMMENT

The matter of Council 'supporting local business' has been raised over a long period. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of March 2021:



#### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4198

Moved: Cr Girak

Seconded: Cr Williams

That Council receive the payments for the period 1<sup>st</sup> March 2021 to 31<sup>st</sup> March 2021, as listed:

- Municipal Fund payment cheque numbers 35377 to 35381 Total \$79,724.66.
- Municipal Fund EFT39296 to EFT39578 Total \$1,061,421.50.
- Direct Debits Total \$108,667.93
- Payroll Total \$680,526.98

**TOTAL: \$1,930,341.07**

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

**CARRIED 10/0**

The following queries were raised and responded to prior to the Ordinary Council Meeting:

Ref	Page	\$	Details	Question	Query By	Answer
35379	211	861.64	Water Corp Keane St	Bakers Hill or Grass Valley? What asset?	Cr Pollard	Bakers Hill Standpipe Keane Street, so same street name as Grass Valley
		9420.02	Water Corp Keane St	Standpipe. Separate from above?	Cr Pollard	Grass Valley Standpipe Keane Street, so same street name as Bakers Hill
				Recouped?	Cr Pollard	Yes through debtors and job allocations
		1282.49	Grass Valley Hall	Includes adjacent park?	Cr Pollard	Yes it includes both park & building
		1980.07	Wundowie Library	Includes adjacent gardens?	Cr Pollard	Yes, it includes the gardens & building
		143.75	Nind Street garden	Is this the new Dome rear gardens?	Cr Pollard	No this is garden beds and street trees on Fitzgerald Street
			Depot - Byfield St and Peel Terrace	Why the 2 meters?	Cr Pollard	Originally the Depot was two individual lots with two meters, the fence was removed and it became one lot.
		4433.86	Bernard Park/Playgroup	Somewhere in Bernard Park?	Cr Pollard	Yes this is Bernard Park
		218.80	Bernard Park/Playgroup	Just the old playgroup building?	Cr Pollard	Yes, it is the Playgroup building & lawns
	9273.78	Henry Street Oval	See previous queries seemingly high accounts	Cr Pollard	The bill relates to three separate meters. This has been charged to Henry Street Oval in error and has been corrected	
39311	215	1661.99	Toilet Hire - are AROC toilets still around?	Did we use AROC also?	Cr Pollard	AROC Toilets are available for hire. No they were not used, as they required plumbing in. There were no plumbers

Ref	Page	\$	Details	Question	Query By	Answer
						available at the time, so they found toilets that did not need plumbing.
39313	217	4455.00	JH Computer systems	Just Inkpen BFB? If so, seems high?	Cr Pollard	No, it is for installing office, remote access & antivirus on 15pcs used in the BFB & SES locations. \$297 per computer
39329	219	9064.11	Synergy accounts	Are we recording solar savings as we go?	Cr Pollard	All statistics are captured in our Azility environmental footprint monitoring program. These will be review in due course.
39335	221	2601.87	Waterman Irrigation	No details on invoice	Cr Pollard	Bakers Hill Standpipe Upgrade to motorised valve
39339	221	2002.00	Andys Plumbing - Wundowie Depot	Repair leaking Ice Machine - seems an expensive fix?	Cr Pollard	Install eye wash station, new water filter unit to sink to ice machine, PRV, alter plumbing and overflow. Install new benchtop including aluminium safe tray with overflow to ice machine, fix ice machine
39352	223	898.10	Central Mobile Mechanical repairs	Seems an expensive radiator hose?	Cr Pollard	This is the Shire Grader. It was for locating coolant leak, adding a joiner and clamp, and 35 litres of coolant
39368	225	857.92	Fire and Safety WA	No invoice detail	Cr Pollard	13 Pairs of boots for fire crew PPE
39380	227	180.00	Morris Pest and Weed	Ants at 149 Chidlow St - which property is this?	Cr Pollard	It eradicated ants on the verge of a rate payer's property. The

Ref	Page	\$	Details	Question	Query By	Answer
						owner raised an ICS.
39387	228	4139.56	Professional Lockservice	Lock modifications - economic option?	Cr Pollard	Yes this was the best option and not just lock modifications. The work was specifically Fluffy Ducks deadbolts & digital key override \$649, Northam Library toilet handle change & door closer \$1556.75, Rec Centre Pool door repair \$184.50, Rec Centre Loc and polycarbonate shields \$1372.99.
39399	230	3520.00	Talis Consultants - design refinement	Variation #5 - which project please?	Cr Pollard	Tip Shop/ Transfer Station
39437	236	529.00	Betta Electrical portable party speaker	x 2 = ok?	Cr Pollard	Yes 2 were purchased for the Rec Centre
39438	236	550.00	Northam Country Club	x 2 = ok? Same description	Cr Pollard	The descriptions should read \$550 for sponsorship for the mens open day tennis tournament, \$550 for the mixed doubles tournament and \$100 for Silver Wings
39328	219	880.00	Sport and Recreation Surfaces	Repair damaged hockey artificial turf	Cr Pollard	Turf clean, algicide, maintenance & repair from corella damage. They have purchased an electronic bird repelling device which is currently working well.
39442	237	4400.00	Sport and Recreation Surfaces	Corellas - fit for purpose? Futureproof	Cr Pollard	
39451	238	1089.00	Access Plus WA Deaf	AUSLAN training - can you learn useful sign	Cr Pollard	DFES approved LGGS funded training to enable the firefighters to

Ref	Page	\$	Details	Question	Query By	Answer
				language in a day?		interact with Auslan community members
39514	250	4455.00	Sign On Group - 3 park signs	Was Way Signs contacted to quote	Cr Pollard	Way Signs have been invited to seek vendor panel approval to be able to include them. This went through vendor panel and was sent to 13 suppliers to quote
39517	250	1632.07	Stewart and Heaton Clothing Co P/L	No Invoice detail	Cr Pollard	Clothing BFB Volunteers PPS
39553	256	1057.30	Blackwell Plumbing - Create 298	Sink pump failed? - plus see earlier	Cr Pollard	Yes it failed and was replaced
				Carpet water damage \$800odd. Costly?		This was as a result of the flood but was scheduled maintenance for the whole office upstairs and the stairway
39354	246	7564.50	Civic Legal	Is the Donovan Payne claim still ongoing? Can we please have a total of the legal fees for this case?	Cr Girak	The claim is still ongoing, total cost to date is \$21,254
39366	248	15725.38	Ertan Pty Ltd Trading as Nature Playgrounds	Why was there 2 month delay paying this invoice?	Cr Girak	This invoice was sent direct to the Southern Brook Progress Association, it was then forwarded to Councils creditors on the 3/3/2021 with payment made on the 12/3/2021
37413	250	548.27	MARKETFORCE - Public Notice in the West Australian on 11/02/21 for the sale of Lot 200 Minson	Was the sale of this property advertised twice on the same day in the West Australian?	Cr Girak	No, one was for the sale of lot 200 Minson and the other advertisement was for the lease of hanger 33 at

Ref	Page	\$	Details	Question	Query By	Answer
			Avenue Northam			the airport, both where done on the same purchase order, however, invoiced separately.
37414	250	429.96	MARKETFORCE - Public Notice in the West Australian on 11/02/21 for the sale of Lot 200 Minson Avenue Northam			
39390	251	1496.00	RB Advertising T/as Rooftop Balloons - 2x Airdancers and blowers	What are these balloons advertising and where are they installed please?	Cr Girak	They are located as needed on Henry St Oval and Bert Hawk Oval to deter Corellas, so far they have been successful in stopping the birds landing on the ovals.

### Attachment 1

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 1

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35377	04/03/2021	PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE.	1		189.80
INV P/C VIS03/12/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR VISITORS CENTRE.	1	189.80	
35379	05/03/2021	WATER CORPORATION	9007840214 Standpipe - Keane St - 02/12/2020 to 08/02/2021	1		25,670.58
INV 902358601/02/2021		WATER CORPORATION	9023586906 NORTHAM AQUATIC FACILITY - 25/06/2020 to 14/12/2020		664.81	
INV 902316408/02/2021		WATER CORPORATION	9023164076 Clackline Post Office - 27/11/2020 to 04/02/2021		68.23	
INV 900794708/02/2021		WATER CORPORATION	9007947919 Animal Pound - 30/11/2020 to 04/02/2021		45.25	
INV 900793808/02/2021		WATER CORPORATION	9007938748 Standpipe - Lockyer Rd - 27/11/2020 to 04/02/2021		8,634.81	
INV 900789108/02/2021		WATER CORPORATION	9007891839 Standpipe - Keane St - 02/12/2020 to 04/02/2021		861.64	
INV 900789108/02/2021		WATER CORPORATION	9007891775 Hooper Park - 01/12/2020 to 04/02/2021		750.68	
INV 900789208/02/2021		WATER CORPORATION	9007892057 Bakers Hill Fire Station - 01/12/2020 to 04/02/2021		18.63	
INV 900789209/02/2021		WATER CORPORATION	9007892559 Bakers Hill Rec Centre - 01/12/2020 to 07/02/2021		3,865.38	
INV 900784010/02/2021		WATER CORPORATION	9007840919 Railway Museum - 02/12/2020 to 08/02/2021		13.25	
INV 900784010/02/2021		WATER CORPORATION	9007840214 Standpipe - Keane St - 02/12/2020 to 08/02/2021		9,420.02	
INV 900784010/02/2021		WATER CORPORATION	9007840302 Grass Valley BFB Shed - 02/12/2020 to 08/02/2021		2.66	
INV 900784010/02/2021		WATER CORPORATION	9007840281 Grass Valley Hall - 03/12/2020 to 08/02/2021		1,282.49	
INV 900787223/02/2021		WATER CORPORATION	9007872232 Kuringal Village - Service - 15/12/2020 to 21/02/2021		42.73	
35381	29/03/2021	WATER CORPORATION	HENRY ST OVAL 07/01/2021-09/03/2021	1		53,864.28
INV 902412123/02/2021		WATER CORPORATION	APPLICATION NUMBER CS2571155-4. CUT IN JUNCTION TO CONNECT DUMP POINT INTO EXISTING SEWER SYSTEM AT LOT 273,274 RESERVE 24266, ACCOUNT 9007871918.	1	545.04	
INV 900786823/02/2021		WATER CORPORATION	9007868997 TOILETS AT 313L BANKSIA AV WUNDOWJE LOT 313 RES 27729 - 15/12/2020 to 21/02/2021		745.09	
INV 900786923/02/2021		WATER CORPORATION	9007869105 Kindergarten - Banksia Av - 15/12/2020 to 21/02/2021		963.05	



Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900786923/02/2021		WATER CORPORATION	9007869121 Wundowie Library - 15/12/2020 to 21/02/2021		1,980.07	
INV 900786923/02/2021		WATER CORPORATION	9007869148 Wundowie Town Hall - 15/12/2020 to 21/02/2021		397.37	
INV 900787123/02/2021		WATER CORPORATION	9007871897 RESERVE AT BANKSIA AV WUNDOWIE LOT 274 RES 24266 - 15/12/2020 to 21/02/2021		205.46	
INV 900787123/02/2021		WATER CORPORATION	9007871918 Wundowie Oval - 15/12/2020 to 21/02/2021		2,695.79	
INV 900787123/02/2021		WATER CORPORATION	9007871993 Depot - Leschenaultia - 15/12/2020 to 21/02/2021		154.40	
INV 900787223/02/2021		WATER CORPORATION	9007872240 On charge - Kuringal Village - Unit 1 - 15/12/2020 to 21/02/2021		245.21	
INV 900787223/02/2021		WATER CORPORATION	9007872275 On charge - Kuringal Village - Unit 4 - 15/12/2020 to 21/02/2021		247.47	
INV 900787223/02/2021		WATER CORPORATION	9007872283 On charge - Kuringal Village - Unit 5 - 15/12/2020 to 21/02/2021		252.95	
INV 900787223/02/2021		WATER CORPORATION	9007872291 On charge - Kuringal Village - Unit 6 - 15/12/2020 to 21/02/2021		271.23	
INV 900787223/02/2021		WATER CORPORATION	9007872304 On charge - Kuringal Village - Unit 7 - 15/12/2020 to 21/02/2021		246.12	
INV 900787223/02/2021		WATER CORPORATION	9007872312 On charge - Kuringal Village - Unit 8 - 15/12/2020 to 21/02/2021		262.09	
INV 900787223/02/2021		WATER CORPORATION	KURINGAL VILLAGE UNIT 3 15/12/2020-22/02/2021	1	241.08	
INV 900787223/02/2021		WATER CORPORATION	KURINGAL VILLAGE UNIT 2 15/12/2020-22/02/2021	1	246.12	
INV 900794503/03/2021		WATER CORPORATION	9007945104 Katrine Toilets - 04/01/2021 to 01/03/2021		98.49	
INV 900790103/03/2021		WATER CORPORATION	9007901179 Morrell Park Retic - 04/01/2021 to 01/03/2021		1,892.68	
INV 901115405/03/2021		WATER CORPORATION	9011154743 RESERVE - GREAT EASTERN HWY AVON HILLS LOT 495 RES 420 - 06/01/2021 to 02/03/2021		465.30	
INV 900790308/03/2021		WATER CORPORATION	9007903799 Town & Lesser Hall - 07/01/2021 to 04/03/2021		1,065.23	
INV 900790108/03/2021		WATER CORPORATION	9007901603 Railway Museum - 06/01/2021 to 04/03/2021		158.38	
INV 900789908/03/2021		WATER CORPORATION	9007899961 Girl Guides Hall - 06/01/2021 to 04/03/2021		153.75	
INV 900790108/03/2021		WATER CORPORATION	9007901750 Purslowe Park - 06/01/2021 to 04/03/2021		1,897.72	
INV 900872908/03/2021		WATER CORPORATION	9008729788 Shire Administration Building - 25/01/2021 to 04/03/2021		919.62	
INV 900790609/03/2021		WATER CORPORATION	9007906746 Old Northam Fire Station - 07/01/2021 to 07/03/2021		166.17	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900790809/03/2021		WATER CORPORATION	9007908071 Old Girls School - 07/01/2021 to 07/03/2021		67.68	
INV 900790609/03/2021		WATER CORPORATION	9007906922 Old Infant Health Clinic - 07/01/2021 to 07/03/2021		70.96	
INV 900790809/03/2021		WATER CORPORATION	9007908063 Old Post Office Building - 07/01/2021 to 07/03/2021		374.83	
INV 900790809/03/2021		WATER CORPORATION	9007908696 Killara Daycare Centre - 07/01/2021 to 07/03/2021		343.80	
INV 901264209/03/2021		WATER CORPORATION	9012642722 Garden - Nind St - 07/01/2021 to 07/03/2021		143.75	
INV 900791309/03/2021		WATER CORPORATION	9007913102 Depot - Byfield - 08/01/2021 to 07/03/2021		196.99	
INV 900791309/03/2021		WATER CORPORATION	9007913567 Depot - Peel - 08/01/2021 to 07/03/2021		885.46	
INV 900790809/03/2021		WATER CORPORATION	9007908143 Traffic Islands - 07/01/2021 to 07/03/2021		90.51	
INV 900790909/03/2021		WATER CORPORATION	9007909787 Jubilee Oval - 07/01/2021 to 07/03/2021		586.24	
INV 900790909/03/2021		WATER CORPORATION	YOUTH PRECINCT 07/01/2021-08/03/2021	1	2,612.09	
INV 900790909/03/2021		WATER CORPORATION	SES BUILDING 07/01/2021-08/03/2021	1	137.48	
INV 900790710/03/2021		WATER CORPORATION	WATER USE AND SERVICE CHARGES - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 0210	1	422.63	
INV 900790910/03/2021		WATER CORPORATION	9007909760 Northam Aquatic Facility - 08/01/2021 to 08/03/2021		4,245.52	
INV 900790310/03/2021		WATER CORPORATION	9007903991 St Johns Hall - 07/01/2021 to 08/03/2021		148.96	
INV 900790410/03/2021		WATER CORPORATION	9007904062 Old Town Building - 07/01/2021 to 08/03/2021		2,354.86	
INV 900790410/03/2021		WATER CORPORATION	9007904089 Library - 07/01/2021 to 08/03/2021		836.76	
INV 900790410/03/2021		WATER CORPORATION	9007904003 Memorial Hall - 07/01/2021 to 08/03/2021		289.01	
INV 900790710/03/2021		WATER CORPORATION	9007907458 Bernard Park/Playgroup - 07/01/2021 to 08/03/2021		218.80	
INV 900790710/03/2021		WATER CORPORATION	9007907431 Bernard Park/Playgroup - 07/01/2021 to 08/03/2021		4,433.86	
INV 900792910/03/2021		WATER CORPORATION	9007929497 Avon Mall - 07/01/2021 to 08/03/2021		1,920.20	
INV 900790310/03/2021		WATER CORPORATION	9007903879 Park - 108 Wellington Street - 07/01/2021 to 08/03/2021		13.31	
INV 900790310/03/2021		WATER CORPORATION	9007903908 Bilya Koort Boodja - 07/01/2021 to 08/03/2021		1,074.81	
INV 900790710/03/2021		WATER CORPORATION	9007907319 Riverbank to Broome Tee - 07/01/2021 to 08/03/2021		1,069.01	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 4

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 900790910/03/2021		WATER CORPORATION	NORTHAM REC CENTRE 07/01/2021-09/03/2021	1	1,030.42	
INV 900790910/03/2021		WATER CORPORATION	HENRY ST OVAL 07/01/2021-09/03/2021	1	9,273.78	
INV 900795112/03/2021		WATER CORPORATION	9007951328 Standpipe - Meenaar South Rd - 14/01/2021 to 10/03/2021		0.13	
INV 900791712/03/2021		WATER CORPORATION	9007917058 Cemetery - 08/01/2021 to 10/03/2021		63.89	
INV 900791512/03/2021		WATER CORPORATION	9007915503 Airport - 11/01/2021 to 10/03/2021		1,997.18	
INV 900791615/03/2021		WATER CORPORATION	9007916629 Morby Cottage - 08/01/2021 to 10/03/2021		44.18	
INV 900792315/03/2021		WATER CORPORATION	9007923407 Apex Park Toilets - 11/01/2021 to 11/03/2021		106.25	
INV 900791717/03/2021		WATER CORPORATION	9007917293 Bert Hawke Oval - 14/01/2021 to 15/03/2021		635.38	
INV 900792318/03/2021		WATER CORPORATION	9007923503 Traffic Islands - 19/01/2021 to 16/03/2021		79.86	
INV 902149918/03/2021		WATER CORPORATION	9021499489 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 19/01/2021 to 16/03/2021		191.75	
INV 900791818/03/2021		WATER CORPORATION	9007918464 Perina Park - 14/01/2021 to 16/03/2021		1,046.17	
INV 900792318/03/2021		WATER CORPORATION	9007923634 POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 19/01/2021 to 16/03/2021		341.89	
EFT39296	02/03/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -	1		135,494.07
INV 228	02/03/2021	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 228 Interest payment -		135,494.07	
EFT39297	04/03/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR FEBRUART 2021.	1		247.50
INV 73812	28/02/2021	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR FEBRUART 2021.	1	247.50	
EFT39298	04/03/2021	AVON SERVICE SPECIALISTS	INVESTIGATION OF KNOCKING SOUND FOR PN1407 REG N10996, VIN:MM0UPOYD100408110	1		174.35
INV 20594	26/02/2021	AVON SERVICE SPECIALISTS	INVESTIGATION OF KNOCKING SOUND FOR PN1407 REG N10996, VIN:MM0UPOYD100408110	1	174.35	
EFT39299	04/03/2021	AVON VALLEY CONTRACTORS	WHEAT FOR CORRELLAS & SWAN FOOD	1		101.50
INV 36106	18/02/2021	AVON VALLEY CONTRACTORS	WHEAT FOR CORRELLAS & SWAN FOOD	1	101.50	
EFT39300	04/03/2021	AVON WASTE	RUBBISH COLLECTION FOR F/E 29/01/2021	1		34,961.83

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 42590	29/01/2021	AVON WASTE	RUBBISH COLLECTION FOR P/E 29/01/2021	1	34,961.83	
EFT39301	04/03/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	2X HAY BALES	1		58.00
INV 150232	22/02/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	2X HAY BALES	1	58.00	
EFT39302	04/03/2021	BOC LIMITED	RENTAL FEE FOR 1 X R.020G OXYGEN INDUST G SIZE 19.02.2021 TO 25.02.2021	1		29.43
INV 402782926	02/02/2021	BOC LIMITED	RENTAL FEE FOR 1 X R.020G OXYGEN INDUST G SIZE 19.02.2021 TO 25.02.2021	1	29.43	
EFT39303	04/03/2021	BRENDAN FRANCIS EATON	5 REPAIRS OF PANTS SHORTENED.	1		75.00
INV 014858910	02/02/2021	BRENDAN FRANCIS EATON	5 REPAIRS OF PANTS SHORTENED.	1	75.00	
EFT39304	04/03/2021	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	SHIRE OF NORTHAM FLAG FOR COUNCIL CHAMBERS	1		261.25
INV 96763	24/02/2021	CARROLL & RICHARDSON-FLAGWORLD PTY LTD	SHIRE OF NORTHAM FLAG FOR COUNCIL CHAMBERS	1	261.25	
EFT39305	04/03/2021	CENTRAL MOBILE MECHANICAL REPAIRS	20 HR SERVICE OF PN 1018 KOMATSU WA380-6H WHEEL LOADER	1		4,048.00
INV 000034401	03/02/2021	CENTRAL MOBILE MECHANICAL REPAIRS	20 HR SERVICE OF PN 1018 KOMATSU WA380-6H WHEEL LOADER	1	4,048.00	
EFT39306	04/03/2021	CLASSIC IT SUPPORT	CRUCIAL BX500 240GB SSD	1		535.00
INV 8758	09/02/2021	CLASSIC IT SUPPORT	CRUCIAL BX500 240GB SSD	1	480.00	
INV 8762	17/02/2021	CLASSIC IT SUPPORT	ATTEMPT DATA RECOVERY ON 2 * DAMAGED BODY CAMERA MEMORY CARDS	1	55.00	
EFT39307	04/03/2021	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR ADMIN TRA-C756501/12/2020-03/02/2021	1		2,283.24
INV S8960	17/02/2021	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR ADMIN TRA-C756501/12/2020-03/02/2021	1	2,283.24	
EFT39308	04/03/2021	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL SECURITY ALARM MONITORING FROM 01/03/21 TO 31/03/21	1		789.17
INV CINS31	19/02/2021	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL SECURITY ALARM MONITORING FROM 01/03/21 TO 31/03/21	1	90.56	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.97	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM TIP. MONTHLY ALARM MONITORING. 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	RAILWAY MUSUEM. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	61.96	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD		1	53.00	
INV CINS31	01/02/2021	CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021.	1	87.96	
EFT39309	04/03/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	HRH12X5SSTZ - HOSE REEL ASSEMBLY, 12MM X 5M C/W AWG STORZ COUPLINGS (1 X FIXED, 1 X SWIVEL)	1		89.32
INV 70138	09/02/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	HRH12X5SSTZ - HOSE REEL ASSEMBLY, 12MM X 5M C/W AWG STORZ COUPLINGS (1 X FIXED, 1 X SWIVEL)	1		89.32
EFT39310	04/03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR EHO NEIL TRAVERS W/E 31/01-2021GST INCLUDED	1		1,777.78
INV 100801729	01/02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR EHO NEIL TRAVERS W/E 31/01-2021GST INCLUDED	1		1,777.78
EFT39311	04/03/2021	INSTANT PRODUCTS HIRE	CAROLS ON FITZGERALD 2020 (FRIDAY 11 DECEMBER): 2X DISABLED + 4X PORTABLE TOILETS.	1		1,661.99
INV 105164	12/12/2020	INSTANT PRODUCTS HIRE	CAROLS ON FITZGERALD 2020 (FRIDAY 11 DECEMBER): 2X DISABLED + 4X PORTABLE TOILETS.	1		1,661.99
EFT39312	04/03/2021	IRISHTOWN HALL COMMITTEE	INSURANCE FOR IRISHTOWN HALL	1		1,960.00

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 7

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 504006	12/11/2019	IRISHTOWN HALL COMMITTEE	INSURANCE FOR IRISHTOWN HALL	1	1,960.00	
EFT39313	04/03/2021	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1		10,579.80
INV 000019702	02/02/2021	JH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	5,280.00	
INV 000001903	02/02/2021	JH COMPUTER SERVICES PTY LTD	LEXMARK MS431DN A4 MONO PRINTER	1	327.80	
INV 000019708	02/02/2021	JH COMPUTER SERVICES PTY LTD	TRAVEL, SETUP OF PCS WITH OFFICE, ANTIVIRUS, REMOTE ACCESS AND SUBSCRIPTION SOFTWARE FOR INK PEN BFB	1	4,455.00	
INV 000019709	02/02/2021	JH COMPUTER SERVICES PTY LTD	MS SURFACE ACCESSORIES - JO METCALF	1	517.00	
EFT39314	04/03/2021	JS TECHNOLOGY & DIGITAL PTY LTD	SAMSUNG A11 SCREEN PROTECTOR + COVER	1		465.00
INV 8362	08/02/2021	JS TECHNOLOGY & DIGITAL PTY LTD	SAMSUNG A11 SCREEN PROTECTOR + COVER	1	235.00	
INV 8422	18/02/2021	JS TECHNOLOGY & DIGITAL PTY LTD	PHONE COVER	1	25.00	
INV 8423	18/02/2021	JS TECHNOLOGY & DIGITAL PTY LTD	IPHONE SCREEN PROTECTOR + COVERS	1	135.00	
INV 8419	18/02/2021	JS TECHNOLOGY & DIGITAL PTY LTD	IPHONE SCREEN PROTECTOR + COVERS	1	70.00	
EFT39315	04/03/2021	LANDGATE	PROVISION OF NORTHAM 2020 AERIAL PHOTOGRAPHY	1		212.85
INV 679496625	02/02/2021	LANDGATE	PROVISION OF NORTHAM 2020 AERIAL PHOTOGRAPHY	1	212.85	
EFT39316	04/03/2021	LFA FIRST RESPONSE	DISPOSABLE GLOVES AND MASKS	1		2,687.30
INV IN1544601	02/02/2021	LFA FIRST RESPONSE	DISPOSABLE GLOVES AND MASKS	1	2,687.30	
EFT39317	04/03/2021	MARKET CREATIONS PTY LTD	SYNERGY ONLINE WILDCARD SSL CERTIFICATE 1YR SUBSCRIPTION	1		242.00
INV GC21-1	08/02/2021	MARKET CREATIONS PTY LTD	SYNERGY ONLINE WILDCARD SSL CERTIFICATE 1YR SUBSCRIPTION	1	242.00	
EFT39318	04/03/2021	MARSH PTY LTD	SUE CONNELL CONTRACT RISK WEBINAR SESSIONS - SESSION 1 BASICS OF CONTRACT 15/02/2021 - SESSION 2 INDEMNITIES AND CLAUSE ANALYSIS 17/02/2021 - SESSION 3 TERMINATION OF CONTRACTS 19/02/2021	1		324.50

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 060-13123/02/2021		MARSH PTY LTD	SUE CONNELL CONTRACT RISK WEBINAR SESSIONS - SESSION 1 BASICS OF CONTRACT 15/02/2021 - SESSION 2 INDEMNITIES AND CLAUSE ANALYSIS 17/02/2021 - SESSION 3 TERMINATION OF CONTRACTS 19/02/2021	1	324.50	
EFT39319	04/03/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1		1,264.29
INV 921752705/02/2021		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1	417.67	
INV 921816415/02/2021		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1	846.62	
EFT39320	04/03/2021	NORTHAM BETTA ELECTRICAL	SAMSUNG A11 32GB MOBILE PHONE	1		1,236.80
INV 200100205/02/2021		NORTHAM BETTA ELECTRICAL	SAMSUNG A11 32GB MOBILE PHONE	1	687.00	
INV 200100218/02/2021		NORTHAM BETTA ELECTRICAL	SAMSUNG A11 MOBILE PHONE	1	450.00	
INV 200100222/02/2021		NORTHAM BETTA ELECTRICAL	USB ETHERNET ADAPTERS	1	99.80	
EFT39321	04/03/2021	NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - FEBRUARY	1		383.00
INV 000033023/02/2021		NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	108.00	
INV 000033024/02/2021		NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	140.00	
INV 000033025/02/2021		NORTHAM FEED & HIRE	SWAN FEED & OTHER MISCELLANEOUS ITEMS - FEBRUARY	1	135.00	
EFT39322	04/03/2021	NORTHSTAR ASSET PTY LTD PTY LTD	2021 AUSTRALIA DAY: 'TOP END WEDDING' MOVIE IN BERNARD PARK.	1		605.00
INV 000112605/02/2021		NORTHSTAR ASSET PTY LTD PTY LTD	2021 AUSTRALIA DAY: 'TOP END WEDDING' MOVIE IN BERNARD PARK.	1	605.00	
EFT39323	04/03/2021	NUTRIEN AG SOULTIONS LIMITED	55011970 VINI POLY PIPE LD 25MM 100MM	1		744.08
INV 903986304/01/2021		NUTRIEN AG SOULTIONS LIMITED	SEASOL CONCENTRATE	1	182.60	
INV 903991805/01/2021		NUTRIEN AG SOULTIONS LIMITED	NODE CONTROLLER	1	193.60	
INV 903995706/01/2021		NUTRIEN AG SOULTIONS LIMITED	REPLACEMENT GAS BOTTLE FOR FORKLIFT.	1	66.00	
INV 903995006/01/2021		NUTRIEN AG SOULTIONS LIMITED	50MM POLY FITTINGS	1	71.98	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 9

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 903995006	01/2021	NUTRIEN AG SOLUTIONS LIMITED	55011970 VINJ POLY PIPE LD 25MM 100MM	1	229.90	
EFT39324	04/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	ITALPLAST DIGITAL SCALE 65KG	1		244.95
INV 158892225	02/2021	OFFICEWORKS SUPERSTORES PTY LTD	ITALPLAST DIGITAL SCALE 65KG	1	244.95	
EFT39325	04/03/2021	OXTER SERVICES	SUPPLY GARBAGE BAGS FOR DEPOT AND HANDCLEANER	1		802.21
INV 23641	12/11/2020	OXTER SERVICES	PAPER ROLLS FOR BBQ's	1	90.11	
INV 23837	12/01/2021	OXTER SERVICES	SUPPLY GARBAGE BAGS FOR DEPOT AND HANDCLEANER	1	712.10	
EFT39326	04/03/2021	PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY 3 X SP1, 2 X RC1, 4 X RC6, 2 X D01 AND 3 X C10 KEYS.	1		326.70
INV 001058121	02/2021	PROFESSIONAL LOCKSERVICE	REC CENTRE. SUPPLY 3 X SP1, 2 X RC1, 4 X RC6, 2 X D01 AND 3 X C10 KEYS.	1	326.70	
EFT39327	04/03/2021	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR JANUARY 2021.	1		214.34
INV JANUAB1	01/2021	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR JANUARY 2021.	1	214.34	
EFT39328	04/03/2021	SPORT AND RECREATION SURFACES	REPAIRS ONLY TO HOCKEY TURF AS PER QUOTE	1		880.00
INV INV-01017	02/2021	SPORT AND RECREATION SURFACES	REPAIRS ONLY TO HOCKEY TURF AS PER QUOTE	1	880.00	
EFT39329	04/03/2021	SYNERGY	357547520 Bernard Pk BBQ Pump Lights - 03/12/2020 to 01/02/2021	1		9,064.11
INV 157822509	02/2021	SYNERGY	157822560 Irishtown BFB - 24/11/2020 to 22/01/2021		181.87	
INV 357548010	02/2021	SYNERGY	357548080 Dog Pound Colebatch Rd - 03/12/2020 to 18/01/2021		310.62	
INV 293110710	02/2021	SYNERGY	293110730 Bilya Koort Boodja - 13/01/2021 to 09/02/2021		860.96	
INV 357547515	02/2021	SYNERGY	357547520 Bernard Pk BBQ Pump Lights - 03/12/2020 to 01/02/2021		2,526.21	
INV 357548016	02/2021	SYNERGY	357548080 Dog Pound Colebatch Rd - 03/12/2020 to 21/01/2021		148.37	
INV 357548117	02/2021	SYNERGY	357548130 Memorial Hall - 03/12/2020 to 01/02/2021		807.20	
INV 796841318	02/2021	SYNERGY	796841340 Shire Administration Building - 21/01/2021 to 17/02/2021		864.25	



Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 136537718/02/2021		SYNERGY	136537740 Airport - 21/01/2021 to 17/02/2021		1,070.27	
INV 288626723/02/2021		SYNERGY	288626740 Clackline Hall - 19/12/2020 to 22/02/2021		143.22	
INV 158509723/02/2021		SYNERGY	158509760 Bakers Hill Fire Station - 19/12/2020 to 22/02/2021		308.63	
INV 332273624/02/2021		SYNERGY	332273630 Clackline Post Office - 19/12/2020 to 23/02/2021		106.42	
INV 981292524/02/2021		SYNERGY	981292570 Bakers Hill Rec Centre - 22/12/2020 to 23/02/2021		791.24	
INV 962642926/02/2021		SYNERGY	962642990 Medical Centre - 23/12/2020 to 24/02/2021		118.06	
INV 916822726/02/2021		SYNERGY	916822750 Wundowie Tennis Club - 23/12/2020 to 24/02/2021		118.06	
INV 370639226/02/2021		SYNERGY	370639230 Wundowie Town Hall - 23/12/2020 to 24/02/2021		419.49	
INV 487964026/02/2021		SYNERGY	487964040 Yak Shack - 23/12/2020 to 24/02/2021		125.82	
INV 300677026/02/2021		SYNERGY	300677070 Wundowie Football Pavillion - 23/12/2020 to 24/02/2021		163.42	
EFT39330	04/03/2021	TECHNOLOGY ONE LIMITED	INVESTIGATE AND RESOLVE ISSUE WITH WASTE DATES IN MAPBUILDER	1		1,078.00
INV 197544	26/02/2021	TECHNOLOGY ONE LIMITED	INVESTIGATE AND RESOLVE ISSUE WITH WASTE DATES IN MAPBUILDER	1	1,078.00	
EFT39331	04/03/2021	TELSTRA CORPORATION	HARVEST BAN LINE 16/01/21	1		9,947.91
INV 272600916/01/2021		TELSTRA CORPORATION	HARVEST BAN LINE 16/01/21	1	7,399.10	
INV 386475412/02/2021		TELSTRA CORPORATION	HENRY ST OVAL 12/02/21	1	80.00	
INV 225839814/02/2021		TELSTRA CORPORATION	OFFICE 365 LICENCES MARCH 2021	1	2,468.81	
EFT39332	04/03/2021	VINCELEC	OLD TOWN BUILDING. REPAIR 2 X EXIT LIGHTS AND REPLACE NON WORKING FLUROS TO BOTH LEVELS	1		373.25
INV IV661	24/02/2021	VINCELEC	OLD TOWN BUILDING. REPAIR 2 X EXIT LIGHTS AND REPLACE NON WORKING FLUROS TO BOTH LEVELS	1	373.25	
EFT39333	04/03/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - 08/02/21 to 21/02/21	1		1,424.50
INV 03179	23/02/2021	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - 08/02/21 to 21/02/21	1	1,424.50	
EFT39334	04/03/2021	WARRICKS NEWSAGENCY	WHITEBOARD AND PETTY CASH VOUCHERS	1		414.88

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 11

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 15893	23/02/2021	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1	186.21	
INV 15893	23/02/2021	WARRICKS NEWSAGENCY	WHITEBOARD AND PETTY CASH VOUCHERS	1	228.67	
EFT39335	04/03/2021	WATERMAN IRRIGATION PTY LTD	Stainless-steel enclosure SS316 IP66 with battery brackets	1		4,123.17
INV SINV-1411/01/2021	2021	WATERMAN IRRIGATION PTY LTD	NEW MOTORISED VALVE COMPLETE WITH 2 FLANGES	1	1,521.30	
INV SINV-1411/02/2021	2021	WATERMAN IRRIGATION PTY LTD		1	2,601.87	
EFT39336	04/03/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - DIPLOMA - DEALING WITH CONFLICT	1		900.00
INV I30861325/02/2021	2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CR ANTONIO - DIPLOMA - DEALING WITH CONFLICT	1	900.00	
EFT39337	12/03/2021	ALLMAKES AG	FITTINGS FOR WASTE WATER TREATMENT PLANT REPAIRS	1		117.29
INV 22001	26/02/2021	ALLMAKES AG	FITTINGS FOR WASTE WATER TREATMENT PLANT REPAIRS	1	117.29	
EFT39338	12/03/2021	ALLSTRONG OUTDOOR GARAGE DOORS	SUPPLY AND INSTALL AUTOMATIC ROLLER DOOR MOTORS FOR INKPEN, CLACKLINE, IRISHTOWN & GRASS VALLEY FIRE STATIONS	1		18,837.50
INV 000011423/01/2021	2021	ALLSTRONG OUTDOOR GARAGE DOORS	SUPPLY AND INSTALL AUTOMATIC ROLLER DOOR MOTORS FOR INKPEN, CLACKLINE, IRISHTOWN & GRASS VALLEY FIRE STATIONS	1	18,837.50	
EFT39339	12/03/2021	ANDY'S PLUMBING SERVICE	WUNDOWIE DEPOT. REPAIR LEAKING ICE MACHINE.	1		2,002.00
INV A18926	23/02/2021	ANDY'S PLUMBING SERVICE	WUNDOWIE DEPOT. REPAIR LEAKING ICE MACHINE.	1	2,002.00	
EFT39340	12/03/2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FART 618-085 - BLACK NOZZLE	1		99.00
INV 667954904/03/2021	2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FART 618-085 - BLACK NOZZLE	1	99.00	
EFT39341	12/03/2021	ASLAB PTY LTD	NORTHAM DEPOT REDEVELOPMENT. CONDUCT 9 X COMPACTION TESTS ON SHEDS AND ADMIN SITE AS PER QUOTE.	1		2,552.00

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000236604/03/2021		ASLAB PTY LTD	NORTHAM DEPOT REDEVELOPMENT. CONDUCT 9 X COMPACTION TESTS ON SHEDS AND ADMIN SITE AS PER QUOTE.	1	2,552.00	
EFT39342	12/03/2021	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1		1,905.73
INV FEBRU/28/02/2021		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1	1,905.73	
EFT39343	12/03/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUC02/03/2021		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT39344	12/03/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 02/03/2021.	1		57,918.25
INV PAYG 002/03/2021		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 02/03/2021.	1	57,918.25	
EFT39345	12/03/2021	AV-SEC SECURITY SERVICES	OLD TOWN BUILDING. AFTER HOURS CALL OUT DUE TO CREATE 298 SETTING OFFALARM X 2	1		130.00
INV 3021	04/02/2021	AV-SEC SECURITY SERVICES	OLD TOWN BUILDING. AFTER HOURS CALL OUT DUE TO CREATE 298 SETTING OFFALARM X 2	1	130.00	
EFT39346	12/03/2021	AVON VALLEY CONTRACTORS	HIRE OF DINGO MACHINERY DEPOSIT	1		430.00
INV 36112	06/03/2021	AVON VALLEY CONTRACTORS	HIRE OF DINGO MACHINERY DEPOSIT	1	430.00	
EFT39347	12/03/2021	AVON WASTE	RUBBISH COLLECTION FOR THE R/E 26/02/2021.	1		35,507.94
INV 43035	26/02/2021	AVON WASTE	RUBBISH COLLECTION FOR THE R/E 26/02/2021.	1	35,507.94	
EFT39348	12/03/2021	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1		1,100.00
INV FEBRU/28/02/2021		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1	1,100.00	
EFT39349	12/03/2021	BUNNINGS BUILDING SUPPLIES P/L	PLANTS FOR CBD STREETSCAPE	1		937.75
INV 2182/0019/02/2021		BUNNINGS BUILDING SUPPLIES P/L	PLANTS FOR CBD STREETSCAPE	1	558.00	
INV 2182/0024/02/2021		BUNNINGS BUILDING SUPPLIES P/L	EXTENSION LEADS	1	178.32	
INV 2182/0024/02/2021		BUNNINGS BUILDING SUPPLIES P/L	13MM FITTINGS - RETIC	1	74.02	
INV 2182/0025/02/2021		BUNNINGS BUILDING SUPPLIES P/L	RHTNG GLOVES NITRILE LARGE DISPOSABLE GLOVES - 100 PACK	1	12.35	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 13

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2182/0025/02/2021		BUNNINGS BUILDING SUPPLIES P/L	TASKMASTER 56 X 29 X 6MM KEY TAG WITH KEY RING - 20 PACK	1	14.96	
INV 2182/0026/02/2021		BUNNINGS BUILDING SUPPLIES P/L	BOLTS & POST HOLE PINNER	1	60.20	
INV 2182/0003/03/2021		BUNNINGS BUILDING SUPPLIES P/L	CABLE TIES FOR DANGER SIGNS	1	39.90	
EFT39350	12/03/2021	CADDS FASHIONS	WORK BOOT ALLOWANCE - CHAN VYAS	1		150.00
INV 21-000002/03/2021		CADDS FASHIONS	WORK BOOT ALLOWANCE - CHAN VYAS	1	150.00	
EFT39351	12/03/2021	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1		1,905.73
INV FEBRU/28/02/2021		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1	1,905.73	
EFT39352	12/03/2021	CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO SITE. REMOVE AND REPLACE RADIATOR HOSE	1		2,078.40
INV 000034401/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO SITE. REMOVE AND REPLACE RADIATOR HOSE	1	898.10	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	P1509 - SERVICE - WEDNESDAY 4 NOVEMBER	1	784.30	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1216 - PLEASE SERVICE AS REQUIRED INCLUDING BRAKES AND CLIP REPLACEMENTS	1	396.00	
EFT39353	12/03/2021	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2021	1		5,561.06
INV FEBRU/28/02/2021		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FEBRUARY 2021	1	5,561.06	
EFT39354	12/03/2021	CIVIC LEGAL	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1		7,564.50
INV 507893	28/02/2021	CIVIC LEGAL	DEFENDING CLAIM - SHIRE OF NORTHAM & DONOVAN PAYNE	1	7,564.50	
EFT39355	12/03/2021	CLACKLINE FENCING CONTRACTORS	HABGOOD STREET (WEST NORTHAM PRIMARY SCHOOL) REPAIR FENCE AFTER FALLEN TREE DAMAGE AS PER QUOTATION	1		550.00
INV 1375	28/02/2021	CLACKLINE FENCING CONTRACTORS	HABGOOD STREET (WEST NORTHAM PRIMARY SCHOOL) REPAIR FENCE AFTER FALLEN TREE DAMAGE AS PER QUOTATION	1	550.00	
EFT39356	12/03/2021	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR FEBRUARY 2021	1		394.32

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 194323028/02/2021		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWJE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR FEBRUARY 2021	1	197.16	
INV 194322928/02/2021		CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	
INV 194322828/02/2021		CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.	1	98.58	
EFT39357	12/03/2021	CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1		88.00
INV 000427526/02/2021		CMM TECHNOLOGY	(AL-RECAL-LIFELOC) - RECALIBRATION OF LIFELOC FC BREATHALYZER - CAS-22180-K5HPMW	1	88.00	
EFT39358	12/03/2021	COUNTRY COPIERS NORTHAM	SERVICE CALL - HR PRINTER	1		263.25
INV S8932	05/02/2021	COUNTRY COPIERS NORTHAM	SERVICE CALL - HR PRINTER	1	110.00	
INV 44057	28/02/2021	COUNTRY COPIERS NORTHAM	STATIONERY FOR REC CENTER.	1	86.20	
INV 44057	28/02/2021	COUNTRY COPIERS NORTHAM	STATIONERY FOR BFB STATIONS	1	67.05	
EFT39359	12/03/2021	CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1		87.96
INV CINS311/09/02/2021		CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY ALARM MONITORING FROM 01/03/2021 TO 31/03/2021	1	87.96	
EFT39360	12/03/2021	DAMIAN'S PLUMBING	REPAIRS AT JUBILEE OVAL FOR LEAKS ON 17/02/2021	1		1,430.00
INV 6248	18/02/2021	DAMIAN'S PLUMBING	REPAIRS AT JUBILEE OVAL FOR LEAKS ON 17/02/2021	1	1,430.00	
EFT39361	12/03/2021	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF FEBRUARY 2021	1		2,061.13
INV FEBRU 28/02/2021		DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF FEBRUARY 2021	1	2,061.13	
EFT39362	12/03/2021	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIR/REPLACE LID TO ICE MACHINE.	1		198.00
INV 13631	25/02/2021	DRACO AIR PTY LTD	NORTHAM DEPOT. REPAIR/REPLACE LID TO ICE MACHINE.	1	198.00	
EFT39363	12/03/2021	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PLEASE PICK UP 3 PODS OF EMULSION FROM FULTON & HOGAN HAZELMERE AND DELIVER TO PEEL TCE, SHIRE OF NORTHAM DEPOT	1		372.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000027028/02/2021		E & J LOGISTIC PTY LTD T/WAS FLAT OUT FREIGHT	PLEASE PICK UP 3 PODS OF EMULSION FROM FULTON & HOGAN HAZELMERE AND DELIVER TO PEEL TCE, SHIRE OF NORTHAM DEPOT	1	372.00	
EFT39364	12/03/2021	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/02/2021 to 28/02/2021.	1		931.70
INV 538104	28/02/2021	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/02/2021 to 28/02/2021.	1	532.40	
INV 538108	28/02/2021	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/02/2021 to 28/02/2021.	1	162.80	
INV 538107	28/02/2021	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/02/2021 TO 28/02/2021	1	236.50	
EFT39365	12/03/2021	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUC02/03/2021		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUC02/03/2021		EASIFLEET	Payroll deductions		1,102.65	
EFT39366	12/03/2021	ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS	BALANCING, CLIMBING AND SEATING - JARRAH BUSH POLES TO CREATE TANGLED LOG STRUCTURE 4000X150MM. DEBARKED SANDED AND OILED. BITUMEN EMULSION APPLIED TO BASE OF LOG.	1		15,725.38
INV 000014015/01/2021		ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS	BALANCING, CLIMBING AND SEATING - JARRAH BUSH POLES TO CREATE TANGLED LOG STRUCTURE 4000X150MM. DEBARKED SANDED AND OILED. BITUMEN EMULSION APPLIED TO BASE OF LOG.	1	15,725.38	
EFT39367	12/03/2021	EXURBAN PTY LTD ATF VISTA TRUST T/WAS EXURBAN RURAL & REGIONAL PLANNING	PEER REVIEW OF DEVELOPMENT APPLICATION (REF: P21012).	1		519.75
INV URP-4005/03/2021		EXURBAN PTY LTD ATF VISTA TRUST T/WAS EXURBAN RURAL & REGIONAL PLANNING	PEER REVIEW OF DEVELOPMENT APPLICATION (REF: P21012).	1	519.75	
EFT39368	12/03/2021	FIRE AND SAFETY WA	Oliver 45645C Lace Up Boot Composite Toe - 11	1		1,140.62
INV 37010	26/02/2021	FIRE AND SAFETY WA		1	857.92	
INV 37042	03/03/2021	FIRE AND SAFETY WA	ENGEL HOT KNIFE - NO BLADE	1	282.70	
EFT39369	12/03/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REMOVE AND REPLACE TYRES ON FORKLIFT AT SHIRE DEPOT	1		402.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 100410025/02/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	REMOVE AND REPLACE TYRES ON FORKLIFT AT SHIRE DEPOT	1	402.00	
EFT39370	12/03/2021	GRAFTON ELECTRICS	INSTALL POWER POINT FOR LAP CLOCK	1		429.00
INV 7584	12/02/2021	GRAFTON ELECTRICS	TIME ON SITE TO PREPARE QUOTE	1	99.00	
INV 7622	25/02/2021	GRAFTON ELECTRICS	INSTALL POWER POINT FOR LAP CLOCK	1	330.00	
EFT39371	12/03/2021	GRASS VALLEY PROGRESS ASSOCIATION	MINUTE NO: C. 4091 \$2,500 ANNUAL ALLOCATION TO GRASS VALLEY PROGRESS ASSOC	1		3,380.00
INV 210	27/01/2021	GRASS VALLEY PROGRESS ASSOCIATION	MINUTE NO: C. 4091 \$2,500 ANNUAL ALLOCATION TO GRASS VALLEY PROGRESS ASSOC \$880 (EXCLUDING GST) ANZAC DAY EVENT 2021	1	3,380.00	
EFT39372	12/03/2021	IT VISION	DATABASE MIGRATION PREP	1		2,873.75
INV 34772	16/02/2021	IT VISION	DATABASE MIGRATION PREP	1	2,103.75	
INV 34829	26/02/2021	IT VISION	TRAINING PROGRAM - SYSTEM ADMINISTRATION	1	770.00	
EFT39373	12/03/2021	IXOM OPERATIONS PTY LTD	SUPPLY 920KG GAS TO WASTER WATER TREATMENT PLANT, CLARK STREET NORTHAM (EMPTY TO PICK UP)	1		3,200.44
INV 634573903/02/2021		IXOM OPERATIONS PTY LTD	SUPPLY 920KG GAS TO WASTER WATER TREATMENT PLANT, CLARK STREET NORTHAM (EMPTY TO PICK UP)	1	3,200.44	
EFT39374	12/03/2021	JACOB DIRK HILLE	RATES CREDIT REFUND FOR ASSESSMENT A12462	1		628.17
INV A12462	10/03/2021	JACOB DIRK HILLE	RATES CREDIT REFUND FOR ASSESSMENT A12462		628.17	
EFT39375	12/03/2021	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2021	1		2,843.23
INV FEBRU/28/02/2021		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FEBRUARY 2021	1	2,843.23	
EFT39376	12/03/2021	MARJA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE FEBRUARY 2021	1		1,905.73
INV FEBRU/28/02/2021		MARJA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE FEBRUARY 2021	1	1,905.73	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 17

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39377	12/03/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 20/02/2021 FOR RFT 2 OF 2021 - THE NORTHAM AIRPORT RUNWAY LIGHTING PROJECT	1		3,168.72
INV 37409	23/02/2021	MARKETFORCE	SEEK EMPLOYMENT ADVERT - SUPPORT WORKER	1	247.50	
INV 37415	23/02/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 20/02/2021 FOR RFT 2 OF 2021 - THE NORTHAM AIRPORT RUNWAY LIGHTING PROJECT	1	770.15	
INV 37413	23/02/2021	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 11/02/2021 FOR THE SALE OF LOT 200 MINSON AVENUE NORTHAM	1	548.27	
INV 37414	23/02/2021	MARKETFORCE	PUBLIC NOTICE IN THE WEST AUSTRALIAN ON 11/02/2021 FOR THE SALE OF LOT 200 MINSON AVENUE NORTHAM	1	429.96	
INV 37412	23/02/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 8 FEBRUARY 2021 FOR COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING, 10 FEBRUARY 2021	1	400.86	
INV 37411	23/02/2021	MARKETFORCE	RFT 1 OF 2020 - MAINTENDER - WEST AUSTRALIAN 3 FEBRUARY 2021	1	524.48	
INV 37407	23/02/2021	MARKETFORCE	SEEK AD FOR HEAVY PLANT OPERATOR/GENERAL LABOURER	1	247.50	
EFT39378	12/03/2021	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1		1,905.73
INV FEBRU 28/02/2021		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2021	1	1,905.73	
EFT39379	12/03/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS) FROM 18/01/21 TO 24/01/21 ON CONTRACT C.201819-12	1		3,839.55
INV N2701	25/01/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUCION SERVICES (CLEANING TOWN ROADS) FROM 18/01/21 TO 24/01/21 ON CONTRACT C.201819-12	1	3,839.55	
EFT39380	12/03/2021	MORRIS PEST AND WEED CONTROL	ATTEND AND TREAT ANT INFESTATION AT 149 CHIDLOW STREET NORTHAM	1		180.00
INV INV-10802/03/2021		MORRIS PEST AND WEED CONTROL	ATTEND AND TREAT ANT INFESTATION AT 149 CHIDLOW STREET NORTHAM	1	180.00	
EFT39381	12/03/2021	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE MIRRORRED/TINTED WINDOW ON OFFICE DOOR - BROKEN DUE TO VANDALISM.	1		295.90



Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 7135	09/03/2021	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE MIRRORRED/TINTED WINDOW ON OFFICE DOOR - BROKEN DUE TO VANDALISM.	1	295.90	
EFT39382	12/03/2021	NORTHAM BETTA ELECTRICAL	64 GB USB DRIVE	1		21.00
INV 200100209/03/2021		NORTHAM BETTA ELECTRICAL	64 GB USB DRIVE	1	21.00	
EFT39383	12/03/2021	NORTHAM COURIER SERVICE	PICK UP REGISTERS FROM WATERS AND DROP TO NORTHAM RECREATION CENTRE	1		44.00
INV 2821	01/02/2021	NORTHAM COURIER SERVICE	PICK UP REGISTERS FROM WATERS AND DROP TO NORTHAM RECREATION CENTRE.	1	44.00	
EFT39384	12/03/2021	NORTHAM MOTORCYCLES AND FARM	REPAIR LONCTN ENGINE REF#NS001	1		172.20
INV 204	25/02/2021	NORTHAM MOTORCYCLES AND FARM	REPAIR LONCTN ENGINE REF#NS001	1	172.20	
EFT39385	12/03/2021	NUTRIEN WATER	SUPPLY PARTS AS PER QUOTATION 20371266 INC 20 SOLENOIDS	1		994.03
INV 411373924/02/2021		NUTRIEN WATER	SUPPLY PARTS AS PER QUOTATION 20371266 INC 20 SOLENOIDS	1	994.03	
EFT39386	12/03/2021	PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1		264.30
INV KX440226/02/2021		PFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL.	1	264.30	
EFT39387	12/03/2021	PROFESSIONAL LOCKSERVICE	LOCK MODIFICATIONS FOR VARIOUS SITES.	1		4,139.56
INV 001057902/03/2021		PROFESSIONAL LOCKSERVICE	LOCK MODIFICATIONS FOR VARIOUS SITES.	1	4,139.56	
EFT39388	12/03/2021	PROGRAMME ELECTRICAL MAINTENANCE	INKPEN FIRE SHED. INSTALL POWER POINT FOR ROLLER DOORS.	1		393.80
INV 000058706/03/2021		PROGRAMME ELECTRICAL MAINTENANCE	INKPEN FIRE SHED. INSTALL POWER POINT FOR ROLLER DOORS.	1	393.80	
EFT39389	12/03/2021	QUBE LOGISTICS (AUST) PTY LTD	PICK UP 920KG GAS AND DELIVER TO WASTE WATER TREATMENT PLANT	1		793.20
INV TS1917008/02/2021		QUBE LOGISTICS (AUST) PTY LTD	PICK UP 920KG GAS AND DELIVER TO WASTE WATER TREATMENT PLANT	1	793.20	
EFT39390	12/03/2021	RB ADVERTISING WAS ROOFTOP BALLOONS	2 XAIRDANCERS (RED) AND BLOWERS - SUPPLY AND DELIVERY TO SHIRE OF NORTHAM AS QUOTED	1		1,496.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 19

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-14022/09/2021		RB ADVERTISING T/WAS ROOFTOP BALLOONS	2 XAJRDANCERS (RED) AND BLOWERS - SUPPLY AND DELIVERY TO SHIRE OF NORTHAM AS QUOTED	1	1,496.00	
EFT39391	12/03/2021	RED DOT STORES	BOXES FOR STORAGE OF ROBOT KITS	1		67.00
INV 499455124/02/2021		RED DOT STORES	BOXES FOR STORAGE OF ROBOT KITS	1	67.00	
EFT39392	12/03/2021	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEBRUARY 2021	1		1,905.73
INV FEBRU/28/02/2021		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FEBRUARY 2021	1	1,905.73	
EFT39393	12/03/2021	SHIRE OF TOODYAY	REIMBURSED EXPENSES FOR DPES TRAINER ASSESSOR (CESM) TO DELIVER TRAINING COURSES, IFF & BFF	1		2,204.46
INV 19043	18/02/2021	SHIRE OF TOODYAY	REIMBURSED EXPENSES FOR DPES TRAINER ASSESSOR (CESM) TO DELIVER TRAINING COURSES, IFF & BFF	1	2,204.46	
EFT39394	12/03/2021	SLATER-GARTRELL SPORTS	THREE X TUBS BLACK LINE MARKING PAINT	1		854.21
INV SG433312/10/2020		SLATER-GARTRELL SPORTS	& MEASURING TAPE & 50M STEEL MEASURING TAPES	1	354.20	
INV SG446212/01/2021		SLATER-GARTRELL SPORTS	THREE X TUBS BLACK LINE MARKING PAINT	1	500.01	
EFT39395	12/03/2021	SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1		176.00
INV 711536128/02/2021		SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1	176.00	
EFT39396	12/03/2021	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2021	1		1,905.73
INV FEBRU/28/02/2021		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FEBRUARY 2021	1	1,905.73	
EFT39397	12/03/2021	SUSAN BURLEY	BALANCE OF PAYMENT FOR INSPECTION OF DRUMS AT DRUMMUSTER HELD 11 SEPTEMBER 2020.	1		38.97
INV 7 AMENI4/09/2020		SUSAN BURLEY	BALANCE OF PAYMENT FOR INSPECTION OF DRUMS AT DRUMMUSTER HELD 11 SEPTEMBER 2020.	1	38.97	
EFT39398	12/03/2021	SYNERGY	811029470 Wundowie Swimming Pool - 19/12/2020 to 22/02/2021	1		7,214.11
INV 357547315/01/2021		SYNERGY	357547330 Apex Park Toilets - 03/12/2020 to 11/01/2021		165.39	
INV 357701815/01/2021		SYNERGY	357701820 Broome Tee Pump - 03/12/2020 to 11/01/2021		158.79	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 357703115/01/2021		SYNERGY	357703180 Stormwater Dam Pump - 03/12/2020 to 11/01/2021		117.73	
INV 357703915/01/2021		SYNERGY	357703990 Bert Hawke Pavilion & Lights - 03/12/2020 to 11/01/2021		338.20	
INV 357704315/01/2021		SYNERGY	357704360 Broome Tce Pump - 03/12/2020 to 11/01/2021		129.79	
INV 357704915/01/2021		SYNERGY	357704980 Clarke St Pump - 03/12/2020 to 11/01/2021		940.18	
INV 357548317/02/2021		SYNERGY	357548320 Bernard Park/Playgroup - 03/12/2020 to 01/02/2021		165.02	
INV 357549618/02/2021		SYNERGY	357549690 Killara Daycare Centre - 21/01/2021 to 17/02/2021		1,026.79	
INV 335820919/02/2021		SYNERGY	335820940 Create 298 - 20/01/2021 to 16/02/2021		715.61	
INV 811029425/02/2021		SYNERGY	811029470 Wundowie Swimming Pool - 19/12/2020 to 22/02/2021		1,409.52	
INV 444997326/02/2021		SYNERGY	444997300 Wundowie Library - 23/12/2020 to 24/02/2021		980.48	
INV 142275926/02/2021		SYNERGY	142275950 Wundowie Oval - 23/12/2020 to 24/02/2021		345.71	
INV 361990026/02/2021		SYNERGY	361990030 Wundowie Oval Pump - 24/12/2020 to 24/02/2021		301.41	
INV 164007726/02/2021		SYNERGY	164007710 Wundowie Depot - 23/12/2020 to 24/02/2021		419.49	
EFT39399	12/03/2021	TALIS CONSULTANTS PTY LTD	CONTRACT C.201920-20 VARIATION #5 ADDITIONAL DESIGN REFINEMENT REQUIRED TO KEEP EXISTING SHED AND REMOVE WESTERN CONCRETE PAD AREA	1		3,520.00
INV 22131	31/01/2021	TALIS CONSULTANTS PTY LTD	CONTRACT C.201920-20 VARIATION #5 ADDITIONAL DESIGN REFINEMENT REQUIRED TO KEEP EXISTING SHED AND REMOVE WESTERN CONCRETE PAD AREA	1	3,520.00	
EFT39400	12/03/2021	TELSTRA CORPORATION	BAKERS HILL BFB - 23/1/2021 TO 22/02/2021	1		30.00
INV 630530227/02/2021		TELSTRA CORPORATION	BAKERS HILL BFB - 23/1/2021 TO 22/02/2021	1	30.00	
EFT39401	12/03/2021	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2021	1		2,084.07
INV FEBRU 28/02/2021		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FEBRUARY 2021	1	2,084.07	
EFT39402	12/03/2021	THUY HANG DANG	RATES CREDIT REFUND FOR ASSESSMENT A15434	1		100.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 21

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A15434	10/03/2021	THUY HANG DANG	RATES CREDIT REFUND FOR ASSESSMENT A15434		100.00	
EFT39403	12/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES VISITORS CENTRE, DEPOT, HEALTH, WUNDOWIE POOL,	1		357.56
INV 0460-S306	09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES VISITORS CENTRE, DEPOT, HEALTH, WUNDOWIE POOL,	1	218.68	
INV 0462-S300	09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR DEPOT, HEALTH, REC CENTRE	1	138.88	
EFT39404	12/03/2021	TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - SUPPLY & DELIVER RADIATOR TANK (OVERFLOW) FOR BOMAG MULTI TYRE ROLLER AS QUOTED	1		717.31
INV 008465622	02/2021	TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - SUPPLY & DELIVER RADIATOR TANK (OVERFLOW) FOR BOMAG MULTI TYRE ROLLER AS QUOTED	1	717.31	
EFT39405	12/03/2021	TYREPOWER	CENTRAL 3.4 REPLACE REAL DUAL TYRE	1		971.20
INV 8265.1318	02/2021	TYREPOWER	CENTRAL 3.4 REPLACE REAL DUAL TYRE	1	971.20	
EFT39406	12/03/2021	WINPRO ELECTRICAL	TESTING AND TAGGING OF 2 WAY RADIOS - NORTHAM POOL.	1		100.10
INV INV-12202	03/2021	WINPRO ELECTRICAL	TESTING AND TAGGING OF 2 WAY RADIOS - NORTHAM POOL.	1	100.10	
EFT39407	12/03/2021	AUDREY NETTLE	STORY TELLING - 40MINS (WA COLLEGE OF AGRICULTURE) 26/02/2021	1		300.00
INV 6	26/02/2021	AUDREY NETTLE	STORY TELLING - 40MINS (WA COLLEGE OF AGRICULTURE) 26/02/2021	1	300.00	
EFT39408	12/03/2021	AVON VALLEY CONTRACTORS	LEAVING GIFT - CARMEN SADLEIR	1		78.85
INV 36069	30/09/2020	AVON VALLEY CONTRACTORS	LEAVING GIFT - CARMEN SADLEIR	1	78.85	
EFT39409	12/03/2021	BINDI BINDI DREAMING	BUSH FOODS LUNCH - CATERING FOR 21 PPL	1		550.00
INV INV-13721	01/2021	BINDI BINDI DREAMING	BUSH FOODS LUNCH - CATERING FOR 21 PPL	1	550.00	
EFT39410	12/03/2021	JOHN KELLY	DIDGERIDOO PLAYING AND CULTURAL DANCE	1		500.00
INV 13	23/02/2021	JOHN KELLY	DIDGERIDOO PLAYING AND CULTURAL DANCE	1	500.00	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 22

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39411	12/03/2021	SPECIALISED TREE SERVICE	KURJINGAL UNITS. REMOVE TREE AT FRONT DUE TO TERMITE DAMAGE.	1		912.00
INV 3491	04/03/2021	SPECIALISED TREE SERVICE	KURJINGAL UNITS. REMOVE TREE AT FRONT DUE TO TERMITE DAMAGE.	1	912.00	
EFT39412	18/03/2021	AVON VALLEY CONTRACTORS	PICK UP MULTI ROLLER FROM CNR DUDLEY AND LAWRENCE. DROP OFF CNR SPENCER AND MOKINE.	1		532.00
INV 3689	05/03/2021	AVON VALLEY CONTRACTORS	PICK UP MULTI ROLLER FROM CNR DUDLEY AND LAWRENCE. DROP OFF CNR SPENCER AND MOKINE.	1	352.00	
INV 36115	12/03/2021	AVON VALLEY CONTRACTORS	DINGO HIRE HALF DAY	1	180.00	
EFT39413	18/03/2021	AVON WASTE	C 202021-15 MANAGEMENT OF OLD QUARRY WASTE FACILITY FEBRUARY 2021.	1		48,265.80
INV 000430326/02/2021		AVON WASTE	C 202021-15 MANAGEMENT OF OLD QUARRY WASTE FACILITY FEBRUARY 2021.	1	48,265.80	
EFT39414	18/03/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	JOINERS AND CLAMPS	1		13.00
INV 150250	23/02/2021	BAKERS HILL RURAL SUPPLIES & HARDWARE	JOINERS AND CLAMPS	1	13.00	
EFT39415	18/03/2021	BANDIT TREE EQUIPMENT	PN1504 - SERVICE AND REPAIR BANDIT WOOD CHIPPER INCLUDING TRAVEL AS PER QUOTE	1		329.00
INV 001123601/03/2021		BANDIT TREE EQUIPMENT	PN1504 - SERVICE AND REPAIR BANDIT WOOD CHIPPER INCLUDING TRAVEL AS PER QUOTE	1	329.00	
EFT39416	18/03/2021	BOEKEMAN MACHINERY	CARRY OUT 750HR SERVICE AND REPLACE TRACKS - MONDAY 7 DECEMBER 2020.	1		5,395.50
INV 310898	26/02/2021	BOEKEMAN MACHINERY	CARRY OUT 750HR SERVICE AND REPLACE TRACKS - MONDAY 7 DECEMBER 2020.	1	5,395.50	
EFT39417	18/03/2021	BOQ ASSET FINANCE & LEASING PTY LTD	MARCH 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 860634	04/03/2021	BOQ ASSET FINANCE & LEASING PTY LTD	MARCH 2021 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT39418	18/03/2021	BUNNINGS BUILDING SUPPLIES P/L	EQUIPMENT FOR DEPOT.	1		50.11
INV 63412	23/02/2021	BUNNINGS BUILDING SUPPLIES P/L	2 PACKETS TURF PEGS	1	20.60	
INV 2182/00/11/03/2021		BUNNINGS BUILDING SUPPLIES P/L	EQUIPMENT FOR DEPOT.	1	29.51	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39419	18/03/2021	BUTLER SETTINERI (AUDIT) PTY LTD	EXTERNAL AUDIT OF THE 2020 COMPLIANCE AUDIT RETURN	1		4,950.00
INV 121456	25/02/2021	BUTLER SETTINERI (AUDIT) PTY LTD	EXTERNAL AUDIT OF THE 2020 COMPLIANCE AUDIT RETURN	1	4,950.00	
EFT39420	18/03/2021	CADDS FASHIONS	WORK BOOTS - JOHN BLUNDY	1		300.00
INV 21-000005/02/2021		CADDS FASHIONS	WORK BOOTS - JOHN BLUNDY	1	150.00	
INV 21-000024/02/2021		CADDS FASHIONS	WORK BOOTS - PETER BROUGH	1	150.00	
EFT39421	18/03/2021	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - GRADER - SERVICE ONSITE 16 NOVEMBER 2020	1		13,511.18
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1603 - REPLACE ROAD BROOM BRUSHES 19/10/2020	1	396.00	
INV 000034401/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1201 - 135000KM SERVICE - FRIDAY 11 DECEMBER 2020	1	887.66	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	SERVICE ROLLER (1750HOUR) ON SITE (JENNAPULLIN ROAD) NORTHAM, 30/11/2020	1	1,208.68	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - GRADER - SERVICE ONSITE 16 NOVEMBER 2020	1	1,488.63	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1502 - ROLLER - SERVICE ONSITE 16 NOVEMBER 2020	1	1,153.68	
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 - ROLLER - SERVICE ONSITE 2 NOVEMBER 2020 - JENNAPULLIN ROAD.	1	1,337.02	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - WATER TRUCK SERVICE 21 DECEMBER 2020	1	1,362.13	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - REMOVE AND REPLACE SHIMS 22/02/2021	1	496.10	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1703 - EXCAVATOR 2000HR SERVICE 08/02/2021. PLEASE CHECK, REPLACE AND UNBLOCK GREASE LINES/NIPPLES. DROP OFF FRIDAY 05/02/2021	1	777.37	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1611 - 60,000KM SERVICE TO WATER TRUCK 08/02/2021	1	1,279.08	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	ON SITE SERVICE JOHN DEERE GRADER 4,500KM (INCLUDING TRAVEL TO SITE)	1	1,469.93	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1604 - REPAIR MOTOR-WONT START, WILL TURN OVER, SERVICE IF REQUIRED. 12/02/2021	1	138.00	
INV 000034610/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1201 - REPAIR FLOCON VALVE 17/02/2021	1	528.00	
INV 000034610/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - DRAINAGE TRUCK SERVICE 50,000KM, MONDAY 8TH MARCH	1	988.90	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39422	18/03/2021	FIRE AND SAFETY WA	LAYFLAT HOSE ROLLER C/W HANDLE	1		1,692.37
INV 37020	26/02/2021	FIRE AND SAFETY WA	LAYFLAT HOSE ROLLER C/W HANDLE	1	957.00	
INV 37119	16/03/2021	FIRE AND SAFETY WA	BOOTS FOR BUSHFIRE BRIGADES.	1	735.37	
EFT39423	18/03/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	HRH12X5SSTZ - HOSE REEL ASSEMBLY, 12MM X 5M C/W AWG STORZ COUPLINGS (1 X FIXED, 1 X SWIVEL)	1		508.66
INV 69997	20/01/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	HRH12X5SSTZ - HOSE REEL ASSEMBLY, 12MM X 5M C/W AWG STORZ COUPLINGS (1 X FIXED, 1 X SWIVEL)	1	508.66	
EFT39424	18/03/2021	FULTON HOGAN INDUSTRIES PTY LTD	3 X 1000L EMULSION	1		3,894.00
INV 148875723/02/2021		FULTON HOGAN INDUSTRIES PTY LTD	3 X 1000L EMULSION	1	3,894.00	
EFT39425	18/03/2021	GRAFTON ELECTRICS	REPAIR TO TRIPPING POWER IN FOOTBALL CHANGE ROOMS	1		496.05
INV 7649	10/03/2021	GRAFTON ELECTRICS	REPAIR TO TRIPPING POWER IN FOOTBALL CHANGE ROOMS	1	496.05	
EFT39426	18/03/2021	HAYLEY LAMBERT	POLICE CLEARANCE	1		62.00
INV 632489	03/03/2021	HAYLEY LAMBERT	POLICE CLEARANCE	1	62.00	
EFT39427	18/03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 24/1/2021	1		8,324.80
INV 966834911/11/2020		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH WEEK ENDING 8/11/2020	1	2,398.88	
INV 100637322/01/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 24/1/2021	1	2,962.96	
INV 101123512/02/2021		HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 14/2/2021	1	2,962.96	
EFT39428	18/03/2021	IXOM OPERATIONS PTY LTD	SUPPLY 920KG GAS TO WASTE WATER TREATMENT PLANT, CLARK STREET NORTHAM (EMPTY TO PICK UP)	1		3,200.44
INV 635794903/03/2021		IXOM OPERATIONS PTY LTD	SUPPLY 920KG GAS TO WASTE WATER TREATMENT PLANT, CLARK STREET NORTHAM (EMPTY TO PICK UP)	1	3,200.44	
EFT39429	18/03/2021	JASON SIGNMAKERS	DOUBLE SIDED BLUE PIC SIGN DIRECTIONAL (WITH MURESK ON IT)	1		50.74

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 25

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 217088	05/03/2021	JASON SIGNMAKERS	DOUBLE SIDED BLUE PIC SIGN DIRECTIONAL (WITH MURESK ON IT)	1	50.74	
EFT39430	18/03/2021	JIM MCKENZIE PTY LTD	REPAIR TO WATER REUSE LINE	1		1,650.00
INV L218	15/03/2021	JIM MCKENZIE PTY LTD	REPAIR TO WATER REUSE LINE	1	1,650.00	
EFT39431	18/03/2021	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING ON 10/02/2021	1		422.00
INV 2374	19/02/2021	LUCY'S TEAROOMS	LUNCH FOR 7 PEOPLE FOR FORKLIFT TRAINING AT NORTHAM REC CENTRE	1	122.00	
INV 2380	24/02/2021	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING ON 10/02/2021	1	300.00	
EFT39432	18/03/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM MARCH 2021	1		916.66
INV 000004228	02/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM MARCH 2021	1	916.66	
EFT39433	18/03/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 2 FEBRUARY 2021 - LPP REVIEW	1		677.46
INV 37410	23/02/2021	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN ON 2 FEBRUARY 2021 - LPP REVIEW	1	429.96	
INV 37408	23/02/2021	MARKETFORCE	AD ON SEEK - RURAL DRAINAGE LEADING HAND FEB 2021 1.1.2.112	1	247.50	
EFT39434	18/03/2021	MARTIN PAUL PHOTOGRAPHY & FRAMING	REPLACE GLASS AND MAT BOARD ON ART COLLECTION CATALOGUE No. 75. HARRY HUMMERSTON, STAFFORDSHIRE YELLOW	1		154.00
INV 910	14/03/2021	MARTIN PAUL PHOTOGRAPHY & FRAMING	REPLACE GLASS AND MAT BOARD ON ART COLLECTION CATALOGUE No. 75. HARRY HUMMERSTON, STAFFORDSHIRE YELLOW	1	154.00	
EFT39435	18/03/2021	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1		553.18
INV 116526	27/11/2020	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1	553.18	
EFT39436	18/03/2021	NINTEX PTY LTD	EXPANSION OF EXISTING PROMAPP/NINTEX SOFTWARE - 10 WORKFLOWS & ONBOARDING	1		22,522.50
INV INV29908	12/2020	NINTEX PTY LTD	EXPANSION OF EXISTING PROMAPP/NINTEX SOFTWARE - 10 WORKFLOWS & ONBOARDING	1	22,522.50	



Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39437	18/03/2021	NORTHAM BETTA ELECTRICAL	JBL PARTY BOX ON0THE-GO - PORTABLE PARTY SPEAKER	1		1,646.00
INV 200100209/03/2021		NORTHAM BETTA ELECTRICAL	2 TB EXTERNAL HARD DRIVE	1	139.00	
INV 200100210/03/2021		NORTHAM BETTA ELECTRICAL	JBL PARTY BOX ON0THE-GO - PORTABLE PARTY SPEAKER	1	529.00	
INV 200100210/03/2021		NORTHAM BETTA ELECTRICAL	JBL PARTY BOX ON-THE-GO	1	529.00	
INV 200100210/03/2021		NORTHAM BETTA ELECTRICAL	PA SYSTEM WITH 2 WIRELESS UHF MICROPHONES	1	449.00	
EFT39438	18/03/2021	NORTHAM COUNTRY CLUB INC	MINUTE NO: CCAG. 12	1		1,200.00
INV 32	17/02/2021	NORTHAM COUNTRY CLUB INC	THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE APPROVE A GRANT TO NORTHAM LAWN TENNIS CLUB FOR \$500 FOR SPONSORSHIP OF THE NORTHAM MEN'S OPEN DAY TENNIS TOURNAMENT MINUTE NO: CCAG. 12	1	550.00	
INV 31	17/02/2021	NORTHAM COUNTRY CLUB INC	THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE APPROVE A GRANT TO NORTHAM LAWN TENNIS CLUB FOR \$500 FOR SPONSORSHIP OF THE NORTHAM MEN'S OPEN DAY TENNIS TOURNAMENT MINUTE NO: CCAG. 13	1	550.00	
INV 3329	19/02/2021	NORTHAM COUNTRY CLUB INC	THAT THE COMMUNITY GRANTS ASSESSMENT COMMITTEE APPROVE A GRANT TO NORTHAM LAWN TENNIS CLUB FOR \$500 FOR SPONSORSHIP OF THE NORTHAM MIXED DOUBLES OPEN DAY TENNIS TOURNAMENT. SENIOR SPORT FUNDING	1	100.00	
EFT39439	18/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	APPLE SMART KEYBOARD FOLIO FOR IPAD PRO 4TH GEN 12.9" BLACK	1		299.00
INV 160250105/03/2021		OFFICEWORKS SUPERSTORES PTY LTD	APPLE SMART KEYBOARD FOLIO FOR IPAD PRO 4TH GEN 12.9" BLACK	1	299.00	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39440	18/03/2021	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2224116	1		100.05
INV 222411615/03/2021		PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST, NORTHAM (POP UP SHOP) - STATEMENT NO: 2224116	1	100.05	
EFT39441	18/03/2021	PRICEMARK PTY LTD	WRISTBANDS FOR THE SWIMMING POOL.	1		1,040.00
INV 000858725/01/2021		PRICEMARK PTY LTD	WRISTBANDS FOR THE SWIMMING POOL.	1	1,040.00	
EFT39442	18/03/2021	SPORT AND RECREATION SURFACES	MAINTENANCE/REPAIR OF HOCKEY TURF AS QUOTED RFQ MWA/2021	1		4,400.00
INV INV-01001/03/2021		SPORT AND RECREATION SURFACES	MAINTENANCE/REPAIR OF HOCKEY TURF AS QUOTED RFQ MWA/2021	1	4,400.00	
EFT39443	18/03/2021	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SHARPS CONTAINERS 3L AS PER QUOTE	1		158.44
INV 136747014/05/2020		STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SMALL PLASTIC BOTTLES	1	74.50	
INV 137343209/06/2020		STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SHARPS CONTAINERS 3L AS PER QUOTE	1	83.94	
EFT39444	18/03/2021	TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLER SYSTEMS FEBRUARY - MARCH 2021.	1		50.00
INV 276009028/02/2021		TELSTRA CORPORATION	VFMS TRAILERS & SPRINKLER SYSTEMS FEBRUARY - MARCH 2021.	1	50.00	
EFT39445	18/03/2021	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR HEALTH AND OLD QUARRY TIP	1		44.12
INV 0477/S3017/01/2021		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR HEALTH.	1	10.73	
INV 0479-S361/01/2021		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR HEALTH AND OLD QUARRY TIP	1	33.39	
EFT39446	18/03/2021	TREVOR EASTWELL	DRIVING WUNDOWIE COMMUNITY BUS 18/2/2021, 29/02/21 & 04/03/2021	1		150.00
INV 66	09/03/2021	TREVOR EASTWELL	DRIVING WUNDOWIE COMMUNITY BUS 18/2/2021, 29/02/21 & 04/03/2021	1	150.00	

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39447	18/03/2021	TYRECYCLE PTY LTD	COLLECTION OF APPROXIMATELY 200 TYRES FROM INKPEN ROAD WASTE MANAGEMENT FACILITY WUNDOWIE & APPROXIMATELY 100 TYRES FROM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY NORTHAM.	1		1,215.24
INV 901676	07/01/2021	TYRECYCLE PTY LTD	COLLECTION OF APPROXIMATELY 200 TYRES FROM INKPEN ROAD WASTE MANAGEMENT FACILITY WUNDOWIE & APPROXIMATELY 100 TYRES FROM OLD QUARRY ROAD WASTE MANAGEMENT FACILITY NORTHAM.	1	1,215.24	
EFT39448	18/03/2021	TYREPOWER	TYRE PUNCTURE REPAIR TO PN1915 - N11206 CEO VEHICLE.	1		28.33
INV 8265.13	10/03/2021	TYREPOWER	TYRE PUNCTURE REPAIR TO PN1915 - N11206 CEO VEHICLE.	1	28.33	
EFT39449	18/03/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COURSE FOR JAYDEN POPE DEALING WITH DIFFICULT CUSTOMERS 10/02/2021 USI#3FRRAA9QR2	1		32.70
INV J30854407	01/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	3 X ADDITIONAL DESK PLANNERS 2021	1	32.70	
INV C3012423	02/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COURSE FOR JAYDEN POPE DEALING WITH DIFFICULT CUSTOMERS 10/02/2021 USI#3FRRAA9QR2	1	-578.00	
INV J308626	11/03/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COURSE FOR JAYDEN POPE DEALING WITH DIFFICULT CUSTOMERS 10/02/2021 USI#3FRRAA9QR2	1	578.00	
EFT39450	25/03/2021	ABBOTTS FORGE	PN1413 REWELD MESH TO TRAILER RAMP	1		240.00
INV 000045117	03/2021	ABBOTTS FORGE	PN1413 REWELD MESH TO TRAILER RAMP	1	240.00	
EFT39451	25/03/2021	ACCESS PLUS WA DEAF	2 x HOUR AUSLAN SESSIONS FOR NORTHAM SES UNIT MEMBERS	1		1,089.00
INV 67605	07/03/2021	ACCESS PLUS WA DEAF	2 x HOUR AUSLAN SESSIONS FOR NORTHAM SES UNIT MEMBERS	1	1,089.00	
EFT39452	25/03/2021	AG IMPLEMENTS	PN1512 - GATOR SERVICE AS QUOTED 03/03/2021	1		194.39
INV 421961	10/03/2021	AG IMPLEMENTS	PN1512 - GATOR SERVICE AS QUOTED 03/03/2021	1	194.39	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39453	25/03/2021	ANDY'S PLUMBING SERVICE	RAILWAY MUSEUM. REPAIR TAPS IN MALE TOILETS.	1		651.20
INV A18941	10/03/2021	ANDY'S PLUMBING SERVICE	RAILWAY MUSEUM. REPAIR TAPS IN MALE TOILETS.	1	222.20	
INV A18940	10/03/2021	ANDY'S PLUMBING SERVICE	NORTHAM POUND. UNBLOCK FLOOR DRAINS.	1	220.00	
INV A18946	12/03/2021	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING JULY.	1	209.00	
EFT39454	25/03/2021	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUC16	03/2021	AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT39455	25/03/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 16/03/2021.	1		57,460.32
INV PAYG 11	16/03/2021	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 16/03/2021.	1	57,460.32	
EFT39456	25/03/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT	1		1,792.00
INV 0004	07/03/2021	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT	1	1,792.00	
EFT39457	25/03/2021	AVON WASTE	FORTNIGHTLY RUBBISH COLLECTION F/E 12/03/2021	1		35,978.40
INV 43314	12/03/2021	AVON WASTE	FORTNIGHTLY RUBBISH COLLECTION F/E 12/03/2021	1	35,978.40	
EFT39458	25/03/2021	BINDI BINDI DREAMING	BUSH TUCKER TALK AND TASTING - 8TH AUGUST 2020 AT BKB	1		550.00
INV INV-13018	08/2020	BINDI BINDI DREAMING	BUSH TUCKER TALK AND TASTING - 8TH AUGUST 2020 AT BKB	1	550.00	
EFT39459	25/03/2021	BITUMEN SURFACING	RESURFACING WORKS DUKE STREET SLK2.47 - 2.94 AS PER CONTRACT C.202021-11	1		2,822.07
INV 000060211	02/2021	BITUMEN SURFACING		1	2,822.07	
EFT39460	25/03/2021	BLACKWELL PLUMBING & GAS PTY LTD	REC CENTRE. REPLACE UN SERVICIBLE HOT WATER SYSTEM TO CRECHE AND TOILETS AS PER QUOTE 2824	1		1,463.80
INV INV-23315	03/2021	BLACKWELL PLUMBING & GAS PTY LTD	REC CENTRE. REPLACE UN SERVICIBLE HOT WATER SYSTEM TO CRECHE AND TOILETS AS PER QUOTE 2824	1	1,320.00	
INV INV-23315	03/2021	BLACKWELL PLUMBING & GAS PTY LTD	SES BUILDING. REPAIR LEAKING URINAL.	1	143.80	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39461	25/03/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2021.	1		7,619.67
INV T1080	24/03/2021	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2021.	1	7,619.67	
EFT39462	25/03/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2021.	1		1,357.00
INV T1079	24/03/2021	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2021.	1	1,357.00	
EFT39463	25/03/2021	BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE HALL. SUPPLY 15 X PLASTIC TABLES.	1		1,310.52
INV 2182/0025/02/2021		BUNNINGS BUILDING SUPPLIES P/L	MISCELLANEOUS ITEMS	1	134.37	
INV 2182/0003/03/2021		BUNNINGS BUILDING SUPPLIES P/L	DRAIN CLEANER	1	13.40	
INV 2182/0005/03/2021		BUNNINGS BUILDING SUPPLIES P/L	MISCELLANEOUS ITEMS FOR BOTH RANGER VEHICLES	1	296.52	
INV 2182/0009/03/2021		BUNNINGS BUILDING SUPPLIES P/L	40MM TELESCOPIC WITH FITTINGS	1	59.33	
INV 2182/0015/03/2021		BUNNINGS BUILDING SUPPLIES P/L	KEYS CUT FOR NORTHAM REC CENTRE	1	22.06	
INV 2182/0015/03/2021		BUNNINGS BUILDING SUPPLIES P/L	EXTENSION CORD IN BOX - ADDITIONAL POWERPOINTS	1	119.85	
INV 2182/0017/03/2021		BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE HALL. SUPPLY 15 X PLASTIC TABLES.	1	664.99	
EFT39464	25/03/2021	CADDS FASHIONS	BADGE TO BE PLACED ON EACH SHOULDER OF SHIRT	1		51.00
INV 21-000013/03/2021		CADDS FASHIONS	BADGE TO BE PLACED ON EACH SHOULDER OF SHIRT	1	51.00	
EFT39465	25/03/2021	CAFE YASOU	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST	1		500.00
INV IV0000028/01/2021		CAFE YASOU	2021 AUSTRALIA DAY: COMMUNITY BREAKFAST	1	500.00	
EFT39466	25/03/2021	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - TRAVEL TO SITE, INVESTIGATE LEAK, REMOVE MAIN LINE HYD HOSE, RETURN AND MAKE HOSE, RETURN TO SITE, FIT TO MACHINE, TEST. 16/02/2021	1		4,117.97
INV 000034301/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	REPAIR HYDRALIC LEAK ON YMB TRAILOR	1	607.59	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000034610/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - TRAVEL TO SITE, INVESTIGATE LEAK, REMOVE MAIN LINE HYD HOSE, RETURN AND MAKE HOSE, RETURN TO SITE, FIT TO MACHINE, TEST. 16/02/2021	1	1,368.40	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	PN1804 - REPAIR HYDRAULIC LEAK ON LEFT RAM. 15/02/2021	1	991.38	
INV 000034510/03/2021		CENTRAL MOBILE MECHANICAL REPAIRS	DIAGNOSE AND REPAIR BRAKES TO PN1515 ON SITE AT DEPOT	1	1,150.60	
EFT39467	25/03/2021	CENTRAL REGIONAL TAPE	SPONSORSHIP FOR AWARDS 2020	1		2,012.60
INV 100126703/11/2020		CENTRAL REGIONAL TAPE	EXCAVATOR VOC TRAINING FOR RUSSELL PUTRINO USJ# XJGQTWLPD6	1	912.60	
INV 100139112/03/2021		CENTRAL REGIONAL TAPE	SPONSORSHIP FOR AWARDS 2020	1	1,100.00	
EFT39468	25/03/2021	CHADSON ENGINEERING	FALINTEST SERVICE AS PER QUOTE #4645.	1		400.40
INV A00921616/03/2021		CHADSON ENGINEERING	FALINTEST SERVICE AS PER QUOTE #4645.	1	400.40	
EFT39469	25/03/2021	CHARLES SERVICE COMPANY	CLEANING OF PUBLIC TOILETS FROM 22/02/21 TO 21/03/21.	1		8,426.09
INV 000337022/03/2021		CHARLES SERVICE COMPANY	CLEANING OF PUBLIC TOILETS FROM 22/02/21 TO 21/03/21.	1	7,858.49	
INV 000337022/03/2021		CHARLES SERVICE COMPANY	WUNDOWIE DEPOT. MONTHLY PAPER PRODUCTS FOR CLEANING CONTRACT C.202021-04	1	567.60	
EFT39470	25/03/2021	CHEM-DRY BETTA FINISH	CREATE 298. CLEAN CARPETS AFTER WATER INGRESS FROM PLUMBING PUMP FAILURE.	1		828.30
INV 24721	13/03/2021	CHEM-DRY BETTA FINISH	CREATE 298. CLEAN CARPETS AFTER WATER INGRESS FROM PLUMBING PUMP FAILURE.	1	828.30	
EFT39471	25/03/2021	COMBINED TYRES PTY LTD	5 X 245/70R16 BRIDGESTONE TYRES	1		1,688.50
INV INV-90920/01/2021		COMBINED TYRES PTY LTD	5 X 245/70R16 BRIDGESTONE TYRES	1	1,688.50	
EFT39472	25/03/2021	COUNTRY COMFORTSTYLE NORTHAM	RAPID WORKER CORNER WORKSTATION 1500 AND BANKSIA PEDESTAL 2PEN 1 FILE IN BEECH/IRON	1		599.00
INV 13205	19/02/2021	COUNTRY COMFORTSTYLE NORTHAM	RAPID WORKER CORNER WORKSTATION 1500 AND BANKSIA PEDESTAL 2PEN 1 FILE IN BEECH/IRON	1	599.00	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39473	25/03/2021	COUNTRY COPIERS NORTHAM	PENS, STICKY NOTES, LEVER ARCH FILES, A3 LAMINATOR, WHITEBOARD MARKERS, WHITEBOARD SPRAY, PENCILS, DIVIDERS, A4 NOTEBOOKS	1		813.50
INV 43821	30/11/2020	COUNTRY COPIERS NORTHAM	PENS, STICKY NOTES, LEVER ARCH FILES, A3 LAMINATOR, WHITEBOARD MARKERS, WHITEBOARD SPRAY, PENCILS, DIVIDERS, A4 NOTEBOOKS	1	229.50	
INV 43821	30/11/2020	COUNTRY COPIERS NORTHAM	NAIDOC WEEK POSTERS	1	59.85	
INV 43821	30/11/2020	COUNTRY COPIERS NORTHAM	ROLL 100GSM COATED PAPER 914MMX 50M	1	207.40	
INV 43821	30/11/2020	COUNTRY COPIERS NORTHAM	SUPPLY INK CARTRIDGE TN-2350	1	177.85	
INV 43821	30/11/2020	COUNTRY COPIERS NORTHAM	MISCELLANEOUS STATIONERY ITEMS	1	138.90	
EFT39474	25/03/2021	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	WUNDOWIE LIBRARY. INSTALL 4G COMMUNICATOR.	1		505.85
INV 122283	26/02/2021	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	WUNDOWIE LIBRARY. INSTALL 4G COMMUNICATOR.	1	320.85	
INV 122282	26/02/2021	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	REC CENTRE. ATTEND SITE TO GIVE OPTIONS AND PRICE ON INSTALLING MAGNETIC LOCKS ON EXIT FUNCTION ROOM DOORS.	1	185.00	
EFT39475	25/03/2021	DMC CLEANING	CLEANING OF VARIOUS SITES	1		10,064.35
INV SON20228/02/2021		DMC CLEANING	CLEANING OF VARIOUS SITES	1	8,694.41	
INV SON20221/03/2021		DMC CLEANING	CLEANING PRODUCTS FOR VARIOUS SITES	1	468.12	
INV SON20321/03/2021		DMC CLEANING	ADMIN BUILDING. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05. & NORTHAM VISITORS CENTRE. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1	341.35	
INV SON20321/03/2021		DMC CLEANING	NORTHAM DEPOT. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1	39.51	
INV SON20221/03/2021		DMC CLEANING	BILYA KOORT BOODJA. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1	75.02	
INV SON02821/03/2021		DMC CLEANING	CLEANING PRODUCTS FOR VARIOUS SITES.	1	316.47	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 33

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SON20321/03/2021		DMC CLEANING	BILYA KOORT BOODJA. MONTHLY SUPPLY OF PAPER PRODUCTS TO BUILDINGS AS PART OF CONTRACT C.202021-05.	1	129.47	
EFT39476	25/03/2021	DUN DIRECT PTY LTD	FUEL FOR FEBRUARY 2021	1		21,171.00
INV FEBRU/28/02/2021		DUN DIRECT PTY LTD	FUEL FOR FEBRUARY 2021	1	21,171.00	
EFT39477	25/03/2021	E FIRE & SAFETY	INVESTIGATE BELL. REPLACE BELL AND STROBE. TRAVEL CHARGES - PERTH TO NORTHAM AND RETURN QUOTE# 106036	1		713.63
INV 538313	28/02/2021	E FIRE & SAFETY	INVESTIGATE BELL. REPLACE BELL AND STROBE. TRAVEL CHARGES - PERTH TO NORTHAM AND RETURN QUOTE# 106036	1	713.63	
EFT39478	25/03/2021	EASIFLEET	Payroll deductions	1		2,360.62
INV DEDUC16/03/2021		EASIFLEET	Payroll deductions		1,257.97	
INV DEDUC16/03/2021		EASIFLEET	Payroll deductions		1,102.65	
EFT39479	25/03/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	FAX MULTI-ORGANISER 70447 - PAX-PLAN, RED	1		1,872.51
INV 70091	29/01/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	FAX MULTI-ORGANISER 70447 - PAX-PLAN, RED	1	1,438.83	
INV 70442	18/03/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	8MM X 10M HIGH STRENGTH ROPE, WHITE WITH DOUBLE BLACK TRACE POLYESTER	1	433.68	
EFT39480	25/03/2021	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. INSURANCE WORK. SECURE DOORS THEN REPLACE DUE TO VANDALISM/BREAK IN. POLICE REPORT #080321113586689.	1		4,113.00
INV 92	17/03/2021	GLENN STUART BEVERIDGE	RAILWAY MUSEUM. REPAIR BOLLARD AND CHAIN.	1	110.00	
INV 94	17/03/2021	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. INSURANCE WORK. SECURE DOORS THEN REPLACE DUE TO VANDALISM/BREAK IN. POLICE REPORT #080321113586689.	1	1,507.00	
INV 93	17/03/2021	GLENN STUART BEVERIDGE	WINDOWIE POOL. REMOVE TREE FROM FENCE AND REPAIR FENCE.	1	396.00	
INV 87	17/03/2021	GLENN STUART BEVERIDGE	OLD QUARRY TIP BUILDING. REPLACE CUT STEEL LOCK TO DOOR AFTER BREAK IN.	1	275.00	



Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 97	17/03/2021	GLENN STUART BEVERIDGE	REPAIR TO VANDALISM - ROLLER SHUTTER (REPAIR AND SECURE), REPAINT AND PATCH DAMAGED WALL, REHANG PICTURE FRAMES, LABOUR AND MATERIALS	1	835.00	
INV 102	17/03/2021	GLENN STUART BEVERIDGE	BERT HAWKE PAVILION. REPAIR CHANGE ROOM DOOR AND ROLLER SHUTTER IN KITCHEN.	1	495.00	
INV 98	18/03/2021	GLENN STUART BEVERIDGE	FABRICATE STEEL BRACKET FOR NORTHAM POOL LAP CLOCK. PLUS LABOUR AND MATERIALS	1	495.00	
EFT39481	25/03/2021	GRAFTON ELECTRICS	TOWN HALL. RELOCATE EXISTING LIGHT SWITCHES AND AIR CONTROLS INTO NEW ENCLOSURE.	1		5,101.80
INV 7453	15/12/2020	GRAFTON ELECTRICS	TOWN HALL. RELOCATE EXISTING LIGHT SWITCHES AND AIR CONTROLS INTO NEW ENCLOSURE.	1	4,620.00	
INV 7661	12/03/2021	GRAFTON ELECTRICS	KILLARA. RUN CABLE FOR NEW WIFI EXTENDER.	1	481.80	
EFT39482	25/03/2021	GREENWAY TURF SOLUTIONS PTY LTD	NATURAL BLAST WATER TREATMENT (BOX OF 12 SACHETS)	1		330.66
INV SI-0001	22/03/2021	GREENWAY TURF SOLUTIONS PTY LTD	NATURAL BLAST WATER TREATMENT (BOX OF 12 SACHETS)	1	330.66	
EFT39483	25/03/2021	HARDIE GRANT MEDIA PTY LTD	NMSP21: RAC HORIZONS MAGAZINE HALF-PAGE AD (APR/MAY ISSUE, OUT MARCH)	1		385.00
INV 000561	30/03/2021	HARDIE GRANT MEDIA PTY LTD	NMSP21: RAC HORIZONS MAGAZINE HALF-PAGE AD (APR/MAY ISSUE, OUT MARCH)	1	385.00	
EFT39484	25/03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 14/03/2021	1		14,814.81
INV 100416413	01/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 10/01/2021	1	2,370.37	
INV 100492515	01/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 17/01/2021	1	2,370.37	
INV 101020010	02/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 07/02/2021	1	2,370.37	
INV 101675910	03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 07/03/2021	1	2,370.37	
INV 101829917	03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 14/03/2021	1	2,962.96	
INV 101930919	03/2021	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	LABOUR HIRE FOR ENVIRONMENTAL HEALTH OFFICER, NEIL TRAVERS - WEEK ENDING 21/03/2021	1	2,370.37	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 35

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39485	25/03/2021	JASON SIGNMAKERS	SUPPLY & DELIVER SIGNAGE AS PER QUOTE 10661#1	1		1,562.67
INV 217083	05/03/2021	JASON SIGNMAKERS	SUPPLY & DELIVER SIGNAGE AS PER QUOTE 10661#1	1	1,562.67	
EFT39486	25/03/2021	JH COMPUTER SERVICES PTY LTD	LEXMARK 55B6X00 BLACK EXTRA HIGH RETURN TONER 20K MS431	1		361.90
INV 000019816	03/2021	JH COMPUTER SERVICES PTY LTD	LEXMARK 55B6X00 BLACK EXTRA HIGH RETURN TONER 20K MS431	1	361.90	
EFT39487	25/03/2021	JOHN KELLY	DIDGERIDOO PLAYING AND CULTURAL DANCE WITH CHIDLOW P.S 19-3-2021	1		500.00
INV 14	19/03/2021	JOHN KELLY	DIDGERIDOO PLAYING AND CULTURAL DANCE WITH CHIDLOW P.S 19-3-2021	1	500.00	
EFT39488	25/03/2021	JS TECHNOLOGY & DIGITAL PTY LTD	4 X IPHONE CHARGE CABLES	1		95.00
INV 8520	08/03/2021	JS TECHNOLOGY & DIGITAL PTY LTD	4 X IPHONE CHARGE CABLES	1	95.00	
EFT39489	25/03/2021	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2020/2 DATE 09/01/2021 TO 19/02/2021.	1		109.80
INV 362744	24/02/2021	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2020/2 DATE 09/01/2021 TO 19/02/2021.	1	69.20	
INV 362773	24/02/2021	LANDGATE	MINING TENEMENTS CHARGEABLE SCHEDULE NO: M2021/2 DATED 16/01/2020 TO 16/02/2021.	1	40.60	
EFT39490	25/03/2021	LAURA ANNALISA TAYLOR	ICE FOR AUSTRALIA DAY COMMUNITY BREAKFAST; AND DVD FOR AUSTRALIA DAY MOVIE IN THE PARK.	1		21.18
INV 385587	16/01/2021	LAURA ANNALISA TAYLOR	ICE FOR AUSTRALIA DAY COMMUNITY BREAKFAST; AND DVD FOR AUSTRALIA DAY MOVIE IN THE PARK.	1	21.18	
EFT39491	25/03/2021	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1		882.35
INV 116837	22/12/2020	MCLEODS BARRISTERS & SOLICITORS	ADVISE RE ILLEGAL STRUCTURE AT 4 HOVEA CRESCENT, F. CAREY	1	882.35	
EFT39492	25/03/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOLS	1		1,301.24
INV 916023	11/03/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	276.94	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 36

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 916024	11/03/2021	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOLS	1	1,024.30	
EFT39493	25/03/2021	MILMAR DISTRIBUTORS	EFTPOS ROLLS - ADMIN	1		395.40
INV 002553107	12/2020	MILMAR DISTRIBUTORS	EFTPOS ROLLS - ADMIN	1	317.00	
INV 000295811	03/2021	MILMAR DISTRIBUTORS	X 24 YELLOW/WHITE RECEIPT ROLLS & FREIGHT	1	78.40	
EFT39494	25/03/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 14/12/2020 TO 20/12/2020.	1		38,395.50
INV N2679	29/12/2020	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 14/12/2020 TO 20/12/2020.	1	3,839.55	
INV N2680	29/12/2020	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 21/12/2020 TO 27/12/2020.	1	3,839.55	
INV N2696	11/01/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 04/01/21 TO 10/01/21	1	3,839.55	
INV 2695	11/01/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 28/12/2020 TO 03/01/2021	1	3,839.55	
INV N2723	22/02/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 15/02/2021 TO 21/02/2021	1	3,839.55	
INV N2720	22/02/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 08/02/2021 TO 14/02/2021.	1	3,839.55	
INV N2738	08/03/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 01/03/2021 TO 07/03/2021.	1	3,839.55	
INV N2737	08/03/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 22/02/2021 TO 28/02/2021.	1	3,839.55	
INV N2742	22/03/2021	MINT CIVIL PTY LTD T/AS JMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 08/03/2021 TO 14/03/2021.	1	3,839.55	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 37

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N2743	22/03/2021	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	FOOTPATHS & VERGE SWEEPING OF CBD & STREET SWEEPING & GULLY EDUCATION SERVICES 15/03/2021 TO 21/03/2021.	1	3,839.55	
EFT39495	25/03/2021	NATIVE OZ BUSHFOODS	STOCK PURCHASES FOR BKB	1		559.00
INV 1095	25/02/2021	NATIVE OZ BUSHFOODS	STOCK PURCHASES FOR BKB	1	559.00	
EFT39496	25/03/2021	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS	1		1,311.59
INV 921994405/03/2021		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1	417.67	
INV 922061015/03/2021		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 19 UNITS	1	893.92	
EFT39497	25/03/2021	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	RUBBER FLOOR MATS FOR NEW PARKS & GARDENS UTE PN2007 - N11084.	1		236.50
INV 130989	25/11/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	RUBBER FLOOR MATS FOR NEW PARKS & GARDENS UTE PN2007 - N11084.	1	236.50	
EFT39498	25/03/2021	NORTHAM BETTA ELECTRICAL	PROJECTOT, MICROWAVE & BAR FRIDGE FOR BKB.	1		1,133.00
INV 200100210/03/2021		NORTHAM BETTA ELECTRICAL	SANDWICH PRESS FOR UNIT CATERING	1	88.00	
INV 200100216/03/2021		NORTHAM BETTA ELECTRICAL	BIRKO COMMERCIAL URN 30 LITRE	1	379.00	
INV 200100218/03/2021		NORTHAM BETTA ELECTRICAL	PROJECTOT, MICROWAVE & BAR FRIDGE FOR BKB.	1	666.00	
EFT39499	25/03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1		348.00
INV 000033306/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	16.50	
INV 000033308/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	69.00	
INV 000033309/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	42.00	
INV 000033310/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	84.00	
INV 000033511/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	18.00	
INV 000033512/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	67.50	
INV 000033515/03/2021		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	51.00	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 38

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39500	25/03/2021	NORTHAM WORKERS CLUB INC	MINUTE NO: LBSC.89	1		4,768.50
			THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$4,335 TO THE BUSINESS 'NORTHAM WORKERS CLUB' FOR THE INSTALLATION OF CCTV AND EXTERIOR CARPARK LIGHTING.			
INV 55	23/02/2021	NORTHAM WORKERS CLUB INC	MINUTE NO: LBSC.89	1	4,768.50	
			THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$4,335 TO THE BUSINESS 'NORTHAM WORKERS CLUB' FOR THE INSTALLATION OF CCTV AND EXTERIOR CARPARK LIGHTING.			
EFT39501	25/03/2021	NUTRIEN WATER	1 X CORE CONTROLLER 8 STATION OUTDOOR HNT	1		2,632.97
INV 411249313/01/2021		NUTRIEN WATER	1 X CORE CONTROLLER 8 STATION OUTDOOR HNT	1	2,632.97	
EFT39502	25/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	APPLE SMART KEYBOARD FOLIO FOR IPAD PRO 4TH GEN 12.9" BLACK	1		1,832.95
INV 160342204/03/2021		OFFICEWORKS SUPERSTORES PTY LTD	APPLE SMART KEYBOARD FOLIO FOR IPAD PRO 4TH GEN 12.9" BLACK	1	1,832.95	
EFT39503	25/03/2021	ONEIT PTY LTD	DOMAIN NAME REGISTRATION BKBSHOP.COM.AU	1		110.00
INV 117743	06/10/2020	ONEIT PTY LTD	DOMAIN NAME REGISTRATION BKBSHOP.COM.AU	1	110.00	
EFT39504	25/03/2021	OPAL AUSTRALIAN PAPER	x 2000 WINDOW FACED ENVELOPES - 140034 & x 1500 PLAIN FACED ENVELOPES - 140074	1		211.28
INV 963686422/02/2021		OPAL AUSTRALIAN PAPER	x 2000 WINDOW FACED ENVELOPES - 140034 & x 1500 PLAIN FACED ENVELOPES - 140074	1	211.28	
EFT39505	25/03/2021	OXTER SERVICES	BURIAL DATE 23.03.2021 NEW GRAVE FOR THE BURIAL OF WILLIAM GERAD MORGAN	1		2,921.96
INV 23486	09/10/2020	OXTER SERVICES	BURIAL DATE 09.10.2020 REOPENING FOR THE BURIAL OF BENEDICT KEVIN STACK & GRAVE CERTIFICATION	1	853.96	
INV 24028	26/02/2021	OXTER SERVICES	BURIAL DATE 26.02.2021 REOPENING FOR THE BURIAL OF GEFREY GRAHAM SMITH ANGLICAN SECTION	1	1,001.00	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 24086	19/03/2021	OXTER SERVICES	BURIAL DATE 23.03.2021 NEW GRAVE FOR THE BURIAL OF WILLIAM GERAD MORGAN	1	1,067.00	
EFT39506	25/03/2021	PFD FOOD SERVICES PTY LTD	SCHOOL HOLIDAY PROGRAM.	1		153.65
INV KX651019/03/2021		PFD FOOD SERVICES PTY LTD	SCHOOL HOLIDAY PROGRAM.	1	153.65	
EFT39507	25/03/2021	PROFESSIONAL LOCKSERVICE	RIVERS EDGE CAFE. REPLACE REAR DOOR HANDLE AND LOCK ASSEMBLY.	1		668.18
INV 001058502/03/2021		PROFESSIONAL LOCKSERVICE	RIVERS EDGE CAFE. REPLACE REAR DOOR HANDLE AND LOCK ASSEMBLY.	1	668.18	
EFT39508	25/03/2021	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FEBRUARY 2021	1		125.94
INV FEB 02/03/2021		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FEBRUARY 2021	1	125.94	
EFT39509	25/03/2021	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF 920KG DRUM OF CHLORINE TO WASTE WATER TREATMENT PLANT	1		801.88
INV TS1928810/03/2021		QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF 920KG DRUM OF CHLORINE TO WASTE WATER TREATMENT PLANT	1	801.88	
EFT39510	25/03/2021	RACKMAN AUSTRALIA	PPC RACKING FOR SOUTHERN BROOK BFB - FIRESpan STARTER BAY WITH MESH BACKING	1		2,585.22
INV 23334	10/02/2021	RACKMAN AUSTRALIA	PPC RACKING FOR SOUTHERN BROOK BFB - FIRESpan STARTER BAY WITH MESH BACKING	1	2,585.22	
EFT39511	25/03/2021	S & N CREATIONS	STOCK PURCHASES FOR BKB	1		2,852.30
INV INV-11307/11/2020		S & N CREATIONS	STOCK PURCHASES FOR BKB	1	2,110.90	
INV INV-11312/11/2020		S & N CREATIONS	STOCK PURCHASES FOR BKB	1	378.40	
INV INV-12218/02/2021		S & N CREATIONS	STOCK PURCHASES FOR BKB.	1	363.00	
EFT39512	25/03/2021	SHANNON STUART MURRAY	REFUND OF RETENTION BOND. RETENTION WAS HELD FOR BUILDING A SHED PRIOR TO THE CONSTRUCTION OF A DWELLING (REFER ATTACHED FILE NOTE)	1		2,029.73
INV T1036	24/03/2021	SHANNON STUART MURRAY	REFUND OF RETENTION BOND. RETENTION WAS HELD FOR BUILDING A SHED PRIOR TO THE CONSTRUCTION OF A DWELLING (REFER ATTACHED FILE NOTE)	1	2,029.73	
EFT39513	25/03/2021	SHRED-X PTY LTD	EMPTYING OF SHREDDER BIN - ADMIN BUILDING	1		70.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 015806014/03/2021		SHRED-X PTY LTD	EMPTYING OF SHREDDER BIN - ADMIN BUILDING	1	70.00	
EFT39514	25/03/2021	SIGN ON GROUP	SUPPLY OF 3 X PARK NAME SIGNS AS PER QUOTE 123101. LAMINATED MERBAU TIMBER POSTS 2MM ALUMINIUM COVER PANEL FRONT & REAR GRAPHICS ANTI GRAFFITI CLEAR COAT FACE SIZE 1000 X 700 PARKS: PERINA PARK RUSHTON PRAK MORRELL PARK	1		4,455.00
INV 126541	29/01/2021	SIGN ON GROUP	SUPPLY OF 3 X PARK NAME SIGNS AS PER QUOTE 123101. LAMINATED MERBAU TIMBER POSTS 2MM ALUMINIUM COVER PANEL FRONT & REAR GRAPHICS ANTI GRAFFITI CLEAR COAT FACE SIZE 1000 X 700 PARKS: PERINA PARK RUSHTON PRAK MORRELL PARK	1	4,455.00	
EFT39515	25/03/2021	SPYKER TECHNOLOGIES PTY LTD	VARIATION 4 WUNDOWIE CCTV. UPGRADE MONITOR IN POLICE STATION TO 43" AND MOUNT ON WALL.	1		1,883.13
INV 202130812/03/2021		SPYKER TECHNOLOGIES PTY LTD	VARIATION 4 WUNDOWIE CCTV. UPGRADE MONITOR IN POLICE STATION TO 43" AND MOUNT ON WALL.	1	1,883.13	
EFT39516	25/03/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1		74,494.29
INV 1678	17/03/2021	STALLION BUILDING CO PTY LTD	SUPPLY AND INSTALL BAKERS HILL FIRE SHED AS PER CONTRACT C.202021-03	1	74,494.29	
EFT39517	25/03/2021	STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRE BRIGADES	1		5,745.37
INV SJN-33823/02/2021		STEWART & HEATON CLOTHING CO.PTY LTD		1	1,632.07	
INV SJN-33311/03/2021		STEWART & HEATON CLOTHING CO.PTY LTD	PPE FOR BUSHFIRE BRIGADES	1	3,614.47	
INV SJN-33311/03/2021		STEWART & HEATON CLOTHING CO.PTY LTD	BADGE FR NAME YELLOW WABFB- LIST PROVIDED	1	498.83	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 41

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39518	25/03/2021	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SUPPLY 1.4LT SHARP CONTAINERS	1		47.45
INV 132424905	12/2019	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SUPPLY 1.4LT SHARP CONTAINERS	1	47.45	
EFT39519	25/03/2021	SYNERGY	168614990 Streetlighting - 01/02/2021 to 03/03/2021	1		33,291.60
INV 357549624	12/2020	SYNERGY	357549690 Killara Daycare Centre - 03/12/2020 to 17/12/2020		527.41	
INV 357549621	01/2021	SYNERGY	357549690 Killara Daycare Centre - 18/12/2020 to 20/01/2021		702.55	
INV 035346402	03/2021	SYNERGY	35346410 Hooper Park - 23/12/2020 to 25/02/2021		187.90	
INV 168614904	03/2021	SYNERGY	168614990 Streetlighting - 01/02/2021 to 03/03/2021		24,617.59	
INV 915241604	03/2021	SYNERGY	915241640 Auxillary Lighting - 01/02/2021 to 03/03/2021		140.19	
INV 792176605	03/2021	SYNERGY	ELECTRICITY FOR SUSPENSION BRIDGE, BERNARD PARK BBQ AND LIGHTS & AVON MALL 05/02/2021 TO 05/03/2021.	1	3,217.44	
INV 293110710	03/2021	SYNERGY	293110730 Bilya Koort Boocja - 10/02/2021 to 09/03/2021		1,204.44	
INV 357704616	03/2021	SYNERGY	357704600 Perina Park - 12/01/2021 to 11/03/2021		108.83	
INV 357547616	03/2021	SYNERGY	357547660 Rushton Park - 08/01/2021 to 10/03/2021		119.82	
INV 092912517	03/2021	SYNERGY	092912520 Grass Valley Oval - 09/01/2021 to 15/03/2021		120.34	
INV 335820917	03/2021	SYNERGY	335820940 Create 298 - 17/02/2021 to 16/03/2021		686.33	
INV 361333118	03/2021	SYNERGY	361333180 Suspension Bridge Lighting - 12/02/2021 to 16/03/2021		197.49	
INV 357547318	03/2021	SYNERGY	357547330 Apex Park Toilets - 12/01/2021 to 16/03/2021		207.30	
INV 747170518	03/2021	SYNERGY	747170530 Skate Park - Clarke St - 12/01/2021 to 15/03/2021		291.36	
INV 796841318	03/2021	SYNERGY	796841340 Shire Administration Building - 18/02/2021 to 17/03/2021		962.61	
EFT39520	25/03/2021	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PN1621 - N9467 - VIN: JMFXTGA2WHZC07831 - CHECK FOR WATER DAMAGE	1		257.40
INV 344377	22/03/2021	T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	PN1621 - N9467 - VIN: JMFXTGA2WHZC07831 - CHECK FOR WATER DAMAGE	1	257.40	
EFT39521	25/03/2021	TELSTRA CORPORATION	MOBILE PHONE ACCOUNT FOR FEBRUARY - MARCH 2021	1		4,616.05



Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 42

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 272600828/02/2021		TELSTRA CORPORATION	MOBILE PHONE ACCOUNT FOR FEBRUARY - MARCH 2021	1	3,183.48	
INV 272600916/03/2021		TELSTRA CORPORATION	HARVESTBAND LINE FEB - MARCH 2021.	1	1,432.57	
EFT39522	25/03/2021	THE PAPER COMPANY OF AUSTRALIA	X 100 REAMS A 4 FAPERLINE PREMIUM PHOTOCOPY PAPER	1		576.40
INV 000478116/02/2021		THE PAPER COMPANY OF AUSTRALIA	X 100 REAMS A 4 FAPERLINE PREMIUM PHOTOCOPY PAPER	1	576.40	
EFT39523	25/03/2021	THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1		339.30
INV 129124704/02/2021		THE WORKWEAR GROUP	UNIFORM FOR ALISON ROWLAND.	1	149.15	
INV 129444019/02/2021		THE WORKWEAR GROUP	UNIFORM FOR SUE CONNELL.	1	190.15	
EFT39524	25/03/2021	TOURISM COUNCIL WESTERN AUSTRALIA LTD	QTF ACCREDITATION RENEWAL 2021 (ADDITIONAL LISTING) - BILYA KOORT BOODJA CENTRE	1		1,602.00
INV INV-01809/11/2020		TOURISM COUNCIL WESTERN AUSTRALIA LTD	TOURISM FUNDAMENTAL WORKSHOP - MEMBER RATE	1	75.00	
INV INV-17817/11/2020		TOURISM COUNCIL WESTERN AUSTRALIA LTD	QTF ACCREDITATION RENEWAL 2021 (ADDITIONAL LISTING) - BILYA KOORT BOODJA CENTRE	1	1,527.00	
EFT39525	25/03/2021	TPG TELECOM	TPG PHONE ACCOUNT FOR FEBRUARY 2021.	1		7,011.31
INV 200005401/03/2021		TPG TELECOM	LANDLINE ACCOUNTS FOR REC CENTRE, SES & LIBRARY	1	293.70	
INV 161839901/03/2021		TPG TELECOM	TPG PHONE ACCOUNT FOR FEBRUARY 2021.	1	6,717.61	
EFT39526	25/03/2021	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	SUPPLY 19MM MRWA SPEC GRAVEL TO JENNA PULLIN ROAD JOB SITE	1		5,728.13
INV INV-13928/02/2021		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	SUPPLY 19MM MRWA SPEC GRAVEL TO JENNA PULLIN ROAD JOB SITE	1	5,728.13	
EFT39527	25/03/2021	URBAN BIRD TRUST TAS BIRD CONTROL AUSTRALIA	SUPPLY AND DELIVER BIRD XPELLER PRO V2 AS PER QUOTE QU-0489	1		409.85
INV INV-06903/03/2021		URBAN BIRD TRUST TAS BIRD CONTROL AUSTRALIA	SUPPLY AND DELIVER BIRD XPELLER PRO V2 AS PER QUOTE QU-0489	1	409.85	
EFT39528	25/03/2021	UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	Bush Tucker Books & Bush Medicine Books 10 x Bush Medicine & 10x Bush Tucker books	1		440.00

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 43

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 024300126/02/2021		UWA PUBLISHING -UNIVERSITY OF WESTERN AUSTRALIA	Bush Tucker Books & Bush Medicine Books 10 x Bush Medicine & 10x Bush Tucker books	1	440.00	
EFT39529	25/03/2021	VINCELEC	RAILWAY MUSEUM. REPLACE FRONT LIGHTS AS PER QUOTE 171.	1		1,012.67
INV IV684	08/03/2021	VINCELEC	OLD ADMIN/CREATE 298. CONDUCT RCD TESTING ON ALL CIRCUITS	1	181.50	
INV IV706	12/03/2021	VINCELEC	RAILWAY MUSEUM. REPLACE FRONT LIGHTS AS PER QUOTE 171.	1	831.17	
EFT39530	25/03/2021	WA CONTRACT RANGER SERVICES	AFTER HOURS CALL MONITORING SERVICE - WEEKLYBADGE TO BE PLACED ON EACH SHOULDER OF SHIRT	1		1,424.50
INV 03187	14/03/2021	WA CONTRACT RANGER SERVICES	AFTER HOURS CALL MONITORING SERVICE - WEEKLYBADGE TO BE PLACED ON EACH SHOULDER OF SHIRT	1	1,424.50	
EFT39531	25/03/2021	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1		272.25
INV 15997	17/03/2021	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN.	1	272.25	
EFT39533	25/03/2021	WAY SIGNS	ADMIN BUILDING. SUPPLY 4 X HARD CCTV SIGNS.	1		396.00
INV INV-26822/03/2021		WAY SIGNS	ADMIN BUILDING. SUPPLY 4 X HARD CCTV SIGNS.	1	396.00	
EFT39534	25/03/2021	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWJE LT- ATTEND STATION AND DIAGNOSE FAULT WITH SIREN AND RADIO INTERMITTENT POWER ISSUE, INSPECT AC LEAK AND TEST AMP DRAW ON BEACONS	1		5,175.50
INV INV-11509/12/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWJE LT- ATTEND STATION AND DIAGNOSE FAULT WITH SIREN AND RADIO INTERMITTENT POWER ISSUE, INSPECT AC LEAK AND TEST AMP DRAW ON BEACONS	1	2,151.50	
INV INV-11501/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVAL OF TWO WAY FROM PN1412 - N11084	1	216.50	
INV INV-11501/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INKPEN 3.4U - DIAGNOSE AND REPAIR BROKEN LOUD SPEAKER ON REAR DECK FOR INTERCOM	1	276.50	
INV INV-11501/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING		1	365.00	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 44

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-11501/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4 - ATTEND STATION, REPLACE BURNT OUT BATTERIES, DIAGNOSE AND TEST CHARGING SYSTEM	1	726.50	
INV INV-11501/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4 - ATTEND STATION, REPAIR DAMAGED TAIL LIGHTS AND DIAGNOSE AND REPAIR FAULT WITH 4WD SWITCH	1	216.50	
INV INV-11506/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVED TRACKING UNIT & OLD RADIO FROM OLD RANGER UTE PN1517. REINSTALL TRACKING UNIT IN NEW RANGER UTE PN2012.	1	656.50	
INV INV-11507/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE RADIO FROM MAINTENANCE GRADING UTE PRIOR TO TRADE IN - PN1309	1	300.00	
INV INV-11518/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE FUSE IN N11254 RANGERS VEHICLE PLUS LABOUR	1	50.00	
INV INV-11521/01/2021		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO INVESTIGATE & REPAIR PANELS NOT DISPLAYING PROPERLY on VMB PN1615 - N15079 21/01/2021.	1	216.50	
EFT39535	25/03/2021	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY 23/10/2020	1		1,014.75
INV 003011730	10/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	MAINTENANCE OF NORTHAM CEMETERY 23/10/2020	1	1,014.75	
EFT39536	25/03/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FEBRUARY 2021.	1		2,077.88
INV 75	28/02/2021	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA FEBRUARY 2021.	1	2,077.88	
EFT39537	25/03/2021	YORK CDA AIR & SOLAR	BILYA KOORT BOODJA. CHECK OPERATION OF AIRCON IN INTERPRETIVE SPACE AND SERVICE ALL OTHERS.	1		860.00
INV 000118016	02/2021	YORK CDA AIR & SOLAR	BILYA KOORT BOODJA. CHECK OPERATION OF AIRCON IN INTERPRETIVE SPACE AND SERVICE ALL OTHERS.	1	860.00	
EFT39538	25/03/2021	ZOE O'BRIEN	NATIONAL POLICE CLEARANCE REIMBURSEMENT.	1		55.80
INV 229422	15/03/2021	ZOE O'BRIEN	NATIONAL POLICE CLEARANCE REIMBURSEMENT.	1	55.80	
EFT39539	30/03/2021	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30	03/2021	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39540	30/03/2021	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS MARCH 2021	1		1,100.00
INV MARCH30/03/2021		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS MARCH 2021	1	1,100.00	
EFT39541	30/03/2021	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30/03/2021		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	
EFT39542	30/03/2021	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MARCH 2021	1		5,083.76
INV MARCH30/03/2021		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MARCH 2021	1	5,083.76	
EFT39543	30/03/2021	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS MARCH 2021	1		2,009.33
INV MARCH30/03/2021		DAVID JAMES GALLOWAY	COUNCIL PAYMENTS MARCH 2021	1	2,009.33	
EFT39544	30/03/2021	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MARCH 2021	1		3,043.03
INV MARCH30/03/2021		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MARCH 2021	1	3,043.03	
EFT39545	30/03/2021	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30/03/2021		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	
EFT39546	30/03/2021	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30/03/2021		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	
EFT39547	30/03/2021	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30/03/2021		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	
EFT39548	30/03/2021	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MARCH 2021	1		1,905.73
INV MARCH30/03/2021		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MARCH 2021	1	1,905.73	
EFT39549	30/03/2021	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MARCH 2021	1		2,118.85
INV MARCH30/03/2021		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MARCH 2021	1	2,118.85	
EFT39550	31/03/2021	ALLMAKES AG	B8100 - SHAFT LOCK PIN 1/4" X 57MM	1		10.23

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 22627	30/03/2021	ALLMAKES AG	B8100 - SHAFT LOCK PIN 1/4" X 57MM	1	10.23	
EFT39551	31/03/2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ALDC300D-DIXON CAM LOCK 3"	1		35.89
INV 669597630	03/2021	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	ALDC300D-DIXON CAM LOCK 3"	1	35.89	
EFT39552	31/03/2021	AUSTRAL POOL SOLUTIONS PTY LTD	ANALOGUE CLOCK FOR NORTHAM POOL	1		214.50
INV 414313	25/02/2021	AUSTRAL POOL SOLUTIONS PTY LTD	ANALOGUE CLOCK FOR NORTHAM POOL	1	214.50	
EFT39553	31/03/2021	BLACKWELL PLUMBING & GAS PTY LTD	OLD TOWN ADMIN. UPSTAIRS (CREATE 298) SINK NOT EMPYING, HAS INTERNAL PUMP.	1		1,119.80
INV INV-23424	03/2021	BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM DEPOT. REPAIR LEAKING TAP NEAR WASH BAY.	1	62.50	
INV INV-23425	03/2021	BLACKWELL PLUMBING & GAS PTY LTD	OLD TOWN ADMIN. UPSTAIRS (CREATE 298) SINK NOT EMPYING, HAS INTERNAL PUMP.	1	1,057.30	
EFT39554	31/03/2021	BOC LIMITED	RENTAL FEE GAS BOTTLES 26/02/2021 -28/03/2021.	1		170.68
INV 402795719	03/2021	BOC LIMITED	2 X MEDICAL OXYGEN C SIZE CYLINDERS	1	40.34	
INV 402807729	03/2021	BOC LIMITED	RENTAL FEE GAS BOTTLES 26/02/2021 -28/03/2021.	1	130.34	
EFT39555	31/03/2021	BUNNINGS BUILDING SUPPLIES P/L	GARDEN STAKES 19 X 19MM & ROSE BUSHES	1		417.18
INV 2182/00316	03/2021	BUNNINGS BUILDING SUPPLIES P/L	MASONERY DRILL BITS	1	6.87	
INV 2182/00424	03/2021	BUNNINGS BUILDING SUPPLIES P/L	GATE LATCH & PADLOCK NORTHAM DEPOT	1	29.92	
INV 2182/0025	03/2021	BUNNINGS BUILDING SUPPLIES P/L	30MTR TAPE MEASURE	1	56.95	
INV 2182/0026	03/2021	BUNNINGS BUILDING SUPPLIES P/L	GARDEN STAKES 19 X 19MM & ROSE BUSHES	1	309.77	
INV 2182/00429	03/2021	BUNNINGS BUILDING SUPPLIES P/L	KEYS CUT FOR REC CENTRE	1	13.67	
EFT39556	31/03/2021	CADDS FASHIONS	VARIOUS UNIFORM ITEMS - DEPOT STAFF	1		2,214.60
INV 21-0000316	03/2021	CADDS FASHIONS	VARIOUS UNIFORM ITEMS - DEPOT STAFF	1	1,438.75	
INV 21-000016	03/2021	CADDS FASHIONS	VARIOUS UNIFORM ITEM OUTDOOR OPERATIONAL STAFF.	1	775.85	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT39557	31/03/2021	CANNON HYGIENE AUSTRALIA PTY LTD	SWIMMING POOLS MONTHLY SERVICING OF SANITARY AND NAPPY BTNS 01/04/2021 - 30/06/2021.	1		1,817.99
INV 970074615/03/2021	03/2021	CANNON HYGIENE AUSTRALIA PTY LTD	SWIMMING POOLS MONTHLY SERVICING OF SANITARY AND NAPPY BTNS 01/04/2021 - 30/06/2021.	1	1,205.96	
INV 970134815/03/2021	03/2021	CANNON HYGIENE AUSTRALIA PTY LTD	MONTHLY SANITARY UNIT SERVICE FROM 01/04/2021 TO 30/06/2021.	1	612.03	
EFT39558	31/03/2021	CLACKLINE FENCING CONTRACTORS	WUNDOWIE POOL. SUPPLY 15M OF 1200MM HIGH BLACK FENCING MESH.	1		150.00
INV 1384	24/03/2021	CLACKLINE FENCING CONTRACTORS	WUNDOWIE POOL. SUPPLY 15M OF 1200MM HIGH BLACK FENCING MESH.	1	150.00	
EFT39559	31/03/2021	COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE ON BOTH MULTI WHEEL ROLLERS	1		776.60
INV INV-10826/03/2021	03/2021	COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE ON BOTH MULTI WHEEL ROLLERS	1	776.60	
EFT39560	31/03/2021	COUNTRY COPIERS NORTHAM	DEPOT COLOUR COPIER SERVICE/METER READING 01/03/2021	1		380.33
INV S09021	17/03/2021	COUNTRY COPIERS NORTHAM	DEPOT COLOUR COPIER SERVICE/METER READING 01/03/2021	1	380.33	
EFT39561	31/03/2021	COUNTRYWIDE GROUP	POOL CHEMICALS AND TEST TABLETS FOR NORTHAM POOL	1		976.80
INV ACC00026/02/2021	02/2021	COUNTRYWIDE GROUP	POOL CHEMICALS AND TEST TABLETS FOR NORTHAM POOL	1	976.80	
EFT39562	31/03/2021	D CLEMENTS SMASH REPAIRS	PN1806 - \$1000 EXCESS FOR TOYOTA COASTER BUS -FRENCH VANILLA COMMUNITY BUS (N.009) VIN: JTGFP718406400498	1		1,000.00
INV 3937	24/03/2021	D CLEMENTS SMASH REPAIRS	PN1806 - \$1000 EXCESS FOR TOYOTA COASTER BUS -FRENCH VANILLA COMMUNITY BUS (N.009) VIN: JTGFP718406400498	1	1,000.00	
EFT39563	31/03/2021	DAMIAN'S PLUMBING	HIRE OF FLEXI DRIVE 25INC FOR TRASH PUMP TO PUMP OUT TOP SEPTAGE POND.	1		849.20
INV 6371	23/03/2021	DAMIAN'S PLUMBING	HIRE OF FLEXI DRIVE 25INC FOR TRASH PUMP TO PUMP OUT TOP SEPTAGE POND.	1	849.20	
EFT39564	31/03/2021	FULTON HOGAN INDUSTRIES PTY LTD	12 TON COLD MIX - WINTER GRADE	1		2,772.59

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 149919924/03/2021		FULTON HOGAN INDUSTRIES PTY LTD	12 TON COLD MIX - WINTER GRADE	1	2,772.59	
EFT39565	31/03/2021	GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1207 - REPAIR TYRE N10863	1		78.00
INV 641192524/03/2021		GOODYEAR & DUNLOP TYRES (AUST) PTY LTD	PN1207 - REPAIR TYRE N10863	1	78.00	
EFT39566	31/03/2021	GREENWAY TURF SOLUTIONS PTY LTD	SOIL TESTING FOR HENRY ST OVAL	1		165.00
INV SJ-0001817/03/2021		GREENWAY TURF SOLUTIONS PTY LTD	SOIL TESTING FOR HENRY ST OVAL	1	165.00	
EFT39567	31/03/2021	IT VISION	Synergysoft +3 User licences	1		7,442.56
INV 34773	16/02/2021	IT VISION	Synergysoft +3 User licences	1	7,442.56	
EFT39568	31/03/2021	IXOM OPERATIONS PTY LTD	920KG DRUM CHLORINE GAS	1		3,678.23
INV 635394224/02/2021		IXOM OPERATIONS PTY LTD	920KG DRUM CHLORINE GAS	1	3,200.44	
INV 635577628/02/2021		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	477.79	
EFT39569	31/03/2021	JASON SIGNSMAKERS	SIGN BRACKETS & CLAMPS	1		524.90
INV 217110	08/03/2021	JASON SIGNSMAKERS	2 X "NO VEHICLE OR MOTORBIKE ACCESS" SIGNS, POSTS AND BRACKETS TO SUIT AS PER QUOTE 11561 #1	1	218.00	
INV 217367	19/03/2021	JASON SIGNSMAKERS	SIGN BRACKETS & CLAMPS	1	306.90	
EFT39570	31/03/2021	JIM MCKENZIE PTY LTD	Crane hire to assist with chlorine gas delivery	1		308.00
INV L201	28/02/2021	JIM MCKENZIE PTY LTD	Crane hire to assist with chlorine gas delivery	1	308.00	
EFT39571	31/03/2021	LANDGATE	GRV INTERIM VALS COUNTRY AND FESA	1		240.77
INV 363191-24/03/2021		LANDGATE	GRV INTERIM VALS COUNTRY AND FESA	1	240.77	
EFT39572	31/03/2021	LUCY'S TEAROOMS	CATERING RRG MEETING ON 8/03/2021	1		365.00
INV 2400	25/03/2021	LUCY'S TEAROOMS	CATERING RRG MEETING ON 8/03/2021	1	365.00	
EFT39573	31/03/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM APRIL 2021.	1		916.66

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000004324	03/2021	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM APRIL 2021.	1	916.66	
EFT39574	31/03/2021	MAYBERRY HAMMOND & CO	LICENCE AGREEMENT FOR CRICKET ASSOCIATION	1		1,923.13
INV 43386	24/02/2021	MAYBERRY HAMMOND & CO	LICENCE AGREEMENT FOR CRICKET ASSOCIATION	1	644.71	
INV 43385	24/02/2021	MAYBERRY HAMMOND & CO	LICENCE AGREEMENT FOR HOCKEY CLUB	1	644.71	
INV 43418	15/03/2021	MAYBERRY HAMMOND & CO	LEASE FOR MEN'S SHED	1	633.71	
EFT39575	31/03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1		640.50
INV 000033516	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	69.00	
INV 000033617	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	51.00	
INV 000033618	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	34.50	
INV 000033619	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	16.50	
INV 000033619	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	136.50	
INV 000033723	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	51.00	
INV 000033723	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	78.00	
INV 000033825	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	18.00	
INV 000033826	03/2021	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELANEOUS ITEMS - MARCH	1	186.00	
EFT39576	31/03/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR FEBRUARY 2021	1		2,715.38
INV 164	28/02/2021	RETAIL DECISIONS (COLES)	COLES EXPENCES FOR FEBRUARY 2021	1	2,715.38	
EFT39577	31/03/2021	SPECIALISED TREE SERVICE	REMOVE LIMB AND BRANCH FROM MATURE RIVER GUM ON VERGE, 6 YORK RD NORTHAM	1		3,797.50
INV 3457	22/01/2021	SPECIALISED TREE SERVICE	REMOVE 4 TREES FROM HV YARD ON WERRIBEE ROAD.	1	1,347.50	
INV 3529	29/03/2021	SPECIALISED TREE SERVICE	REMOVE LIMB AND BRANCH FROM MATURE RIVER GUM ON VERGE, 6 YORK RD NORTHAM	1	2,450.00	
EFT39578	31/03/2021	YORK BUILDING SUPPLIES	PLANTS FOR CITIZENSHIP CEREMONY 28/08/2020	1		157.90
INV 101080125	08/2020	YORK BUILDING SUPPLIES	PLANTS FOR CITIZENSHIP CEREMONY 28/08/2020	1	157.90	



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16081.1	01/03/2021	TENNANT AUSTRALJA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT FEBRUARY 2021	1		1,046.85
INV FEBRU	01/03/2021	TENNANT AUSTRALJA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT FEBRUARY 2021	1	1,046.85	
DD16093.1	02/03/2021	AWARE SUPER	Payroll deductions	1		25,122.10
INV SUPER	02/03/2021	AWARE SUPER	Superannuation contributions	1	21,318.79	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	2,313.28	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	107.55	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	49.98	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	345.86	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	770.00	
INV DEDUC	02/03/2021	AWARE SUPER	Payroll deductions	1	191.64	
DD16093.2	02/03/2021	REST INDUSTRY SUPER	Payroll deductions	1		1,139.73
INV SUPER	02/03/2021	REST INDUSTRY SUPER	Superannuation contributions	1	1,029.11	
INV DEDUC	02/03/2021	REST INDUSTRY SUPER	Payroll deductions	1	110.62	
DD16093.3	02/03/2021	PRIME SUPER	Payroll deductions	1		450.10
INV SUPER	02/03/2021	PRIME SUPER	Superannuation contributions	1	324.49	
INV DEDUC	02/03/2021	PRIME SUPER	Payroll deductions	1	125.61	
DD16093.4	02/03/2021	MEDIA SUPER	Superannuation contributions	1		1,048.56
INV SUPER	02/03/2021	MEDIA SUPER	Superannuation contributions	1	1,048.56	
DD16093.5	02/03/2021	UNISUPER	Payroll deductions	1		584.15
INV SUPER	02/03/2021	UNISUPER	Superannuation contributions	1	421.13	
INV DEDUC	02/03/2021	UNISUPER	Payroll deductions	1	163.02	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 51

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16093.6	02/03/2021	THE TRUSTEE FOR A E & DL WILLJAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	02/03/2021	THE TRUSTEE FOR A E & DL WILLJAMS SUPER FUND	Superannuation contributions	1	82.57	
DD16093.7	02/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1		204.83
INV SUPER	02/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	204.83	
DD16093.8	02/03/2021	HESTA SUPER FUND	Superannuation contributions	1		483.13
INV SUPER	02/03/2021	HESTA SUPER FUND	Superannuation contributions	1	483.13	
DD16093.9	02/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		211.12
INV SUPER	02/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	211.12	
DD16100.1	16/03/2021	AWARE SUPER	Superannuation contributions	1		162.72
INV SUPER	16/03/2021	AWARE SUPER	Superannuation contributions	1	162.72	
DD16111.1	11/03/2021	BANKWEST	CLINTON KLEYNHANS MASTERCARD 22/1/2021 TO 19/2/2021	1		2,135.20
INV B RUTTI	11/03/2021	BANKWEST	BRENDON RUTTER MASTERCARD 22/1/2021 TO 19/2/2021	1	269.28	
INV C YOUNG	11/03/2021	BANKWEST	COLIN YOUNG MASTERCARD 22/1/2021 TO 19/2/2021	1	384.75	
INV C HUNT	11/03/2021	BANKWEST	CHADD HUNT MASTERCARD 22/1/2021 TO 19/2/2021	1	1,299.05	
INV C KLEY	11/03/2021	BANKWEST	CLINTON KLEYNHANS MASTERCARD 22/1/2021 TO 19/2/2021	1	182.12	
DD16130.1	16/03/2021	AWARE SUPER	Payroll deductions	1		25,956.05
INV SUPER	16/03/2021	AWARE SUPER	Superannuation contributions	1	22,048.24	
INV DEDUC	16/03/2021	AWARE SUPER	Payroll deductions	1	2,462.95	
INV DEDUC	16/03/2021	AWARE SUPER	Payroll deductions	1	98.09	
INV DEDUC	16/03/2021	AWARE SUPER	Payroll deductions	1	45.77	
INV DEDUC	16/03/2021	AWARE SUPER	Payroll deductions	1	350.21	

Ordinary Council Meeting Minutes  
21 April 2021



Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 52

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC16/03/2021	16/03/2021	AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUC16/03/2021	16/03/2021	AWARE SUPER	Payroll deductions	1	770.00	
INV DEDUC16/03/2021	16/03/2021	AWARE SUPER	Payroll deductions	1	155.79	
DD16130.2	16/03/2021	REST INDUSTRY SUPER	Payroll deductions	1		1,111.75
INV SUPER 16/03/2021	16/03/2021	REST INDUSTRY SUPER	Superannuation contributions	1	1,013.77	
INV DEDUC16/03/2021	16/03/2021	REST INDUSTRY SUPER	Payroll deductions	1	97.98	
DD16130.3	16/03/2021	PRIME SUPER	Payroll deductions	1		443.83
INV SUPER 16/03/2021	16/03/2021	PRIME SUPER	Superannuation contributions	1	319.97	
INV DEDUC16/03/2021	16/03/2021	PRIME SUPER	Payroll deductions	1	123.86	
DD16130.4	16/03/2021	MEDIA SUPER	Superannuation contributions	1		1,048.56
INV SUPER 16/03/2021	16/03/2021	MEDIA SUPER	Superannuation contributions	1	1,048.56	
DD16130.5	16/03/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER 16/03/2021	16/03/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC16/03/2021	16/03/2021	UNISUPER	Payroll deductions	1	160.61	
DD16130.6	16/03/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		87.48
INV SUPER 16/03/2021	16/03/2021	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	87.48	
DD16130.7	16/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.48
INV SUPER 16/03/2021	16/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.48	
DD16130.8	16/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		187.66
INV SUPER 16/03/2021	16/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	187.66	
DD16130.9	16/03/2021	CATHOLIC SUPER	Superannuation contributions	1		124.12

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	16/03/2021	CATHOLIC SUPER	Superannuation contributions	1	124.12	
DD16171.1	29/03/2021	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MARCH 2021	1		1,046.85
INV MARCH	29/03/2021	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MARCH 2021	1	1,046.85	
DD16180.1	30/03/2021	AWARE SUPER	Payroll deductions	1		25,587.95
INV SUPER	30/03/2021	AWARE SUPER	Superannuation contributions	1	21,732.76	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	2,454.99	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	99.68	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	38.24	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	309.60	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	25.00	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	770.00	
INV DEDUC	30/03/2021	AWARE SUPER	Payroll deductions	1	157.68	
DD16180.2	30/03/2021	PRIME SUPER	Payroll deductions	1		452.44
INV SUPER	30/03/2021	PRIME SUPER	Superannuation contributions	1	326.18	
INV DEDUC	30/03/2021	PRIME SUPER	Payroll deductions	1	126.26	
DD16180.3	30/03/2021	ONEPATH	Superannuation contributions	1		78.61
INV SUPER	30/03/2021	ONEPATH	Superannuation contributions	1	78.61	
DD16180.4	30/03/2021	MEDIA SUPER	Superannuation contributions	1		1,048.56
INV SUPER	30/03/2021	MEDIA SUPER	Superannuation contributions	1	1,048.56	
DD16180.5	30/03/2021	UNISUPER	Payroll deductions	1		575.52
INV SUPER	30/03/2021	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUC	30/03/2021	UNISUPER	Payroll deductions	1	160.61	

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 54

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD16180.6	30/03/2021	THE TRUSTEE FOR A E & DL WILLJAMS SUPER FUND	Superannuation contributions	1		99.99
INV SUPER	30/03/2021	THE TRUSTEE FOR A E & DL WILLJAMS SUPER FUND	Superannuation contributions	1	99.99	
DD16180.7	30/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1		231.67
INV SUPER	30/03/2021	PLUM SUPERANNUATION FUND	Superannuation contributions	1	231.67	
DD16180.8	30/03/2021	HESTA SUPER FUND	Superannuation contributions	1		483.48
INV SUPER	30/03/2021	HESTA SUPER FUND	Superannuation contributions	1	483.48	
DD16180.9	30/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		175.15
INV SUPER	30/03/2021	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	175.15	
DD16093.10	02/03/2021	CATHOLIC SUPER	Superannuation contributions	1		126.96
INV SUPER	02/03/2021	CATHOLIC SUPER	Superannuation contributions	1	126.96	
DD16093.11	02/03/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		93.83
INV SUPER	02/03/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	93.83	
DD16093.12	02/03/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,346.02
INV SUPER	02/03/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,227.48	
INV DEDUC	02/03/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	118.54	
DD16093.13	02/03/2021	QSUPER	Superannuation contributions	1		222.06
INV SUPER	02/03/2021	QSUPER	Superannuation contributions	1	222.06	
DD16093.14	02/03/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		586.94
INV DEDUC	02/03/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	163.80	
INV SUPER	02/03/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	423.14	
DD16093.15	02/03/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		173.26

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 55

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 02/03/2021		IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	173.26	
DD16093.16 02/03/2021		NETWEALTH SUPERANNUATION	Superannuation contributions	1		282.31
INV SUPER 02/03/2021		NETWEALTH SUPERANNUATION	Superannuation contributions	1	282.31	
DD16093.17 02/03/2021		HOSTPLUS SUPER	Superannuation contributions	1		220.95
INV SUPER 02/03/2021		HOSTPLUS SUPER	Superannuation contributions	1	220.95	
DD16093.18 02/03/2021		SUNSUPER	Superannuation contributions	1		454.35
INV SUPER 02/03/2021		SUNSUPER	Superannuation contributions	1	454.35	
DD16093.19 02/03/2021		AMP LIFE LIMITED	Superannuation contributions	1		192.89
INV SUPER 02/03/2021		AMP LIFE LIMITED	Superannuation contributions	1	192.89	
DD16093.20 02/03/2021		ESSENTIAL SUPER	Superannuation contributions	1		172.69
INV SUPER 02/03/2021		ESSENTIAL SUPER	Superannuation contributions	1	172.69	
DD16130.10 16/03/2021		ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		100.40
INV SUPER 16/03/2021		ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	100.40	
DD16130.11 16/03/2021		QSUPER	Superannuation contributions	1		237.70
INV SUPER 16/03/2021		QSUPER	Superannuation contributions	1	237.70	
DD16130.12 16/03/2021		HESTA SUPER FUND	Superannuation contributions	1		558.51
INV SUPER 16/03/2021		HESTA SUPER FUND	Superannuation contributions	1	558.51	
DD16130.13 16/03/2021		ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		516.03
INV DEDUC16/03/2021		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	144.01	
INV SUPER 16/03/2021		ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	372.02	
DD16130.14 16/03/2021		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,575.43

Ordinary Council Meeting Minutes  
21 April 2021

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 56

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 16/03/2021	16/03/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,458.07	
INV DEDUC 16/03/2021	16/03/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	117.36	
DD16130.15	16/03/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		159.01
INV SUPER 16/03/2021	16/03/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	159.01	
DD16130.16	16/03/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.98
INV SUPER 16/03/2021	16/03/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1	277.98	
DD16130.17	16/03/2021	HSTPLUS SUPER	Superannuation contributions	1		219.44
INV SUPER 16/03/2021	16/03/2021	HSTPLUS SUPER	Superannuation contributions	1	219.44	
DD16130.18	16/03/2021	SUNSUPER	Superannuation contributions	1		486.75
INV SUPER 16/03/2021	16/03/2021	SUNSUPER	Superannuation contributions	1	486.75	
DD16130.19	16/03/2021	AMP LIFE LIMITED	Superannuation contributions	1		192.89
INV SUPER 16/03/2021	16/03/2021	AMP LIFE LIMITED	Superannuation contributions	1	192.89	
DD16180.10	30/03/2021	CATHOLIC SUPER	Superannuation contributions	1		138.04
INV SUPER 30/03/2021	30/03/2021	CATHOLIC SUPER	Superannuation contributions	1	138.04	
DD16180.11	30/03/2021	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1		78.46
INV SUPER 30/03/2021	30/03/2021	AUSTRALIAN CATHOLIC SUPPERANNUATION RETIREMENT FUND	Superannuation contributions	1	78.46	
DD16180.12	30/03/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,436.08
INV SUPER 30/03/2021	30/03/2021	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,316.37	
INV DEDUC 30/03/2021	30/03/2021	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	119.71	
DD16180.13	30/03/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		137.31

Date: 01/04/2021  
Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
PAGE: 57

Cheque/EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	30/03/2021	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	137.31	
DD16180.14	30/03/2021	QSUPER	Superannuation contributions	1		232.23
INV SUPER	30/03/2021	QSUPER	Superannuation contributions	1	232.23	
DD16180.15	30/03/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		602.60
INV DEDUC	30/03/2021	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	168.17	
INV SUPER	30/03/2021	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	434.43	
DD16180.16	30/03/2021	REST INDUSTRY SUPER	Superannuation contributions	1		1,285.94
INV DEDUC	30/03/2021	REST INDUSTRY SUPER	Payroll deductions	1	147.34	
INV SUPER	30/03/2021	REST INDUSTRY SUPER	Superannuation contributions	1	1,138.60	
DD16180.17	30/03/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		191.39
INV SUPER	30/03/2021	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	191.39	
DD16180.18	30/03/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.98
INV SUPER	30/03/2021	NETWEALTH SUPERANNUATION	Superannuation contributions	1	277.98	
DD16180.19	30/03/2021	HSTPLUS SUPER	Superannuation contributions	1		219.44
INV SUPER	30/03/2021	HSTPLUS SUPER	Superannuation contributions	1	219.44	
DD16180.20	30/03/2021	SUNSUPER	Superannuation contributions	1		487.44
INV SUPER	30/03/2021	SUNSUPER	Superannuation contributions	1	487.44	
DD16180.21	30/03/2021	AMP LIFE LIMITED	Superannuation contributions	1		192.89
INV SUPER	30/03/2021	AMP LIFE LIMITED	Superannuation contributions	1	192.89	



Date: 01/04/2021  
 Time: 11:49:46AM

Shire of Northam

USER: Kristy Hopkins  
 PAGE: 58

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

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNT FUND	1,249,849.98
<b>TOTAL</b>		<b>1,249,849.98</b>

UNCONFIRMED



## Attachment 2

### Payment dates 1st March 2021 to 31st March 2021

- Municipal Fund payment cheque numbers 35377 to 35381 Total \$79,724.66.

Electronic Funds Transfer

- Municipal Fund EFT39296 to EFT39578 Total \$1,061,421.50.

Direct Debits Total \$108,667.93.

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	\$ 63,720.63	\$ 1,115,260.07	\$ 76,280.26	\$ 443,103.09	\$ 1,698,364.05
December	\$ 109,663.86	\$ 1,654,812.16	\$ 78,754.09	\$ 481,131.58	\$ 2,324,361.69
January	\$ 52,776.66	\$ 1,178,712.84	\$ 74,317.20	\$ 502,689.75	\$ 1,808,496.45
February	\$ 59,686.73	\$ 1,718,571.20	\$ 72,469.99	\$ 459,960.12	\$ 2,310,688.04
March	\$ 79,724.66	\$ 1,061,421.50	\$ 108,667.93	\$ 680,526.98	\$ 1,930,341.07
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$496,774.64</b>	<b>\$13,203,498.53</b>	<b>\$758,543.36</b>	<b>\$4,610,138.01</b>	<b>\$19,068,954.54</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD16111.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
CALTEX MUNDARING DIESEL 25/1/2021	89.97	
BP THE LAKES - DIESEL	92.15	
		<b>182.12</b>
<b>CESM</b>		
PUMA - FUEL & REFRESHMENT VOLUNTEERS	54.40	
RED DOT - FRAME FOR AWARD CERTIFICATE	10.00	
APPLE.COM/BILL - APP	1.49	

PUMA - REFRESHMENTS FOR DEPLOYMENT TO WOOROLOO - 2/2/21	18.70	
HOME BAKE SHOP - REFRESHMENTS FOR DEPLOYMENT TO WOOROLOO	100.00	
WOOLWORTHS -REFRESHMENT FOR DEPLOYMENT TO WOOROLOO	43.23	
WOOLWORTHS - REFESHMENTS FOR DEPLOYMENT TO WOOROLOO	14.96	
PUMA ENERGY EL CABAL REFRESHMENT FOR DEPLOYMENT TO WOOROLOO	26.50	
		<b>269.28</b>
<b>Executive Manager Corporate Services</b>		
WANEWSDTI MONTHLY NEWSPAPER FEE	28.00	
ADOBE CREATIVE CLOUD - MONTHLY FEES	76.99	
MICROSOFT MONTHLY FEES	47.19	
AMAYSIM AUSTRALIA LIBRARY LIFT PHONE DATA	10.00	
ADOBE ID CREATIVE CLOUD MONTHLY FEES	213.99	
FOREIGN TRANSACTION FEE	8.58	
		<b>384.75</b>
<b>Executive Manager Development Services</b>		
BKB SHIRE OF NORTHAM - GIFT FOR AUSTRALIA DAY AMBASSADOR (PROF NEWMAN)	29.00	
SHIRE OF NORTHAM TRANSFER OF TRAILER	87.20	
FARMERS HOME HOTEL - ACCOMODATION & DINNER FOR AUS DAY AMBASSADOR	352.95	
WESTERN AUSTRALIAN POLICE - CORPORATE FIREARMS LICENCE	131.00	
SHIRE OF NORTHAM - PLATE SWAP	28.60	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N11131 - INSURANCE	209.55	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N11131 - ADMIN FEE PLATE FEE RECORDING FEE	40.70	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N.3333 - ADMIN FEE PLATE FEE RECORDING FEE	27.60	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N.3333 - INSURANCE	194.30	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N.10938 - INSURANCE	174.75	
SHIRE OF NORTHAM - NEW VEHICLE LICENCE N.10938 -IADMIN FEE RECORDING FEE	23.40	
		<b>1299.05</b>
<b>Total Credit Card Expenditure</b>		<b>\$2,135.20</b>

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,930,341.07 was submitted to the Ordinary Meeting of Council on Wednesday, 21 April 2021

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,930,341.07 was submitted to each member of the Council on Wednesday, 21 April 2021, 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

### 13.4.2 Financial Statement for the period ending 31<sup>st</sup> March 2021

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

#### BRIEF

For Council to receive the Financial Statement for the period ending 31<sup>st</sup> March 2021.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31<sup>st</sup> March 2021.

#### 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<sup>st</sup> March 2021 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.

### **Operating Income**

1. Health revenue is under budget by \$44,879 due to health licences of \$30,246 and reimbursements of \$17,633.
2. Other Economic Services \$79,489 in additional revenue has been received to March 2021. This is the result of additional lease fees & outgoings on Council buildings \$28,913, mainly due to timing. Building permits & licences are over budget by \$31,087. Income retic system is \$15,671 is over budget.

### **Operating Expenditure**

3. Governance is under budget by \$1,319,421. This is the Covid 19 amount of \$1,134,121 under budget, together with a higher administration recovery of \$192,126 (non- cash).
4. General Purpose Funding is under budget by \$76,467 due to valuations and title searches being under projected costs of \$69,318. This appears to be more an error in the budget projections as an assessment of previous year trends indicates that valuation and title search costs are incurred toward the end of the financial year (last quarter)
5. Law Order and Public Safety is under budget projections for \$317,134 this predominantly relates to fire mitigation expenditure, \$344,643, which was projected to be incurred however has been deferred until after the current fire season. In addition, the timing of Bush Fire Brigade general expenditure resulted in the expense being over budget by \$6,161. Animal Control salaries and wages are also under \$36,708 As a result of a staff worker's compensation claim which results in their salaries being allocated to 'other property & services – workers compensation'.
6. Health is \$58,709 under budget due to salaries and wages of \$31,699 due to the staff vacancy that has now been filled, and legal fees of \$18,747.
7. Other property and services is over budget by \$447,880 predominantly due to the timing of internal allocations public works overheads, plant and admin allocations \$244,907 (non-cash) and workers compensation expense of \$160,030. Staff meetings are over budget by \$46,773.

### **Operating Income by Nature and Type**

8. **Interest Earnings are under budget by \$44,611 due to late payment interest of \$19,907 and interest on reserves of \$21,328. This is due to a lower than anticipated interest rate on investments.**

### **Operating Expenditure by Nature and Type**

9. Materials and Contracts are under year to date budget projections by 37%, predominantly due to the items disclosed at notes 3 and 5 above as well as lower spending in the following items:

- \$198,105 rubbish site maintenance (timing of receipt of monthly invoice)
- \$15,778 Green waste management
- \$34,088 Audit fees
- \$29,269 Street bin collection
- \$29,038 Building consultants
- **\$22,500 Governance consultants**
- \$52,720 Public parks and gardens
- \$18,747 Health Legal Costs
- **\$23,637 Recreation Legal Fees**
- \$26,556 Festivals and events
- \$17,337 Australia Day celebrations
- \$14,000 Engineering consultants
- \$17,305 Environmental works
- **\$201,805 Bridge Maintenance**
- \$12,819 Mainstreet heritage investment strategy
- **\$21,642 Plant Fuel & Oil**

Projections are that there have been no significant material cost savings to date and as such the end of year position will be unchanged (outside of any incomplete projects)

10. Utility charges are over budget by \$106,478 due to

- \$8,995 street lighting (timing)
- \$15,489 telephone charges. It is anticipated that once the new telephone system is installed the savings made will ensure the year to date budget will not be exceeded.
- \$25,901 Public parks and gardens water
- \$18,376 water standpipes
- \$54,076 gas, of which \$53,110 Northam Aquatic Centre. There have been gas leaks since January adding additional expense.

11. Other Expenditure is over budget by \$237,434. This is due to the internal allocations being over budget \$216,769 (non-cash).

### **Capital Expenditure**

12. **Southern Brook Nature Playground Phase Two has been undertaken on behalf of the Southern Brook Community Association for the flood lighting at the Nature Playground. The Association will be contributing the additional revenue to cover the \$15,641 reflected in the March financial report.**

### **Proposed Budget Review Amendment**

1. **The Executive Manager of Development Services has identified that the original design specifications and costings for the Bakers Hill fire shed included an additional bay that was not included in the final build. This has reduced both the grant funding and the cost of the build by \$61,879.**

2. The additional revenue and cost of the Southern Brook Nature Playground of \$15,641 be amended to reflect phase two of the project.
3. The Development Services pooled vehicle was written off due to damage incurred during the recent flood. A replacement vehicle is required. The only available vehicle locally from current stock will require a budget amendment is as follows:-
 

Proceeds from the insurance policy	\$19,454.55
Realisation	(\$19,454.55)
Profit on write off vehicle N9467	\$5,571.51
Purchase of a replacement vehicle	\$25,949

## B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

### B.2 Financial / Resource Implications

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

### B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

N/A.

### B.6 Risk Implications

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



Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

Nil.

#### RECOMMENDATION / COUNCIL DECISION

Minute No. C.4199

Moved: Cr Ryan  
Seconded: Cr Mencshelyi

**That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31<sup>st</sup> March 2021.**

**CARRIED 10/0**

The following queries were raised and responded to prior to the Ordinary Council Meeting:

Ref:	Page	\$	Details	Question	Query By	Answer
Note 10	274	25901.00	Parks and Gardens water	Over budget ytd. Not timing? If not, what management action to address?	Cr Pollard	Some of the water meters are shared. The allocation to parks and gardens was overstated and has now been rectified.
	274	18376.00	Water standpipes overbudget ytd	Fully recovered?	Cr Pollard	Yes, costed to jobs or invoiced to card holders.

Attachment 1



**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 MARCH 2021**

**TABLE OF CONTENTS**

	Page
Statement of Financial Activity	2 to 4
Notes to and forming part of the statement	
Acquisition of Assets	5 to 8
Disposal of Assets	9 to 10
Information on Borrowings	11
Reserves	12
Net Current Assets	13
Rating Information	14
Cash Flow Information	15



**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MARCH 2021**

	NOTE	20/21 Revised Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		83,126	74,813	87,801	12,988	17.36%
General Purpose Funding Other		1,854,511	1,392,503	1,350,914	(41,589)	(2.99%)
General Purpose Funding Rates		10,150,090	10,151,852	10,104,588	(47,264)	(0.47%)
Law, Order, Public Safety		2,975,063	509,700	537,028	27,328	5.36%
Health	1	61,000	51,807	6,928	(44,879)	(86.63%)
Education and Welfare		1,173,342	1,154,455	1,171,655	17,200	1.49%
Housing		62,277	46,701	47,779	1,078	2.31%
Community Amenities		2,983,576	2,647,030	2,448,691	(198,339)	(7.49%)
Recreation and Culture		1,138,653	398,826	406,353	7,527	1.89%
Transport		2,466,961	1,598,430	1,668,721	70,291	4.40%
Economic Services	2	624,464	317,465	396,954	79,489	25.04%
Other Property and Services		350,200	225,542	205,579	(19,963)	(8.85%)
<b>Total Operating Revenue</b>		<b>23,923,263</b>	<b>18,569,124</b>	<b>18,432,991</b>	<b>(136,133)</b>	<b>(0.73%)</b>
<b>Expenses</b>						
Governance	3	(3,144,591)	(2,501,748)	(1,182,327)	1,319,421	52.74%
General Purpose Funding	4	(358,499)	(271,844)	(195,377)	76,467	28.13%
Law, Order, Public Safety	5	(2,019,979)	(1,531,461)	(1,214,327)	317,134	20.71%
Health	6	(323,504)	(249,224)	(190,515)	58,709	23.56%
Education and Welfare		(1,547,325)	(1,086,703)	(1,002,726)	83,977	7.73%
Housing		(75,215)	(56,107)	(43,592)	12,515	22.31%
Community Amenities		(3,558,140)	(2,434,914)	(2,297,780)	137,134	5.63%
Recreation & Culture		(4,779,123)	(3,781,331)	(3,632,785)	148,546	3.93%
Transport		(5,994,875)	(4,589,396)	(4,494,072)	95,324	2.08%
Economic Services		(2,433,722)	(1,932,399)	(1,804,481)	127,918	6.62%
Other Property and Services	7	(82,057)	(102,105)	(549,985)	(447,880)	(438.65%)
<b>Total Operating Expenses</b>		<b>(24,317,030)</b>	<b>(18,537,232)</b>	<b>(16,607,966)</b>	<b>1,929,266</b>	<b>10.41%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(61,438)	253,701	203,399	(50,302)	
Movement in Employee Benefit Provisions		300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets		4,680,609	3,510,333	3,723,400	213,067	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,373,610)	(1,621,480)	(449,346)	1,172,134	
Purchase Plant and Equipment		(1,881,550)	(201,216)	(465,307)	(264,091)	
Purchase Furniture and Equipment		(32,000)	(32,000)	0	32,000	
Purchase Infrastructure Assets - Roads		(3,541,637)	(3,507,121)	(1,265,126)	2,241,995	
Purchase Infrastructure Assets - Bridges		(100,000)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	(268,650)	0	268,650	
Purchase Infrastructure Assets - Drainage		(706,355)	(523,341)	(159,982)	363,359	
Purchase Infrastructure Assets - Parks & Ovals		(3,389,261)	(742,957)	(336,011)	406,946	
Purchase Infrastructure Assets - Airfields		(261,031)	0	(2,799)	(2,799)	
Purchase Infrastructure Assets - Streetscape		(99,225)	(99,225)	(76,788)	22,437	
Purchase Infrastructure Assets - Other		(1,207,962)	(1,233,365)	(407,047)	826,318	
Proceeds from Disposal of Assets		1,055,020	234,547	234,547	0	
Repayment of Debentures		(345,975)	(266,568)	(266,568)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	10,022	10,022	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(701,776)	(701,776)	0	
Transfers from Restricted Asset (Reserves)		1,550,368	798,527	289,643	(508,884)	
ADD Net Current Assets July 1 B/Fwd		6,309,757	6,309,757	5,741,475	(568,282)	
LESS Net Current Assets Year to Date		113,216	2,001,080	9,194,489	7,193,409	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>(1,152,807)</b>	<b>(1,152,807)</b>	

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

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

1. OPERATING STATEMENT

	Note	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,145,090	10,151,852	10,104,588	(47,264)	0%
Operating Grants Subsidies and Contributions		3,974,793	2,858,846	2,888,769	29,923	1%
Fees and Charges		3,706,313	3,141,499	3,373,411	231,912	7%
Interest Earnings	8	128,000	80,750	36,139	(44,611)	-55%
Other Revenue		953,571	700,713	660,660	(40,053)	-6%
<b>TOTAL OPERATING REVENUE</b>		<b>18,907,767</b>	<b>16,933,660</b>	<b>17,063,567</b>	<b>129,907</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,599,923)	(6,901,178)	(6,868,225)	32,953	0%
Materials and Contracts	7	(8,867,657)	(6,375,254)	(4,032,255)	2,342,999	37%
Utility Charges	8	(1,040,182)	(722,863)	(829,341)	(106,478)	-15%
Depreciation of Non Current Assets		(4,680,609)	(3,510,333)	(3,723,400)	(213,067)	-6%
Interest Expenses	9	(229,114)	(197,092)	(197,534)	(442)	0%
Insurance Expenses		(516,245)	(513,712)	(467,370)	46,342	9%
Other Expenditure	10	(13,751)	(38,060)	(275,494)	(237,434)	-624%
<b>TOTAL OPERATING EXPENSE</b>		<b>(23,947,481)</b>	<b>(18,258,492)</b>	<b>(16,393,619)</b>	<b>1,864,873</b>	<b>-10%</b>
Non Operating Grants Subsidies and Contributions		4,584,509	1,610,425	1,358,476	(251,949)	16%
Profit on Asset Disposals		343,038	25,039	10,946	(14,093)	56%
Loss on Asset Disposals		(281,600)	(278,740)	(214,346)	64,394	23%
<b>RESULTING FROM OPERATIONS</b>		<b>(393,767)</b>	<b>31,892</b>	<b>1,825,025</b>	<b>1,793,133</b>	<b>5623%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	11,359,095	9,868,173
Receivables	3,194,297	3,397,556
Inventories & Other Assets	0	22,731
<b>TOTAL CURRENT ASSETS</b>	<b>14,553,392</b>	<b>13,288,460</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	589,384	466,121
Land and Buildings	48,171,534	48,518,041
Property, Plant and Equipment	6,862,281	6,961,897
Infrastructure	169,347,915	169,891,676
Financial & Other Assets	213,663	362,526
<b>TOTAL NON-CURRENT ASSETS</b>	<b>225,184,777</b>	<b>226,200,261</b>
<b>TOTAL ASSETS</b>	<b>239,738,169</b>	<b>239,488,721</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,347,163	3,566,236
Interest-bearing Liabilities	104,432	345,975
Provisions	1,251,017	1,252,838
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,702,612</b>	<b>5,165,049</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,059,540	6,059,540
Provisions	230,292	230,292
Payables	156,546	159,546
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,446,378</b>	<b>6,449,378</b>
<b>TOTAL LIABILITIES</b>	<b>10,148,990</b>	<b>11,614,427</b>
<b>NET ASSETS</b>	<b>229,589,179</b>	<b>227,874,294</b>
<b>EQUITY</b>		
Retained Surplus	113,749,135	112,446,383
Reserves - Cash Backed	3,798,706	3,386,574
Reserves - Asset Revaluation	112,041,338	112,041,337
<b>TOTAL EQUITY</b>	<b>229,589,179</b>	<b>227,874,294</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

3. ACQUISITION OF ASSETS	20/21 Revised Budget \$	20/21 Ytd Actual \$
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>		
	Note	
CCTV Upgrade	9,000	0
Admin Building Solar	11,832	7,975
EMCS Vehicle	45,000	40,482
New Telephone System	32,000	0
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	57,139	53,209
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	67,722
Bakers Hill Fire Shed	501,405	140,206
SES Building	100,000	
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	5,186
Water Tank Smith Road	9,800	12,486
CCTV Wundowie	227,666	131,509
<b>Education &amp; Welfare</b>		
Bernard Park Playgroup	-	0
Killara's Manager vehicle	35,000	31,459
Solar, Killara	6,305	5,550
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
<b>Housing</b>		
Kurringal Units Upgrade	20,000	0
<b>Community Amenities</b>		
Old Quarry Drainage	35,000	0
Rehab Investagation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	7,250
Transfer Station Tip Shop	576,850	23,289
Area Drainage	128,669	69,379
Signage streetscape	50,000	30,137
CBD Streetscape	49,225	46,651
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 MARCH 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Wundowie Hall Solar		1,738	3,125
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	26,651
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		-	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,986	227,327
Bert Hawke Pavillion - Upgrade, Including Kitchen & Ceiling		116,000	7,311
Rec Centre, Sand Floors & Install Aircon Office		81,855	198
Solar Recreation Centre		114,977	53,550
Netting Rec Centre Roof		55,000	0
Gas Leak Detection System		6,100	0
Spitwater Pool Cleaner		9,304	0
EMCOMS Vehicle		45,000	39,030
Hockey Pitch Lighting		248,000	0
Jubilee Oval Upgrade Electric Boards		15,000	0
Community Plan Implementation		90,000	80,818
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	46,646
Landscaping/demolition Old Pool site		519,500	9,470
Improvements Dr Dunlop Park		27,000	0
Northam Youth Space		134,008	107,018
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	12,880
Bridge Crossing Fixings C/fwd		10,000	0
Northam Suspension Bridge Precinct Activation		100,000	0
St Johns Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground	12	45,903	61,544
RV Friendly Overnight Site Northam		250,000	7,890
RV Friendly Bakers Hill		100,000	5,000
RV Friendly Wundowie		150,000	4,745
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		25,000	0
Recreation Centre		300,000	0
Local Sporting Projects		21,138	11,670
General Library Upgrades, Replace Aircon, Paint Interior & Solar Windowie		10,000	0
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 MARCH 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway		261,031	2,799
<b>Economic Services</b>			
Solar Visitor Centre		6,800	6,800
Manager Building Vehicle		30,327	21,339
Water Pump Station Upgrade		131,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	9,481
		<u>14,861,281</u>	<u>3,171,460</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,373,610	449,346
Plant and Equipment		1,711,750	465,307
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,541,637	1,265,126
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		100,000	9,053
Infrastructure Assets - Drainage		706,355	159,982
Infrastructure Assets - Parks & Ovals		3,389,261	336,011
Infrastructure Assets - Airfields		261,031	2,799
Infrastructure Assets - Streetscape		99,225	76,788
Infrastructure Assets - Other		1,207,962	407,047
		<u>14,861,281</u>	<u>3,171,460</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 MARCH 2021

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 \$
<b>Governance</b>						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
<b>Law Order &amp; Public Safety</b>						
Rangers Triton Ute	6,658	10,000	14,000	14,545	7,342	4,545
<b>Welfare</b>						
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
					0	
<b>Recreation &amp; Culture</b>						
EMCOMS Vehicle	29,025	27,808	23,500	24,545	(5,525)	(3,263)
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
						0
<b>Transport</b>						
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	15,000	14,500	13,182	728	(1,818)
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	5,000	11,000	11,363	5,016	6,363
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	69,866	69,866	31,550	31,550	(38,316)	(38,316)
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
<b>Economic Services</b>					0	0
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)
Sale 146 Chidlow Street	87,000	87,000	36,236	36,236	(50,764)	(50,764)
Sale 144 Chidlow Street	87,200	87,200	31,734	31,734	(55,466)	(55,466)
	993,582	437,946	1,055,020	234,547	61,438	(203,399)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

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 \$
<b>Recreation &amp; Culture</b>									
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	20,203	10,022	123,263	133,444	5,363	3,785
Loan 224 - Recreation Facilities	6.48%	769,630	0	49,844	24,525	719,786	745,105	54,248	30,816
Loan 227 - Youth Space	2.26%	454,903	0	46,122	22,931	408,781	431,972	13,075	22,902
Loan 228 - Swimming Pool	1.88%	4,406,806	0	189,024	189,024	4,217,782	4,217,782	112,043	104,225
COVID-19 Response	1.80%	0	3,464,020	0	0	3,464,020	0		0
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	40,782	20,066	588,916	609,632	44,385	35,806
		6,404,503	3,464,020	345,975	266,568	9,522,548	6,137,935	229,114	197,534

**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 MARCH 2021

	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
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	972,123	12,461		(100,725)	883,859	972,123	3,746	12,461		988,330
Aged Accommodation Reserve					-					-
Housing Reserve					-					-
Office Equipment Reserve					-					-
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	456	231,242	(230,000)	121,570
Road & Bridgeworks Reserve					-					-
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	1,062	152,064		352,372
Regional Development Reserve					-					-
Speedway Reserve	149,610	1,550			151,160	149,610	576	1,550		151,736
Community Bus Replacement Reserve					-					-
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	962	37,405		270,444
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	1,325	252,559	(59,643)	441,194
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	278	748		73,212
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	5,343			1,401,276
<b>Total Cash Backed Reserves</b>	<b>3,388,000</b>	<b>45,000</b>	<b>1,389,500</b>	<b>(1,550,368)</b>	<b>3,272,132</b>	<b>3,388,000</b>	<b>13,747</b>	<b>688,029</b>	<b>(289,643)</b>	<b>3,800,133</b>
<b>Total Interest &amp; Transfers</b>				1,434,500						

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



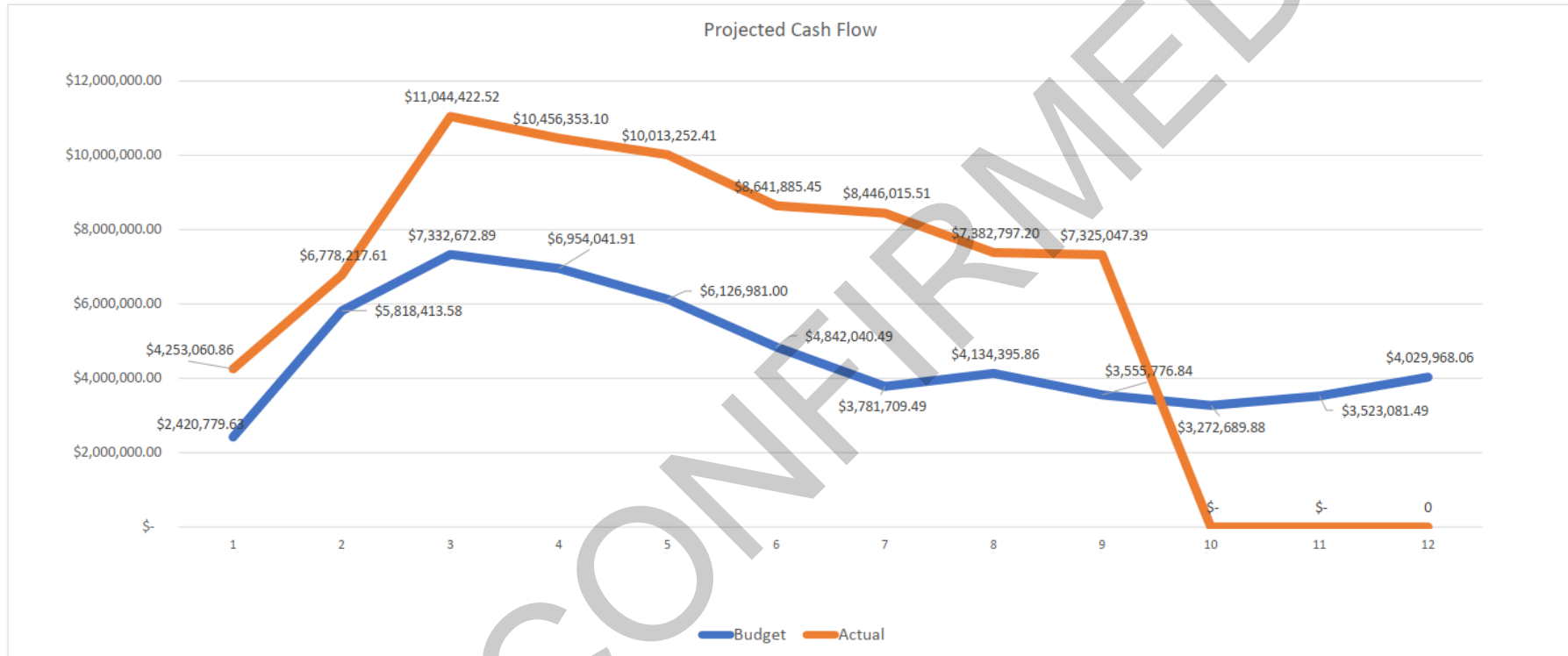
SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2021

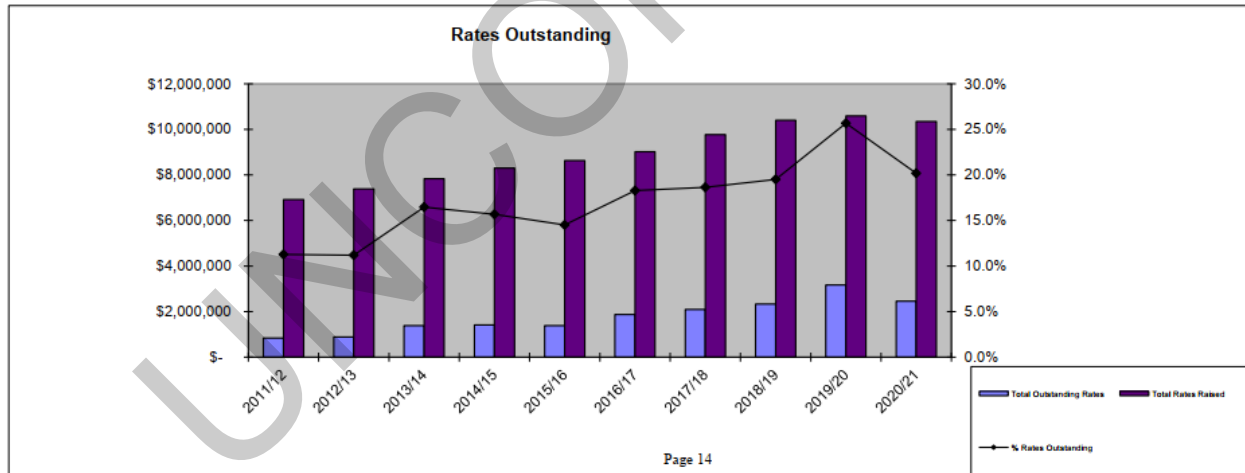
	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	898,000	7,560,389	5,769,031
Cash - Restricted Reserves	3,272,132	3,798,706	4,099,141
Self Supporting Loan	20,203	10,181	20,203
Receivables	3,200,428	275,245	1,164,590
Rates - Current	0	2,946,068	2,407,570
Pensioners Rates Rebate	0	37,333	0
Provision for Doubtful Debts	0	(194,807)	(194,807)
Other financial Assets	0	117,749	20,203
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,391,763</u>	<u>14,553,392</u>	<u>13,288,458</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(5,715,427)</u>	<u>(2,902,958)</u>	<u>(5,165,049)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>1,676,336</u>	<u>11,650,434</u>	<u>8,123,409</u>
Less: Cash - Reserves - Restricted	(3,272,132)	(3,798,706)	(4,099,141)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	104,432	279,985
Add: Leave Liability Reserve	984,584	988,330	1,207,425
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>0</u>	<u>9,194,489</u>	<u>5,741,475</u>

**SHIRE OF NORTHAM  
 CASH FLOW REPORT  
 FOR THE PERIOD ENDED 31 MARCH 2021**



**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 31 MARCH 2021**

	<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>
<b>Key Rating Dates</b>										
<b>RATES ISSUED</b>	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
<b>RATES DUE</b>	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
<b>2nd INSTALMENT DUE</b>	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
<b>3rd INSTALMENT DUE</b>	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
<b>4th INSTALMENT DUE</b>	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
<b>Outstanding 1st July</b>	\$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
<b>Rates Levied</b>	\$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
<b>Interest, Ex gratia, interim and back rates less writeoffs</b>	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	-\$34,589
<b>Rates paid by month</b>										
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	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253
6 December	172,178	160,665	685,338	654,900	214,507	336,154	189,794	239,893	724,440	437,028
7 January	441,740	469,219	194,157	295,629	441,681	464,526	637,664	861,146	427,789	643,946
8 February	112,296	166,351	502,176	508,828	148,327	260,963	258,355	174,143	576,493	323,242
9 March	438,277	448,126	176,270	256,379	601,416	589,684	670,462	821,970	476,994	558,147
10 April										
11 May										
12 June										
<b>Total YTD</b>	<b>6,597,328</b>	<b>7,054,878</b>	<b>7,016,904</b>	<b>7,604,664</b>	<b>8,128,818</b>	<b>8,380,703</b>	<b>9,156,938</b>	<b>9,607,120</b>	<b>9,164,851</b>	<b>9,729,468</b>
<b>% Ytd Rates Outstanding</b>	<b>11.3%</b>	<b>11.2%</b>	<b>16.5%</b>	<b>15.7%</b>	<b>14.5%</b>	<b>18.3%</b>	<b>18.6%</b>	<b>19.5%</b>	<b>25.7%</b>	<b>20.2%</b>
<b>Ytd Outstanding</b>	<b>838,651</b>	<b>888,540</b>	<b>1,383,520</b>	<b>1,414,225</b>	<b>1,380,229</b>	<b>1,874,852</b>	<b>2,096,517</b>	<b>2,328,503</b>	<b>3,165,946</b>	<b>2,460,056</b>



### 13.4.3 Code of Conduct Policy

<b>File Reference:</b>	2.3.1.2
<b>Reporting Officer:</b>	Cheryl Greenough, Governance / Administration Coordinator
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is provided for Council to facilitate the adoption of the revised Code of Conduct Policies as required by the *Local Government Legislation Amendment Act 2019*.

#### ATTACHMENTS

Attachment 1: Code of Conduct for Councillors, Committee Members and Candidates Policy.

#### A. BACKGROUND / DETAILS

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed by Parliament. A new regulation, the *Local Government (Model Code of Conduct) Regulations 2021* took effect on 3 February 2021 to implement the remaining parts of the Amendment Act.

The Amendment Act was developed in response to stakeholder feedback that there was a need for governance reforms, including a Code of Conduct for council members, committee members and candidates that clearly reflects community expectations of behaviour and supports consistency between local governments in relation to the overall process for managing alleged breaches of that Code.

There was also a requirement to reform the Code of Conduct for employees and maintain a consistency within all local governments.

#### B. CONSIDERATIONS

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

Theme Area: Governance

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

Objective:

- Open, accountable and effective decision making
- Effectively communicate the shire's vision and strategic priorities, internally and externally
- Develop clear policy settings to guide our organisation and community

## B.2 Financial / Resource Implications

Staff time to conduct research and write the report.

## B.3 Legislative Compliance

Local Government Act 1995.

Local Government (Model Code of Conduct) Regulations 2021.

Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.

## B.4 Policy Implications

The existing policies will be replaced with the revised compliant policies as contained in this report.

## B.5 Stakeholder Engagement / Consultation

Nil.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Potential for loss of reputation	Unlikely (2) x Minor (2) = Low (4)	Adopt the officer's recommendation
Service Interruption	Nil		
Compliance	Non-compliance would result in serious consequences	Likely (4) x Medium (3) = High (12)	Adopt the officer's recommendation
Property	Nil		
Environment	Nil		

## C. OFFICER'S COMMENT

Key reforms under the Amendment Act include the introduction of a Model Code of Conduct (Model Code) that must be adopted by local governments



and applied to council members, committee members and candidates. The new Model Code incorporates the Rules of Conduct and automatically repeals the former Code of Conduct for Council Members, Committee members and Employees.

Complaints regarding alleged breaches of the Model Code in Division 3 are now managed by the local council as the decision-making body of the local governments.

The division also provides a process for responding to alleged breaches with the emphasis on education and development, rather than punitive sanctions, with the aim of establishing or restoring positive working relationships and avoiding further breaches.

Failure to comply with this Division may give rise to a complaint regarding the conduct of a council member, committee member or candidate, which may lead to the council making a formal finding of a breach and requiring remedial action by the individual.

In accordance with s5.51A of the Act the responsibility for approving a new Code of Conduct for Employees is now a function of the CEO.

Section 5.104 of the Act requires that local governments adopt the Model Code as their Code of Conduct within three months of the Regulations coming into operation (by 3 May 2021).

Once adopted the Code must be placed on the Shire's website. Members, candidates, committee members and staff must comply with the provisions in the Model Code in fulfilling their roles and responsibilities at all times.

Due to the nature and seriousness of the new complaints process, Council will be required to workshop the Model Code at a later date to ensure they have a full understanding of the requirements. It will be at this time that Councillors can include extra requirements but only in Division 3 of the Model Code.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4200**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Endorse the Code of Conduct for Councillors, Committee Members and Candidates as presented.**
- 2. Request the CEO publish the Model Code of Conduct on the Shire's website.**

**CARRIED 10/0  
BY ABSOLUTE MAJORITY**

Clarification was sought in relation to whether the code of conduct presented is consistent with the model. The Executive Manager Corporate Services advised that this is consistent.

## Attachment 1 - Code of Conduct for Councillors, Committee Members and Candidates Policy



Shire of Northam Planning Policy Manual (Section I)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and Candidates

### GOVERNANCE)

#### G 1.4 Code of Conduct for Councillors, Committee Members and Candidates

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	C.4200
<i>Resolution Date</i>	21/04/2021
<i>Next Scheduled Review</i>	2023
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	Local Government (Model Code of Conduct) Regulations 2021

#### OBJECTIVE

#### SCOPE

Council Members, Committee Members and Candidates.

#### POLICY

##### Division 1 – Preliminary provisions

##### 1. Citation

This is the Shire of Northam's Code of Conduct for Council Members, Committee Members and Candidates.

##### 2. Terms used

(1) In this code —

**Act** means the Local Government Act 1995;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.



*Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates*

- (2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

### **Division 2 – General principles**

#### **3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

#### **4. Personal Integrity**

- (1) A council member, committee member or candidate should —
- (a) act with reasonable care and diligence; and
  - (b) act with honesty and integrity; and
  - (c) act lawfully; and
  - (d) identify and appropriately manage any conflict of interest. It is the individual responsibility of members and candidates to disclose any conflicts and ensure that they are managed appropriately to comply with the Model Code and serve their community as expected by the local electors.; and
  - (e) avoid damage to the reputation of the local government.
- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

#### **5. Relationship with others**

- (1) A council member, committee member or candidate should —



*Shire of Northam Planning Policy Manual (Section 1)*  
*Policy*  
*G 1.4 Code of Conduct for Councillors, Committee Members and*  
*Candidates*

(a) treat others with respect, courtesy and fairness; and

(b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

#### **6. Accountability**

A council member or committee member should —

(a) base decisions on relevant and factually correct information; and

(b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and

(c) read all agenda papers given to them in relation to council or committee meetings; and

(d) be open and accountable to, and represent, the community in the district.

#### **Division 3 – Behaviour**

#### **7. Overview of Division**

This Division sets out —

(a) requirements relating to the behaviour of council members, committee members and candidates; and

(b) the mechanism for dealing with alleged breaches of those requirements.

#### **8. Personal integrity**

(1) A council member, committee member or candidate —

(a) must ensure that their use of social media and other forms of communication complies with this code; and

(b) must only publish material that is factually correct.

(2) A council member or committee member —

(a) must not be impaired by alcohol or drugs in the performance of their official duties; and



*Shire of Northam Planning Policy Manual (Section 1)*  
*Policy*  
**G 1.4 Code of Conduct for Councillors, Committee Members and Candidates**

- (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.



*Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates*

## 11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## 12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
  - (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
  - (a) engage in mediation;



*Shire of Northam Planning Policy Manual (Section 1)*  
*Policy*  
*G 1.4 Code of Conduct for Councillors, Committee Members and*  
*Candidates*

- (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### 13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
  - (b) either —
    - (i) the behaviour was dealt with by the person presiding at the meeting; or
    - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

### 14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
  - (b) given to a person authorised under clause 11(3).





Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates

## 15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

### Division 4 – Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

## 16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

## 17. Misuse of local government resources

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the Electoral Act 1907 or the Commonwealth Electoral Act 1918;

**resources of a local government** includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.



Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or The Criminal Code section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**20. Relationship with local government employees**

- (1) In this clause —

**local government employee** means a person —

  - (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —
  - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.



Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates

- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under The Criminal Code Chapter XXXV.

#### 21. Disclosure of information

- (1) In this clause —
- closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;
- confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;
- document** includes a part of a document;
- non-confidential document** means a document that is not a confidential document.
- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or



Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates

- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

(1) In this clause —

**interest** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and



*Shire of Northam Planning Policy Manual (Section 1)  
Policy  
G 1.4 Code of Conduct for Councillors, Committee Members and  
Candidates*

(b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.

(6) Subclause (7) applies in relation to an interest if —

(a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or

(b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.

(7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

**24. Further Information**

Further advice and information regarding this Code can be obtained from the Chief Executive Officer.

### 13.4.5 Northam Country Club – Council Loan

<b>File Reference:</b>	8.2.2.11
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is for Council to consider a Council Loan of \$60,000 for the Northam Country Club.

#### ATTACHMENTS

- Attachment 1: Letter from Northam Country Club Inc.  
Attachment 2: Copy of the financial statements received from the Northam Country Club (provided as a separate confidential attachment to this agenda and minutes).

#### A. BACKGROUND / DETAILS

The Shire of Northam has received a request from Mr Geoff Hall, President of the Northam Country Club Inc, for a loan.

The Club previously received a self-supporting loan for \$60,000 funded through the Western Australian Treasury Corporation and have finalised their obligations on 19 August 2020.

The Club comprises four divisions, golf, tennis, squash and the Country Club itself which is overseen by a Board of Management. The Board have recently undertaken capital improvements to the building which include the replacement of the carpet, air-conditioning, cool room equipment and major plumbing repairs.

The loan is to be used to purchase a new mower and tractor for the golf course and a new mower for the tennis courts.

#### B. CONSIDERATIONS

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

Theme Area: COMMUNITY WELLBEING

A cohesive community with access to quality services

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

Objective:

- Maintain a range of sporting facilities in Northam, as expected of a Regional Centre.
- A range of outdoor leisure activities available throughout the Shire.

### B.2 Financial / Resource Implications

It will take the Northam Country Club 10 years to repay the \$60,000 loan. The Loan can be funded from Account CV10 which has an available budget of \$394, 535.

### B.3 Legislative Compliance

Local Government Act 1995, s3.1(1) General Function

(1) The general function of a local government is to provide for the good government of persons in its district.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Nil.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential for non-payment of loan	Unlikely (2) x Minor (2) = Low (4)	Good contract and monitoring to ensure regular payments are made
Health & Safety	Nil		
Reputation	Potential for loss of reputation	Unlikely (2) x Minor (2) = Low (4)	Adopt the Officer's recommendation
Service Interruption	Nil		
Compliance	Nil		
Property	Nil		
Environment	Nil		

## C. OFFICER'S COMMENT

Council will need to enter into a legal agreement with the Northam Country Club Inc to ensure the Club meets its obligations for the Council loan repayments over the proposed 10-year term of the loan.

Option 1, recommended.

That Council loan the Northam Country Club \$60,000 to be paid back over a 10-year period. Staff recommend it is funded from CV10, COVID-19 Future Requirements Contingency.

Option 2

That Council raise a self-supporting loan over 10 years on behalf of the Northam Country Club Inc.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No. C.4201**

**Moved: Cr Ryan**  
**Seconded: Cr Girak**

**That Council by Absolute Majority:**

- 1. Loan Northam Country Club Inc. 15 Wood Street Northam WA 6401, \$60,000 over a 10 year period, funded from account 04042182, Job No CV10.**
- 2. Take suitable security over the Northam Country Club land.**

**CARRIED 7/3  
BY ABSOLUTE MAJORITY**



Attachment 1



**NORTHAM COUNTRY CLUB (INC)**

15 Wood Drive, Northam WA 6401  
Postal Address, Secretary PO Box 207  
Northam WA 6401  
Tel. (08) 9622 1050, Fax. (08) 9621 1177  
ABN 82 958 580 422  
Email: northamcountryclub@westnet.com.au

30<sup>th</sup> March 2021

Mr. Jason Whiteaker  
CEO  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Dear Jason

The Northam Country Club is in the process of upgrading its facilities and equipment to enable it to continue to provide high quality sporting, recreational and social activities to the residents of Northam and surrounds.

The Club comprises of four divisions being golf, tennis, squash, and club who are overseen by a Board of Management. The board has recently undertaken capital improvements to the building including replacement of carpet, air-conditioning, cool room equipment and major plumbing repairs. Our next plan is to upgrade our ageing and redundant equipment to enable the playing facilities to be maintained at a standard that reflects Northam as being a regional sporting centre.

To this end we are seeking support from the Shire of Northam with improvements to the equipment through the raising of a self-supporting loan of \$60,000. This will enable the club to purchase a new mower and tractor for the golf course and a new mower for the tennis courts.

I have attached a copy of the financial statements for the last two financial years and can provide any further documentation required for the Shire to consider this request.

Please feel free to contact me with any queries.

Geoff Hall  
President



**13.5 COMMUNITY SERVICES**

Nil.

**14. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**16. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**17. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 6:50pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 21 April 2021 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date