



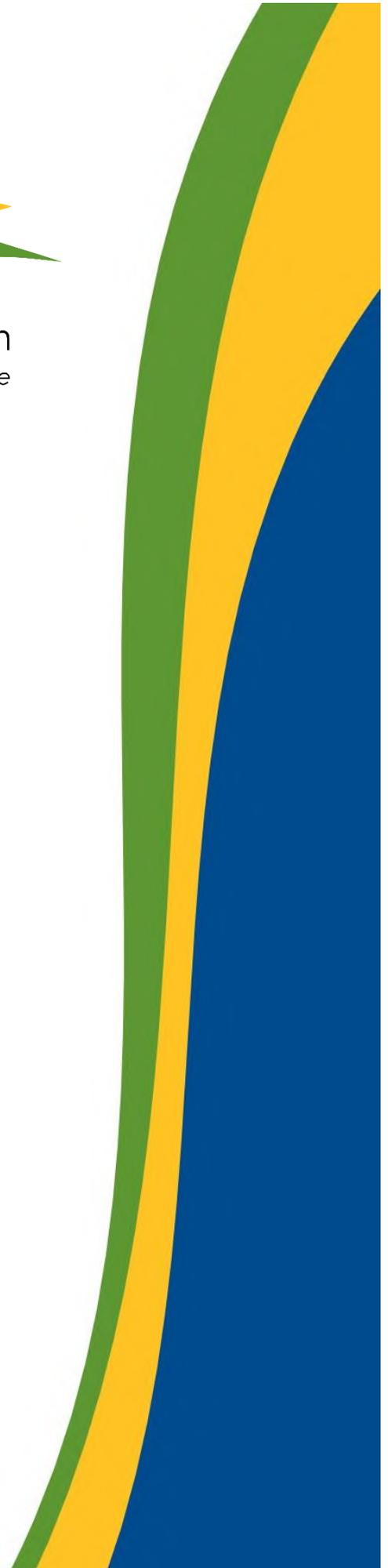
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

19 August 2020



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.	ATTENDANCE.....	5
2.1	APOLOGIES.....	6
2.2	APPROVED LEAVE OF ABSENCE	6
2.3	ABSENT.....	6
3.	DISCLOSURE OF INTERESTS.....	6
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	8
5.	PUBLIC QUESTION TIME	10
5.1	PUBLIC QUESTIONS.....	10
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	10
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	10
7.1	PETITIONS.....	10
7.2	PRESENTATIONS	10
7.3	DEPUTATIONS.....	11
8.	APPLICATION FOR LEAVE OF ABSENCE.....	11
9.	CONFIRMATION OF MINUTES	11
9.1	ORDINARY COUNCIL MEETING HELD 15 JULY 2020	11
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 12 AUGUST 2020	12
9.3	SPECIAL COUNCIL MEETING HELD 20 JULY 2020.....	28
9.4	SPECIAL COUNCIL MEETING HELD 10 AUGUST 2020.....	28
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY	28
11.	REPORTS OF COMMITTEE MEETINGS	28
11.1	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 20 JULY 2020	28
11.2	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020	43
11.3	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 27 JULY 2020	78
12.	OFFICER REPORTS	90
12.1	CEO'S Office	90

12.1.1	Advocating for <i>Our Communities Our Stories</i> campaign: Loss of Regional Media	90
12.1.2	AROC Toilets and Lighting Tower	96
12.1.3	2020 Western Australian Local Government Convention (WALGA) & Annual General Meeting	99
12.2	ENGINEERING SERVICES	102
12.2.1	Amendment to the Airport Master Plan – Inclusion of toilet upgrade.....	102
12.2.2	Endorsement of the Northam Bike Plan 2020.....	161
12.3	DEVELOPMENT SERVICES	242
12.3.1	Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	242
12.3.2	RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed	247
12.3.3	Update on COVID-19 Pandemic Response Strategy/Framework... ..	255
12.4	CORPORATE SERVICES	298
12.4.1	Accounts & Statements of Accounts – 31 July 2020.....	298
12.4.2	Leasing of Unit 7 Kuringal Village	382
12.5	COMMUNITY SERVICES	385
12.5.1	Establishment of Community Grants Assessment Committee	385
13.	MATTERS BEHIND CLOSED DOORS	390
14.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	390
15.	URGENT BUSINESS APPROVED BY DECISION	390
16.	DECLARATION OF CLOSURE	391



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.30pm.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4001

**Moved: Cr Mencshelyi
Seconded: Cr Williams**

That Council, in accordance with the Local Government (Administration) Regulations 1996, section 14A, approve that Cr Little attend the Ordinary Council meeting on 19 August 2020 by electronic means.

**CARRIED 9/0
BY ABSOLUTE MAJORITY**

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
J E G Williams
M I Girak
A J Mencshelyi
D Galloway
C P Della
T M Little (via electronic means)
R W Tinetti
S B Pollard

Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	N K Vinicombe

Gallery:

Public	Sally Hart
--------	------------

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Ryan, from 17 August 2020 to 21 August 2020 (inclusive).

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

*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 21/07/2020	11.2	Cr C R Antonio	Impartiality	The nominee FCOs, including Cr Antonio's brother Paul Antonio, are known to Cr Antonio
Amendment to the Airport Master Plan – Inclusion of toilet upgrade	12.2.1	Cr J E Williams	Impartiality	One of Cr Williams' sisters and brother-in-law own a hangar at the Shire of Northam airport
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Mr C B Hunt	Impartiality	Mr Hunt is the president of the Northam Country Club and a committee member of the Northam Swimming Club, and both clubs pay an annual licence fee
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr A J Mencshelyi	Financial	Cr Mencshelyi's wife owns a business (Koojedda Country) which could benefit financially if this item is approved
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr R W Tinetti	Financial	Cr Tinetti owns a funeral home and the Council's plan to waive annual fees as part of its COVID-19 response includes mortuaries
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr T M Little	Financial	Cr Little is a director at his daughter's food company Subway Northam
RFT 5 of 2020 – Supply and consideration of Bakers Hill Fire Shed	12.3.2	Cr J E Williams	Impartiality	One of Cr Williams' sons is commencing employment with one of the tendering companies next month

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
17/07/2020	Wheatbelt District Emergency Management Meeting - Video
17/07/2020	AROC Fortnightly COVID-19 President's Video Conference
18/07/2020	Grass Valley Community Blue Tree painting project
20/07/2020	MMM Weekly Radio Interview - Northam
20/07/2020	Voice of the Avon Quarterly Radio Interview - York
23/07/2020	WA Police awards ceremony & Sgt Bordas retirement - Northam
23/07/2020	Wheatbelt Business Sundowner with Minister MacTiernan
24/07/2020	Joint Visit with City of Wanneroo – Northam Aquatic Facility
24/07/2020	Northam Aero Club AGM - Northam
25/07/2020	Wheatbelt Festival of Hockey - Northam
27/07/2020	MMM Weekly Radio Interview
31/07/2020	AROC Fortnightly COVID-19 President's Video Conference
01/08/2020	Shire of Northam Community Markets
03/08/2020	MMM Weekly Radio Interview
04/08/2020	Official Opening of Northam Health Campus
04/08/2020	Humans of the Wheatbelt – Book Launch - Northam
04/08/2020	Bilya Koort Boodja Tour with Senator Steele-John
04/08/2020	Sundowner with Hon. Mia Davies
05/08/2020	Meeting with Minister for Local Government – David Templeman
06/08/2020	RCAWA Meeting - Perth
07/08/2020	RCAWA Strategic Planning Meeting
10/08/2020	MMM Weekly Radio Interview
11/08/2020	Wheatbelt Development Commission Board Meeting
14/08/2020	Governor's Prayers Breakfast - Perth
17/08/2020	MMM Weekly Radio Interview
<u>Upcoming Events</u>	
21/08/2020	Avon Midland Country Zone Meeting - Gingin
22/08/2020	Buckland Estate Wedding Open Day
24/08/2020	MMM Weekly Radio Interview
24/08/2020	Voice of the Avon Quarterly Radio Interview - York
25/08/2020	Wheatbelt Tour Meeting with WAGLA Representatives
28/08/2020	Citizenship Ceremony - Northam
02/09/2020	Avon Valley Toyota Field Day
05/09/2020	Lions Community Markets - Northam
06/09/2020	Father's Day
07/09/2020	MMM Weekly Radio Interview

11/09/2020	AROC Fortnightly COVID-19 President's Video Conference
------------	--

Operational Matters:

Welcome to the season of Dgilba. In our traditional Nyoongar calendar, this is the time of rain filling lakes and waterholes. It is usually the coldest part of the year, with clear cold days and nights, then getting warmer with rain and wind.

COVID-19

The COVID-19 Pandemic continues to change many parts of our lives.

Based on current numbers of continued reported cases, both across Australia and around the world, we need to remain vigilant and to keep physical measures in place. Common sense measures around physical distancing and personal hygiene (such as washing hands) are things we need to continue to adhere to.

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

COVID-19 Measures

The Shire of Northam, at the recent July Special Council Meeting, formalised the 2020 / 2021 budget. Included in the budget were a range of initiatives in response to the COVID-19 recovery. Our aim is to allow both our Community and local businesses and local economy to survive and thrive.

The allocations in the budget of \$7.1 Million includes a range of measures. These include three main elements; Economic Support of \$5.5M, Community Support of \$600,000 and an economic stimulus incentive of \$1,000,000.

These are major programmes, which clearly aim to provide support to our local community. Full details can be found on the Shire of Northam Website – www.northam.wa.gov.au

Strategic Matters:

Shire of Northam Projects

The range of strategic projects approved in the recent budget are likely to be presented to Council for discussion and endorsement where appropriate over the next few Ordinary Council Meetings.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

(c) state the request on each page of the petition;

(d) contain the name, address and signature of each elector making the request, and the date each elector signed;

(e) contain a summary of the reasons for the request; and Page 13

(f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.

(2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause(3).

(3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

(a) the matter is the subject of a report included in the agenda; and

(b) the Council has considered the issues raised in the petition.

Nil.

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

(1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.

(2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

Cr Tinetti announced that the son of his daughter-in-law, Eric Lawrence, had presented to Cr Tinetti and Cr Tinetti's wife a large timber-framed photo board dated from 1829 – the photo board was not physically presented as it was too large to transport to the Council meeting. The photo board is of historic significance as it contains images of civic leaders within the Shire of Northam, including Cr Antonio's grandfather. Cr Tinetti

has advised the Lawrence family that the photo board will be displayed in the Shire administration building.

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

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

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 15 JULY 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4002

Moved: Cr Mencshelyi

Seconded: Cr Girak

That the minutes of the Ordinary Council meeting held on Wednesday, 15 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 AUGUST 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4003

Moved: Cr Girak

Seconded: Cr Tinetti

That Council receives the notes from the Council Forum meeting held Wednesday, 12 August 2020.

CARRIED 9/0



Shire of Northam

Council Forum Notes

12 August 2020



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.

Preface

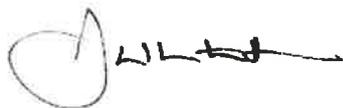
When the Chief Executive Officer approves these Notes for distribution they are in essence "Informal notes."

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 14 August 2020,



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 19 August 2020.

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.	ATTENDANCE.....	6
2.1	APOLOGIES.....	6
2.2	APPROVED LEAVE OF ABSENCE	6
2.3	ABSENT.....	6
3.	DISCLOSURE OF INTERESTS	7
4.	ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	9
5.	PUBLIC QUESTION TIME	9
5.1	PUBLIC QUESTIONS.....	9
6.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	9
7.	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS	9
7.1	PETITIONS.....	9
7.2	PRESENTATIONS	9
7.3	DEPUTATIONS.....	9
8.	APPLICATION FOR LEAVE OF ABSENCE.....	9
9.	CONFIRMATION OF MINUTES	9
9.1	ORDINARY COUNCIL MEETING HELD 15 JULY 2020	9
9.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 12 AUGUST 2020	9
9.3	SPECIAL COUNCIL MEETING HELD 20 JULY 2020	10
9.4	SPECIAL COUNCIL MEETING HELD 10 AUGUST 2020.....	10
10.	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY	10
11.	REPORTS OF COMMITTEE MEETINGS	10
11.1	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 20 JULY 2020	10
11.2	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020	10
11.3	LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 27 JULY 2020	11
12.	OFFICER REPORTS	11
12.1	CEO'S Office	11
12.1.1	Advocating for Our Communities Our Stories campaign: Loss of Regional Media	11

Ordinary Council Meeting Forum Notes
19 August 2020



12.1.2 AROC Toilets and Lighting Tower	11
12.1.3 2020 Western Australian Local Government Convention (WALGA) & Annual General Meeting	11
12.2 ENGINEERING SERVICES	12
12.2.1 Amendment to the Airport Master Plan – Inclusion of toilet upgrade.....	12
12.2.2 Endorsement of the Northam Bike Plan 2020	12
12.3 DEVELOPMENT SERVICES	13
12.3.1 Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	13
12.3.2 RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed	14
12.3.3 Update on COVID-19 Pandemic Response Strategy/Framework	14
12.4 CORPORATE SERVICES	14
12.4.1 Accounts & Statements of Accounts – 31 July 2020.....	14
12.4.2 Leasing of Unit 7 Kuringal Village	15
12.5 COMMUNITY SERVICES	15
12.5.1 Establishment of Community Grants Assessment Committee	15
13. MATTERS BEHIND CLOSED DOORS	15
14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	15
15. URGENT BUSINESS APPROVED BY DECISION	15
16. DECLARATION OF CLOSURE	15

Ordinary Council Meeting Forum Notes
19 August 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 5.30pm.

Although an electronic GoToMeeting was set up for the attendance of Cr Little, he was unable to attend via GoToMeeting and dialled in via mobile phone instead.

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
J E G Williams
M I Girak
A J Mentshelyi
D Galloway
C P Della
T M Little (via mobile phone)
M P Ryan
R W Tinetti
S B Pollard

Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Development Services	C B Hunt
Executive Manager Community Services	R Rayson
Executive Manager Corporate Services	C Young
Executive Assistant – CEO	N K Vinicombe

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Ryan, from 17 August 2020 to 21 August 2020 (inclusive).

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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 21/07/2020	11.2	Cr C R Antonio	Impartiality	The nominee FCOs, including Cr Antonio's brother Paul Antonio, are known to Cr Antonio
Amendment to the Airport Master Plan – Inclusion of toilet upgrade	12.2.1	Cr J E Williams	Impartiality	One of Cr Williams' sisters and brother-in-law own a hangar at the Shire of Northam airport
Endorsement of the Northam Bike Plan 2020	12.2.2	Cr S B Pollard	Proximity	Proposed P198 Priority Works on Wellington Street between Peel and Grey is opposite to a property Cr Pollard's SMSF owns

Ordinary Council Meeting Forum Notes
19 August 2020



Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Mr C B Hunt	Impartiality	Mr Hunt is the president of the Northam Country Club and a committee member of the Northam Swimming Club, and both clubs pay an annual licence fee
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr A J Mencshelyi	Financial	Cr Mencshelyi's wife owns a business (Koojedda Country) which could benefit financially if this item is approved
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr R W Tinetti	Financial	Cr Tinetti owns a funeral home and the Council's plan to waive annual fees as part of its COVID-19 response includes mortuaries
Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021	12.3.1	Cr T M Little	Financial	Cr Little is a director of his daughter's food company Subway Northam.
RFT 5 of 2020 – Supply and consideration of Bakers Hill Fire Shed	12.3.2	Cr J E Williams	Impartiality	One of Cr Williams' sons is commencing employment with one of the tendering companies next month

Ordinary Council Meeting Forum Notes
19 August 2020



4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

There was no clarification sought in relation to this item.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

It was brought to Council's attention that Cr Tinetti would be presenting an item of artwork to the Ordinary Council Meeting on 19 August 2020. The artwork is of historical significance and was donated by Eric Lawrence to Cr Tinetti and Cr Tinetti's wife.

7.3 DEPUTATIONS

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 15 JULY 2020

There was no clarification sought in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 12 AUGUST 2020

There was no clarification sought in relation to this item.

Ordinary Council Meeting Forum Notes
19 August 2020



9.3 SPECIAL COUNCIL MEETING HELD 20 JULY 2020

There was no clarification sought in relation to this item.

9.4 SPECIAL COUNCIL MEETING HELD 10 AUGUST 2020

Clarification was sought in relation to the provision of minutes. The Chief Executive Officer advised the minutes would be provided to Councillors within the next few days.

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 20 JULY 2020

Clarification was sought in relation to the wording of the recommendation for Applicant 33 with regard to applicable grant funding and the actual project cost. The Chief Executive Officer advised that the Local Business Support Committee had approved the recommendation as written, however a comment could be made for future reference to ensure that the actual project cost would be included in the officer's recommendation for each application.

Clarification was sought in relation to the missing notation regarding Cr Ryan's entry into the meeting. The Chief Executive Officer advised that this would be amended as necessary.

Cr C R Antonio declared an impartiality interest in 11.2 – BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020 as the nominee FCOs, including Cr Antonio's brother Paul Antonio, are known to Cr Antonio.

11.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020

Clarification was sought in relation to grant applications and grants received. The Executive Manager Development Services advised that two grant applications were originally placed by the Shire of Northam, however the procurement stage for one of the grant applications was not completed by the due date of 30 June 2020 due to COVID-19-related interruptions. The Executive Manager Development Services advised that the Shire of Northam has been requested to re-submit their grant application in the next round of applications, this grant application has recently been approved and funding partially received.

Ordinary Council Meeting Forum Notes
19 August 2020



Clarification was sought in relation to the UXO incident. The Executive Manager Development Services advised that there will be a report presented at the next Bush Fire Advisory Committee meeting regarding how the Shire of Northam deals with UXO incidents. The Chief Executive Officer and Executive Manager Development Services advised that a quarter of the Shire of Northam is considered a UXO area, and WorkSafe have issued the Shire of Northam with two notices, one of these being for UXO procedures/training for both staff and volunteers – the deadline for compliance is November 2020.

Clarification was sought in relation to the risk assessment of UXO areas. The Chief Executive Officer and Executive Manager Development Services advised that although a risk assessment had been performed and UXO areas had been identified in the Bush Fire Manual, however the UXO areas were not identified in the previous Risk to Resource. The Chief Executive Officer advised that there is a standard operating procedure for dealing with UXO sites.

Clarification was sought in relation to the channel mid-band link removal and the listed recommendation to engage with local politicians on the issue. The Executive Manager Development Services advised that staff would certainly liaise with DFES on the issue and will present any resolutions to brigade members, and that liaising with local politicians may not be required.

11.3 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 27 JULY 2020

No clarification was sought in relation to this item.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Advocating for Our Communities Our Stories campaign: Loss of Regional Media

Clarification was sought in relation to the provision of extra documentation or background information. The Chief Executive Officer advised that staff would provide the extra documentation as requested.

12.1.2 AROC Toilets and Lighting Tower

No clarification was sought in relation to this item.

12.1.3 2020 Western Australian Local Government Convention (WALGA) & Annual General Meeting

No clarification was sought in relation to this item.

12.2 ENGINEERING SERVICES

Cr Williams declared an impartiality interest in 12.2.1 – Amendment to the Airport Master Plan – Inclusion of toilet upgrade as one of Cr Williams’ sisters and brother-in-law own a hangar at the Shire of Northam airport.

12.2.1 Amendment to the Airport Master Plan – Inclusion of toilet upgrade

Clarification was sought in relation to the knowledge of the public toilets existence. The Chief Executive Officer advised that their existence was known, but the toilets were missed from the original Airport Master Plan as they were not considered part of the airport facilities. (this comment has since been further clarified to advise that the toilets ARE recognised on the masterplan, however they are not recognised as a priority project – which if the amendment being proposed in this report)

Cr Pollard declared a proximity interest in 12.2.2 – Endorsement of the Northam Bike Plan 2020 as proposed P198 Priority Works on Wellington Street between Peel and Grey is opposite to a property Cr Pollard’s SMSF owns.

12.2.2 Endorsement of the Northam Bike Plan 2020

Cr Pollard left the room at 6.03pm.

No clarification was sought in relation to the proposed priority works on Wellington Street between Peel and Grey.

Cr Pollard entered the room at 6.04pm.

Clarification was sought in relation to whether the plan was a bike plan or a footpath plan. The Executive Manager Engineering Services and Chief Executive Officer advised that the proposed bike plan was a proposed dual footpath/bike path program.

Clarification was sought in relation to whether the plan listed costings for the widening of existing footpaths by addition of material on either side of the footpath or by the removal of existing footpaths and the construction of new wider paths. The Executive Manager Engineering Services advised that the plan listed costings for the removal of existing paths and construction of new wider paths.

Clarification was sought in relation to the sample size of the survey and whether this was a good basis for the next five years. The Chief Executive Officer advised that staff were only able to comment on the responses that were returned to the Shire, and further consultation is at Council’s discretion.

Ordinary Council Meeting Forum Notes
19 August 2020



Clarification was sought in relation to obtaining developer contribution funding for dual purpose footpaths. The Executive Manager Development Services advised that Council does not have a development contributions policy..

Clarification was sought in relation to Park Lane and whether this was missing on the bike plan. The Chief Executive Officer advised that staff would review.

Clarification was sought in relation to several items that appeared to be incorrect or missing (missing road links include Newcastle and Suburban) within the consultant's report. The Chief Executive Officer advised that Council may only be able to note these mistakes, as the consultant's report is external to the Shire and may not be amended.

12.3 DEVELOPMENT SERVICES

Mr C B Hunt declared an impartiality interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Mr Hunt is the president of the Northam Country Club and a committee member of the Northam Swimming Club, and both clubs pay an annual licence fee.

Cr Mencshelyi declared a financial interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Mencshelyi's wife owns a business (Kocjedda Country) which could benefit financially if this item is approved.

Cr Tinetti declared a financial interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Tinetti owns a funeral home and the Council's plan to waive annual fees as part of its COVID-19 response includes mortuaries.

Cr Little declared an impartiality interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Little is a director of his daughter's food company Subway Northam.

12.3.1 Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021

Cr Mencshelyi and Cr Tinetti left the room at 6.16pm

Cr Little declared via phone an impartiality interest in this item.

Clarification was sought in relation to what constituted an offensive trade. The Executive Manager Development Services advised that offensive trades

Ordinary Council Meeting Forum Notes
19 August 2020



includes trades such as abattoirs, blood and bone processing units, etc., and that this was defined under the Public Health Act.

Cr Mencshelyi and Cr Tinetti entered the room at 6.19pm.

Cr Williams declared an impartiality interest in 12.3.2 - RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed as One of Cr Williams' sons is commencing employment with one of the tendering companies next month.

12.3.2 RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed

Clarification was sought in relation to the proposed costing of the fire shed. The Executive Manager Development Services advised that the proposed costing includes earthworks, and Council will be receiving a portion of funding from DFES to complete the fire shed.

Clarification was sought in relation to the street address of the fire shed. The Chief Executive Officer advised that this would be provided in the revised agenda.

Clarification was sought in relation to provision of the plans for the works. The Executive Manager Development Services advised that these plans would be provided in the revised agenda.

Clarification was sought in relation to the date of the meeting listed on page 227. The Chief Executive Officer advised that this date would be provided in the revised agenda.

Clarification was sought in relation to the provision of the confidential attachment. The Chief Executive Officer advised that this would be made available to Councillors within the next few days.

12.3.3 Update on COVID-19 Pandemic Response Strategy/Framework

Clarification was sought in relation to the end date for the COVID-19 pandemic response reporting. The Chief Executive Officer advised that staff recommend providing a quarterly update rather than a monthly update, and that all reporting is at Council's discretion.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 31 July 2020

Ordinary Council Meeting Forum Notes
19 August 2020



Clarification was sought in relation to the \$20,000 Water Corporation bill for Grass Valley. The Executive Manager Corporate Services advised that he would take the question on notice.

12.4.2 Leasing of Unit 7 Kuringal Village

Clarification was sought in relation to the applicant not fulfilling the criteria of being on a waiting list. Cr Mentshelyi advised that there was no current waiting list for Wundowie, therefore the criteria was voided for this situation.

Clarification was sought in relation to the proposed delegation of authority. The Executive Manager Corporate Services advised that delegation of authority was proposed in order to reduce the administrative burden on Council, and this is at Council's discretion. The Executive Manager Corporate Services also advised that if any applicants did not meet the criteria, the applicants would be presented to Council for consideration.

12.5 COMMUNITY SERVICES

12.5.1 Establishment of Community Grants Assessment Committee

Clarification was sought in relation to members of the committee. The Chief Executive Officer advised that if no further nominees were presented, the proposed committee would not proceed.

Clarification was sought in relation to the authority of the proposed committee. The Chief Executive Officer advised that the proposed committee would have delegated authority similar to the Local Business Support Committee, and Council have only to note the recommendations already adopted by the committee.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire President Cr Chris Antonio declared the meeting closed at 6.34pm.

9.3 SPECIAL COUNCIL MEETING HELD 20 JULY 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4004

Moved: Cr Mencshelyi

Seconded: Cr Della

That the minutes of the Special Council meeting held on Monday, 20 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

9.4 SPECIAL COUNCIL MEETING HELD 10 AUGUST 2020

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4005

Moved: Cr Girak

Seconded: Cr Galloway

That the minutes of the Special Council meeting held on Monday, 10 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 20 JULY 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4006

Moved: Cr Antonio

That Council receives the minutes from the Local Business Support Committee meeting held on 20 July 2020.

CARRIED 9/0

Clarification was sought regarding the missing entry time of Cr Ryan within the committee minutes. The Chief Executive Officer advised that as the committee minutes have already been confirmed, the error will have to be dealt with through resolution at the next committee meeting.



Shire of Northam

Minutes

Local Business Support

Committee Meeting

20 July 2020



Local Business Support Committee Meeting Minutes
20 July 2020



DISCLAIMER

These minutes are yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council.

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.

Local Business Support Committee Meeting Minutes
20 July 2020



Contents

1.	DECLARATION OF OPENING.....	4
2.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES	6
4.1	COMMITTEE MEETING HELD 06 JULY 2020	6
5.	COMMITTEE REPORTS	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	7
6.	URGENT BUSINESS APPROVED BY DECISION	13
7.	DATE OF NEXT MEETING	13
8.	DECLARATION OF CLOSURE	13

Local Business Support Committee Meeting Minutes
20 July 2020



1. DECLARATION OF OPENING

The Shire President Cr C R Antonio declared the meeting open at 4.02pm.

2. ATTENDANCE

Committee:

Shire President	C R Antonio
Deputy Shire President	J E G Williams
Councillor	A J Mencshelyi
Councillor	M P Ryan (at 4.30pm)

Staff:

Community Development Officer	M Blackhurst
Chief Executive Officer	J Whiteaker
Acting Executive Assistant	N Vinicombe
Community Services Officer	J Budas

3.1 APOLOGIES

Nil.

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

Local Business Support Committee Meeting Minutes
20 July 2020



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
Local Business Support Grant Scheme Applications	5.1	Cr M P Ryan	Impartiality	The applicant 36 is known to Cr Ryan personally and Cr Ryan has taken his family to lunch at the premises
Local Business Support Grant Scheme Applications	5.1	Cr J E Williams	Impartiality	Applicant No.36 is well-known to Cr Williams
Local Business Support Grant Scheme Applications	5.1	Cr CR Antonio	Impartiality	Applicants 31, 32, 33, 34 and 36 are well known to Cr Antonio in varying degrees
Local Business Support Grant Scheme Applications	5.1	Cr A J Mencshelyi	Impartiality	Half of the applicants are known to Cr Mencshelyi
Local Business Support Grant Scheme Applications	5.1	Cr A J Mencshelyi	Financial	Cr Mencshelyi's wife supplies product to Avon Valley Creative Collective

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 06 JULY 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.39

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the minutes of the Local Business Support Committee meeting held on 06 July 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

5. COMMITTEE REPORTS

Cr M P Ryan declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as Applicant 36 is known to Cr Ryan personally and he has taken his family to lunch at the premises.

Cr J E Williams declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as Applicant 36 is well-known to Cr Williams.

Cr C R Antonio declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as applicants 31, 32, 33, 34 and 36 are known to Cr Antonio in varying degrees.

Cr A J Mencshelyi declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as half of the applicants are known to him.

Cr A J Mencshelyi declared a financial interest in 5.1 – Local Business Support Grant Scheme Applications as Cr Mencshelyi's wife supplies product to Avon Valley Creative Collective.

Local Business Support Committee Meeting Minutes
20 July 2020



5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

The Shire of Northam Business Support Committee has assessed 30 applications to date and of these 23 have been approved at a value of \$58,815.

The following 6 applications have been received are being presented for assessment:

Local Business Support Committee Meeting Minutes
20 July 2020



Applicant	Funding stream	Project	Amount requested
Application 31 Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and workshop equipment	\$5,000
Application 32 Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and staff training	\$5,000
Application 33 Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000
Application 34 Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Website update, Social Media Marketing Plan, Subscription to Tour Finder and Financial Assistance planning.	\$5,000
Application 35 Spectrum Celebrations (Resubmission)	Up to \$2,000 for training and professional development	Increase advertising in local area, purchase of training and equipment to diversify business	\$1,800
Application 36 Summer Creek	Up to \$5,000 for increasing business opportunity and sustainability	Concreting and equipment maintenance/adjustments	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

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

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

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$9,000 in grant funding.

Local Business Support Committee Meeting Minutes
20 July 2020



B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as Confidential Attachment 5.1.1.

Application 32

Applicant	Funding stream	Project	Amount requested
Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System - initial purchase cost, staff training	\$5,000

Local Business Support Committee Meeting Minutes
20 July 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.40

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant of \$2,426 (excluding GST) to the business 'Café Yasou' to purchase point of sale equipment. Note: this does not include staff training, annual support fees or monthly subscription costs.

CARRIED 3/0

Application 33

Applicant	Funding stream	Project	Amount requested
Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000

RECOMMENDATION

Minute No: LBSC.41

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant to the business 'Northam Optical' for 50% (up to \$10,000 (excluding GST)) to purchase optic nerve diagnostic equipment and diversify business.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
20 July 2020



Application 34

Applicant	Funding stream	Project	Amount requested
Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Website update, social media marketing plan, subscription to tour finder and financial advisor.	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.42

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant to the business Northam Travel and Cruise of \$1,454 (excluding GST) for 50% of the cost to produce social media marketing plan and up to 50% of the cost to update website and up to an additional \$1000 for financial planning providing this is procured from a local business and a quote is provided.

CARRIED 3/0

Application 35

Applicant	Funding stream	Project	Amount requested
Spectrum Celebrations (Resubmission)	Up to \$2,000 for training and professional development	Increase advertising in local area, purchase of training and equipment to diversify business	\$1,800

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.43

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee provides a grant to Spectrum Celebrations of 50% of the requested grant (\$1712) for PA system and portable printer, to be sourced locally where possible.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
20 July 2020



Application 36

Applicant	Funding stream	Project	Amount requested
Summer Creek Restaurant & Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Concreting and equipment	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.44

**Moved: Cr Williams
 Seconded: Cr Mencshelyi**

That the Local Business Support Committee request feedback from applicant clarifying the amounts and items requested.

CARRIED 4/0

Cr Mencshelyi exited the room at 4.37pm.

Application 31

Applicant	Funding stream	Project	Amount requested
Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and workshop equipment	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.45

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

That the Local Business Support Committee approve a grant of \$1,480 (excluding GST) to the business 'Avon Valley Creators Collective' to purchase point of sale equipment.

CARRIED 3/0

Cr Mencshelyi re-entered the room at 4.42pm.

Local Business Support Committee Meeting Minutes
20 July 2020



6. URGENT BUSINESS APPROVED BY DECISION

Nil.

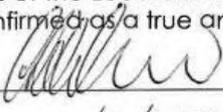
7. DATE OF NEXT MEETING

The next meeting will be held on Monday 27 July 2020 at 4.30pm.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.44pm.

"I certify that the Minutes of the Local Business Support Committee held on 20 July 2020 have been confirmed as a true and correct record."

 _____ President
21/7/2020 _____ Date

Cr C R Antonio declared an impartiality interest in 11.2 – BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020 as the nominee FCOs, including Cr Antonio's brother Paul Antonio, are known to Cr Antonio.

11.2 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 21 JULY 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4007

Moved: Cr Little

That Council receives the minutes from the Bush Fire Advisory Committee meeting held on 21 July 2020.

CARRIED 9/0

Adoption of Recommendations:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4008

Moved: Cr Little

That Council:

1. Notes the Community Emergency Services Manager Report as provided
2. Notes the Chief Bush Fire Control Officer Report as provided
3. Appoints the following Fire Control Officers for the 2020/21 season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:
 - Inkpen BFB
 - Nicholas Dewar
 - Neil Diamond (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Wundowie BFB
 - Mathew Macqueen
 - Bakers Hill BFB
 - Simon Peters
 - Kristofer Brown
 - Clackline / Muresk BFB

- Matthew Letch
 - Northam Central
 - Luke Hagen (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Irishtown BFB
 - Robert Herzer
 - Murray McGregor
 - Jennapullin BFB
 - Aaron Smith (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Grass Valley BFB
 - Christopher Marris
 - Paul Reynolds (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Philip Lloyd (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Southern Brook BFB
 - Paul Antonio (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
 - Northam VFRS
 - Greg Montgomery
 - Shire of Northam
 - Brendon Rutter – CESM
 - Kellee Walters – Ranger (Administrative Only)
 - Jason Cacic – Ranger (Administrative Only)
4. Accepts that the Chief and Deputy positions be discussed and be sent back to the brigades for nominations following normal processes and that brigades are to have all meetings completed by 23 August 2020, two weeks prior to the next BFAC meeting on 8 September 2020
 5. Requests that decommissioning of channel 43 be immediately ceased until appropriate consultation occurs
 6. Prepares questions to present before a DFES representative who was involved in the decision-making processes behind the cessation of the mid-band channel 43 link to channel 329.

- 7. Requests that DFES provides advice and support addressing the gap created by the cessation of the mid-band channel 43 link to channel 329**
- 8. Requests that a copy of the risk assessment for the cessation of the mid-band channel 43 link to channel 329 be provided by DFES**
- 9. Engages with appropriate local and state politicians with regard to the issue of the cessation of the mid-band channel 43 link to channel 329**

CARRIED 9/0



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory Committee

21 July 2020

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

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.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

Contents

1.	DECLARATION OF OPENING	4
2.	ATTENDANCE.....	4
	2.1 APOLOGIES	5
	2.2 ABSENT.....	5
3.	DISCLOSURE OF INTERESTS	5
4.	CONFIRMATION OF MINUTES	6
	4.1 COMMITTEE MEETING HELD ON 10 MARCH 2020	6
5.	RECEIVING OF PRESENTATIONS	7
6.	COMMITTEE REPORTS	8
	6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT	8
	6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT	13
	6.3 BUSH FIRE CONTROL OFFICER NOMINATIONS	18
	6.4 APPOINTMENT OF 2020/21 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)	25
7.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	30
8.	URGENT BUSINESS APPROVED BY DECISION	30
9.	GENERAL BUSINESS	30
10.	DATE OF NEXT MEETING	32
11.	DECLARATION OF CLOSURE	32

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

1. DECLARATION OF OPENING

The Presiding Member Cr T M Little declared the meeting open at 5.33pm.

2. 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/Wundowie Bush Fire Brigade	Mathew Macqueen
Deputy Bush Fire Control Officer	Simon Peters
Inkpen Bush Fire Brigade	Nic Dewar
Clackline Muresk Bush Fire Brigade	Blair Wilding
Grass Valley Bush Fire Brigade	Sam Moss
Irishtown Bush Fire Brigade	Rob Herzer
Southern Brook Bush Fire Brigade	Paul Antonio
Northam Central Bush Fire Brigade	Murray McGregor
Bakers Hill Bush Fire Brigade	Kristofer Brown

Non Voting:

Community Emergency Service Manager	Brendon Rutter
-------------------------------------	----------------

Staff:

Executive Manager Development Services	Chadd Hunt
Executive Assistant - CEO	Nadege Vinicombe

Gallery:

Shire of Northam Ranger	Jason Cacic
Inkpen Bush Fire Brigade	Neil Diamond
Bakers Hill Bush Fire Brigade	Andrew Burrows
Clackline Muresk Bush Fire Brigade	Joe Marasco
Clackline Muresk Bush Fire Brigade	Bob Stockman
Clackline Muresk Bush Fire Brigade	Matthew Letch
Clackline Muresk Bush Fire Brigade	Michael Letch
Irishtown Bushfire Brigade	Terry Hasson

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

2.1 APOLOGIES

Wundowie Volunteer Fire and Rescue Service	Jeffrey Roberts
Northam Volunteer Fire and Rescue Service	Greg Montgomery
Jennapullin Bush Fire Brigade	Aaron Smith

2.2 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Control Officer Nominations	6.3	Paul Antonio	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Kristofer Brown	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Simon Peters	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Chris Marris	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Nicholas Dewar	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Murray McGregor	Impartiality	Discloser is being nominated for position of FCO
Bush Fire Control Officer Nominations	6.3	Mathew Macqueen	Impartiality	Discloser is being nominated for position of FCO
Appointment of 2020/21 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO)	6.4	Simon Peters	Financial	Honorarium being received by discloser as they are the CBFCO
Appointment of 2020/21 Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO)	6.4	Chris Marris	Financial	Honorarium being received by discloser as they are the DCBFCO

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON 10 MARCH 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.248

Moved: Blair Wilding
Seconded: Sam Moss, Grass Valley

That the minutes of the Bush Fire Advisory meeting held on 10 March 2020 be confirmed as a true and correct record of that meeting.

CARRIED 12/0

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

5. RECEIVING OF PRESENTATIONS

Nil.

UNCONFIRMED

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

6. COMMITTEE REPORTS

6.1 COMMUNITY EMERGENCY SERVICES MANAGER REPORT

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

BRIEF

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

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.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

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

2020 is a year that will not be quickly forgotten, with COVID-19 being a consuming fixture in the lives of all. Staff would like to take this opportunity to thank all brigade members for taking the evolving changes in stride and adapting and overcoming changes as they occurred.

As things in the COVID department begin to wind down in WA staff attention is being redirected to the looming 2020/21 Bushfire season. The focus over the coming months will be core skills training and preparedness for both the brigades and the local communities, with a series of physical and online awareness campaigns about property protection for the coming season.

More information on this will follow in the coming weeks.

Recruitment

Staff will be running a recruitment workshop on Saturday 18th July 2020 at the Northam Recreation Centre.

This workshop has been arranged as an action of the last Captains' meeting as COVID continued to be a declining factor, and staff were able to redirect attention onto the development of the brigades. Jen Pidgeon and Kate White from the DFES Volunteer and Youth Services area, in conjunction with Tracy McBride, the Volunteer Management Support Officer for the GM Region, have put together a package that will be workshopped initially by

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

the brigade leadership groups, with strategies being developed at brigade level for their local community.

Once the workshop is complete the brigades will have a further opportunity for a brigade level session on station to further refine the strategies as the brigade promotes the recruitment strategies. Staff will assess each brigade's suggestions, gather data regarding the effectiveness of each strategy and assess where further refinement is required. Further information on this will be provided at a later stage.

Leadership Forum

The Shire of Northam is partnering up with DFES this year and the pre-season forum will have a focus on leadership within the brigades. The seasonal synopsis will be provided, and presentations concerning several DFES programs that all volunteers are eligible for, but there will be a strong focus on developing brigade leaders for the future success of the brigades.

PPC

All PPC has now been ordered – staff would like to thank the brigades that have placed their orders in early. For those who have not yet placed an order, please place orders as soon as possible to avoid delays in delivery of PPC, especially for those brigades whose PPC is outdated or no longer fit for purpose.

Fleet Servicing

Planning for the annual servicing of the fleet is well under way and much earlier this year as staff have refined last year's process. Staff are expecting all appliances and operational systems including hose testing to be completed by mid-September.

Pre-Season training

Staff focus for the coming months will be on core skills, and staff are planning visits with each brigade to run through any core skills drills that will assist brigade members in optimal preparation prior to the beginning of the season. Staff will liaise with Training Officers and Captains in due course to arrange dates and times that are suitable for the brigade.

WAERN Network

There have been ongoing investigations with the Regional Staff, DFES and the ACMA regarding the continued access to the WAERN network by either unauthorised radios and or unauthorised people. This has led to numerous issues past season with illegal radios that clearly had a fault from causing communications issues at active incidents.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

A decision has been reached within the region that VHF Mid-Band channel 43 will be disconnected as a priority. As the only way to ensure that the network integrity can be maintained, new and updated communication plans will be supplied into each appliance and station as soon as published and will also form part of the pre-season training.

Emergency Service Cadets Unit

It is with immense pleasure that staff advise the Emergency Service Cadet unit will be launched to coincide with the start of Term 4 as a pilot project to complete the 2020 year.

This has required a lot of work and staff are pleased to say this will deliver a project critical to ensuring the future of volunteers within the emergency service department. Further details will be provided regarding how brigades are able to capitalise on this programme at a date closer to the launch of the program.

Online Ordering

In the past few months staff have been working with PPC supply chains to improve the PPC and Equipment ordering processes. Staff are pleased to report that within the coming months online access with the main suppliers will be available - equipment officers will be able to place orders directly through the suppliers' websites, which will then come through to staff for approval and payment.

It is hoped that this new streamlined process will empower the EQ officers with the tools to better manage daily requirements at brigade level. Once the arrangements are complete staff will organise face-to-face training with all EQ officers and Captains to discuss how the ordering system functions.

This is an exciting project that will deliver enormous efficiencies at brigade levels.

Blessing of the Fleet

In early October staff will be arranging a blessing of the fleet, and also a smoking ceremony by representatives of country as the new season begins. Further details will be provided in due course.

Staff would like to again take the opportunity to thank personally all brigade members for the incredible work this year, with all the evolving changes and restrictions happening that had the potential to create a significant impact at brigade level. It is a credit to the brigade teams how well all personnel adapted to the changing environment and continued to make changes as necessary to achieve compliance with State Government Directives, in order to keep our members and our communities safe.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.249

Moved: Matthew Macqueen
Seconded: Murray McGregor

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

CARRIED 12/0

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



6.2 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) REPORT

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

BRIEF

For the Committee to receive and note the update provided by the Chief Bush Fire Control Officer.

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

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

I would firstly like to take the opportunity to thank Captains, their members and BFCOs with special mention of my two deputies for their work and support over both the 19/20 fire season and during the COVID-19 challenges which have impacted upon us in recent months.

We were fortunate to have no major incidents again in the most recent fire season despite having an unprecedented number of poor weather days and resulting total fire bans. Of course, there were still many incidents however due to the quick professional response by Brigades, and at times a bit of luck, we prevented them from escalation. The total fire ban during the unrestricted period in May resulted in an unacceptable number of call-outs for our volunteers and work needs to be done to improve communication with and understanding of residents to avoid this in the future.

The news within the CESM's report on the cessation of the mid-ban channel 43 link to channel 329 is of great concern to me and I am sure many within the bush fire service in Northam. I have no doubt that such a decision will cost us members and ultimately likely result in an **increased risk to property and life within the Shire of Northam** through reduced communication. Given the recency of the decision (within the last week), the lack of consultation over this decision, and the potentially significant consequences of this decision, I hope that there will be the opportunity for meaningful discussion and decisions to occur during this BFAC meeting on this issue. My experience is that increased communication, not reduced communication, is vital during an incident. Furthermore, I feel that such a decision undervalues the vital importance of farmer/private response vehicles (many of whom are official members of

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Brigades) in responding to and controlling incidents. All fires start small, but decisions that delay communication, push away private response, and alienate members, will ensure that incidents escalate unnecessarily.

As you can see, we have had some success with the recruitment and training of BFCO's. Last season, including chief and deputies, we had eight active BFCO (excluding CESM/Shire). Subject to their endorsement, this coming season we are on track to have at least 12 active and qualified BFCO's with the possibility of a couple more. I thank those incoming (and returning) BFCO's for the commitment they have made to push through the training requirements; I understand it can be burdensome to try to do in just one year. The other thing you will see is that we are on track to have five (up from one) BFCO's who are qualified for the Deputy and Chief positions. While this may or may not be the desire of these individuals, it is great to have this depth of experience and option as we move forward. As we see a return to a more sustainable number of BFCO's we will then need to collectively work with our memberships to identify future potential BFCO's so we can slowly build their experience, interest and training to step into these roles in the future.

Having met with BFCO's in early July, it has been decided that we will run a Ground Controller course just before the 2020/21 fire season for BFCO's and brigade leadership teams. This, of course, will be optional but is a shift towards doing more as a team and to develop this team proactively (rather than a stick approach of saying you must do this). We will again be holding a scenario evening and bus tour of a few key sites (i.e. UXO) within the Shire for the leadership team as the season approaches.

Hopefully it was evident last season that as Chief I tried not to attend most incidents and instead left it in the capable hands of our Brigades/BFCO's. Those which I did attend, in most instances, was only in a support capacity rather than as the IC. Should I be reappointed for 20/21, I will again try to find this balance of allowing space for our Brigades and BFCO's to take a more active incident control roles. I think this is important in building the capacity of the team, giving greater purpose back to the BFCO's and also reducing the burden on the Chief and Deputy roles.

At a Shire level, I see some good progress in some areas but continue to be frustrated in others. To try to get something progressed that is not on their agenda can be difficult at times. On the positive, as noted in the CESM report, we have seen progress on uniforms. Following numerous issues of Brigades and new members waiting extended periods for new uniforms last season, we have been proactive in getting orders in ahead of the new financial year rush on the suppliers. Combined with other refinements Brendon has made should see improvements in this regard.

Working with the Shire, we were also able to get three weather stations purchased before the end of the financial year, along with four Kestrel

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



handheld weather readers. The weather stations, once installed (earmarked for Wundowie, Irishtown, Grass Valley, plus one as part of the new build at Bakers Hill), will provide the Weather Officers and Chief (along with all members/public) with improved visibility of weather conditions across the Shire when making decisions around Harvest bans and the like. Importantly, these must not be seen as a replacement of what our Weather Officers do, but instead a support tool to their vital expertise and interpretation. A policy around this will need to be progressed. The handheld Kestrels were in response to the expectation that weather officers have had to purchase their own weather readers and, given the various age, brand and style of weather readers used, there were variations in readings between devices.

The co-location of Northam Central BFB with the SES is a good outcome, providing Northam Central with facilities better suited for operations as well as for attracting and retaining members. Well done to Murray for his relentless efforts in bringing about this result, and others who assisted. I also look forward to the opportunities that will no doubt result from working more closely with other emergency services, such as the SES, within the Shire.

The need to progress a more permanent and suitable home for Wundowie BFB remains on the agenda. The imminent start to the new Bakers Hill Fire Station will be welcome news I am sure to the Brigade, especially with the arrival of their new 3.4U appliance last week which tests the limits of the current stations' physical capacity.

The incident in May behind Spring Hill presented several learning opportunities for both our service and DFES in terms of UXO's. I will be working with our BFCO's, the Shire and DFES to try to improve and refine a number of processes and policies. Updated mapping, UXO notifications, site-specific response plans, and other items, are all areas for consideration.

With the easing of COVID-19 restrictions in WA, recruitment is a key focus for a number of our brigades as we lead up to the current season. The workshop just last weekend provided and/or prompted some useful ideas, and I am keen to work with applicable brigades to assist with their recruitment journey. As part of this, over the past month or two, I have been working with the Shire to ascertain the ability for us to communicate with new ratepayers within the Shire. I hope that we can use this as a tool to introduce Brigades with new members of the community, share important property preparation material, as well as further develop our Harvest Ban SMS list. The suggestion out of the recruitment forum to develop a pack for real estate agents to give new tenants is another idea worth exploring among others.

Thanks again for your support.

Regards - Chris Marris, CBFCO

RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.250

Moved: Kristofer Brown

Seconded: Sam Moss

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

CARRIED 12/0

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Paul Antonio has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Kristofer Brown has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Simon Peters has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Chris Marris has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Nicholas Dewar has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Murray McGregor has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

Mathew Macqueen has declared an impartiality interest in 6.3 – BUSH FIRE CONTROL OFFICER NOMINATIONS as he is being nominated as a Bush Fire Control Officer.

6.3 BUSH FIRE CONTROL OFFICER NOMINATIONS

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

BRIEF

For the committee to recommend to Council the appointment of Bush Fire Control Officers (BFCO) for the 2020/21 bush fire season.

ATTACHMENTS

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Attachment 1: BFCO Summary sheet (supplied as a separate confidential attachment)

A. BACKGROUND / DETAILS

Council resolved at its meeting held on 15 July 2015 the following (in part)–

5. Endorse that the minimum standard to be appointed a BFCO include the recommendation to complete the following DFES training modules prior to 1st November 2015 and become a requirement in order to qualify to the position of Bushfire Control Officer for the 2016 and future fire seasons.
 - Introduction to Fire Fighting
 - Bush Fire Fire fighting
 - Structural Firefighting
 - Crew Leader/Advanced Firefighter and/or Sector Commander
 - FCO course or a refresher within the last 5 years

At the BFAC meeting held on 10th March 2020 it was recommended that those nominated for the position of BFCO be approved to progress to the next stage of formal application and assessment for a recommendation at the June BFAC meeting.

Given the COVID19 issues the process of formal application and assessment as prescribed by the Bush Fire Manual was not undertaken. In discussion with Brigade Captains it was recommended that the nomination be referred to BFAC for endorsement.

B. CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

Financial / Resource Implications

Advertising costs.

Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows:

38. *Local government may appoint Bush fire control officer*

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its Bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer
Captains of all Brigade

Volunteer Bush Fire Fighters whom nominated in accordance with the process outlined in the Shire of Northam Bush Fire Manual.

Risk Implications

- Reputational –High
 - o Ensuring that any person/s appointed as Bush Fire Control Officers have the capacity to manage emergency incidents within the Shire of Northam
- Financial - Low
 - o Officers believe the financial implications are low due to advertising costs being accounted for in annual budget process
- Compliance - Low
 - o Officers believe that by following processes as defined in the Shire of Northam Bush Fires Manual in accordance with powers under the Bush Fires Act 1954, any compliance issues will be resolved.
- Legal – High
 - o Officers believe that Council is obliged to ensure that any person/s appointed under 38(1) of the Bush Fires Act 1954 are suitably qualified to hold the position. In the interest of community safety Council has a duty of care to ensure that any person/s appointed as Bush Fire Control Officers have the right knowledge, experience & skillset and are capable of demonstrating a working understanding of the special powers of a Bush Fire Control Officer under Section 39 of the Bush Fires Act 1954 and their obligations to Council

C. OFFICER'S COMMENT

Candidates that have nominated and subsequently applied for the position of Bush Fire Control Officer that meet the criteria as outlined in the Bush Fires Manual and determined as eligible to be appointed are listed below. Please refer to the BFCO summary sheet for training completed – this has been provided as a separate confidential attachment.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



As indicated above the process has been modified due to the impact of COVID19 and subsequently those that have nominated have not been through the same assessment process as last season.

Where a nominee has not achieved the minimum training requirements as prescribed by Council, it is recommended by staff that they should be appointed only after further training has been achieved.

Until required training is completed the member is ineligible to be designated as a fully operational BFCO.

Officers will prepare a development plan and work with all prospective candidates to ensure training requirements are able to be achieved as soon as practical. Once the extra training is achieved and the personnel then meet the requirements of Council formal appointment can be granted by way of Certificate of Appointment, and further advertising as per standard advertising protocols.

ORIGINAL RECOMMENDATION/COMMITTEE DECISION

Moved: Simon Peters
Seconded: Kristofer Brown

That Council appoints the following Fire Control Officers for the 2020/21 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

Inkpen BFB

- Nicholas Dewar
- Neil Diamond (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Wundowie BFB

- Mathew Macqueen

Bakers Hill BFB

- Simon Peters
- Kristofer Brown

Clackline / Muresk BFB

- Matthew Letch

Northam Central

- Luke Hagen (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Irishtown BFB

- Robert Herzer
- Murray McGregor

Jennapullin BFB

Grass Valley BFB

- Christopher Marris
- Paul Reynolds (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
- Philip Lloyd (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Southern Brook BFB

- Paul Antonio (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Wundowie VFRS

Northam VFRS

- Greg Montgomery

Shire of Northam

- Brendon Rutter – CESM
- Kellee Walters – Ranger (Administrative Only)
- Jason Cacic – Ranger (Administrative Only)

AMENDMENT

Moved: Sam Moss

Seconded: Robert Herzer

That the Committee ensure Aaron Smith is included in the Jennapullin Nomination for Bush Fire Control Officer, (approved subject to meeting minimum training requirements prior to the start of the 2020/21 season).

CARRIED 12/0

SUBSTANTIVE RECOMMENDATION/COMMITTEE DECISION

Minute No: BFAC.251

That Council appoints the following Fire Control Officers for the 2020/21 Season in accordance with the criteria set in section 5 of the Shire of Northam Bush Fire Manual:

Inkpen BFB

- Nicholas Dewar
- Neil Diamond (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Wundowie BFB

- Mathew Macqueen

Bakers Hill BFB

- Simon Peters
- Kristofer Brown

Clackline / Muresk BFB

- Matthew Letch

Northam Central

- Luke Hagen (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Irishtown BFB

- Robert Herzer
- Murray McGregor

Jennapullin BFB

- Aaron Smith (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Grass Valley BFB

- Christopher Marris
- Paul Reynolds (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)
- Philip Lloyd (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Southern Brook BFB

- Paul Antonio (approved for appointment subject to meeting minimum training requirements prior to the start of the 2020/21 season)

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Wundowie VFRS

Northam VFRS

- Greg Montgomery

Shire of Northam

- Brendon Rutter – CESM
- Kellee Walters – Ranger (Administrative Only)
- Jason Cacic – Ranger (Administrative Only)

CARRIED 12/0

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



Simon Peters has declared an impartiality interest in 6.4 – APPOINTMENT OF 2020/21 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO) as he receives an honorarium for the position of current Deputy Chief Bush Fire Control Officer.

Chris Marris has declared an impartiality interest in 6.4 – APPOINTMENT OF 2020/21 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO) as he receives an honorarium for the position of current Chief Bush Fire Control Officer.

6.4 APPOINTMENT OF 2020/21 CHIEF BUSH FIRE CONTROL OFFICER (CBFCO) AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICER (DCBFCO)

Address:	N/A
Owner:	N/A
File Reference:	5.1.3.1
Reporting Officer:	Chadd Hunt Executive Manager Development Services
Responsible Officer:	Chadd Hunt Executive Manager Development Services
Voting Requirement	Simple Majority

BRIEF

Upon appointment of the Fire Control Officers for the 2020/21 year, Council is required to appoint a Chief Bush Fire Control Officer (CBFCO) and Deputy Chief Bush Fire Control Officer (DCBFCO).

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

At the BAFC meeting in September 2019, it was resolved to advertise for the position of CBFCO as no other nominations were received from the Brigades. It was also resolved and endorsed by Council to appoint Mathew McQueen and Simon Peters as Deputy Chief Bush Fire Control Officer (DCBFCO's) and Chris Marris as a Senior Bush Fire Control Officer.

Subsequent to that resolution, two nominations were received for the position and at the BFAC meeting held in November 2019 it was recommended to, and endorsed by Council, to appoint Mr Chris Marris as CBFCO for the 2019/20 Bush fire season.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



This report is recommending that the appointment for the CBFCA and DCBFCA be "rolled over" for the 2020-21 season.

B. CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 3: Safety and Security

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

Financial / Resource Implications

Advertising costs.

Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows

38. *Local government may appoint Bush fire control officer*
(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

Policy Implications

Section 5.1B of the Bush Fire Manual states the following –

5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working Knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.
- Management Skills.
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



- Experienced in firefighting operations within the Shire.
- Currently holds all of the preferred qualifications of the Fire Control Officer.
- Be a member of the DOAC, BFAC and LEMC

Section 5.1C of the Bush Fires manual states the following:

5.1C Qualifications of Chief Bush Fire Control Officer

"Completion of the DFES training core modules and a minimum of 3 years as a BFCO and 5 years firefighting experience in the last 3 years preferably as an executive officer within a brigade of the Shire of Northam.

Persons currently holding the CBFCO's position will have until 2025 2020 to comply with the below training requirements. Any persons newly appointed must hold the below training certifications prior to 31s October each year".

Completion of required courses are:

- AllMS Awareness
- Introduction to Fire Fighting
- Bush Fire Fighting
- Machine Supervision
- Structural Fire Fighting
- Advanced Bush Fire Fighting
- Crew Leader
- Ground Controller
- Sector Commander
- AllMS 4 or 2017
- Incident Controller Level 1
- Fire Control Officer (in the Last 5 Years)

5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation.
- Knowledge of all Fire Response Plans in the Shire
- Working Knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training.
- Effective Interpersonal Skills.
- Good Written and Verbal Communication Skills.
- Leadership Skills.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



- *Management Skills.*
- *Experience in managing operations.*
- *Ability to perform under stressful conditions.*
- *Current appointment as Fire Control Officer.*
- *Experienced in firefighting operations within the Shire.*
- *Currently holds all of the preferred qualifications of the Fire Control Officer.*
- *Be a member of the DOAC, BFAC and LEMC*

Stakeholder Engagement / Consultation

Discussion has been held with the existing CBFCO, DCBFCOs and brigade captains regarding the process for the forthcoming fire season.

Risk Implications

Council is requested to appoint a CBFCO and DCBFCO who meet the minimum training requirements as per section 5 of the Shire of Northam Bush Fire manual.

C. OFFICER'S COMMENT

As the Committee would be aware the process for the appointment of the CBFCO for the previous season was complicated. In discussion with the current CBFCO and DCBFCOs and with several brigade captains it has been recommended that the current positions be reappointed for the coming 2020-21 season.

It is also recognised that the usual process for nominations and appointments was not possible/feasible due to the issues surrounding COVID-19. In a "normal" year nominations would be called for the position of CBFCO and DCBFCOs prior to the individual Brigade AGMs. The Brigades would then vote on the nominations at their AGM and then present that vote accordingly at the BFAC meeting in June. Given that there were various issues surrounding holding AGMs and meetings generally, it was recommended that for this season the normal process not be followed.

It is recommended that the process prescribed by the Bush Fire Manual be followed for the 2021-21 season.

RECOMMENDATION

That Council formally appoint the following qualified Bush Fire Control Officers to the position of Chief and Deputy Chief Bush Fire Control Officers for the 2020-21 fires season:

- 1. Chief Bush Fire Control Officer – Chris Marris**
- 2. Deputy Chief Bush Fire Control Officers – Simon Peters and Mathew Macqueen**

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



COMMITTEE DECISION

Minute No: BFAC.252

**Moved: Matthew Macqueen
Seconded: Murray McGregor**

**That it be recommended to Council that the Chief and Deputy positions be discussed and be sent back to the brigades for nominations following normal processes and that brigades are to have all meetings completed by 23 August 2020, two weeks prior to the next BFAC meeting on 8 September 2020.
CARRIED 12/0**

REASON FOR CHANGE TO OFFICER'S RECOMMENDATION

The officer's recommendation to roll over the CBFCO and DCBFCO positions from the 2019/20 Bush Fire season was formed because at the time of the recommendation there were meeting restrictions in place due to the COVID-19 pandemic. As these restrictions are no longer in place, normal nomination and selection procedures may proceed, and other brigade members who wish to take on the roles on CBFCO and/or DCBFCO should be given the opportunity for nomination and appointment.

NOTE

Whilst several members had declared a financial interest in the item relating to an honorarium being paid to the CBFCO and DCBFCO positions they remained in the meeting due to an alternate recommendation being made. As the alternate recommendation did not include any appointment they remained in the meeting and voted on the recommendation.

Please also note the amendment to the Policy implications above with respect to the training requirements of the CBFCO and DCBFCO positions – these have been highlighted in yellow.

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8. URGENT BUSINESS APPROVED BY DECISION

Nil.

9. GENERAL BUSINESS

COMMITTEE DECISION

Minute No: BFAC.253

Moved: Matthew Macqueen

Seconded: Rob Herzer

That the Committee recommend Council :

1. Requests that decommissioning of channel 43 be immediately ceased until appropriate consultation occurs
2. Prepares questions to present before a DFES representative who was involved in the decision-making processes behind the cessation of the mid-band channel 43 link to channel 329.
3. Requests that DFES provides advice and support addressing the gap created by the cessation of the mid-band channel 43 link to channel 329
4. Requests that a copy of the risk assessment for the cessation of the mid-band channel 43 link to channel 329 be provided by DFES
5. Engages with appropriate local and state politicians with regard to the issue of the cessation of the mid-band channel 43 link to channel 329

CARRIED 12/0

CESM REPORT ON THE CESSATION OF THE MID-BAND CHANNEL 43 LINK TO CHANNEL 329

There was discussion surrounding the issue. Several brigade members discussed the gap in communications that this channel cessation would cause. Several brigade members discussed the lack of consultation between DFES and the brigades concerning the decommissioning of the mid-band channel link. The Community Emergency Service Manager advised that this decision was made at State level through Operations Communications, and has been an issue at that level for several years. It was suggested that the licence could be purchased from the State and the frequency altered so that this infrastructure could still be utilised in the Shire. The Community Emergency Service Manager advised that the frequency could not be utilised as the State would be redeploying it elsewhere, and that although there was the opportunity for the Shire of Northam to purchase its own mid-band frequency, this would be on

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



an independent network and may be an expensive and nonviable option, as most radios are switching over to VHF high-band. There was discussion surrounding the risk assessment performed by the DFES, and whether the communication gap created by the cessation of the link had been considered in the risk assessment. The Community Emergency Service Manager advised that he was not sure if it had been included as the risk assessment occurred at State level and he was not present. Several brigade members discussed whether the brigades could request that DFES provide a mitigation strategy for the communication gap. It was also discussed whether the brigades could find out how other local governments have approached this issue.

The questions that will be posed to the DFES representative are as follows –

- Why was the Shire of Northam and the volunteer Bush Fire Brigades not consulted prior to the decision being made?
- What was involved in the risk assessment – did the assessment include the increased risk associated with removing numerous radios used for operational firefighting purposes?
- What contingency plans have been put in place when channel 43 has been removed?
- Were any alternate actions, such as a replacement channel or individual licence agreement with users included as part of the review?
- Has there been any recent examples in other localities where similar action has been undertaken and what was the result of that on the volunteer bushfire organisation?
- Was the option of "handing over" the channel and associated infrastructure back to the Shire of Northam or the local community investigated and is that feasible?
- Was addressing the core issues (being illegal operation and non-registering of radios) considered as part of the review?

SIGNAGE

There was discussion surrounding the minutes from the BFAC meeting held 10 September 2019, concerning fire danger rating signage. The Community Emergency Service Manager advised that signage was currently being harmonised across the country and outcomes would be advised based on the Royal Commission that is currently occurring in the eastern states. The Executive Manager Development Services advised that the weather stations would be

Bush Fire Advisory Committee Meeting Minutes
21 July 2020



ordered shortly as the new budget has been adopted by Council. The Fire Danger rating signs also has a budget provision however the installation will be dependent on the outcome of the review mentioned above. It was recommended by brigade members that actions from previous BFAC Meeting (such as the signage above) should in future be reported on in officer reports, to ensure that the recommended actions are not forgotten. The Executive Manager Development Services advised that the status report on outstanding BFAC recommendations would form part of the CESM report as done previously.

LETTER TO RURAL FIRE SERVICE

There was discussion surrounding the minutes from the BFAC meeting held 10 September 2019, concerning a letter that was to be sent to the Rural Fire Service. The Community Emergency Service Manager advised that he had not heard back concerning this letter and would provide a report at the next BFAC meeting.

SHIRE RESERVES MANAGEMENT PLAN

There was discussion surrounding whether the Shire Reserves program would be proceeding. The Executive Manager Development Services advised that as the new budget has been approved by Council, this would now be going ahead in conjunction with the MAF funding, and further information would be provided shortly.

UXO SAFETY ISSUES

There was discussion surrounding the status of the report concerning the UXO fire safety issues. The Community Emergency Service Manager advised that he had not heard anything related to the report, but he would provide the report and recommendations at the next BFAC meeting.

10. DATE OF NEXT MEETING

The next meeting will be held on Tuesday 8 September 2020.

11. DECLARATION OF CLOSURE

There being no further business, the Presiding Member Cr T M Little declared the meeting closed at 7.05pm.

"I certify that the Minutes of the Bush Fire Advisory Committee Meeting held on Tuesday, 21 July 2020 have been confirmed as a true and correct record."

_____ Presiding Member
_____ Date

11.3 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 27 JULY 2020

Receipt of Minutes:

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4009

Moved: Cr Antonio

That Council receives the minutes from the Local Business Support Committee meeting held on 27 July 2020.

CARRIED 9/0



Shire of Northam

Minutes

Local Business Support

Committee Meeting

27 July 2020

DISCLAIMER

These minutes are yet to be dealt with by the Council. The Recommendations shown at the foot of each item have yet to be considered by the Council and are not to be interpreted as being the position of the Council

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.

Local Business Support Committee Meeting Minutes
27 July 2020



Contents

1.	DECLARATION OF OPENING:.....	4
2.	ATTENDANCE.....	4
3.1	APOLOGIES.....	4
3.2	APPROVED LEAVE OF ABSENCE	4
3.3	ABSENT.....	4
3.	DISCLOSURE OF INTERESTS.....	4
4.	CONFIRMATION OF MINUTES	5
4.1	COMMITTEE MEETING HELD 20 JULY 2020	5
5.	COMMITTEE REPORTS	6
5.1	LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS.....	6
6.	URGENT BUSINESS APPROVED BY DECISION	11
7.	DATE OF NEXT MEETING	11
8.	DECLARATION OF CLOSURE	11

Local Business Support Committee Meeting Minutes
27 July 2020



1. DECLARATION OF OPENING:

The Shire President Cr C R Antonio declared the meeting open at 4:34pm.

2. ATTENDANCE

Committee:

Shire President	Cr R Antonio
Deputy Shire President	J E G Williams
Councillor	M P Ryan

Staff:

Community Development Officer	M Blackhurst
Chief Executive Officer	J Whiteaker
Community Services Officer	J Budas

3.1 APOLOGIES

Councillor	A J Mentshelyi
------------	----------------

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Acting Executive Assistant	N Vinicombe
----------------------------	-------------

3. DISCLOSURE OF INTERESTS

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

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

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

Local Business Support Committee Meeting Minutes
27 July 2020



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
Local Business Support Grant Scheme Applications	5.1	Cr M P Ryan	Impartiality	Applicants 36, 37, 38 and 39 are known to Cr Ryan
Local Business Support Grant Scheme Applications	5.1	Cr J E Williams	Impartiality	Applicants are known to Cr Williams
Local Business Support Grant Scheme Applications	5.1	Cr C R Antonio	Impartiality	Applicants are known to Cr Antonio

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 20 JULY 2020

RECOMMENDATION/COMMITTEE DECISION
<p>Minute No: LBSC.46</p> <p>Moved: Cr Williams Seconded: Cr Ryan</p> <p>That the minutes of the Local Business Support Committee meeting held on 20 July 2020 be confirmed as a true and correct record of that meeting.</p> <p style="text-align: right;">CARRIED 3/0</p>

Local Business Support Committee Meeting Minutes
27 July 2020



5. COMMITTEE REPORTS

Cr M P Ryan declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as applicants 36, 37, 38 and 39 are known to him.

Cr J E Williams declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as the applicants are known to her.

Cr C R Antonio declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as the applicants are known to him.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

Local Business Support Committee Meeting Minutes
27 July 2020



The Shire of Northam Business Support Committee has assessed 36 applications to date and of these 28 have been approved at a value of \$75,887.

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

Applicant	Funding stream	Project	Amount requested
Application 37 Avon-A-Ride	Up to \$5,000 for increasing business opportunity and sustainability	Radio Advertising	\$4,000
Application 38 Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchase TV and mount on wall	\$5,000
Application 39 The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	New website and upgrade building signage	\$5,000
Application 36 Summer Creek Restaurant and Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Equipment maintenance/ adjustments	\$5,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

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

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

B.2 Financial / Resource Implications

Council has allocated a budget of \$250,000 to fund the Business Support Grant Scheme. The officer recommendation is to support \$7, 600 in grant funding.

Local Business Support Committee Meeting Minutes
27 July 2020



B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as Confidential Attachment 5.1.1.

Application 37

Applicant	Funding stream	Project	Amount requested
Avon-A-Ride	Up to \$5,000 for increasing business opportunity and sustainability	Radio Advertising	\$2,000

RECOMMENDATION

That the Local Business Support Committee approve a grant to the business 'Avon-A-Ride' of \$1,000 (excluding GST) for 50% of the cost for radio advertising, with Avon-A-Ride supplying the remaining \$1000.

Local Business Support Committee Meeting Minutes
27 July 2020



COMMITTEE DECISION

Minute No: LBSC.47

Moved: Cr Williams

Seconded: Cr Ryan

That the Local Business Support Committee does not approve a grant to the business 'Avon-A-Ride'.

CARRIED 3/0

REASON FOR NOT SUPPORTING THE OFFICER'S RECOMMENDATION:

The Committee was of the view that short term advertising did not provide for sustainable outcomes; however, the Committee would consider the development of a marketing plan which would assist the business both now and into the future.

Application 38

Applicant	Funding stream	Project	Amount requested
Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchasing TV and mount on wall	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.48

Moved: Cr Ryan

Seconded: Cr Antonio

That the Local Business Support Committee approve a grant to the business 'Laura's Wine Bar' of \$2,000 (excluding GST) to support the purchase of blinds and mounting of a TV at the premises.

CARRIED 2/1

Application 39

Applicant	Funding stream	Project	Amount requested
The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	New website and upgrade building signage	\$5,000

Local Business Support Committee Meeting Minutes
27 July 2020



RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.49

Moved: Cr Williams

Seconded: Cr Ryan

That the Local Business Support Committee approve a grant to the business 'The Yoga Lounge Northam' of \$1,500 (excluding GST) for 50% of the cost to purchase a new website and pay for a professional photography session, and up to \$1,720 (excluding GST) for 50% of the cost of building signage upgrade.

CARRIED 3/0

Application 36

Applicant	Funding stream	Project	Amount requested
Summer Creek Restaurant & Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Concreting and equipment	\$5,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.50

Moved: Cr Williams

Seconded: Cr Ryan

That the Local Business Support Committee approve a grant to the business 'Summer Creek Restaurant & Brewery' of \$5,000 (excluding GST) for the cost to purchase brewing equipment to diversify business product.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
27 July 2020



6. URGENT BUSINESS APPROVED BY DECISION

Nil.

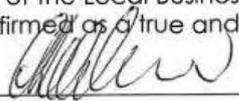
7. DATE OF NEXT MEETING

To be confirmed.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 5.26pm.

"I certify that the Minutes of the Local Business Support Committee held on 27 July 2020 have been confirmed as a true and correct record."


_____ President

7/8/2020 Date

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Advocating for *Our Communities Our Stories* campaign: Loss of Regional Media

File Reference:	1.1.9.16
Reporting Officer:	Nadege Vinicombe, Acting Executive Assistant to the CEO
Responsible Officer:	Jason Whiteaker, CEO
Officer Declaration of Interest:	Nil.

BRIEF

For Council to consider supporting the MEAA campaign *Our Communities, Our Stories*, requesting that the Federal Government develop policy initiatives to aid struggling local community newspapers in light of the COVID-19 pandemic.

ATTACHMENTS

- Attachment 1: MEAA Letter
Attachment 2: Proposed Mayoral Minute

A. BACKGROUND / DETAILS

During the months of the COVID-19 pandemic, Australia has seen over 150 regional and community newspapers cease printing. Many of these newspapers have encountered closures, both temporary and permanent. The government has recently announced a \$50 million Public Interest News Gathering (PING) program to support regional journalism - the Media Entertainment & Arts Alliance (MEAA) has created the *Our Communities, Our Stories* campaign to call on the Federal Government to develop further policy initiatives to sustain regional journalism.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing

Outcome 2.1: People in the Shire of Northam feel that their community is caring and inclusive

Objective: Residents are well informed about activities and services in the Shire

Theme Area 1: Economic Growth

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

Objective: Support existing and future local businesses in maximising subcontracting opportunities within the Shire of Northam

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER'S COMMENT

The Shire of Northam has experienced firsthand the impact of a loss of local newspaper with the Avon Valley advocate closing down during the Covid-19 pandemic. While indications are the Advocate will reopen, it still remains uncertain given initially they were to reopen in July.



RECOMMENDATION/COUNCIL DECISION

Minute No: C.4010

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council:

1. Note the important role regional media plays in covering local stories.
2. Note and express disappointment in the closure of over 150 local newspapers across Australia.
3. Express support for the importance of a strong and sustainable regional media to ensure regional stories continue to be told and regional communities continue to have media outlets that value local stories and provide the important role of promoting community cohesion and an informed community.
4. Note the previous work done by the Australian Consumer and Competition Council in relation to regional media as part of the Digital Platforms Inquiry.
5. Note that the Federal Government has partly implemented some recommendations from the ACC Inquiry, in particular the announcement of a one year \$50 million Public Interest News Gathering Fund to support regional media as part of the response to the COVID19 pandemic.
6. Note the Federal Government's announcement on 20 April 2020 of their intention to develop a mandatory code of conduct between media companies and digital platforms (such as Google and Facebook), providing an opportunity to properly fund regional media support outlined by the ACCC.
7. Support the development of a properly funded regional media strategy by the Federal Government that builds on the work already undertaken by the ACCC and is designed to deliver a sustainable model for regional public interest journalism into the future.
8. Support the broad community-based Our Communities Our Stories campaign which seeks to develop an Action Plan for Regional Media.
9. Write to the Federal Minister for Communications, Paul Fletcher, outlining concerns regarding recent media closures, support for the Communities Our Stories Campaign, and urging the Minister to commence work on developing a regional media policy to be delivered by the end of 2020.

CARRIED 8/1

Clarification was sought regarding the method of expressing support according to point three in the officer's recommendation. The Chief Executive

Officer advised that Council's support is typically expressed through a media release or a presidential interviews (e.g. radio, television).

Attachment 1 – MEAA Letter



July 10, 2020

Dear Mayor

RE: *Our Communities, Our Stories: A campaign for regional journalism*

I refer to correspondence sent to you by Media Entertainment & Arts Alliance (“MEAA”) Media Section President Marcus Strom on June 4, 2020.

MEAA is the union and professional association for Australia’s journalists.

Over the past months we have seen over 150 regional and community newspapers cease printing due to COVID-19. Many of those papers are more than a century old. Many may never reopen.

The problems faced by regional media are not new. Between 2008 and 2019, 106 local and regional newspapers closed. That left 21 local government areas without a single local or regional newspaper.

The local paper is the community noticeboard for all the local events, sports and announcements. It’s a showpiece for advertisers to promote their goods and services. It’s the platform that encourages a diversity of local voices. It is an essential service in times of drought, flood, bushfire... and pandemic.

While the Government has announced a \$50 million Public Interest News Gathering (PING) program to support regional journalism, more needs to be done.

That’s why we’re calling on you, together with your community, to join the *Our Communities, Our Stories* campaign calling on the Federal Government to provide more support for regional media.

We are calling on the Federal Government to develop policy initiatives to sustain regional journalism. This support might include direct support for regional journalism, tax incentives to support new business models and ensuring that regions share in funds that will flow from the recent announcement regarding a mandatory code for digital platform companies such as Facebook and Google to ensure that they pay a fair price for the media content on their platforms.

We are asking you to support these first steps of the campaign:

- **Show your support.** Have yourself photographed or videoed with the enclosed *Our Communities Our Stories* banner. Share it on social media with the hashtag #ourstories #ourcommunities. Please tag us in to your posts @withmeaa on Twitter.
- **Engage your local community** – start the discussion with your community about the importance of your stories and regional media. Encourage people to join in and spread the word.
- **Take action with your Council** – we have enclosed a draft Mayoral Minute that you may wish to take to Council for their consideration.

If you require any further information regarding the campaign please contact me on 0423 569 773 or adam.portelli@meaa.org.

Regards

Adam Portelli
Acting Director, Media
Media Entertainment & Arts Alliance

Attachment 2 – Proposed Mayoral Minute

Council Report XX XXX XXX

Item No:

Subject: Mayoral minute: Our Communities Our Stories: Loss of Regional Media

From: The Mayor

MOTION:

THAT Council:

1. **Note** the important role regional media plays in covering our local stories. This includes coverage of council matters, local courts, health, education, planning matters, local sport, arts and culture is crucial to keeping our citizens connected and engaged. Regional media plays a crucial role in keeping citizens engaged in local affairs and connected to their communities.
2. **Note** that across Australia this has resulted in the closure of over 150 local newspapers.
3. **Express deep disappointment** regarding the closure of local media outlets including [list] in the wake of the COVID19 pandemic.
4. **Express strong support** for the importance of a strong and sustainable regional media to ensure regional stories continue to be told and regional communities continue to have media outlets that value local stories and provide the important role of promoting community cohesion and an informed community.
5. **Note** the previous work done by the Australian Consumer and Competition Council in relation to regional media as part of the Digital Platforms Inquiry.
6. **Note** that the Federal Government has partly implemented some recommendations from the ACC Inquiry. In particular the announcement of a one year \$50 Public Interest News Gathering Fund to support regional media as part of the response to the COVID19 pandemic.
7. **Note** the Federal Government's announcement on 20 April 2020 of their intention to develop a mandatory code of conduct between media companies and digital platforms (such as Google and Facebook). This provides an opportunity to properly fund regional media support outlined by the ACCC.
8. **Support** the development of a properly funded regional media strategy by the Federal Government that builds on the work already undertaken by the ACCC and is designed to deliver a sustainable model for regional public interest journalism into the future.
9. **Support** the broad community based Our Communities Our Stories campaign being led by the Media Entertainment Arts Alliance which seeks to develop an Action Plan for Regional Media.
10. **Write** to the Federal Minister for Communications, Paul Fletcher, outlining our concerns regarding recent media closures, support for the MEAA Our Communities Our Stories Campaign and urging the Minister to commence work on developing a regional media policy to be delivered by the end of 2020.

12.1.2 AROC Toilets and Lighting Tower

File Reference:	1.3.16.4
Reporting Officer:	Nadege Vinicombe, Acting Executive Assistant to the CEO
Responsible Officer:	Jason Whiteaker, CEO
Officer Declaration of Interest:	Nil.
Voting Requirement:	N/A
Press release to be issued:	None.

BRIEF

To present to Council an addition to the schedule of fees and charges 2020/21 allowing for the charging of hire fees and organisation of bookings for the AROC toilets and lighting tower.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Shire of Northam is part of the Avon Regional Organisation of Councils (AROC). The Shire of Dowerin was also a member of AROC until several months ago, and as part of the AROC membership they were responsible for the storing and hiring out of a mobile toilet van and a portable lighting tower.

As the Shire of Dowerin is no longer a part of AROC, discussions were held between the CEO of the Shire of Dowerin and the CEO of the Shire of Northam to transfer the storing and hiring responsibilities of the mobile toilet van and the portable lighting tower.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: Community Wellbeing

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

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
- To have well maintained reserves within the Shire of Northam

B.2 Financial / Resource Implications

The Shire will receive hiring fees from any person/company who wishes to hire the toilets or lighting tower – see fee schedule as presented in the Officer’s Recommendation. Council will be required to pay insurance and registration fees for the toilet block and lighting tower.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER’S COMMENT

Booking forms and terms and conditions forms have been compiled based on Shire of Dowerin’s previously utilised forms.

The schedule of fees and charges 2020/21 will have to be amended to allow for the booking/hiring fees of the AROC toilets and lighting tower. The charges will follow the Shire of Dowerin charges.



RECOMMENDATION/COUNCIL DECISION

Minute No: C.4011

**Moved: Cr Mencshelyi
 Seconded: Cr Williams**

That Council:

- 1. Approves the transfer of responsibility for storage and hiring of the AROC mobile toilet block and portable lighting tower from Shire of Dowerin to Shire of Northam**
- 2. Amends the schedule of fees and charges 2020/21 to include the following hiring fees for the AROC mobile toilet block and portable lighting tower, and provide public notice of the change to the schedule of fees and charges 2020/21.**

Fee Type Description	AROC Mobile Toilet Van	AROC Lighting Tower
Not-for-profit community events, where the hirer's Shire is an AROC member	\$100.00/day	\$50.00/day
Not-for-profit community events, where the hirer's Shire is not an AROC member	\$200.00/day	\$100.00/day
Corporate or commercial groups, where the hirer's Shire is not an AROC member	\$300.00/day	\$200.00/day
Corporate or commercial groups, where the hirer's Shire is an AROC member	\$270.00/day	\$180.00/day

CARRIED 9/0

12.1.3 2020 Western Australian Local Government Convention (WALGA) & Annual General Meeting

File Reference:	1.6.5.5
Reporting Officer:	Jason Whiteaker - Chief Executive Officer
Responsible Officer:	Jason Whiteaker - Chief Executive Officer
Officer Declaration of Interest:	N/A
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

BRIEF

Report provided to enable Council to nominate voting delegates for the upcoming 2020 WA Local Government Association (WALGA) Annual General Meeting (AGM)

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Due to the implications of the COVID-19 pandemic Local Government Week has been cancelled for 2020. In its place WALGA will hold its AGM at the Crown Perth, on Friday September 25, 2020, commencing at 1.30pm.

All local governments are able to nominate two voting delegates and two proxy delegates. It is important to note that only nominated voting delegates or their proxy (if required) are able to vote.

In addition to the nominated voting delegates, all elected members are invited to attend the AGM, although registration is required.

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: Be a valued member and leader in our regional context

B.2 Financial / Resource Implications

Registration is free.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	NOT APPLICABLE		
Health & Safety			
Reputation			
Service Interruption			
Compliance			
Property			
Environment			

C. OFFICER'S COMMENT

All elected members were consulted in relation to the AGM and potential items to be raised for debate. As a consequence Council does not have any specific items being presented.

The Shire President and the Deputy President have previously represented Council as voting delegates for the WALGA Annual General Meeting.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4012

**Moved: Cr Williams
Seconded: Cr Girak**

That Council:

- 1. Nominates the Shire President and Deputy Shire President as voting delegates at the 2020 WA Local Government Association Annual General Meeting;**
- 2. Nominates Cr Pollard (via electronic means, if possible) and Cr Little as Proxy voting delegates at the 2020 WA Local Government Association Annual General Meeting; and**
- 3. Authorises interested individual Elected Members, in accordance with the Shire of Northam Policy (G1.2), to attend the WALGA 2020 AGM, requiring notification of attendance submitted to the Executive Assistant - CEO prior to 4.00pm on Thursday, 27 August 2020 to allow for the completion of online registrations.**

CARRIED 9/0

12.2 ENGINEERING SERVICES

Cr Williams declared an impartiality interest in 12.2.1 – Amendment to the Airport Master Plan – Inclusion of toilet upgrade as one of Cr Williams' sisters and brother-in-law own a hangar at the Shire of Northam airport.

12.2.1 Amendment to the Airport Master Plan – Inclusion of toilet upgrade

Address:	N/A
Owner:	Shire of Northam
Applicant:	Nil
File Reference:	A441
Reporting Officer:	Kazi Mehadi Amin Engineering Technical Officer
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to review and endorse the proposed amendment to the Airport Master Plan to include the recommendation of an upgrade of the current public toilet facilities.

ATTACHMENTS

Attachment 1: Current Northam Airport Master Plan
Attachment 2: Northam Airport Master Plan Amendment

A. BACKGROUND / DETAILS

The Northam Airport is owned by the Shire of Northam and is operated and maintained by the Northam Aero Club. The aerodrome site is located on Withers Street, Northam, approximately 3.5 kilometres north-east of the Northam town site and approximately 90km east of the Perth metropolitan area, Western Australia.

An Airport Master Plan was developed and endorsed by Council in 2015. This plan is used to guide staff in priorities of the airport development, and is also used as support for seeking funding opportunities for future development

The public toilet facilities were not identified as a priority project in the original plan, however the need to upgrade this facility in recent years has become more prominent as the public toilets are currently in poor condition and lack disabled access.

B. CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

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

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects;
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs; and
- Maintain an efficient, safe and quality road and bicycle network.

Financial / Resource Implications

Inclusion of the toilets in the Airport Master Plan will result in Council submitting a RADS application for 2021/22 for 75% (if meeting the COVID stimulus criteria; if this criteria is not met, this value will be 50%) of the refurbishment (est. \$120,000 project cost) which is currently viewed as a priority by the club.

Legislative Compliance

Nil.

Policy Implications

Nil.

Stakeholder Engagement / Consultation

There are numerous stakeholders in the Northam Airport, with the key interested parties being the Owner (Shire of Northam) and Manager/Operator (Northam Aero Club).

Northam Aero Club has requested on numerous occasions to upgrade the public toilet facilities considering their current state and their future usage.

C. Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The updated master plan will provide guidance for future projects and focus areas.	Medium(3) x Rare(1) = Low(3)	Council has adopted the Long Term Financial Plan which has made a budget provision that will fund future projects identified in the Master Plan.
Health & Safety	The proposed master plan will ensure public health and sanitation	Insignificant(1) x Almost certain(5) = Moderate(5)	Modernized public toilet facilities will ensure the required public health standards and sanitation requirements.
Reputation	Substantiated, public embarrassment, moderate impact, moderate news profile that shire is not maintaining their assets.	Minor(2) x Likely(4) = Moderate(8)	With available resources to operation team the staff are carefully dealing and this type of requests and taking action on it.
Service Interruption	For upcoming short term events as well as future services it is quite essential to include public toilet facilities in the master plan.	Minor(2) x Possible(3) = Moderate(6)	Updated Airport Master Plan will address this issue.
Compliance	N/A	N/A	N/A

D. OFFICER'S COMMENT

Updating the Master Plan will allow the opportunity for the Shire to seek funding for future development, including the upgrade of these toilet facilities.

Staff are recommending the addition of the revised refuelling facility to the plan, as the lease and location were previously endorsed by Council.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4013

Moved: Cr Williams

Seconded: Cr Pollard

That Council endorses:

- 1. the updating of the current Airport Master plan to include:
 - a) current toilet facilities**
 - b) recognition of the revised refuelling facility****

- 2. Staff submitting a Regional Airport Development Strategy (RADS) application for the upgrade of existing toilet facilities**

CARRIED 9/0

Attachment 1 – Current Northam Airport Master Plan



Northam Airport Master Plan

Prepared for
Shire of Northam

Revision	By	Date
0 - DRAFT		June 2015
1 - ADOPTED		June 2016
2 - MODIFIED Added maximum Wingspan requirement of 12m for aircraft – refer p.33	SoN - L. Ashby	January 2017

AMS Aerodrome Management Services Pty Ltd



Design - Engineering - Construction - Electrical - Management - Inspections - Training - Security



Contents

1. Introduction	4
1.1 Overview of the Airport	4
1.2 Purpose and Objectives of the Master Plan	4
1.3 Report Structure	5
<u>BACKGROUND INFORMATION</u>	
2. Master Plan Context	6
2.1 Historical Background	6
2.2 Regional Context.....	6
2.3 Socio-Economic Context	7
2.4 Regulatory Context	7
2.5 Policy Context	10
2.6 Previous Airport Master Plan	11
2.7 Key Stakeholders	12
2.8 State Aviation Strategy	14
2.9 Wheatbelt Regional Planning and Infrastructure Framework.....	15
3. Current Situation	16
3.1 Site Description.....	16
3.2 Existing Activities	16
3.3 Existing Facilities	19
3.4 Airport Management	23
3.5 Utility Services.....	24
3.6 Rescue and Fire Fighting Services.....	24
<u>NORTHAM AIRPORT MASTER PLAN</u>	
4. Critical Airport Planning Parameters	25
4.1 Forecast of Future Operations.....	25
4.2 Aerodrome Reference Code System.....	28
4.3 Aircraft Movement Area	30
4.3.1 Runway	30
4.3.2 Runway Strip	31
4.3.3 Taxiways	32
4.3.4 Apron	33
4.3.5 Wind Direction Indicator and Signal Circle	34
4.3.6 Runway Lights	36
4.4 Pavement Strength	37



4.5 Aviation Support and Landside Facilities	37
4.6 Security Requirements	38
4.7 Airspace Protection Surfaces	38
4.8 Aircraft Noise	39
5. Opportunities.....	40
5.1 Aircraft Storage	40
5.2 Pilot Training	41
5.3 Aircraft Maintenance and Fuel	42
5.4 Recreational Fly-ins	42
5.5 Airparks	44
5.6 Other Revenue Opportunities.....	45
6. References	47

Appendices – Master Plan Drawings

- 1. Development Plan**
- 2. Building Area Development – Western Side of Runway**
- 3. Building Area Development – Eastern Side of Runway**
- 4. Obstacle Limitation Surfaces – Outer Surfaces**
- 5. Obstacle Limitation Surfaces – Transitional Surface**



1 Introduction

1.1 Overview of the Airport

The Northam Airport is owned by the Shire of Northam and is operated and maintained by the Northam Aero Club. The aerodrome site is located on Withers Street, Northam, approximately 3.5 kilometres north-east of the Northam town site and approximately 90km east of the Perth metropolitan area, Western Australia.

The airport is classified as an Aeroplane Landing Area (ALA), has a single bi-directional runway oriented north-west, south-east and has the designation 14/32. The runway is sealed with a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres.

A parallel 7.5m wide taxiway is located on the eastern side of the runway, is approximately 620 metres long and connects the northern end of the runway to the main aircraft parking area. There are multiple private hangars adjacent to the apron area used for aircraft storage.

The main Stakeholder in the airport is the Northam Aero Club, which has over one hundred members, a number of club buildings and aircraft available for hire or pilot training.

1.2 Purpose and Objectives of the Master Plan

The town of Northam currently has a population of approximately 7,000 however the vision and objective of the Shire is to increase the population towards 20,000. An Airport Master plan was first commissioned by the Shire in mid-2006 to enable balanced development of the airport site. New initiatives for on-airport development have necessitated a review of that document.

The airport is seen as a potential major contributor in attracting new residents, visitors and tourists to the area and a number of both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome.

Conventionally, the objectives behind each Airport Master Plan vary according to each unique aerodrome location and circumstances, however in general, master planning for airports can have several purposes which can be divided into on-airport and off-airport objectives. It is important that both are considered to ensure practical and compatible development of the airport and surrounding land.

On-airport objectives of a Master Plan usually revolve around:

- Maintaining the ability for aircraft to continue to operate safely and unrestricted;
- Enabling the airport to expand in response to the demand;
- Providing the opportunity to increase airport revenue;
- Highlighting the significance of the airport in the local community;
- Ensuring compliance with industry standards and regulations; and
- Safeguarding the airport's longer-term plans.



Off-airport planning is also critical in safeguarding the long term future of an airport by aiming to minimise incompatible land uses in the locality of the airport. Elements usually considered:

- Aircraft noise impacts;
- Obstacles in the protected operational airspace of the airport;
- Local lighting causing the potential to distract pilots in the vicinity of the airport;
- Wildlife;
- Public safety; and
- Effects on the wind and turbulent air from nearby developments close to the aerodrome operational areas.

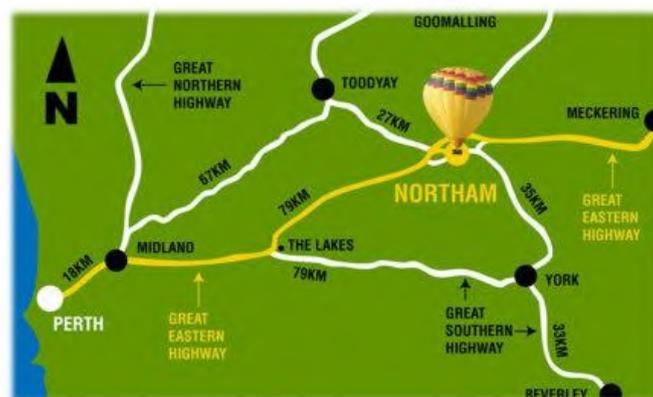
An increase in population for the Shire of Northam, will undoubtedly see an increase in demand for civil aviation activities at the Northam Airport and the purpose of this Master Plan is to establish a framework for the future development of the airport. This will ensure the Shire achieves its strategic objectives and capitalises on the commercial potential provided by the airport.

This document is aimed at providing the foundation for more detailed feasibility studies of infrastructure planning and design, land use planning, social impacts and environmental impacts associated with developing the airport and accomplishing the Shire's vision for the region.

1.3 Report Structure

There are two main sections that make up this Master Plan report structure. The section immediately following describes the historical and background information, current situation (including aviation demand, existing facilities and surrounding land), opportunities that exist and the critical planning parameters outlined for incorporation into the Master Plan.

The second main section of the report is the Airport Master Plan itself and includes a land use plan, facilities development plan (including movement area planning and aviation support facilities) and an airport safeguarding plan which highlights elements such as the airspace protection areas and aircraft noise.





BACKGROUND INFORMATION

2 Master Plan Context

2.1 Historical Background

The members of the Northam Aero Club (NAC) were the chief instigators for establishing a permanent aerodrome site in the Northam area. The present site was approved for flight training and aviation purposes in 1969, by the then Department of Civil Aviation. Over the years since the airport's establishment, the NAC have been primarily responsible for the improvements and developments to the aerodrome site.

The Northam Airport was officially opened by the Regional Director of the Department of Civil Aviation on the 14th November, 1971. A little over eight years later, runway lights were commissioned on the 12th April, 1980, and in 1983, Pilot Activated Lighting (PAL) was installed to allow remote activation of the runway lights from the air.

Several upgrades have been made to the airfield pavements, with each project improving the longitudinal and transverse geometry of the operational areas. In 2001, following funding from the Regional Airports Development Scheme (RADS) and loans from the local authorities, the NAC was able to seal the runway, using a bitumen spray seal. A further successful RADS application in 2006 allowed the application of the existing Asphalt surfacing to the airfield pavements.

During the development of the aerodrome, several industries and infrastructure have been established at the site. Aircraft maintenance and Avgas refuelling is available from Northam Air Services (NAS), who have a substantial workshop, agricultural aviation services operate along with emergency medical and fire-fighting services when the needs arise.

In 2015, the airport site continues to develop with newly constructed hangars, allowing additional private General Aviation aircraft storage with lots available for future structures.

2.2 Regional Context

The Northam airport is located within the Shire of Northam local government area which covers approximately 1,443 km². The overall shire population is currently around 10,500 people. Situated in the Avon region of the Western Australian Wheatbelt, the airport plays a significant role for agricultural, commercial, recreational and emergency services activities in the region. The airport is the only public aerodrome in the Shire of Northam and its location to the east of the Darling Scarp, means that it can be a possible alternative for smaller air traffic heading to Perth or Jandakot airports when meteorological conditions are not favourable on the Swan Coastal Plain. Other smaller private aerodromes exist within the Shire, including a Department of Defence airstrip approximately 5 km to the south west of the Northam town site, however none have the same level of facilities.

Some of the surrounding Shires in the Avon region also have well-established aerodromes, such as York and Cunderdin with the latter most notably the home of the Gliding Club of Western Australia.



The presence of Northam Air Services at the airfield is a significant lure for many country-based private aviators who, in need of aircraft servicing and maintenance, fly their aircraft to Northam rather than entering the busy and demanding controlled airspace in the Perth metropolitan area.

The airport also offers a suitable en route refuelling stop for a large number of General Aviation aircraft, in particular regular visitors are from the Singapore Airlines and China Southern Airline pilot training schools which are established at Jandakot and Merredin Airports.

Due to the strategic location of the airport close to Perth, it offers great potential as an alternative airport base for metropolitan residents who require hangar sites for aircraft storage and runway access.

2.3 Socio-Economic Context

The Shire of Northam area has about 10,500 residents, which is the largest population the area has ever hosted. The population has been gradually increasing for the last 30 years since the mid-1980s from about 9,300. At the 2011 Australian Census, the Northam town had 6,580 people at a median age of 38. The vision for the region is to expand the population towards 20,000 and make Northam a "Super Town", with the strategy outlined in the Northam Regional Centre Growth Plan document.

The Shire area's demography is characterised by an older rural population surrounding a younger populace in the town itself. The local economy is focussed on grain growing, sheep and cattle production, agricultural services, tourism and tertiary education. The town has a modern regional hospital, library, aged care facilities and several education and recreational establishments. There are two high schools in the town; St Joseph's and Northam Senior High and two higher education facilities; the CY O' Connor College of TAFE and Muresk Institute.

The Australian Bureau of Statistics records that there were 2,830 people who reported being in the labour force in the 2011 Census, of which 57.2% were employed full time, 28.5% were employed part-time and 7.2% were unemployed. The most common occupations included Technicians and Trades Workers (17.1%), Clerical and Administrative (15.0%), Professionals (13.3%), Labourers (13.2%) and Community and Personal Service Workers (11.4%).

The Northam Airport has a number of unique qualities for airports located in Australia's south west corner. It is located very close to Northam town centre, is very well connected to the road network, favourable meteorological conditions for tourism based aviation such as hot-air ballooning, a fuel and maintenance facility and ample aircraft storage options and opportunities. Combined with a vibrant and active community, the potential for development through a planned process is great.

2.4 Regulatory Context

The relevant civil aviation regulations in Australia are administered by the Civil Aviation Safety Authority (CASA). The Civil Aviation Safety Regulations (CASR) 1998 and in particular Part 139 specifies the requirements for aerodromes used in air transport operations, in accordance with the International Civil Aviation Organisation (ICAO) Annex 14 – Aerodromes. The Manual of Standards (MOS) – Part 139 – Aerodromes is made pursuant to CASR Part 139. The MOS document sets out the



detailed standards, physical characteristics and operating procedures for aerodromes engaged in air transport operations in Australia.

There are four categories of aerodromes recognised under CASR Part 139: Certified, Registered, Aeroplane Landing Area "Certain Other" and Aeroplane Landing Area (ALA). As there are no regular air transport operations conducted from the site, the Northam airport currently sits within the ALA category shown in the far right column in the table below.

Table 2.1 – Categories of Aerodromes

Type of Aerodrome	Certified	Registered	"Certain Other" ALA	ALA
Minimum Requirement	Aircraft >30 seats	Up to 30 seats	Aircraft >9 but not >30 seats	All other aerodromes
Operating Documentation	Aerodrome Manual	Optional	Aircraft Operator Requirements	Optional
Record Keeping Requirements	As per Aerodrome Manual	As Per CASR 139	As Per CASR 139	Optional
Final Responsibility	Aerodrome Operator	Aerodrome Operator	Aircraft Operator / Pilot	Aircraft Operator / Pilot
Reporting System	NOTAM System	NOTAM System	Aircraft Operator System	Aircraft Operator System
Physical Standards	MOS 139	MOS 139	MOS 139	CAAP 92
Operating Standards	CASR 139 & MOS 139	CASR 139 & MOS 139	CASR 139 & Aircraft Operator Requirements	CAAP 92
Safety Management System	Yes	No	No	No
Aerodrome Manual	Yes	No	No	No
Is a trained reporting officer required	Yes	Yes	Yes	Recommended (AC139-13(0))
Annual Technical Inspection	Yes	No	No	No
Aerodrome Safety Inspection	No	Yes (between 9 and 30 seats)	Yes	No
Annual Electrical Technical Inspection	Yes	No	No	No
Are details included in ERSAs	Yes	Yes	No	No

The ALA category is the smallest type of aerodrome (but the largest in number around Australia) used by aircraft weighing less than 5,700kg. As shown in the table above, aerodromes of this type are not required to meet the requirements set out in MOS. Additional documentation known as Civil Aviation Advisory Publications (CAAPs) are available and as the name suggests are only advisory documents and can be regarded as guidelines more than regulations. CAAP 92-1(1) sets out the guidelines for Aeroplane Landing Areas and are the standards that the Northam airport, to date, has been developed to. The Royal Flying Doctor Service (RFDS) have their own airfield standards, however the guidelines contained within CAAP 92 also represent a minimum standard for RFDS aircraft movements.





Figure 1 below represents the CAAP 92 basic guidelines for ALAs with operations during the hours of darkness.

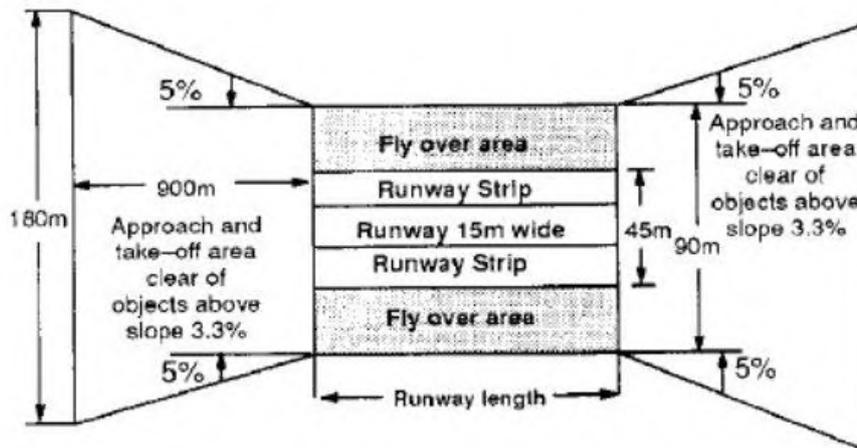


Figure 1 – CAAP 92-1(1) – Guidelines for dimensions of ALAs with night operations.

Consultation with members of the Northam Aero Club indicate that certification or registration of the Northam Airfield is not aspired to unless the use of the airfield changes dramatically. A fully staffed airfield is required at these stages and together with upgrades and maintenance to the required physical standards, this would be a substantial financial encumbrance to the Shire of Northam and Northam Aero Club.

Registered aerodromes in the South West Land Division of Western Australia include Bunbury, Cunderdin and Manjimup.

Certified aerodromes include Perth, Jandakot, Albany, Busselton, Ravensthorpe and Esperance.





2.5 Policy Context

The Northam Airport features as an important part of the Local Government Planning Strategies and the need to appropriately plan the surrounding land uses in order to secure the aerodrome's future. It is paramount that land use conflict associated with incompatible land uses and potential aircraft noise be avoided.

The site is considered an important part of the Shire's transport network and there is an identified need to consider options for capitalising on the investment already made in the aerodrome by increasing the services offered and air traffic volumes.

The airport land has been declared as an airport for public purposes under the Shire of Northam's Local Planning Scheme No. 6 (July 2013). Figure 2 below shows the airport site coloured yellow with rural residential zoning surrounding the southern two thirds and rural zoning surrounding the northern third. The Mortlock River is shown in grey and the Great Eastern Highway show in blue.

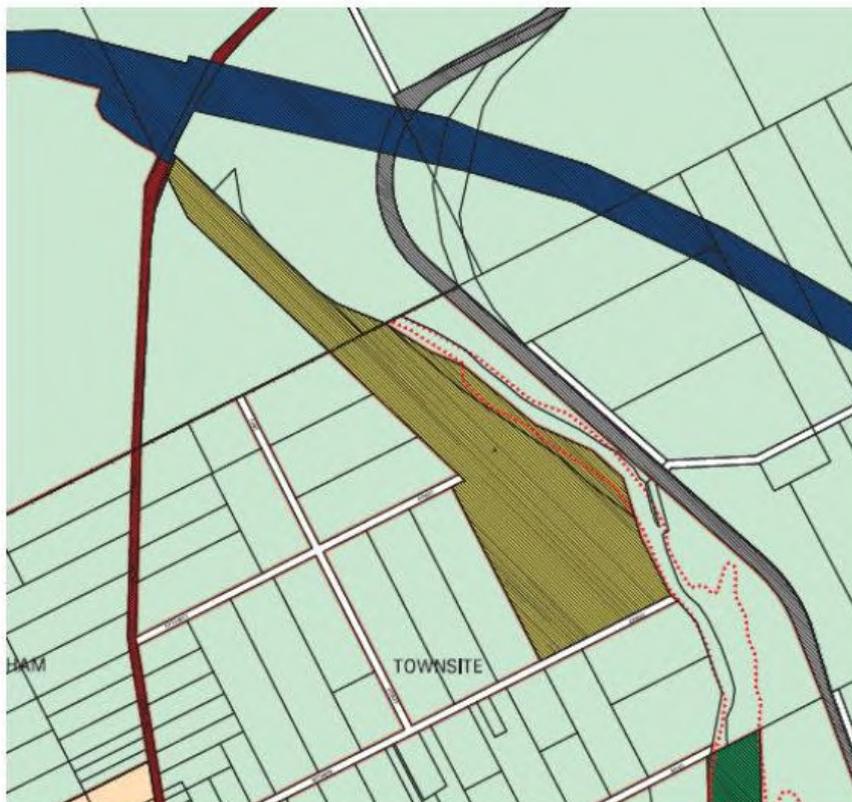


Figure 2: Extract from Local Planning Scheme Map No. 9



2.6 Previous Airport Master Plan

A previous Master Plan for Northam Airport was completed in June 2006. This is a thorough document, which has information and points which are still valid nearly ten years later.

The previous documents covered the required descriptions of existing aerodrome facilities, aviation activity (including trends and demand), movement area planning, building area planning and external planning requirements associated with the development of the Northam Airport.

In terms of movement area planning in the previous document, a 28 hangar development was proposed on the opposite side of the runway to the existing Hangars and Aero Club buildings. This development, has yet not been constructed and is still proposed in this updated Master Plan, albeit with an updated general arrangement as preferred by the Shire of Northam. Other Hangar sites to the north of the existing line of hangars and apron were proposed. A few structures have been built, and many lots remain vacant.

Other aspects of the previous Master Plan have not been adhered to with respect to the proposed developments. On the previous building area development plan, an area known as "General Aviation Commercial" is located to the rear of the existing hangars and Northam Air Services Workshop. Rather than Commercial developments, this area has been divided into lots with several private hangars constructed. The area between these new hangars and the pre-existing structures now forms a shared aircraft taxiway and vehicular access road.

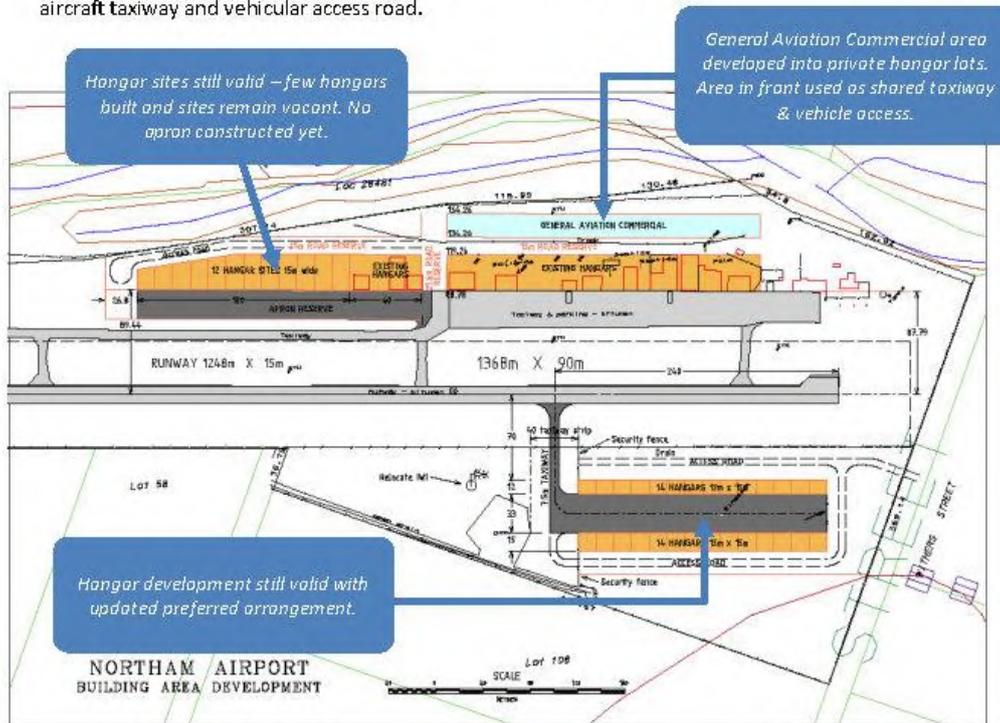


Figure 3: Building Area Development Plan from Northam Master Plan – June 2006



2.7 Key Stakeholders

There are numerous stakeholders in the Northam Airport, with the key interested parties being the Owner (Shire of Northam) and Manager/Operator (Northam Aero Club). In addition, there are several organisations who have a commercial interest in the airport and depend on it for continued business operations. The emergency services also use the airport on a fairly regular basis as needs arise and indeed the Department of Parks and Wildlife (DPAW) have fixed infrastructure at Northam for fire-fighting purposes. Finally, there are local residents who have a heightened interest in the aerodrome, who have plans to develop private aviation assets on adjacent land and connect them to the existing aerodrome facilities. Some of the stakeholders have been consulted during the production of this document in order to gain a well-rounded understanding of the current situation and ascertain general opinion on the most suitable way of planning for the airport's future.

2.7.1 Shire of Northam

As the owner of Northam airport, the local government holds the key to the continued success of the aerodrome, with regards to efficient development of the site itself and the necessity of compatible surrounding land uses. The facility is seen as an important feature in the drive to a threefold increase to the population of Northam. Consultation with the Shire highlighted the desire for the potential hangar development on the southern side of the runway and a second parallel taxiway on that same southern side.

2.7.2 Northam Aero Club

Without the Northam Aero Club, the airport would not exist in its present location or condition today. The NAC operates and maintains the airport to ensure ongoing safe aircraft operations and has funded many of the upgrades that have brought the site to its current condition as an all-weather airstrip. Consultation with prominent members of the NAC has resulted in a range of topics that contribute to the improvement of this Master Plan.

The NAC was founded in 1968 and now has around 120 members. The club owns one Cessna 172 aircraft, used for private hire to members and flight training packages.

Northam Aero Club's Aim:

"TO CREATE AND FOSTER AN INTEREST IN AVIATION IN THE MINDS OF PEOPLE LIVING IN BOTH COUNTRY AND METROPOLITAN REGIONS AND TO PROVIDE AN ENVIRONMENT IN WHICH FRIENDSHIPS AMONG THOSE INTERESTED IN AVIATION CAN THRIVE"

The airport's current status as an Aeroplane Landing Area appears to be the preferred category for the users of the aerodrome and it should continue to operate with its current runway as a recreational and general aviation airport. The financial outlay and ongoing costs to bring the aerodrome to a registered standard would be a considerable encumbrance to both the Shire and the NAC.

The potential hangar development on the southern side of the runway would almost certainly be supported by the NAC. There is a possibility that the NAC will establish new club rooms and hangars in the future and the possibility to construct them alongside this expansion, could go hand-in-hand with attracting new interest in Northam's aviation facilities.



A large amount of other information has been gathered from consultation with the NAC, and is discussed in the relevant sections later in the document.

2.7.3 Northam Air Services

Northam Air Services gave valuable information on their operations and in particular, the approximate amount of Avgas that is sold on an annual basis.

2.7.4 RFDS and DPAW

The RFDS operates flights into Northam when medical emergencies mean that patients need to be transferred elsewhere. The RFDS Western Operations currently operates a fleet of 14 Pilatus PC12 aircraft. The Maximum Take-off Weight (MTOW) of the PC12 is around 4,700 kg.

The Department of Parks and Wildlife also use the airfield for aerial fire-fighting when required. The DPAW have also installed a number of water tanks and fast-fill delivery system adjacent to the Aero Club building. This enables rapid re-filling of the water bombers. Whilst the infrastructure is owned by DPAW, the Department of Fire and Emergency Services (DFES) and State Emergency Services (SES) operate the facility during bush fires. Again the strategic location of Northam airport plays a key role during fire-fighting operations as it, on occasion, is quicker for water bombers to fly to Northam for re-filling rather than negotiate the busy metropolitan area around Jandakot, even if the fire location is closer to Jandakot. Feedback from DPAW and DFES indicates that the current infrastructure meets their requirements and have no intention to increase their presence at Northam Airport in the next few years.



RFDS Pilatus PC12



Air Tractor Water Bomber

2.7.5 Local Residents

There currently exists a small number of residential zoned lots immediately adjacent to the south west perimeter of the airport land. These three lots are seen as possible sites that could be developed into residential/aviation mixed uses from their present existence as grassy fields. Indeed there is already one well-advanced proposal from a resident who intends to build both a house and a hangar on the northern-most of the three sites. Development of those sites should be included within this master plan to ensure compatible growth of the airport infrastructure whether funded by the Shire, Aero Club or privately.



2.8 State Aviation Strategy

In early 2015, the State Government of Western Australia released the first ever Western Australian State Aviation Strategy with the overall aim of supporting the economic and social development of Western Australia through the delivery of affordable, efficient and safe aviation services and infrastructure. Generally, civil aviation operations are principally the jurisdiction of the Federal Government; however, the rapid growth of the WA aviation sector means that the risk of air services and airports not being able to keep up with demand is too great and therefore the State Government is taking a more active role in the aviation sector.

Whilst much of the focus of the first State Aviation Strategy focusses on the State's Metropolitan, Major Regional and Minor Regional airports that offer passenger-carrying commercial flights, there is meaningful relevance to Northam Airport within its current classification as an Aeroplane Landing Area and its importance within the local community.

Some significant points in the State Aviation Strategy are presented below:

- ✦ Section 8.3 *Regional Airport Planning* – “There is no requirement on any local government owner of a regional airport to develop a master plan. Airport planning at a regional level is entirely at the discretion of the local airport owners.”

“For smaller regional airports that have limited revenue and rely on council subsidy, a basic master plan could provide guidance on the efficient use of scarce resources.”

- ✦ Section 8.10 *Airport Planning Action* – “To improve airport planning across WA, the State Government will consider existing land-use planning controls for land around airports to ensure airports are not constrained by inappropriate development (such as noise sensitive developments)”.

- ✦ Section 13.3 *Tourism Aviation Objectives* – “The State's primary tourism aviation objectives are to facilitate economic, social, cultural, trade and industrial development and increase competitiveness, viability and profitability of the WA visitor economy”.

- ✦ Section 16.2 *Aviation Training in Western Australia, Findings* – “There are opportunities to improve and develop aviation training in WA, building on the State's strong track record and its inherent advantages of open skies and good flying weather”.

The Northam Airport Master Plan will seek to align the relevant points from the State Aviation Strategy with the future development of the Northam Airport to ensure the best possible outcome for the community as a whole.



2.9 Wheatbelt Regional Planning and Infrastructure Framework

The WA Planning Commission has produced a planning framework for the Wheatbelt with the purpose of establishing a regional vision, a basis for decision-making and introduces a number of planning initiatives.

The Northam Airport is noted as a 'priority regional airport' for the Wheatbelt in the framework and the regions relative proximity to Perth, clear skies and other favourable conditions make it an option for an expanded aviation sector.

Tourism is potential area of substantial growth especially in the day trip market, with marketing of assets to visitors a good opportunity to increase local knowledge.

A real strength of Northam Airport is the extensive existing infrastructure that contributes to the 'liveable community' that Northam is and continues to develop. The key points from the planning framework are also considered for the Northam Airport Master Plan.



3 Current Situation

This section highlights the existing circumstances at the airport, including established facilities and activities along with the local geography.

3.1 Site Description

The property is located parallel to the Mortlock River within the 1:100 year flood plain. Whilst much of the land surrounding the airport is zoned as residential, the site boundary is presently not subject to residential development pressure.

The runway approaches are not currently under threat, mainly due to the permanently displaced runway thresholds. The Great Eastern Highway passes under the northern (Runway 14) approach; there are residential properties and the Northam Racecourse beneath the southern (Runway 32) approach. The Mortlock River sits to the east of the aerodrome and flows in a north to south direction.

Primary access to the airfield is via Withers Street. This road connects to the town centre via Taylor and Fitzgerald Streets. As noted in the previous sections, the local zoning of the land around the airport is mainly a mixture of rural residential and rural. Some of these adjacent lots have existing dwellings whereas others are vacant.

3.2 Existing Activities

There are no statistical records kept to determine the annual aircraft movements at Northam. Previous estimations by the airfield operator put the figure at around 8,000 movements per year. Data collection is useful in future funding applications and to develop new partnerships for future ventures such as training.



Activity can be broken into three key General Aviation groups; specifically flying training, RFDS and itinerant GA (general public including the Northam Aero Club). The flying activity at the aerodrome is dominated by private pilots associated with the Aero Club with other ad hoc recreational, private and business activity flights respectively making up an unknown portion of the annual movements. Generally weekend flying activity generates the peak of aircraft movements. With the airports close proximity to the Perth metropolitan area, the airport is easily accessible by road and many NAC members live outside of the immediate local area. Once again, the ideal location of Northam and the desire for many private aviators who want to avoid the congested air space over the City means that the airport is very attractive for storing and operating light aircraft.

Advantages of Learning to Fly at Northam (NAC Website):

- "INTO THE TRAINING AREA QUICKER THAN MAJOR CITY AIRPORTS, WHICH MEANS CHEAPER COSTS;
- NO LANDING OR AIR SERVICE CHARGES LEVIED AT THE NORTHAM AIRFIELD;
- NO HEAVY TRAFFIC WITH CONSEQUENT DELAYS;
- COMPETITIVE AIRCRAFT HIRE RATES; AND
- PROFESSIONAL ONE ON ONE TRAINING."



NAC's Cessna 172P – VH-PGL

The NAC also operates their own flying school from Northam, which is conducted by the Club's instructors under the Royal Aero Club of WA's Air Operator's Certificate (AOC). The Royal Aero Club of WA is based at Jandakot. The NAC operates one VH registered Cessna 172P which is available for pilot training and hire.

General aviation aircraft movements of a more itinerant nature are generated primarily by cross-country flying training conducted the pilot training schools established elsewhere such as from Jandakot, RAAF Pearce and Merredin. The Northam airfield is regularly used as a refuelling stop by student pilots from the China Southern Airlines WA Flying College (CSWAFC). The CSWAFC operates two bases in Western Australia, Jandakot and Merredin. With fuel available, Northam is perfectly located between the two and a significant portion of the fuel sales come from CSWAFC.

Fixed base operator Northam Air Services, with the capability to conduct aircraft maintenance, is a most valuable asset for the airport that attracts aircraft from the immediate and wider catchment for service work and gives the airport a strong identity just as does flying training through the NAC.

Commercial aerial agriculture organisation Taurus Aviation operates from the aerodrome with two registered aircraft and specialises in crop spraying.



Aircraft registered in Beverley, WA at Northam Air Services for maintenance works.

Other notable aircraft that have arrived at Northam in the past include C130 Hercules, de Havilland Canada DHC-4 Caribou, Hawker Siddeley HS 748, Cessna Citation II and Citation X.



The aerodrome has a rich history of ballooning with the Western Australian Balloon and Airship Club currently based at the site as a recreational club. Commercial tourist organisation Windward adventures also operates at Northam offering hot air balloon flights over the surrounding Avon valley. On the Australian aircraft register, there are currently 30 Manned Free Balloons that are registered in Northam.

Northam was, in June 2002, the launch site for the legendary Steve Fossett who was the first person to successfully fly solo around the world in a balloon. The successful attempt was Fossett's sixth effort at the feat and completed the 20,626 mile flight in his balloon Spirit of Freedom.



Steve Fossett's Spirit of Freedom Launch at Northam Airfield – 19th June 2002.

The depth of ballooning history and knowledge in Northam has been further cemented by the award of the 2015 Australian National Ballooning Championships by the Australian Balloon Federation. The championships are set to be held in Northam in late August and early September 2015. The Championships were also held previously in Northam in 1981 and 1984 and organised by the Northam Aero Club. For 2015's event, around 30 balloons are expected to take part and approximately 15,000 people anticipated to travel to Northam to take part in the festivities. The Northam airport, of course, will take a central role in this major aviation event.





3.3 Existing Facilities

The Northam airport's single bi-directional runway is oriented north-west, south-east and has the designation 14/32. The runway is surfaced with asphalt has a length of 1248 metres and a width of 15 metres. Permanently displaced runway thresholds at both ends reduce the Landing Distance Available to 975 metres. The take-off declared distances available are dependent on clearances in the take-off slopes and are subject to survey assessment from a suitably qualified person. It appears no declared distances are currently available for the runway.

There is a parallel 7.5m wide taxiway on the runway's eastern side, but located outside of the 90m wide runway strip and provides access from the northern end of the runway through to the main aircraft parking apron. There are three other stub taxiways that connect the runway at various distances along its length to the apron and parallel taxiway. The main apron is sealed and positioned from the front of the NAC Club Rooms and extends north to the parallel taxiway. The width of the apron varies from around 25 to 30 metres.

The runway has mains-powered runway edge lights for night operations and night flying training. The longitudinal spacing of the runway edge lights is 90 metres. Only the stub taxiway at the southern end of the runway is equipped with taxiway edge lights. The lights are equipped with a Pilot Activated Airfield Lighting Control (PAALC) on VHF frequency 124.2. There is an illuminated primary wind direction indicator at the southern end of the runway and off to the western side.



View facing north-west along runway. Faded threshold markings for Runway 32.



View facing north-west from the southern taxiway. Runway threshold and taxiway edge lighting.



View facing south-west from edge of runway strip. Illuminated Wind Direction Indicator in field where horses are also kept.



1. DPAW Water Tanks and Filling Station
Located adjacent to the Northam Aero Club rooms, the filling station allows rapid re-fill of water bombers for fire-fighting purposes. The facility is maintained by the Northam Aero Club.



2. Northam Aero Club Building
Located at the southern end of the apron and incorporates social facilities such as a barbeque and bar



3. Toilet Block

Located out the back of the Aero Club buildings with a brick construction.

4. Aero Club Hangar

Used for flight briefings and storage of the Club's Cessna 172P aircraft. The hangar is in fair to good condition and central to the NAC's activities.



5. Avgas Fuel Facility

Underground tank with a capacity of 8,000 litres. Owned by Northam Air Services for fuel sales during the week. Approximate annual sales is 150,000 litres. There are no card facilities to purchase fuels after hours.

6. Windward Adventures Hangar

A corrugated metal hangar which houses the balloons and commercial activities of Windward Adventures.



7. Northam Air Services Workshop

Privately owned aircraft maintenance business. Attracts aircraft from far and wide.



Several private hangars (approx. 13) are established on a building line 90 metres from and parallel to the runway centreline. There are a further 7 private hangars set back behind the front row on a building line 135 metres from and parallel to the runway centreline. All of the hangar site have sealed road access and connections to power.



View facing north-west along the line of 7 private hangars behind the main apron.

3.4 Airport Management

In mid-2006, members of the two former Northam councils established an Airport Committee which included councillors, council staff and members of Northam Aero Club. One of the chief responsibilities of the Committee was to consider the future management of the Northam Airport. A number of other issues required to be considered including the eventual surrender of the head lease by the NAC, development of a management agreement that the council would enter into with an onsite manager and the development of a draft set of rules that were to apply to the use of the airport site.

The committee was in place until June 2007 and the amalgamation of the two councils into the newly formed Shire of Northam. Prior to this point the Committee had agreed on the selection of the Northam Aero Club as the initial onsite manager of the airport.

Following the emergence of the newly formed Shire of Northam in mid-2007, the implementation of the above matters was assigned to a new Working Party comprised of council staff and NAC members. The aim of this effort was to allocate certain responsibilities to the Shire as owner of the airport land. The Shire would become responsible for all capital works on the site, planning future development of the site, management of all legal agreements with hangar site lessees, development of an annual operations budget, the application of council rates and the billing of rental charges on each lessee.



In August 2008, the Airport Working Party reported to the Shire on its progress with the matters of airport management, legal agreements, budget, capital works, rate options and rental charges to be applied to the site. The lease of the airport land to the NAC expired on 31 December 2011. At this point the full responsibility of the site was passed to the Shire. This in turn nullified all of the hangar sub-leases and subsequently the sub-lessees were required to negotiate new leases with the Shire. In order to better determine the rental for each airport sub-lease, the Airport Working Party firstly estimated the annual cost of the operation of the airport which for the 2008/2009 financial year was just over \$43,000. The council subsequently determined by resolution that commencing in 2008 the hangar lease sites would be rented at full market value. Annual increases set at the CPI for Perth would follow for the next four years before another full market review and four subsequent years of CPI increases.

Other issues that were highlighted to be addressed by the Shire when the NAC relinquished the head-lease included:

- Establish local laws governing use and management of the airport, enabling legal enforcement of behaviours;
- Undertake an environmental audit on the site, focussing on prevention of pollution to the adjacent waterways;
- Investigate ways that the Shire can determine who is using the airport runways to enable sharing of maintenance and repair costs;
- Investigate options to ensure the airport manager is accredited and trained to perform the role;
- Develop a long term strategy for the development of additional hangar sites and commercial development; and
- Develop a long term financial plan for capital works and future maintenance on the airfield pavements.

3.5 Utility Services

Mains power at the airport is above ground and its point of entry is off Withers Street. The supply power line was upgraded to three-phase in 2010. A sub meter is fitted to each hangar site which is currently read every six months by the NAC and accounts rendered for power used.

There is scheme water available to the airport lease sites. Telecommunication services extend to the airport. The movement area is drained by open unlined shallow drains. All runoff discharges to the eastern end of the aerodrome property either around or through the airport property towards the Mortlock River.

3.6 Rescue and Fire Fighting Services

The airport currently has no fire vehicle, with emergencies serviced by the local Northam voluntary fire service brigade. There is one fire hose in front of the NAC Clubrooms, but no firefighting hydrants among the hangar sites. There is an established airport emergency plan produced by the Northam Aero Club and available on their website. The plan highlights the recognised emergency access routes to the airfield and also the closest alternative aerodromes.



NORTHAM AIRPORT MASTER PLAN

4 Critical Airport Planning Parameters

4.1 Forecast of Future Operations

4.1.1 General Aviation

General Aviation (GA) is defined by the type of aircraft or flying activity and is made up of many groups and individuals with a common interest in the operation of smaller aircraft. Usually, general aviation can be described as all non-scheduled flying activities other than flying activities performed by major Australian airlines.

Aircraft which are registered with a "VH-" prefix are done so with the Civil Aviation Safety Authority and handles commercially produced and amateur built aircraft, manned balloons, helicopters and gliders. Nearly 80% of VH registered aircraft in Western Australia have a Maximum Take-off Weight of 2,000kg or less.

The Bureau of Infrastructure, Transport and Regional Economics (BITRE) publishes an annual statistical report on General Aviation activity in Australia. The latest report released in February 2015 summarises the GA activity for the year 2012. Activity in the General Aviation sector fell in 2012, with a decrease in flying hours of 3.8 per cent to 1.7 million hours. The decreases in flying hours in General Aviation were recorded in Agriculture (11.3%), Business (9.9%), Aerial Work (7.0%), Training (6.7%), and Private flying (2.0%).

The overall number of aircraft registered also decreased in 2012. The number of fixed wing, single engine aircraft decreased by 1.7%, however this type of aircraft accounts for 67.9% of all General Aviation registered aircraft.

Hot-air balloons and airship registrations in Australia increased by 0.3% in 2012 to 355 aircraft.

This decline in General Aviation activity is not an anomaly. The activity has been in gradual decline since around 2007, which can be seen in Figure 4 below. There is good reason for the decline as outlined in the following section.

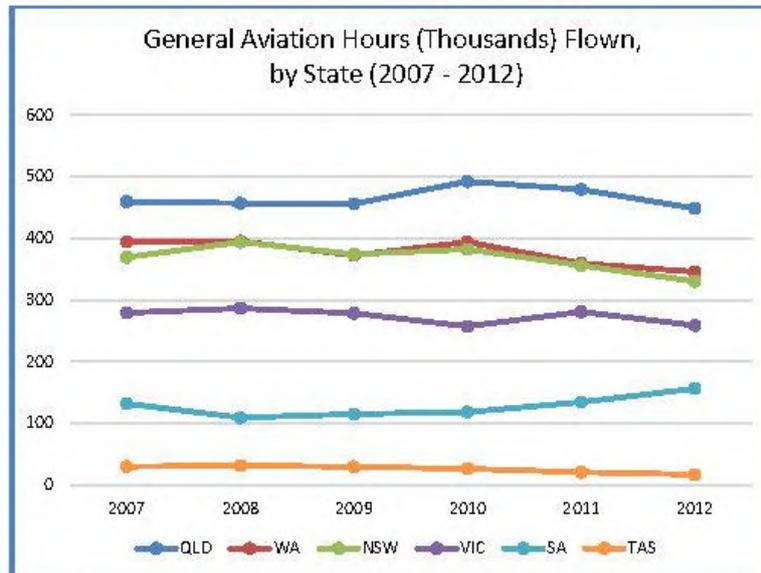


Figure 4 – General Aviation Hours (Thousands) Flown in Australia 2007 – 2012.
 (Source – BITRE General Aviation Activity Statistical Report 2012).

4.1.2 Light Sport Aircraft

In 2006, CASA introduced a new category of aircraft called Light Sport Aircraft (LSA). These are small, simple to operate aircraft which can be purchased ready-to-fly from a manufacturer or can be built from a kit. An LSA is defined as an aircraft, other than a helicopter that has:

- A Maximum Take-off Weight of 600kg (for land planes), 650kg (seaplanes), or 560kg (lighter-than-air aircraft);
- Maximum of two seats including the pilot;
- Fixed landing gear and a single non-turbine engine fitted with a propeller; and
- Non-pressurised cabin.

LSA was created to enable people to fly purely for pleasure without the substantial regulations that exist in General Aviation. LSA aircraft are certified to be airworthy by the manufacturer rather than a regulatory organisation, such as CASA. These types of aircraft are registered with another organisation Recreational Aviation Australia (RA-Aus) which has over 10,000 members, most of whom hold recreational pilot's licences.

A full Private Pilot Licence (PPL) is not required to fly a LSA, but rather a Recreational Licence. A recreational licence costs around half that of a PPL and is thus attracting many aspiring pilots. A recreational licence also has many restrictions. Pilots with a recreational licence are not allowed to:

- Fly in controlled airspace
- Fly aircraft with more than two seats
- Fly at night
- Fly on instruments and in cloud
- Fly acrobatics



In addition, the costs of hiring a LSA are around \$150 - \$180 per hour as opposed to a VH registered single engine aircraft, which costs around \$210 - \$280 per hour.

In 2012, LSA aircraft flew a total of 195.2 thousand hours, which is an increase over the year previous by 29.5%. Hours flown in gliders also increased by 51.2%. The number of hours flown in this type of aircraft have been increasing steadily since the inception of the category in 2006. This increase can be seen across the country in Figure 5 below.

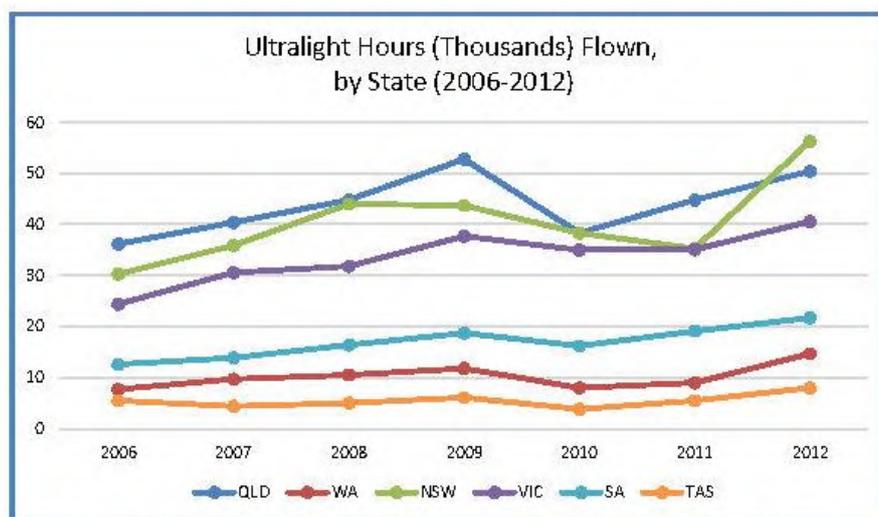


Figure 5 – Ultralight Operations Hours (Thousands) Flown in Australia 2006 – 2012.
(Source – BITRE General Aviation Activity Statistical Reports 2006 to 2012).

From the available statistics, it appears that General Aviation is in a slow decline, whereas a trend towards Light Sport Aircraft is emerging as a less expensive and more accessible way to fly for the recreational pilots and hobbyists.

Most importantly for Northam airport, the location and existing physical characteristics of the aerodrome are suitable for both categories of aircraft analysed above and thus rests in a strong position for whichever trend proves dominant in the longer term.

4.1.3 Aviation Capacity

Adopting a current level of general aviation movement activity, estimated at 8,000 per year, it is feasible to reach double this amount of activity if Light Sport Aircraft operations at the airport are embraced in full. Whilst this may create additional touch-and-go movements, the existing curfew of 2100 local time for termination of circuit training and the retention of right-hand circuits on Runway 32 both help to avoid complaints from residents regarding aircraft noise.

The Federal Aviation Administration (FAA) estimates that the annual capacity for a general aviation aerodrome with a single runway arrangement, where 90% or more of all aircraft using the airport are below 5,700 kg, is around 150,000 movements. In addition if there are less than 200 locally based



general aviation aircraft then the 150,000 movements would most probably be unachievable.

Research by the Bureau of Transport Economics in 1982, which evaluated the FAA's previous work on airport capacity, identified that an airport's capacity is directly related to the service rate or hourly capacity of its runway system when there is continuous demand for its service. An airport's ultimate capacity depends on:

1. The capacity of the runway, which is also influenced by other physical characteristics such as parallel taxiways and other stub taxiways at various lengths along the runway allowing more opportunities for aircraft to exit the runway as soon as possible; and
2. Operational aspects such as aircraft safety, weather conditions noise abatement policies (such as a curfew) and overall aircraft traffic mix.

Given the information above, the Northam Airport currently has the ultimate capacity in its current configuration to accommodate a much higher number of aircraft movements. Therefore a number of opportunities exist to try and attract additional users to the airport from a range of aviation groups including:

- Construction of additional hangars for increased GA and LSA aircraft storage;
- A major pilot training and flying school;
- Additional commercial enterprises such as aircraft maintenance workshops;
- Recreational fly-ins for air-shows, aircraft displays and aviation events; and
- Airparks.

4.2 Aerodrome Reference Code System

Northam airport is a General Aviation aerodrome serving the needs of mostly private air operators. The aerodrome is not certified or registered by the Civil Aviation Safety Authority, it is classified as an Aeroplane Landing Area. All fixed base and fly-in aircraft that regularly use the airport have a Maximum Take-off Weight below 5,700 kg.

The aerodrome appears in the En Route Supplement Australia (ERSA) with a shaded background. The ERSA is published by Airservices Australia every 12 weeks and contains vital information on aerodromes around the country for use in flight planning and for pilots to refer to during flight.

With regards to future developments at Northam Airport, it is important that CASA standards are adopted for planning purposes. Australia is a signatory to the Chicago Convention on Civil Aviation. The standards for aerodromes in Australia are established from the International Civil Aviation Organisation (ICAO) Annex 14 Aerodrome standards with some modifications for Australian airports and conditions.

Australian regulations governing aviation and aerodromes standards are contained within CASA's Manual of Standards (MOS) Part 139 Aerodromes. This document is supplemented by a range of Civil Aviation Advisory Publications and Civil Aviation Orders. Northam airport has been constructed to the standards outlined in CAAP 92-1(1) Guidelines for Aeroplane Landing Areas, which is suitable for the operations currently taking place. CAAP 92 however does not set out geometrical standards for physical characteristics such as Taxiway widths and aprons. For planning purposes, the standards outlined in MOS 139 should be adopted to compensate for this gap in the published ALA standards



when upgrading the airport. The physical characteristics of MOS 139 would need to be met if registration of the aerodrome were to be required.

One of the most important elements of MOS 139 is the Aerodrome Reference Code (ARC) system which specifies the standards for individual aerodrome facilities which are suitable for use by aeroplanes within in a range of performance and sizes. The Code is composed of two elements. Element 1 is a number related to the aeroplane reference field length. Element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span. A critical or design aircraft is determined from the two elements of the ARC and then the aerodrome facilities are designed and built to meet those characteristics. Table 4.2.1 below taken from MOS 139 indicates the aircraft characteristics that determine the Aerodrome Reference Code.

Table 4.2.1 – Aerodrome Reference Code extracted from MOS 139 – Aerodromes

Aerodrome Reference Code (ARC)				
Code Element 1		Code Element 2		
Code Number	Aeroplane Reference Field Length (ARFL)	Code Letter	Wing Span	Outer Main Gear Wheel Span (OMGWS)
1	Less than 800m	A	Up to but not including 15m	Up to but not including 4.5m
2	800m up to but not including 1200m	B	15m up to but not including 24m	4.5m up to but not including 6m
3	1200m up to but not including 1800m	C	24m up to but not including 36m	6m up to but not including 9m
4	1800m and over	D	36m up to but not including 52m	9m up to but not including 14m
		E	52m up to but not including 65m	9m up to but not including 14m
		F	65m up to but not including 80m	14m up to but not including 16m

From the ARC tables, it is evident that the existing aircraft based at Northam are in the Code 1A category. There have been occasions when Northam has accommodated larger aircraft however for the purposes of planning and development, consistent with the opportunities that are available, then it would be practical to adopt Code 1A standards for aerodrome upgrades.

The technical data of a selected range of aircraft types have been considered, all of which are currently in service in Western Australia and all of which are located or have potential to locate and/or operate from Northam Airport. Table 4.2.2 below outlines these aeroplane characteristics.



Table 4.2.2 – Aircraft Types and Reference Codes

Aeroplane Type	ARC	Aeroplane Characteristics					
		ARFL (m)	Wing span (m)	OMGWS (m)	Length (m)	MTOW (kg)	Tyre Pressure (kPa)
Cessna 172	1A	272	10.9	2.7	8.2	1066	200
Cessna 206	1A	274	10.9	2.6	8.6	1639	289
Cirrus SR22	1A	472	11.7	2.8	7.9	1542	427
Beechcraft Bonanza	1A	583	10.4	2.9	8.4	1656	276
Beechcraft Baron	1A	401	11.5	3.1	9.1	2449	392
Piper Navajo	1A	639	12.4	4.3	9.9	2950	414

Comparing MOS 139 Code 1A standards with the ALA standards contained within CAAP 92, there are a few differences, which Northam Airport already has implemented since the completion of the previous Master Plan in 2006. These basic differences are as below:

Table 4.2.3 – Differences between MOS Code 1A, CAAP ALA Standards and Northam

Standard	MOS - Code 1A	CAAP - ALA	Northam
Runway Width	18m	15m	15m
Runway Longitudinal Slope	Max 2%	Max 2%	Unknown - requires survey
Runway Strip Graded & Marked Width	80m	45m	80m
Transitional Surfaces	Clear of obstacles above 20% slope	Clear of obstacles above 20% slope	Requires survey, but large trees just outside of runway strip
Approach Slope	Clear of obstacles above 3.33% slope out to 2500m	Clear of obstacles above 3.33% slope out to 900m	Requires survey to determine
Taxiway Width	7.5m	Not Specified	7.5m

The majority of aircraft operating into and out of Northam will be comfortable with the current physical characteristics, nevertheless it is recommended that when considering upgrades the MOS Code 1A standards are adopted and would be essential if the aerodrome were to be registered in the future.

4.3 Aircraft Movement Area

4.3.1 Runway

The existing runway 14/32 has a marked length of 975 metres between the runway thresholds. The full effective runway pavement for operational take-off run available is 1248 metres. In relation to runway length, MOS 139 states "The length of a runway must be adequate to meet the operational



requirements of the aeroplanes for which the runway is intended". The "operational requirements" of aeroplanes may be determined by the aircraft manufacturer, aircraft type, performance, fuel and payload uplift and meteorological conditions such as ambient air temperature, wind speed and wind direction.

There doesn't seem to be any recent records of an Aerodrome Safety Inspection (ASI), which is recommended to determine the actual take-off and approach gradients and calculation of the other declared distances associated with the runway. These declared distances could be published as a Runway Distance Supplement (RDS) alongside the ERSA entry for Northam to give visiting pilots, especially those unfamiliar with the airport, even more information on the aerodrome for flight planning purposes.

The existing runway paint markings, whilst appearing suitable are very faint and should a re-mark should be considered in the short term. For planning purposes, a re-mark should be scheduled every few years to ensure the marking remain bright and clear to pilots.

The runway is currently 15m wide which is suitable for the current classification of the aerodrome. If any upgrades to the surface were desirable within the next planning period, then the width could be increased to 18m. This small increase would align the runway with MOS 139 Code 1 requirements.

Recommendations –

Carry out an Aerodrome Safety Inspection (ASI) to allow take-off and approach slopes to be surveyed and Declared Distances to be calculated. The ASI will also highlight any other safety issues such as obstacles that may infringe the transitional surface, e.g. trees and vegetation.

Once an ASI has been carried out, a Runway Distance Supplement (RDS) could be published alongside the existing ERSA entry for Northam.

Programme to have the runway markings re-painted every few years as they become faded.

4.3.2 Runway Strip

The runway itself is centrally located within a runway strip. The areas either side of the runway should be smooth and firm in order to reduce the risk of damage to an aircraft in the event of running off the runway pavement. The flyover areas are additional obstacle free areas on either side of the runway strip that are not necessarily graded or trafficable but can be included to make up the overall runway strip width and also provides obstacle free airspace for aircraft flying over the area during take-off and landing.

The previous Airport Master Plan recommended demarcation of the runway strip edge with markers to MOS 139 standards (80m width). In July 2010, white cones markers were installed at the aerodrome as per this recommendation. MOS 139 standards also state that for Code 1 runways the runway strip must be 30m longer than the runway at both ends and as such the marker cones should be 30m out from the runway threshold markings. The ALA standards outlined in the CAAP do not require the cones to be offset from the runway thresholds. Therefore at this point there is a mix of the two standards (MOS 139 and CAAP 92(1)-1) being employed with regards to the runway edge cones.



The flyover area should be maintained to ensure that no obstacles infringe an inclined slope of 1:5 (20%) originating from the edge of the marked runway strip. Any vegetation that infringes the slope, should be lopped or removed. Again an Aerodrome Safety Inspection would be able to outline any infringements that exist.

Any grass on the runway strip should also be regularly cut-short to ensure a smooth a possible ride for aircraft that leave the runway.

Recommendations –

The runway strip width has been marked to MOS 139 Code 1 standards (80m wide), but not for length which requires the runway strip to 30m longer than the runway at both ends. If MOS 139 standards are to be adopted, then the cones should be repositioned accordingly.

Have the vegetation at the sides of the runway strip surveyed to determine any infringement that may exist and lopping required.



View facing north-west along the airport perimeter fence. The runway strip edge cones can be seen. Trees may infringe the transitional surface and should be assessed by survey to ensure the flyover areas are clear.

4.3.3 Taxiways

The existing taxiways at Northam are 7.5m wide in accordance with MOS 139 Code A standards. If the potential of Northam airport is realised and the number of aircraft movements increases annually, there will be the demand for increased aircraft storage and movement areas. Any taxiways that are constructed should be done so to Code A standards and thus be 7.5m wide. An additional hangar



development is proposed on the west side of the runway at the southern end. These hangars sites will require connecting to the runway by appropriate taxiways. Aircraft accessing hangars on the rear taxiway will have a maximum wingspan of 12 metres.

A parallel taxiway, mirroring the existing one on the eastern side of the runway could be constructed to allow aircraft to taxi to the northern end of the runway without having to cross. Due to the overall width of the runway strip being 90m and close to the airport perimeter fence, a parallel taxiway of this nature would require to be positioned outside of the current fence. To allow for future upgrade of the aerodrome to Code 2 standards or if a non-precision instrument approach were to be implemented, the separation distance between the centreline of the parallel taxiway and the centreline of the runway is recommended to be 52.5m

Adjacent residential land on the western side of the aerodrome would require re-zoning to incorporate the parallel taxiway into airport land. Those adjacent residential blocks will then have the opportunity to create an airpark type scenario, where private hangars could be built and connected to that parallel taxiway. In fact one of the landowners on the northern-most block is already in the planning stages of constructing his own hangar.

The development plan addresses this development option.

Recommendations –

Future parallel taxiways on the western side of the runway should have a separation distance of 52.5m between the centrelines of the runway and taxiway.

4.3.4 Apron

The standards for apron construction require apron parking areas to be located so that aeroplanes parked on it do not infringe an obstacle limitation surface, in particular the transitional surface.

The previous master plan proposed additional apron area to the north of the existing apron on the east side of the runway. This proposed apron has not been built, rather the new hangars have been connected to the existing parallel taxiway with individual taxiways. This originally proposed apron expansion is still valid and has been retained on the development plan to provide additional public parking for itinerant and visiting aircraft.

Additional apron area is also proposed on the west side of the runway to create more brand new aircraft storage options, potentially attracting new users to the airport. The large open area could be used to host aviation related events, such as recreational fly-ins and aircraft displays. Adequate parking is essential for future growth and be the key to that growth. The land is already zoned for airport use but is currently used to keep horses. The existing Illuminated Wind Direction Indicator is also located on this parcel of land and will require repositioning when the apron area is constructed.

The development plan shows that nineteen additional hangar blocks of 15 metres frontage could be created on the western side of the runway. The standards require apron parking areas to be located at a distance offset from the runway strip such that buildings, taxiing aircraft and parked aircraft do not infringe the 1:5 transitional surface that arises from the edge of the runway strip. Therefore the



proposed hangars on the western side of the runway, are proposed to be at least 30m outside of the runway strip to allow the nearest hangar to be a maximum of 6m high. Height limits would increase for the hangars which are set further back from the runway strip.

4.3.5 Wind Direction Indicator and Signal Circle

The Northam airport currently has two wind direction indicators; a primary illuminated white windsock at the south-western end and a yellow secondary windsock at the north-western end. If the proposed additional apron area is to be developed on the western side of the runway, then the existing illuminated wind direction indicator will require to be repositioned. A suitable location would be to the north of the existing location away from the proposed apron and hangar developments. The illuminated windsock assembly is about 10m high and thus the new location would require to be set back approximately 50m from the runway strip to ensure that it doesn't infringe into the transitional surface.

To enhance the visibility of the wind direction indicator it must be positioned centrally in a blackened circular area 15 metres in diameter and bounded by either a ring of 15 white cones or a white painted annulus 1.2m in width.

Further, CASA standards require a signal circle, consisting of a blackened circular area 9 metres in diameter and bounded by either a ring of 6 white cones or a white painted annulus 1.0m in width. The signal circle must be located not more than 15m from the primary wind direction indicator.

The signal circle is used to display ground signals when certain operational circumstances prevail. For example total aerodrome unserviceability or closure must be displayed by a signal consisting of two white stripes not less than 0.9m wide and 6m long placed in the form of a cross in the signal circle. This signal would be required if there was an incident on the runway meaning it cannot be used.

Other relevant signals which may be useful at Northam include restricted operations and glider operations signals, both of which have a unique appearance within the signal circle.

The use of ground signals is a visual statement or operational status at the time, to a pilot on arrival. This advice and other matters that could affect serviceability, such as infringed approach and take-off areas, animal hazards or a damaged windsock should be preferably be notified to pilots prior to departure.

Recommendations –

As the Northam airport is not registered, a reporting system where pilots can be informed of any changes to the aerodrome serviceability status should be established. A signal circle should be established not more than 15 metres from the primary wind direction indicator.

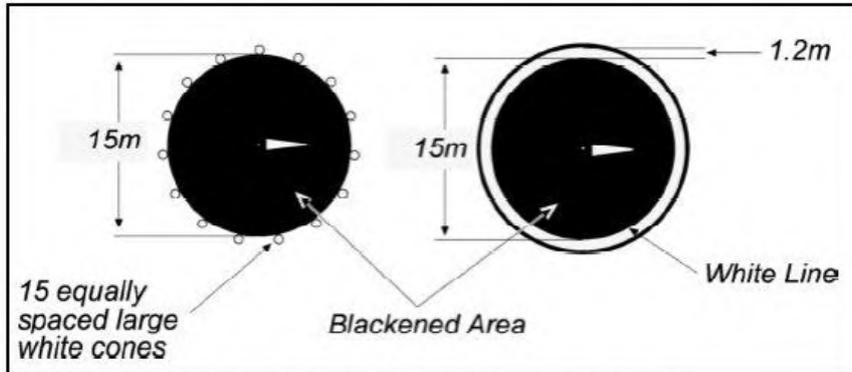


Figure 6: Options for Primary Wind Direction Indicator

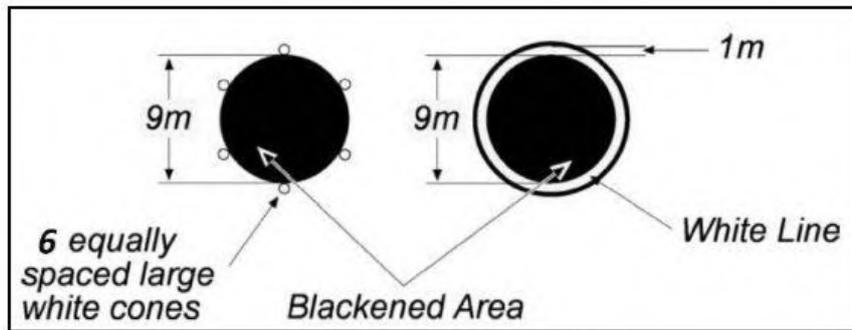


Figure 7: Options for Signal Circle

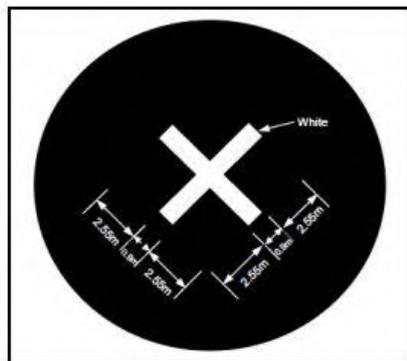


Figure 8: Total Unserviceability Signal

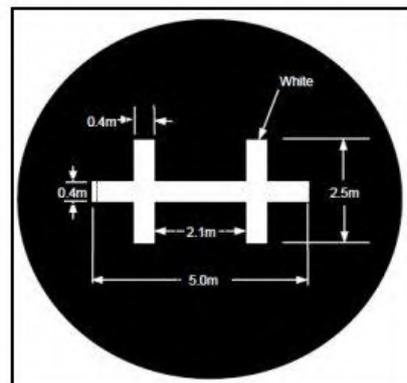


Figure 9: Glider Operations Signal



4.3.6 Runway Lights

Fixed airfield ground lights are installed on runway 14/32 at a longitudinal spacing of 90 metres and offset from the runway centreline by 15 metres either side. The individual lights are mounted on concrete blocks. As the concrete blocks are situated within the runway strip, they should sit flush with the surrounding ground. Some of the blocks protrude above the surface and some re-grading of the surrounding area should be carried out to ensure a smooth surface.

The airfield lighting system is capable of activation using Pilot Activated Lighting (PAL) frequency 124.2 MHz and has frequency response.

A secondary or standby power supply using a small diesel generator that could automatically activate should mains power be lost would provide the ideal back up. Portable lighting, either battery operated or using flares is the other option when mains power is unserviceable.

Recommendations –

Smooth the areas around the concrete blocks upon which the runway edge lights sit to ensure they are flush.

In order to gain knowledge on the current condition of the electrical circuits at the airport (and thus the remaining expected life), it is recommended to carry out an aerodrome electrical technical inspection. An inspection of this nature will provide details on the insulation resistance of the circuitry and the compliance of the system to both MOS 139 and the AS 3000 – Electrical Installations.



Concrete blocks should be flush with the surrounding area on the Runway Strip.



4.4 Pavement Strength

The runway at Northam airport has undergone several upgrades over the decades. The two latest runway upgrades, completed in 2001 and 2006 respectively involved firstly chip sealing the runway and later, applying an asphalt surfacing. An asphalt surfacing typically provides maintenance free service for upwards of 15 years. The light-weight nature of aircraft operations at Northam possibly means that the asphalt will last a longer than conventional asphalts on larger airports.

No destructive testing or sampling was undertaken as part of the Master Plan as it was deemed unnecessary and the pavement should last for many more years so long as water is not allowed to ingress into the underlying pavement materials.

Recommendations –

In the years to come, as the asphalt gets older, it will be prudent to conduct an annual pavement inspection by a suitably qualified person to ensure that there are no significant cracks or depressions appearing in the runway, taxiways or apron surfacing that will allow water to enter the underlying base course.

4.5 Aviation Support and Landside Facilities

The Northam Aero Club facilities provide a focal point for the public with ablutions, phone access and drinking water and shelter from the elements being the basic comfort needs of an itinerant pilot.

Where scheduled service flights are operating a passenger terminal will be found. However, at those airports used only by a collective of general aviation users then the provision of common user facilities to meet the needs of local and itinerant pilots is appropriate.

The existing landside building area site occupied by Northam Aero Club is considered adequate for expansion and redevelopment over time to meet this public focus point, assuming the club retains its presence.

Uncontrolled access to the airside area (beyond the building line) is not to be encouraged under CASA registration provisions to promote safety and best practices. Fences, gates and signage to limit unauthorised access airside are all in the interests of best practice and safety. Current vehicle access routes do not advise where cars are to park or halt to avoid unauthorized access. Under the development proposal future road construction is recommended to be confined to the identified road reserves.

The airport has mains power and water to the site as these are essential engineering services to businesses on an airport. An upgrade of the electrical distribution on the airport to meet three phase demand and increased demand has been mooted but a load demand assessment is required taking due account of ultimate facility development.

The provision of power to proposed new development sites will be an essential requirement to attract tenants to the sites and ensure airport business growth.



Similarly, main pressure water supply is highly desirable versus the requirement for individual catchment installation for water supply and should be distributed to new sites.

The staged upgrade of both power and water supply in conjunction with future building area development is recommended.

4.6 Security Requirements

Fences exist on all boundaries of the Northam airport in various condition and consideration should be given to upgrading the perimeter fence when the proposed developments go ahead. Rural stock-type fencing is deemed adequate for the airport, unless there exists a significant Kangaroo hazard, meaning appropriate roo-proof fencing should be considered. The current status of the aerodrome as an ALA with no regular public transport flights means that formal security standards are not required to be followed to inhibit unlawful interference at the airport.

Safety to aircraft should still remain paramount to aerodrome operations and some restriction to airside access should be implemented. Currently, there is nothing preventing public vehicle access to the airside area of the airport, which although rare, could present a potential hazard to aircraft operations. Some action should be taken or procedures set in place to ensure gates can be locked or investment could be made into an automatic vehicle gate and swipe cards issued to the relevant people who require airside access. Temporary swipe cards could be made available for itinerant pilots who want to leave the airside area.

4.7 Airspace Protection Surfaces

The airport's Obstacle Limitation Surfaces (OLS's) depict the aerial surfaces that need to be protected from infringement by obstacles (buildings, terrain, vegetation etc.) for the safe operation of aircraft.

The OLS plans reveal an order of penetration by existing terrain, which is important information to have when designing departure and approach path procedures for Northam airport and promulgating aircraft circling minima.

For the purposes of the airport master plan, the OLS plan prepared for the airport is based on code 2 non-instrument standards which could be adopted as the 'ultimate' OLS for the aerodrome site and establishes aspiring standards of safety.

The significant consideration to external land use planning is the restriction of structures that may be proposed to be erected within the take-off/approach splays and OLS generally.

Recommendations –

To determine and maintain accurate take-off/approach gradients and calculation of the declared distances available, an annual aerodrome technical inspection including survey should be undertaken. This will outline any new or changing obstacles, such as vegetation that affect the aerodrome's OLS. Obstacles that infringe, that cannot be removed should then be marked by an aviation obstacle light.



Any permanent obstacles (if they exist) that infringe in the aerodrome's OLS should be published on the Northam ERSA entry to give pilots knowledge of the airport prior to arrival. An aerodrome survey will establish any existing obstacles.

4.8 Aircraft Noise

Northam airport is an important public infrastructure facility for the Avon Valley and Central Wheatbelt communities and the community expect the operation of this facility will not inhibit development or their lifestyle.

The Northam Airport Master Plan sets out to determine, at an early stage of the airport's life cycle, the ultimate form to which it is envisaged to develop. A design standard has been selected and the ultimate level of aircraft movement can at least be expected to double with capacity at the airport far beyond that.

In addition it is recommended to have a process to examine building heights of new structures proposed for erection around the airport encompassing the extent of the airport's OLS surfaces, as depicted by the plans. Aircraft noise is an important community and environmental consideration in the immediate proximity of the Northam airport.

As with the management of building height control and the implementation of planning regulations for appropriate zoning it is possible to manage development to avoid aircraft noise from becoming an issue. The highest noise sensitive areas at any airport are located on the immediate 'straight-in' approach/departure paths for the runway.

The Northam Aero Club have adopted fly neighbourly procedures to limit aircraft activity over the town. Right hand circuits on runway 32 are promoted as special procedures to minimize the potential to cause the community concern. There is also a curfew in place for repetitive circuit training at 2100 hours (local time) each evening.

Present traffic levels are inadequate to empirically determine and show a noise impact by the Australian Noise Exposure Concept (ANEC) extending to external property. This is due to the weighting given to light aircraft versus jet movements and the fact that operations conducted by day have less noise weighting than night operations.

Further, it has become better appreciated in recent times that the ANEC for an airport, read in conjunction with Australian Standard AS 2021 "Acoustics - Aircraft Noise Intrusion – Building Siting and Construction" is only a planning guide and not the ultimate noise management tool.

It is more advisable to be cognisant that training aircraft do have to circuit the airport runway some 1.0-1.5 km out from the runway to intersect the approach centreline and conduct a landing or "touch and go" and by implementing compatible land zoning of the surrounding airport land, out to at least 1.5 km from the parallel and ends of the runway, if possible, then this can provide the greatest mechanism to 'protect' the airport.



Recommendations –

Advertisement, within the local community, of the adopted fly neighbourly procedures would ensure local residents know that airport operations are restricted and tailored to the local environment. This is beneficial in promoting the airport through community relations and securing the long term future of the airport at the existing site.

5 Opportunities

5.1 Aircraft Storage

Northam airport already has a number of private aircraft storage hangars utilised by aircraft owners. There is space to expand on this already successful scenario especially because storage space of personal aircraft is at a premium in the Perth metropolitan area. The Jandakot Airport Master Plan 2014 states that 13,500 square metres of aircraft hangar space could be constructed with the next five years. With Jandakot being an air-traffic controlled airport, this means that the proposed hangar space is not available to Light Sports Aircraft pilots, who are not permitted to enter controlled airspace.

With the trend for recreational flyers in Australian aviation seemingly moving towards Light Sports Aircraft, Northam's location again is highly appealing to those residents from the Perth Metropolitan area who would like to store an aircraft within easy reach of the city.

As the Northam Airport is owned by the Shire, there is a strong case for developing additional aircraft storage. There is the potential to have additional revenue streams from leasing the space where the aircraft owner may erect a hangar. Then in future lease may be transferred and the hangar removed or the lease sells it to the new lease as part of the transfer of lease. The sites could be serviced with water, power, sewerage and therefore attract a higher rent. Alternatively the Shire may opt to construct a series of secure hangars either independently or as a public/private partnership in order to convince new tenants to become involved at the airport.

For the Northam Airport Master Plan, on the western side of the runway a building area development proposal creates subdivided blocks suitable for multiple hangar site development. Some 18 hangar sites with 15 metre wide frontages can be created or more if smaller dimensions are adopted or common walls between hangars are utilised. The actual building characteristics can be reviewed following demand assessment but for planning purposes notional sizes have been adopted.

The 18 hangar sites can be located around the perimeter for an expansive apron area measuring approximately 185m x 90m. This area, used for General Aviation aircraft parking can be the assembly point of recreational fly-ins, air-shows and aircraft displays. The Northam Aero Club may even consider moving their club rooms over to this western side of the runway and establish new facilities, hangars and training rooms for their operations. This may in turn spike interest from peripheral users of the airport and encourage aspiring pilots to take their flying lessons at Northam from brand new training facilities.

The land to the western side of the runway is currently underutilised with the illuminated wind direction indicator located here and horses being kept in the paddock. Relocation of the windssock will



be required and open drainage channels could be constructed to channel run-off towards the Mortlock River.

The site earthworks, apron formation including surfacing and utility installations can be undertaken as first stage and building hangars as stage two with demand for hangars determining the extent and timeline of such constructions. The apron area can be connected to the runway by the proposed parallel taxiway on the western side of the runway, which could also be constructed in a staged approach and demand requires from increasing new occupancy.

This site can be directly accessed from Withers Street, with the creation of suitable access roads and this presents advantages for independent access and also independent aggregation of aircraft and operator type, such as Light Sports Aircraft.

5.2 Pilot Training

Commercial Pilot Training is readily available in Western Australia for both domestic and international cadets. At present, Jandakot airport supports two international airlines' pilot training schools. The Singapore Airlines Flying College and the China Southern Western Australian Flying College.

The training schools provide the airport operator with significant commercial income and thus support the airport's operational and development costs. Flow on business extends to aircraft service industries, employment for training personnel and instructors, administrative staff and general support associated with the schools.

Supplementary economic activities are increased aviation fuel sales, local servicing and maintenance of the school, construction activity and expenditure in the local economy by cadets and instructors. The flow-on effect extends to airports such as Northam, where aircraft from the China Southern Flying College regularly stop to refuel.

In the mid-1990's China Southern WA Flying College established a satellite training facility at Merredin Aerodrome. The Shire of Merredin leased their then defunct airport to China Southern for \$1 for a period of 100 years. The partnership in the years since has been successful with major investment providing upgraded facilities at the airport, including sealed runways, control tower, firefighting system, classrooms and an automatic weather station. Other local economic benefits include employing approximately 30 local staff, construction of accommodation facilities in town, local catering contracts and maintenance contracts. The overall training facility has the capacity to accommodate up to 300 students at any one time to complete their initial Commercial Pilot's License in single-engine Grob aircraft before going back to Jandakot to advance to multi-engine and jet aircraft.

Singapore Airlines Flying College does not have a satellite training facility in regional Western Australia. The greatest risk to rural programs is the attraction and retention of flying instructors. Instructors and their families require education, health care, recreational facilities and good quality housing. A close distance to the city is required to transport students and provide greater options for time off. Northam has all of these pre-requisites.



Clearly, the Merredin venture has been successful for both the local economy and the State. Attracting a major airline is a triumph and is a possible option for Northam Airport and the regional benefit resulting from a primary or satellite training facility being established is significant.

5.3 Aircraft Maintenance and Fuel

An existing key commercial enterprise at the Northam Airport is the presence of Northam Air Services. Up until the end of 2012 the average age of active fixed wing VH-registered aircraft was 27.7 years, which was an increase from 2011 (27.0 years). With the aging nature of general aviation aircraft the need for continued expanded aircraft maintenance operations at Northam are vital for the commercial development opportunities at the airport.

VH aircraft are registered with CASA, are heavily regulated and must be maintained by CASA Licensed Aircraft Maintenance Engineers (LAMEs). At present, there is also a severe shortage of LAMEs in many parts of Australia and this continues to be a high demand service. The role of Jandakot Airport as a major aviation training facility was further enhanced in 2010 when Polytechnic West redeveloped its Aerospace Training Centre. The Aerospace Training Centre provides courses in engineering and aircraft maintenance, ground and cabin crew operations, and airport management, increasing the chances of local talent being able to be recruited for expanded aircraft maintenance operations at Northam.

The present siting of the Avgas fuel facilities with dispensing cabinet on the apron building line and all tank and pump equipment landside is the most efficient use of land.

Its position is acceptable and its retention encouraged. However, any fuel storage development/upgrade should comply with the siting requirements from hangars and buildings to be compliant with AS 1940-1993 'The Storage and Handling of Flammable and Combustible Liquids'. For instance a 20,000 litre facility must have 9 metre clearance yet an 8,000 litre (existing) must have 6.5 metre clearance.

Fuel facility upgrade may be driven by fixed base operations of say firefighting water bomber aircraft or by local flying traffic demand and increased hours of availability through automation of supply say by swipe card installation.

Aviation turbine fuel (AVTUR) is not currently available at Northam although there seems to be a demand for it. The local operator Taurus Aviation uses about 90,000 litres per year for its aerial agricultural operations and refuelling is currently undertaken through fuel drums which are stored in the hangar. A small above ground tank around 20,000 litres capacity would probably be of great benefit in attracting even more permanent and itinerant users to the airport.

5.4 Recreational Fly-ins

Northam is a famous destination, both locally and nationally, with a good range of annual events on the calendar. A very popular event in Western Australia is the Avon Descent, which is held around the start of August each year, with the start line for the race being in the centre of Northam in Bernard Park. The addition of the National Ballooning Championships coming to Northam in late-August 2015



also highlights the fact that Northam is an attractive destination for significant recreational events.

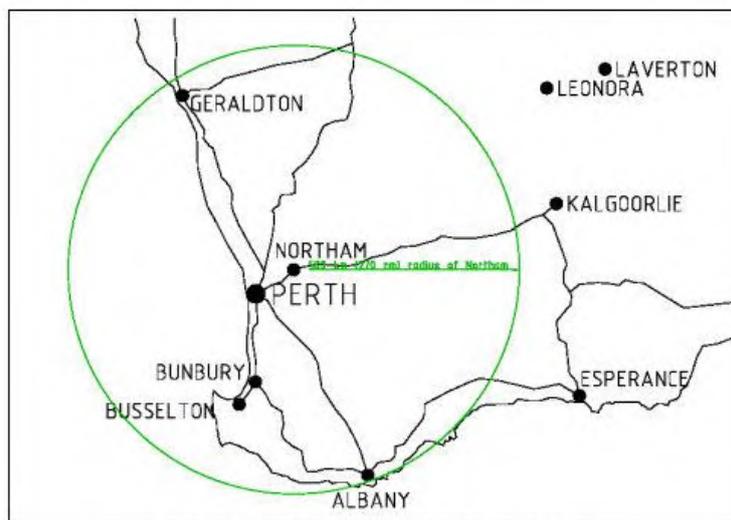


There is opportunity to introduce recreational fly-ins and air-shows at Northam airport to attract more people to visit the airport site. Furthermore, fly-ins could be arranged and advertised to coincide with significant event occurrences in town when peak numbers of visitors are in the local area.

A fly-in is a pre-arranged gathering of aircraft, pilots and passengers for recreational and social purposes. They can be formally or informally organised members of the public may or may not be invited and they can be aimed at specific aircraft classes such as a certain aircraft model, vintage and warbird aeroplanes.

There are a number of fly-in events organised locally and throughout Australia, for example the annual AUSFLY event is held in Narromine, NSW, which attracts many aircraft types. Other events can be centralised around fundraising for worthy causes such as the Royal Flying Doctor Service, with aerial acrobatics displays, music events and food stalls.

Northam is located ideally to attract recreational flyers from the regional areas both to the north and south of the Perth metropolitan area with a comfortable flying distance from most other aerodromes in the south-west land division. Vivality, Northam Airport already has an ERSA entry and provides crucial information for recreation fly-ins.



500 km (270 nautical miles) radius from Northam.



Recommendations –

Explore the potential to introduce aviation related events hosted at the Northam Airport in order to attract the local public and recreational pilots from further afield. Signature events could be organised to coincide with other town events to take advantage of peak visitor numbers and maximise exposure.

5.5 Airparks

Airparks are high-end developments located adjacent to airports and generally within the airport reserve, they are 'fly-in' communities. An airpark is a residential location that consists of residences with attached hangars. Each residence includes a hangar with lot owners having direct access through taxiways to the runway.

The airpark concept was pioneered in the United States of America and there are now several locations in Australia under development, with Temora in New South Wales being an example of a so-far successful undertaking. Temora is owned by the Shire of Temora and includes both residential and commercial lots. Features of the airpark include:

- Residential lots from 800 to 1250 square metres from \$65,000;
- Commercial lots from 1250 to 298,000 square metres;
- Runway is 2040 metres long and 30 metres wide;
- Owner design and build unique residential homes; and
- Fuel available on site.

All 38 lots offered in Stage One at Temora have been sold, along with 28 out of 32 lots offered in Stage Two. Stage Three is already being planned.

Here in Western Australia, Airparks have been under consideration in Serpentine, Esperance, Margaret River, Denmark, Wagin and Jurien Bay.

While the development of an airpark is not within the scope of this Master Plan, the preference for Northam Airport is to remain as a mainly recreational general aviation airport and therefore airparks present a very appealing option for the future and could be explored further. In addition to being strategically compatible, airparks have the opportunity to generate revenue through land sales and annual rates and fees.

The location of Northam Airport in the heart of the Avon Valley away from the busy and controlled metropolitan airspace is the ideal site for an airpark development both from an airport operator and consumer point of view. Aside from the fact that Northam itself is a very appealing destination location the airport is central in a region with a high level of existing and increased general aviation activity of all kinds.

As highlighted in Section 4.1.3 *Aviation Capacity* above, the Northam airport in its current configuration is able to support a significant amount of additional aircraft movements on an annual basis. An airpark development is not expected to drastically increase the current number of aircraft movements, especially due to the limited space available within airport land that is available for the development of airpark lots.



Artist Impression of a Residential Airpark Taxiway – Source: Website of Evans Head Airpark, NSW.

5.6 Other Revenue Opportunities

There are a number of other revenue opportunities that are available to Northam Airport. They are by no means the limits of revenue opportunities but appear to fit well within the strategic context of the airport.

By encouraging aircraft activity and the commercial use of sites it is possible to maximise the potential financial return from operating the airport as a business. For airports situated in small regional centres, such as Northam, the dominant airport business income is derived from aircraft user activity and demand for on airport commercial sites is typically comparatively low.

The regional airports with scheduled passenger services have a distinct edge over centres that only support general aviation as they have the ability to charge passenger levies and landing fees with sustained regularity.

In Northam airport's case the operation is presently at nil or little cost to the owners as the Northam Aero club takes full responsibility for all management activities.

The Shire of Northam has a strong community commitment to the ongoing development of the airport and are more capable of generating the capital to ensure timely upgrade of facility infrastructure occurs. This is on the basis that grant funds are accessible through State and Federal sources more readily in the public domain versus the private.

Itinerant use of the airport by student pilots conducting navigation exercises cannot generate income as use of the airspace is free. Yet almost all flying schools within a 200 km range of Northam will at some stage seek the use of the airport for their students as a part of a matrix of aerodromes that combine to form suitable flight planned navigation routes.



A mechanism for cost recovery should be contemplated but it cannot and should not be attempted to be 100% cost recovered as the traffic levels are just not sustainable for this to occur. Charges for use of the infrastructure can be imposed and are accepted by the aviation industry provided that they are fair and reasonable. Charges on fixed base operators is normally structured as an annual fee per aircraft plus a site lease charge where an area of land has been allocated to the operator. Again charges must be fair and reasonable and typically a Land Valuer will be engaged to recommend an appropriate rate.

Itinerants are potentially charged on a movement or similar basis but it is the growth in the airport business development that must be the focus. To grow demand will grow revenue. The Northam Aero Club are active in their pursuit of new students which directly generates potential for additional aircraft and growth of other service industries on the ground at Northam airport. The airport's catchment for aircraft owners and pilots extends to the Perth metropolitan regional and in particular the hills and northern suburbs that have significant surface travel times to Jandakot airport.

Having suitable areas available for the development of hangars, public apron parking and a flying training school are all hall mark business initiatives to stimulate future expansion.

General aviation business is a competitive market and those airport operators that have developed sites ready to be allocated and have a policy of support to develop when approaches are made by private and business developers are more likely to be the winners. Equally the availability and ease of connection to engineering services such as power, water and telephone are important considerations.

Capital outlay of course must be matched by reasonable return on investment and the criteria will vary for rate of return. However, the operational income from the business would be expected to equal the operational expenditure and meet major recurrent costs such as runway reseals and upgrades.

This master plan provides guidance for the structured development at the airport. However, it is not able to accurately forecast timing of aviation growth that would warrant the infrastructure development referred to by the master plan. In saying this, the financial strength of the airport as a business must be kept in mind and every opportunity taken to make use of support grants to offset the limited capital available for development of the airport.

Recommendations –

Investigate further the potential to implement landing fees at the Airport, particularly for itinerant aircraft such as those from local flying schools. A method to record the aircraft registrations and produce invoices would need to be cost-effective to make the venture worthwhile.



6 References

- Civil Aviation Safety Authority (2014) – Manual of Standards Part 139 – Aerodromes Version 1.12.
- Civil Aviation Safety Authority (1992) – Civil Aviation Advisory Publication 92-1(1) – Guidelines for Aeroplane Landing Areas.
- Royal Flying Doctor Service of Australia Western Operations (2015) – Airstrip Information and Standards. <http://www.flyingdoctor.org.au/Aviation/Airstrip-Information/AI-WO/>.
- Shire of Northam Website (2015) - <http://www.northam.wa.gov.au/>.
- Northam Aero Club Website (2015) - <http://www.northamaeroclub.com/>.
- Australian Airports Association Ltd (2014) – Regional Airport Master Planning Guideline.
- Airport Assist Pty Ltd (2006) – Northam Airport Master Plan.
- State Government of Western Australia (2015) – Western Australian State Aviation Strategy
- Civil Aviation Safety Authority Website (2015) - <http://www.casa.gov.au/>.
- Northam National Ballooning Championships Website (2015) - <http://www.northamnationals.com/>.
- Gliding Club of Western Australia Website (2015) - <http://www.glidingwa.com.au/>.
- Putland, G. (2009) – Northam Airfield Asset and Emergency Plan.
- Written and verbal stakeholder submissions including Shire of Northam, Northam Aero Club, Aircraft Owners, Residents and Northam Air Services.
- Ayton Baesjou Planning (2010) – Denmark Airfield Land Use Strategy.
- Aviation Projects Pty Ltd (2011) – Busselton Regional Airport Master Plan 2011-2031.
- Forte Airport Management (2011) – Geraldton Airport Master Plan 2030.
- Airservices Australia (2015) – En Route Supplement Australia (ERSA), Northam Aerodrome.
- Bureau of Infrastructure, Transport and Regional Economics (2015) – General Aviation Activity 2012.
- Jandakot Airport Holdings (2014) – Jandakot Airport Master Plan 2014.
- Western Australian Planning Commission (2014) – Wheatbelt Regional Planning and Infrastructure Framework.
- Australian Bureau of Statistics Website (2015) - <http://www.abs.gov.au/>.
- Recreational Aviation Australia Incorporated Website (2015) - <https://www.raa.asn.au/>.
- Temora Shire Council (2015) – Temora Airpark Estate Website - <http://www.airparktemora.com.au/>.
- Evans Head Airpark Website (2015) - <http://www.evansheadairpark.com.au/>.

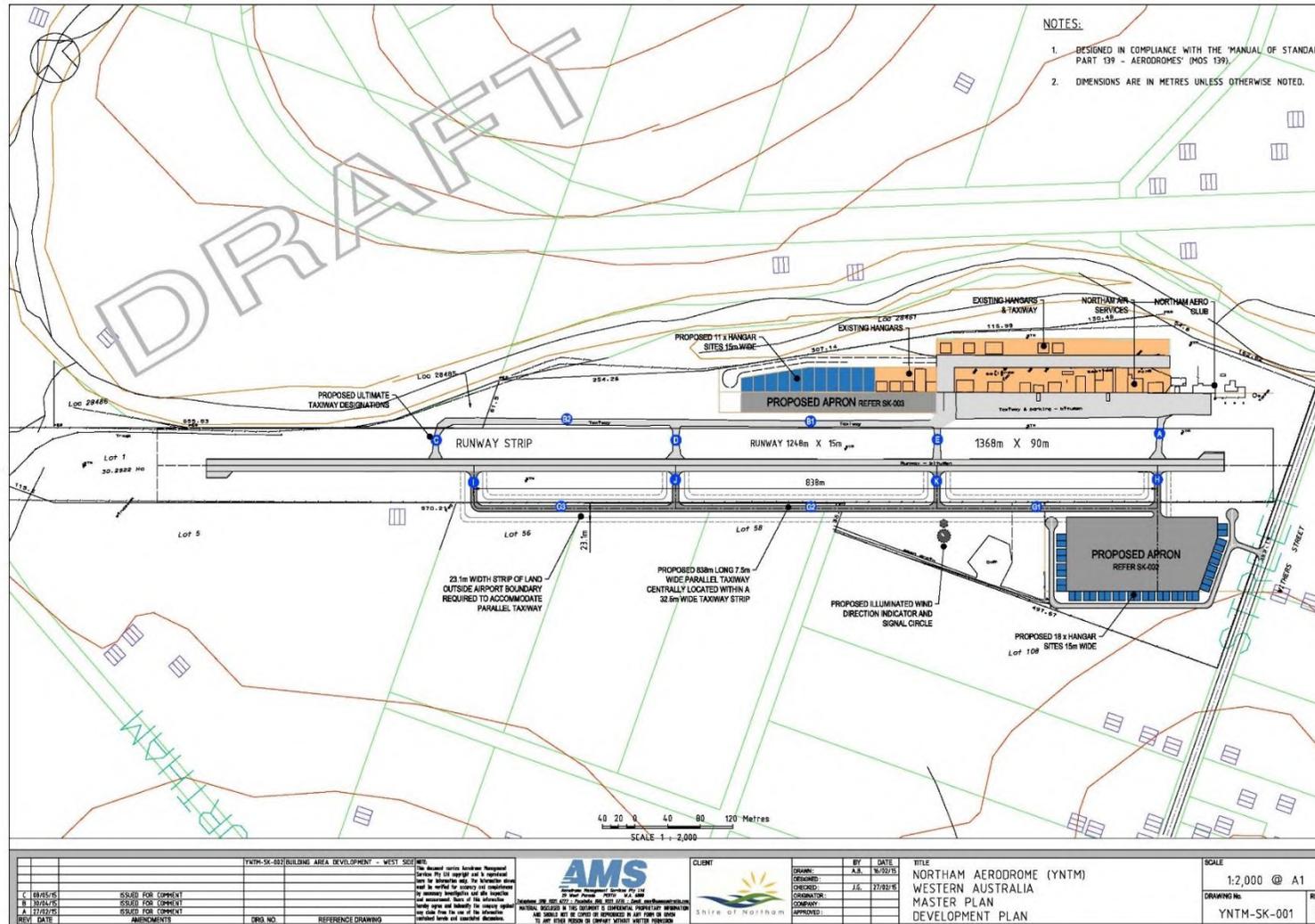


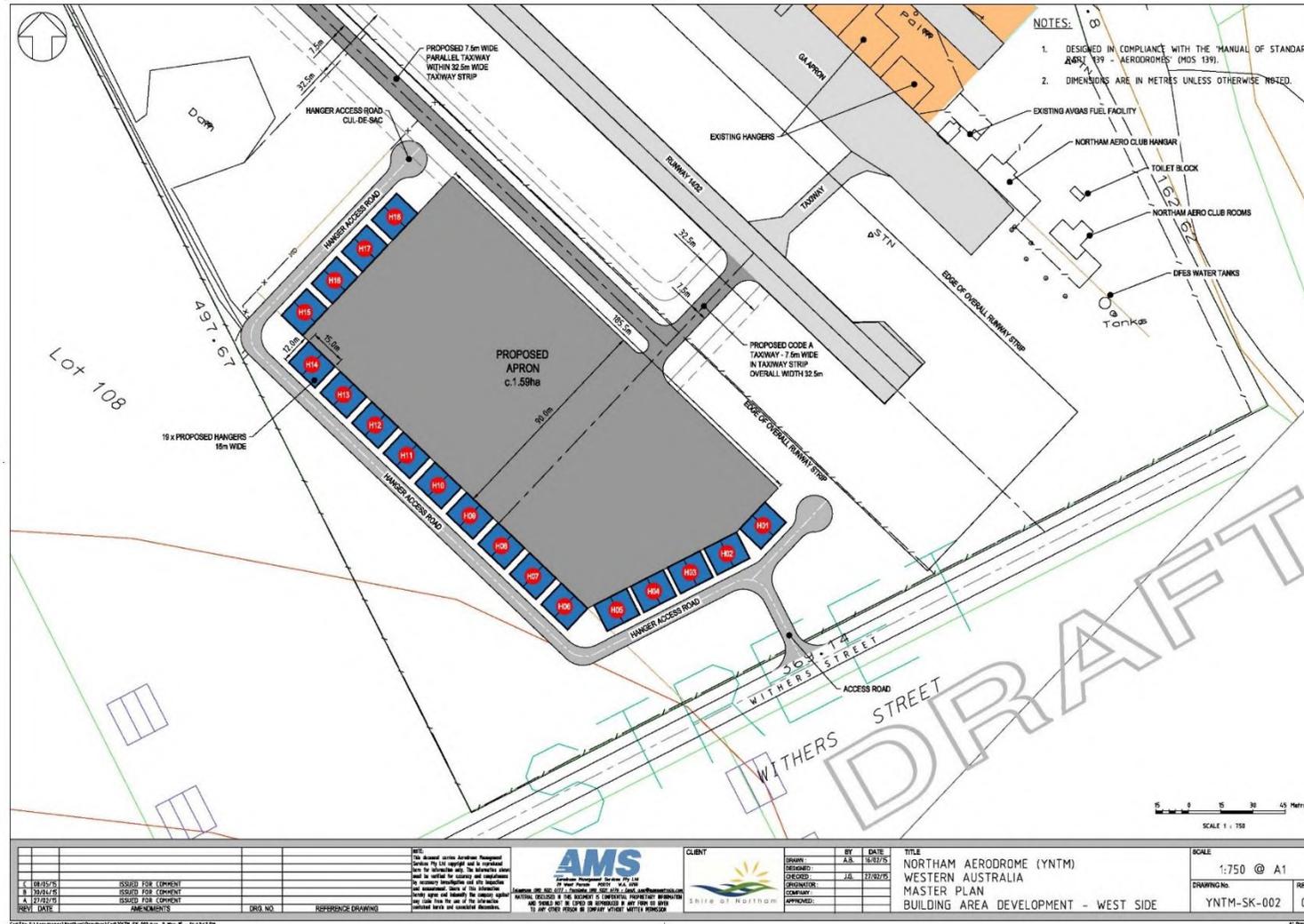
APPENDICES

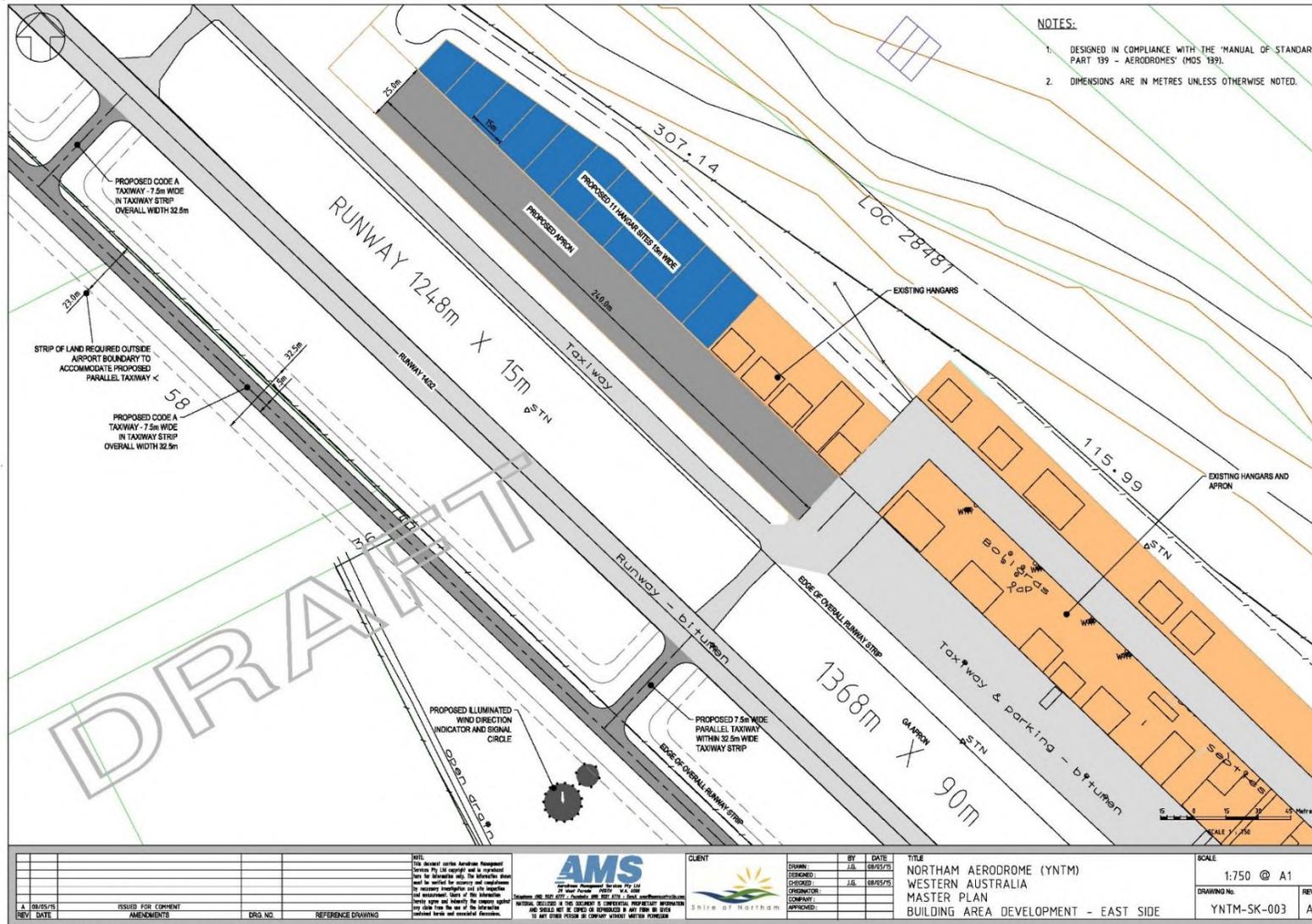
Master Plan Drawings

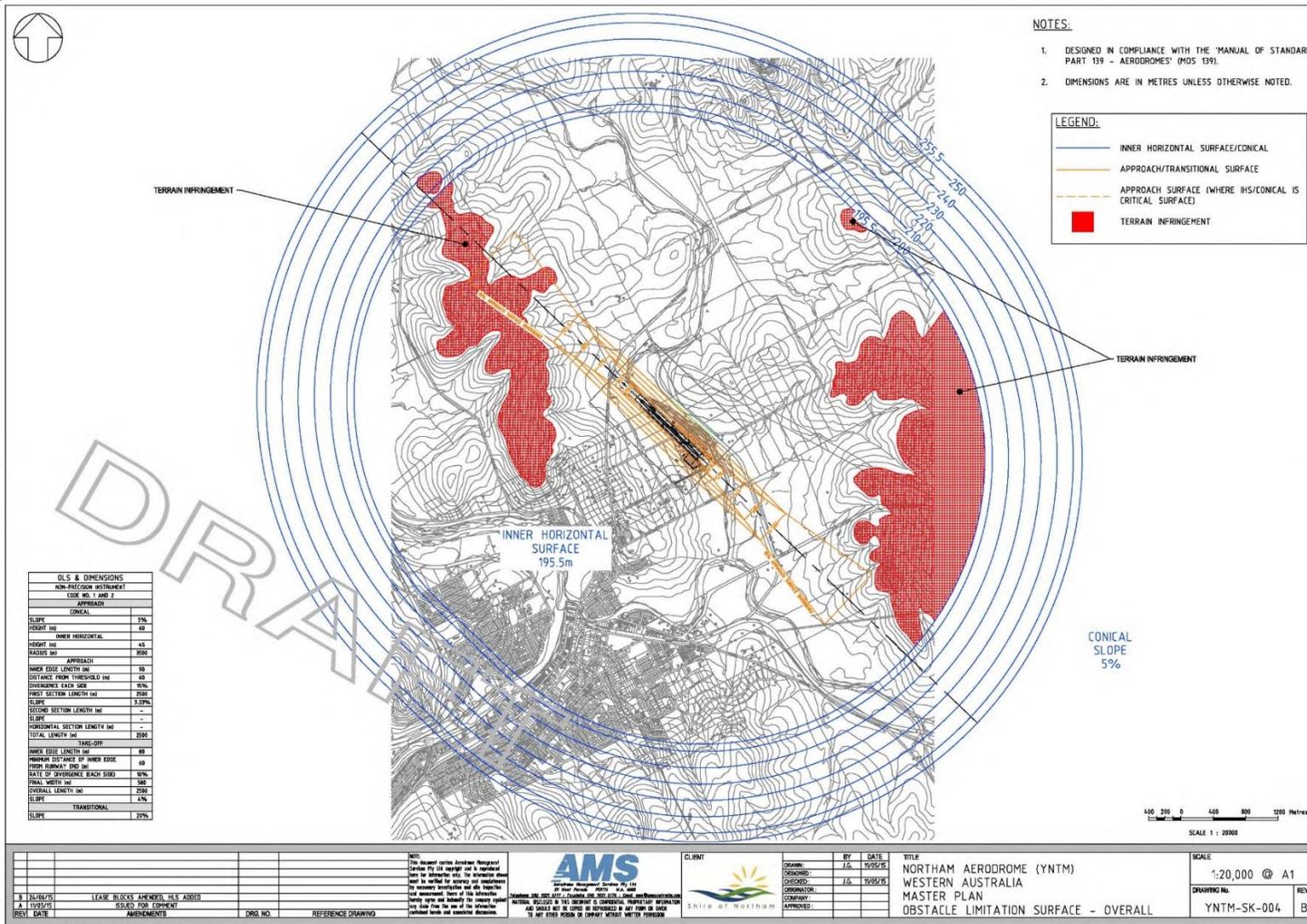
- 1. YNTM-SK-001 – Development Plan**
- 2. YNTM-SK-002 – Building Area Development – Western Side**
- 3. YNTM-SK-003 – Building Area Development – Eastern Side**
- 4. YNTM-SK-004 – Obstacle Limitation Surfaces – Outer Surfaces**
- 5. YNTM-SK-005 – Obstacle Limitation Surfaces – Transitional**

Northam Airport Master Plan – June 2015



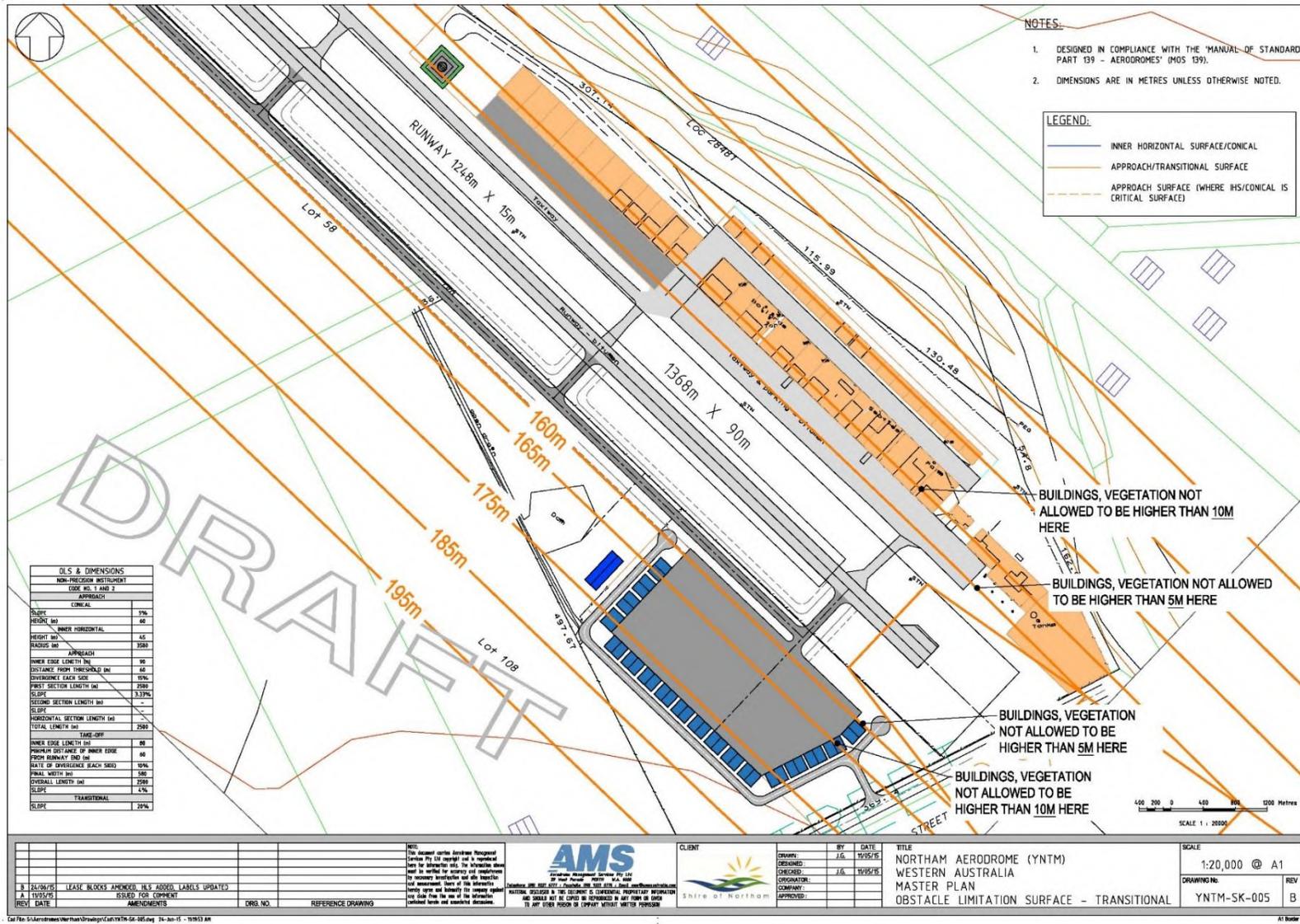






OLS & DIMENSIONS	
NON-PRECISION INSTRUMENT	
CODE NO. 1 AND 2	
APPROACH	
CONICAL	
SLOPE	5%
HEIGHT (M)	60
INNER HORIZONTAL	
HEIGHT (M)	60
RADIUS (M)	2000
APPROACH	
INNER EDGE LENGTH (M)	10
DISTANCE FROM THRESHOLD (M)	60
DIVERGENCE RATE (DEG)	0%
FIRST SECTION LENGTH (M)	2000
SLOPE	-
SECOND SECTION LENGTH (M)	3.039M
SLOPE	-
HORIZONTAL SECTION LENGTH (M)	-
TOTAL LENGTH (M)	2000
TANGENT	
INNER EDGE LENGTH (M)	60
MINIMUM DISTANCE OF INNER EDGE FROM OBSTACLE (M)	60
RATE OF DIVERGENCE BEACH (DEG)	0%
FINAL WIDTH (M)	500
OVERALL LENGTH (M)	2000
SLOPE	4%
TRANSITIONAL	
SLOPE	2%

DATE	DESCRIPTION	BY	DATE	TITLE	SCALE
18/08/20	PLEASE BLOCKS APPROVED THIS DRAWING	J.A.	18/08/20	NORTHAM AERODROME (YNTM) WESTERN AUSTRALIA MASTER PLAN	1:20,000 @ A1
18/08/20	REVISED FOR COMMENT	J.A.	18/08/20	OBSTACLE LIMITATION SURFACE - OVERALL	DRAWING No: YNTM-SK-004
18/08/20	APPROVED	J.A.	18/08/20		REV B



Attachment 2 - Northam Airport Master Plan Amendment

4.9 Public Toilet & Shower

Public toilets are considered as basic public infrastructure for everyday life and to support public movement and social and physical activities in and around an area. Public toilets support recreational activities, tourism, the local economy and overall economic growth.

Northam airport is considered as a major contributor in attracting new residents, tourists to the area and a number of both aviation and non-aviation related residential, commercial and recreational opportunities lie in the land surrounding the aerodrome. A modernized public toilet is essential to provide a quality service to the residents, visitors and all other stakeholders involved. Northam prides itself in providing the highest standard of services across a range of area. However, the current state of public toilet in the airport, contradicts its reputation. Not only the current public toilet facilities are outdated, it also lacks disabled access which is a matter of concern for a significant number of residents and tourist who falls into that category.

On the other hand, Northam hosts a number of significant international events such as The World Women's Ballooning Championship. These events bring significant international exposure and the dilapidated condition of the facility is not up to Northam's usual high standard.

Moreover, Northam Airfield is an important Fire-bombing base and the provision of a shower in the facility would be a relief to the pilots operating in that very hot environment.

A modernized well maintained public toilet facility with showering amenities are of outmost importance for the reputation of Northam for its service of highest standards. A five Panel modernized public toilet with showering facility is required to meet both is short term requirements for upcoming events, as well as long term demand for a reputable regional airport.

Recommendations –

The existing toilet should be decommissioned. A five panel modern public toilet with showering facility should be constructed in the place of the existing toilet. A periodic maintenance schedule is also required to increase the service life of the asset.



Figure : Current state of the men's public toilet.

4.10 Fuel Bowser

The previous lessee has vacated leaving no operational fuel site at the airport. As the fuel site at the airport is a valuable asset a new fuel point must be installed and the existing aged tanks and equipment need to be decommissioned.

Recommendations –

A new refuelling facility should be installed including a meter and card system to allow airport users to refuel. The existing tanks and equipment should be decommissioned and removed if necessary.

12.2.2 Endorsement of the Northam Bike Plan 2020

Address:	N/A
Owner:	Shire of Northam
Applicant:	Nil
File Reference:	1.3.7.2
Reporting Officer:	Michael Newton Engineering Technical Officer
Responsible Officer:	Clinton Kleynhans Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

An amended bike plan has been produced as an update to the previous 2012 version and is presented to Council to review and endorse.

ATTACHMENTS

Attachment 1: Northam Bike Plan 2020
Attachment 2 was removed

A. BACKGROUND / DETAILS

Donald Veal Consultants has been commissioned by the Shire of Northam to prepare this Local Bicycle Plan in order to provide an update to the initial 2012 Local Bicycle Plan which they previously developed on behalf of the Shire.

The plan states the relevant standards and government recommendations and proposes future network additions to provide a safe and well-connected cycle network. The plan also identifies priority works which should be considered in future programs

B. CONSIDERATIONS

Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery

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

- Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects;
- Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs; and

Financial / Resource Implications

Nil

Legislative Compliance

Nil.

Policy Implications

Policy W 5.6 Verge Policy

Policy W 5.7 Asset management Policy

Stakeholder Engagement / Consultation

The local community was extensively involved in the preparation of the bike plan through a combination of online surveys, questionnaires and workshops.

Communication was also undertaken with external agencies, such as Department of Transport, and Main Roads.

Council was consulted on this matter in a workshop which was held on Tuesday 6 July 2020.

The Shire of Northam is neighboured by the Shires of York, Cunderdin, Goomalling, Toodyay and Mundaring. To help create cycling facilities that are connective across the local government boundaries, these Shires were also contacted regarding their bicycle planning in the preparation of the bicycle plan presented

Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Council has adopted the Long Term financial Plan which has a provision for funding a footpath program which will include	Unlikely(2) x Insignificant(1) = Low(2)	Budget parameters will still be required to be complied with in accordance with Council policy framework

	paths identified in this plan.		
Health & Safety	Low Risk to the Shire work force and external contractor. Low risk to path users	Minor(2) x Possible (3) = Moderate(6)	Strict Shire of Northam compliance of OSH policy in place and Contractor has their own Safety management plan and policy.
Reputation	Moderate risk in terms of Shire's reputation	Unlikely(2) x Insignificant(1) Low(2)	Justification for works proposed in the plan is clearly explained and should be suitable for the majority of stakeholders.
Service Interruption	There is nil service interruption required.	Rare(1) x Insignificant(1) = Low(1)	Traffic management to be implemented in a manner to keep the flow of traffic and pedestrian access running with minimum disruption and delays
Compliance	Works do not meet engineering and construction specifications.	Unlikely(2) x Minor(2) = Low(4)	Staff have implemented quality control systems and processes to ensure completed works are to a satisfactory standard.
Property	Unforeseen ground services and utilities	Unlikely(2) x Minor(2) = Low(4)	Staff and contractors obtain DBYD information before start of any project. In addition the works supervisor notes the location of pits which would indicate the presence of underground services.

C. OFFICER'S COMMENT

The updated plan will not only improve the strategic direction for cycling infrastructure works but outline policy initiatives to regulate the provision of cyclist facilities, outline participation strategies to encourage cycling into the future, and provide guidelines to evaluate and monitor the success of these cycling network strategies.

The updated plan will also be used to guide the allocation of funding to implement cycling/ shared path improvements in the Shire of Northam, which is focused. These improvements can take the form of capital investment in new/replaced infrastructure, maintenance of existing infrastructure, and/or strategic works which encourage increased cycling in the Shire by creating a safer and more convenient environment for cyclists

Staff recommends that Council endorses the proposed bicycle plan as presented to provide guidance for future projects and focus areas.

The paths will be detail-costed at the time of being presented to Council for final endorsement each annual year.

The identified paths within the plan will enable staff to seek funding for future shared path construction or upgrade projects.

Please note: staff have removed the recommendation to approve a four-year program. In light of the discussions held at the Council Forum, it is considered more appropriate to hold a further workshop on the proposed program, once the draft bike plan is formally endorsed.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4014

Moved: Cr Mencshelyi

Seconded: Cr Girak

That Council endorses the updated 2020 Northam Bicycle Plan as presented.

CARRIED 7/2

Cr Pollard retracted his initial declaration of interest in this item, as the Chief Executive Officer advised that the sections in the bike plan that Cr Pollard had initially declared an interest in (formerly proposed four year works program) had been removed from the recommendation and therefore consideration.

Clarification was sought regarding the officer's proposal for a future workshop, and whether the draft bike plan could in good conscience be endorsed by Council. The Chief Executive Officer advised that the draft bike plan as presented provides a platform for Council to make decisions regarding proposed works – as long as Council is comfortable with the notions discussed in the plan, such as footpath widening, Council could endorse the draft bike plan as presented.

There was debate around the motion. Cr Mencshelyi and Cr Girak spoke for the motion. Cr Pollard spoke against the motion. Cr Mencshelyi used his right of reply to close the debate.

Attachment 1 – Northam Bike Plan 2020



July 2020

Final

Northam Bike Plan 2020

Prepared For:
Shire of Northam



Bike Plan Report



T: +61 8 9274 7076

E: Admin@dvcworld.com

6 Burgess St Midland WA 6056

PO Box 5060 Midland WA 6056

www.dvcworld.com



Client: Shire of Northam
Project: Northam Bike Plan 2020

DOCUMENT ISSUE AUTHORISATION

Issue	Rev	Date	Description	Prepared By	Checked By	Approved By
0	0	10/01/2020	Draft Report	SGY	DNV	DNV
1	0	28/04/2020	Final Report	SGY	DNV	DNV
1	1	14/05/2020	Final Rev 1	SGY	DNV	DNV

The information contained in this document is solely for the use of the client identified for the purpose for which it has been prepared. It is not to be used by any third party and no responsibility is undertaken to any third party. All photographs remain the copyright of Donald Veal Consultants and are included for illustration only.

Donald Veal Consultants Pty Ltd



Client: Shire of Northam
Project: Northam Bike Plan 2020

TABLE OF CONTENTS	PAGE
1 INTRODUCTION	4
1.1 BACKGROUND.....	4
1.2 SHIRE OF NORTHAM BICYCLE NETWORK	4
1.3 A VISION FOR THE FUTURE	5
1.4 BIKE PLAN OBJECTIVES	6
1.5 THE NEEDS OF CYCLISTS	6
1.6 METHODOLOGY	9
2 STRATEGIC AND PLANNING CONTEXT	10
2.1 STRATEGIC CONTEXT	10
2.1.1 <i>Western Australian Bicycle Network Plan 2014 – 2031 (2017 update)</i>	10
2.1.2 <i>Western Australian Cycling Network Hierarchy</i>	10
2.1.3 <i>Regional 2050 Cycling Strategies</i>	10
2.2 LOCAL PLANNING CONTEXT	12
2.2.1 <i>Planning Scheme</i>	12
2.2.2 <i>Policy Manual</i>	13
2.2.3 <i>Local Planning Strategy</i>	13
2.2.4 <i>Footpaths Program</i>	14
2.2.5 <i>Future Policies or Strategies</i>	14
3 ROUTE AND INFRASTRUCTURE DESIGN	15
3.1 ON-ROAD FACILITIES	15
3.2 SHARED PATHS	16
3.3 SIGNAGE	17
3.4 INTERSECTION TREATMENTS	18
3.4.1 <i>Roundabouts</i>	18
3.4.2 <i>Signalised Intersections</i>	18
3.5 ALTERNATIVE TREATMENTS	18
4 CONSULTATION	19
4.1 COMMUNITY QUESTIONNAIRE	19
4.2 COMMUNITY DISPLAY	21
4.3 EXTERNAL STAKEHOLDERS	21
4.3.1 <i>Neighbouring Shires</i>	21
4.3.2 <i>Main Roads WA</i>	21
4.3.3 <i>Department of Transport</i>	22
5 CURRENT CYCLING ACTIVITY	23
5.1 CYCLING ACTIVITY IN WESTERN AUSTRALIA	23
5.2 CYCLISTS IN THE SHIRE OF NORTHAM	25
5.3 NON-CYCLISTS	27
5.4 SAFETY	28
6 CYCLING TRIP ATTRACTORS	30
6.1 GENERAL	30
6.2 PREVIOUSLY IDENTIFIED KEY TRIP ATTRACTORS	30



Client: Shire of Northam
 Project: Northam Bike Plan 2020

6.3	NEW OR RELOCATED TRIP ATTRACTORS	32
6.3.1	<i>New Northam Swimming Pool</i>	32
6.3.2	<i>Northam Youth Precinct</i>	34
6.3.3	<i>Bert Hawke Reserve</i>	35
6.3.4	<i>Eco Lifestyle Village</i>	35
6.3.5	<i>Miscellaneous</i>	36
7	EXISTING BICYCLE NETWORK	37
7.1	CURRENT EXTENT OF NETWORK	37
7.2	CURRENT NETWORK ISSUES	38
7.2.1	<i>Narrow bridge widths</i>	38
7.2.2	<i>Sub-standard pedestrian crossing treatments</i>	40
7.2.3	<i>Inappropriate barriers</i>	41
7.2.4	<i>Lack of barriers</i>	42
7.2.5	<i>Discontinuous paths</i>	42
7.2.6	<i>Lack of Bicycle Parking facilities</i>	43
7.2.7	<i>Hazards to Shared Path Users</i>	44
7.2.8	<i>Other issues</i>	46
7.3	COMMUNITY VIEWS	47
8	NETWORK PLANNING	49
9	WORKS SCHEDULE	51
9.1	PRIORITY WORKS	51
9.1.1	<i>Designation of existing footpaths as Shared Paths</i>	51
9.1.2	<i>Widening of existing footpaths to form Shared Paths</i>	51
9.1.3	<i>Construction of New Shared Paths</i>	52
9.1.4	<i>Other Priority Tasks</i>	53
9.2	BALANCE OF WORKS	54
10	MAINTENANCE SCHEDULE	56
11	STRATEGIES AND POLICIES	57
11.1	POLICIES	57
11.2	STRATEGIES	59
12	SUMMARY OF ACTIONS	61
13	REFERENCES	62
	APPENDIX A: MAPS – ROAD HIERARCHY AND CROSSING LOCATIONS	63
	APPENDIX B: MAPS – TRIP ATTRACTORS	67
	APPENDIX C: MAPS – NETWORK PLANS	71
	APPENDIX D: WA CYCLE NETWORK HIERARCHY	75



Client: Shire of Northam
Project: Northam Bike Plan 2020

1 INTRODUCTION

1.1 BACKGROUND

Donald Veal Consultants has been commissioned by the Shire of Northam to prepare this Local Bicycle Plan in order to provide an update to the initial 2012 Local Bicycle Plan it previously developed on behalf of the Shire.

Whilst the original Plan was prepared in accordance with the guidelines set out by the Department of Transport (Bikewest) in the document *Guidelines for Preparing Bicycle Plans* (2010), the DoT website no longer lists these guidelines, but states that:-

“To align with our long term Cycling Network Plan, the Department is currently updating its guidance for local governments across W.A. This fresh approach will create plans that are easier to understand, less repetitious and have a connected, strategic network at their core.”

This updated plan will not only improve the strategic direction for cycling infrastructure works but outline policy initiatives to regulate the provision of cyclist facilities, outline participation strategies to encourage cycling into the future and provide guidelines to evaluate and monitor the success of these cycling network strategies.

It will also be used to guide the allocation of funding to implement cycling improvements in the Shire of Northam. These improvements can take the form of capital investment in new/replaced infrastructure, maintenance of existing infrastructure, and/or strategic works which encourage increased cycling in the Shire by creating a safer and more convenient environment for cyclists.

1.2 SHIRE OF NORTHAM BICYCLE NETWORK

The Shire of Northam has a population of just over 11,000, with the majority of residents living in the main townsite of Northam. This has not changed significantly since the previous Bike Plan in 2012. Smaller localities within the Shire include Bakers Hill, Clackline, Grass Valley, Seabrook, Spencers Brook, and Wundowie.

The townsite of Northam is a regional centre and provides a variety of government, education, retail, recreation, and commercial services to the Shire residents and the greater Central Wheatbelt region. Northam was selected in 2011 as one of the initial nine ‘SuperTowns’ in Western Australia under the State Government Royalties for Regions Regional Centres Development Plan. To prepare for the envisaged growth of Northam’s population, this Local Bicycle Plan will assist the Shire in being proactive in managing and developing its cycling network such that a more balanced transport system within the town can be created to cater for the projected increased population.

The Shire of Northam’s existing cycling network has been extended over the course of the last few years as a result of projects identified in the original 2012 Local Bicycle Plan. However, there is still much to do, and the bicycle parking facilities at destinations within the towns are still limited.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photo 1: A section of Shared Path with signs and line marking.

1.3 A VISION FOR THE FUTURE

Looking ahead, the Shire of Northam cycling network will incorporate a number of elements which include the following:

- A local and regional Bicycle Route Network that caters for a safe and best practice cycling and pedestrian environment;
- Cycling infrastructure will be constructed in accordance with engineering standards;
- Cycling will be recognised as a legitimate mode of transport;
- The cycling network will provide adequate directional signage in accordance with engineering standards;
- A cycling infrastructure that will meet users' travel demands while catering for safe crossing locations;
- Enhanced safety will be a key feature within the road network with emphasis on safer routes to schools and other relevant attractors;
- Road users will be educated and informed about the appropriate and relevant use of cycling infrastructure, including end-of-trip facilities such as bicycle parking, showers, lockers etc.;
- Cycling will be encouraged as a viable means of enhancing and improving health / fitness; and
- Cycling will contribute to the creation of more healthy and sustainable communities within the Shire through the reduction of carbon emissions.

This updated Bike Plan is a key stage in achieving this vision for the future.



Client: Shire of Northam
Project: Northam Bike Plan 2020

1.4 BIKE PLAN OBJECTIVES

The key objectives of the Bike Plan have been defined as follows:

- Develop a safe, connected network of bicycle routes for all types of bicycle users;
- Integrate cycling network development with new residential and commercial developments;
- Increase participation in all forms of cycling;
- Prioritise key cycling routes that will have the most benefit; and
- Undertake promotion and education campaigns that will improve cycling awareness as a legitimate mode of transport, cycling safety and competency.

1.5 THE NEEDS OF CYCLISTS

The bicycle network should accommodate a range of rider experience and skill levels. The varying cyclist types and their characteristics and riding environments are outlined in **Table 1.1**.

People cycle for a wide variety of reasons, and seven broad groups of cyclists have been identified by Austroads (2017), each with their own riding characteristics and bicycle network requirements.

As shown in **Table 1.1**, the categories of cyclists are:

- Primary school children;
- Secondary school children;
- Recreational cyclists;
- Commuter cyclists;
- Utility cyclists;
- Touring cyclists; and
- Sports cyclists in training.



Client: Shire of Northam
Project: Northam Bike Plan 2020

Table 1.1 Categories of cyclist experience levels and their characteristics (Austroads, 2017)

Rider level	Examples	Characteristics	Suitable infrastructure
Immature	<ul style="list-style-type: none"> Primary school student 	Cognitive skills not developed. Little or no understanding of road rules. Requires supervision	Separation from motor vehicles is more important than speed <ul style="list-style-type: none"> shared paths and separated paths footpaths (where permitted)
Novice	<ul style="list-style-type: none"> Secondary school student Beginner adult rider 	Skills are basic. Will seek separation from motor vehicles. Desire off-road paths, but can manage occasional crossing of roads with varying traffic conditions	Separation from motor vehicles is more important than speed <ul style="list-style-type: none"> shared paths and separated paths footpaths (where permitted)
Intermediate	<ul style="list-style-type: none"> Advanced secondary school student Average adult rider 	May seek separation from motor vehicles or may be comfortable in mixed traffic environments	Separation from motor vehicles or speed may be important to different riders <ul style="list-style-type: none"> shared traffic (low speed/volume) bicycle lanes separated bicycle paths
Advanced	<ul style="list-style-type: none"> Experienced commuter Experienced sports rider Experienced touring rider 	Less affected by motor vehicle traffic and will sometimes avoid off-road paths where their travel speed may be reduced. Riders are able to share lanes with vehicles, although are likely to prefer to have dedicated space. Although they may prefer to ride on non-congested roads which can enable undisrupted or minimally disrupted cycling (e.g. long links without traffic signals such as non-metropolitan and/or rural roads) they may be prepared to ride on non-preferred roads (e.g. heavily trafficked routes) to get their preferred route. Facilities should be designed and well maintained to facilitate reasonable and high riding speed	Speed is more important than separation from motor vehicles <ul style="list-style-type: none"> shared traffic bicycle lanes sealed shoulders



Client: Shire of Northam
Project: Northam Bike Plan 2020

Table 1.2: Cyclist trip types and their characteristics (Austroads, 2017)

Purpose	Function	Definition	Characteristics
Commuting	Transport	A regular trip made to a place of work or study	<ul style="list-style-type: none"> • Most trips are under 10 km with few over 20 km • Skill levels vary from novice primary school riders to experienced road riders • Commuter trips are generally made alone or in small groups • Riders may be carrying bags with clothes, laptops etc. • Riders may carry repair kits • All-day secure bicycle parking is required • Shower and change facilities are often required • Trips may be combined with a public transport trip to extend the range of the trip
Utility	Transport	A trip made to a particular destination such as a shop, restaurant, friend's house etc.	<ul style="list-style-type: none"> • Most trips are under 5 km with very few over 10 km • Skill levels vary from a novice primary school student to an experienced road rider • Utility trips are generally made alone or in small groups • Riders may be carrying bags with shopping, clothes etc. • Riders are less likely to carry repair equipment • Short-term bicycle parking is required • Shower and change facilities not required • Trips may be combined with a public transport trip to extend range of trip
Training	Recreation	A trip that does not serve a transport purpose and is primarily taken to provide high-intensity training	<ul style="list-style-type: none"> • Training trips are usually over longer distances, sometimes more than 100 km • Training trips may be taken as an individual rider or in groups known as 'pelotons', where riders tend to ride two abreast and in multiple rows. Pelotons seek to remain visible and predictable to other road users by placing the group in the centre of travel lanes, particularly if no appropriate road shoulder is available • Training riders usually carry a repair kit but do not tend to carry a bicycle lock. They tend not to use bicycle parking facilities • Training riders tend to be more advanced riders but can also be younger or inexperienced
Touring	Transport recreation	A ride that is conducted over more than one day and has a tourism function	<ul style="list-style-type: none"> • Most trips are over 20 km with some over 100 km (per day) • Rider skill levels are usually intermediate to advanced • Bicycles are often laden with luggage to allow multi-day travel • Riders will almost always carry a repair kit • Overnight bicycle parking is required at the accommodation • Shower and change facilities are required at the accommodation • Trips may include public transport trips at the start and end or to avoid sections of the route that are impassable by bicycle
Recreation	Recreation	A ride that does not serve a transport function (no destination) but is not used for high-intensity training (e.g. sports riding)	<ul style="list-style-type: none"> • Trip length may vary greatly depending on the level of experience of the rider • Skill levels vary from a novice primary school student to an experienced road rider • Riders may or may not carry repair equipment • Short-term bicycle parking is sometimes required • Shower and change facilities are not required • Trips may include a car or public transport trip at one or both ends to allow riders to ride to a preferred location



Client: Shire of Northam
Project: Northam Bike Plan 2020

1.6 METHODOLOGY

Development of this updated Plan occurred in five broad stages:

1. Information gathering
 - A project initiation meeting was held between Donald Veal Consultants and the Shire of Northam.
 - A site visit was undertaken following the project initiation meeting to gain an overview of the existing cycling facilities in Northam.
 - A literature review was undertaken to review national and state strategies associated with cycling, existing planning and policy documents of the Shire of Northam, and industry guidelines/standards for cycling infrastructure.
2. Consultation
 - A Community Questionnaire was open for responses between 18th November and 8th December 2019.
 - A Community workshop was held at Northam Boulevard shopping centre on 23rd November 2019.
 - Communication was undertaken with external agencies, such as Department of Transport.
3. Works and maintenance planning
 - The existing cycling network was identified and reviewed.
 - New trip attractors were identified.
 - An updated network plan was established.
 - An updated capital works schedule was developed to indicate priority works and indicative costs.
 - The previous maintenance works schedule was reviewed and revised to outline the major maintenance activities which the Shire is recommended to undertake.
4. Identifying strategic initiatives
 - The strategies regarding education, encouragement, and enforcement that were previously identified and recommended within the 2012 Bike Plan.
 - DVC also reviewed the policies needed to improve and clarify the required provision of bicycle parking and end of trip facilities that were previously identified and recommended within the 2012 Bike Plan.
5. Reporting
 - A draft Local Bicycle Plan was prepared and provided to the Shire of Northam for review and comment.
 - The plan was updated where appropriate to reflect the feedback received, and this final Local Bicycle Plan issued.



Client: Shire of Northam
Project: Northam Bike Plan 2020

2 STRATEGIC AND PLANNING CONTEXT

2.1 STRATEGIC CONTEXT

The Australian Bicycle Council (ABC) ceased to exist at the end of 2017 and has been replaced by Cycling and Walking Australia and New Zealand (CWANZ). Details can be found at www.cwanz.com.au.

Strategies to increase cycling are now mainly focussed at the State and Local levels.

2.1.1 *Western Australian Bicycle Network Plan 2014 – 2031 (2017 update)*

The vision of the Western Australian Bicycle Network Plan 2014-2031 (WABN Plan) is to make WA a place where cycling is safe, connected, convenient and a widely-accepted form of transport. The purpose of the WABN Plan 2017 Update is to report on progress towards the key actions and ensure the Plan remains relevant and reflective of current planning practices and government priorities. A detailed revision of the Plan was due in 2019, but does not yet feature on the DoT website.

'For regional WA, the focus is on completing a number of bike network plans that will guide the delivery of strategic cycling infrastructure and help to provide opportunities for greater recreational activity. The plans will include short-term actions which will be used to guide future funding through the Regional Bicycle Network Grants Program' (Hon Rita Saffioti, MLA, Minister for Transport).

2.1.2 *Western Australian Cycling Network Hierarchy*

Produced by the Department of Transport, Main Roads Western Australia and the Public Transport Authority, this document defines a range of different types of cycling routes in terms of both function and form.

The document is attached in **Appendix D**.

2.1.3 *Regional 2050 Cycling Strategies*

The Department of Transport's Regional 2050 Cycling Strategies aim to realise the cycling potential of regional Western Australia.

A key action of the WABN Plan is to improve planning for cycling in the regions. The Regional 2050 Cycling Strategies seek to identify gaps in existing cycling networks, plan for future growth corridors, and produce strategic and operational plans for identified regional centres and surrounding areas.

DoT believes there is growing demand for high quality cycling infrastructure in Western Australia's regional centres, with residents expecting a higher level of bicycle connectivity between work, home and other key destinations. In some regions there are also opportunities to improve connectivity between towns.

Cycle-tourism, in its various forms, is increasingly popular and there is significant potential for regional WA to capitalise on this growing industry.



Client: Shire of Northam
Project: Northam Bike Plan 2020

DoT aims to develop aspirational cycling strategies across regional WA, in partnership with local government. Positioned as long-term strategies out to 2050, each document will be accompanied by a short-term implementation program to prioritise the delivery of strategic infrastructure.



Figure 2.1: Dot Flow chart illustrating the relationship between the different levels of Bicycle Planning

As cycling for transport becomes increasingly popular, local governments will find that having a strategic, long term bicycle plan is more important than ever before. To align with our long term Cycling Network Plan, the Department is currently updating its guidance for local governments across WA. This fresh approach will create plans that are easier to understand, less repetitious and have a connected, strategic network at their core.

In the meantime, local governments are encouraged to seek the Department's advice and support in the creation of a bike plan for their area.

The Shire of Northam lies within the area identified for the 2050 Wheatbelt Cycling Strategy, which is currently in development by DoT, and is alternatively known as the *Avon & Central Coast Cycling Strategy*.

Client: Shire of Northam
Project: Northam Bike Plan 2020



Figure 2.2: Status of Wheatbelt 2050 cycling strategy.

2.2 LOCAL PLANNING CONTEXT

The Shire of Northam has a number of existing planning initiatives which have informed development of this Plan. These can broadly be divided into three categories:

1. Policies and schemes
 - *Local Planning Scheme No. 6* (Shire of Northam, 2013)
 - *Policy Manual* (Shire of Northam, 2017)
2. Strategies and plans
 - *Local Planning Strategy* (Shire of Northam, 2013)
3. Plans detailing specific infrastructure or projects
 - *Footpaths Budget* (Shire of Northam, no date)

The proposed actions contained within this Local Bike Plan support and integrate with the existing planning initiatives of the Shire.

2.2.1 Planning Scheme

Town Planning Scheme No. 6 (Shire of Northam, 2013) sets out the Shire of Northam's planning aims and intent, identifies appropriate land use zones, guide and control land use, and specifies how planning applications will be determined.

The Scheme makes only fleeting references to cyclists or cycle paths:-

10.2 Matters to be Considered by Local Government



Client: Shire of Northam
Project: Northam Bike Plan 2020

The local government, in considering an application for planning approval, is to have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development the subject of the application –

(i) whether adequate provision has been made for access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);

The Scheme also makes the following provision for cyclists in *Part 5 General Development Requirements*:

5.31.4 Structure plan form and content

A Structure Plan is to contain such detail as, in the opinion of the local government and Western Australian Planning Commission, is required to satisfy the planning requirements for the structure plan area, and should include the following details:

(i) the proposed road network and hierarchy, public transport services, and bicycle and pedestrian networks;

Dual use paths have also been identified as a type of infrastructure for which development contributions could potentially be collected (Part 6.6.6 (b)).

2.2.2 Policy Manual

The *Policy Manual* (Shire of Northam, 2017) does not contain any policies specifically associated with cycling.

2.2.3 Local Planning Strategy

The Shire of Northam's *Local Planning Strategy* (2013) was created to assist in the preparation of the new planning scheme (Planning Scheme No. 6) to cover all land within the Shire. It is a planning tool that helps to explain the aims and intent of Planning Scheme No. 6.

The Strategy addresses six strategic areas, being population and housing, economic development, infrastructure and community services, environmental protection and conservation, settlements, and cultural heritage. Transport related issues are discussed under the infrastructure and community services strategic area. The Shire's vision/objective is:

To provide a comprehensive, well planned and integrated transport network that is safe, efficient, environmentally sensitive and meets the needs of all users.

Implementing this Local Bicycle Plan will assist in achieving that vision. The Strategy does not specifically address cycling issues within the Shire.



Client: Shire of Northam
Project: Northam Bike Plan 2020

2.2.4 Footpaths Program

The Shire of Northam's *Proposed Footpaths Program* spreadsheets detail the expected sections of footpaths to be upgraded, renewed or constructed over the next five years. Many of these paths will be designated as shared paths.

2.2.5 Future Policies or Strategies

It is understood that the Shire of Northam is also currently developing a Trails Strategy, which will focus specifically on off-road routes, such as the Kep Track, which may cater for both walking and cycling.



Client: Shire of Northam
Project: Northam Bike Plan 2020

3 ROUTE AND INFRASTRUCTURE DESIGN

A number of agencies have published standards, guidelines, and codes governing the planning, design and management of cycling infrastructure. These include:

- Cycling Aspects of Austroads Guides (Austroads, 2017);
- Guide to Road Safety (Austroads, various);
- Guide to Road Design (Austroads, various);
- Guide to Traffic Management (Austroads, various);
- Liveable Neighbourhoods (Western Australian Planning Commission, 2009);
- AS 1742.9 Manual of uniform traffic control devices: bicycle facilities (Standards Australia, 2018);
- AS 2890.3 Parking facilities: bicycle parking facilities (Standards Australia, 2015);
- End of Trip Facilities in Government Buildings for Cyclists (Department of Transport, nd);
- Fact Sheet 19: Is it a shared path or a footpath? (Department of Transport, nd);
- Fact Sheet 32: There is more to a shared path than meets the eye (Department of Transport nd);
- Policy for Cycling Infrastructure (Main Roads WA, 2000); and
- Assessment of the Effectiveness of On-road Bicycle Lanes at Roundabouts in Australia and New Zealand (Austroads, 2014).

Combined, these provide a comprehensive set of reference documents for the provision of cycling infrastructure and should be used when preparing detailed designs. Whilst not intended to summarise all design criteria for cycling infrastructure, this section outlines some of the key aspects which needed consideration when developing this Bike Plan.

3.1 ON-ROAD FACILITIES

On-road facilities for cyclists include Bicycle Lanes, wide kerbside lanes and sealed shoulders. Austroads (2017) advises the desirable lane width for a Bicycle Lane is 1.5m, 2.0m and 2.5m for a posted road speed limit of 60km/h, 80km/h and 100km/h respectively. It is recognised that due to constraints within the existing built up environment the desirable lane widths may not be achievable. The acceptable ranges are noted to be 1.2m to 2.5m for 60km/h, 1.8m to 2.7m for 80km/h and 2.0m to 3.0m for 100km/h. The width chosen would depend on factors including the number of cyclists, speed of traffic, volume of heavy vehicles, needs of other road users and budgetary and physical constraints.

On-road bicycle lanes received the highest number of requests amongst the listed improvements within the community survey conducted by DVC in November/December 2019. The following are some suggested locations for additional on-road facilities identified within the questionnaire responses:

- *Toodyay Road*
- *Northam to Clackline*
- *Spencers Brook Road*



Client: Shire of Northam
Project: Northam Bike Plan 2020

- *Newcastle Street*
- *Hawke Avenue, Wundowie*
- *Roads and streets with hills, heading out of townsite*

Although being the highest requested improvement in the survey, it should be noted that the numbers are still very small, and demand for on road cycling facilities is not expected to be sufficient at this time to justify their prioritisation. However, further investigation into the costs and benefits of providing these facilities should be undertaken during future budgeting exercises.

The cycle lane shown in **Photo 2**, located on one side of the road into Wundowie from Great Eastern Highway, remains the Shire's only signed on-road cycling facility.



Photo 2: On-road cycle lane in Wundowie.

3.2 SHARED PATHS

Shared Paths are intended for use by both cyclists and pedestrians, are generally wider than footpaths, need to have good sight distances and need to have a smooth surface for riding on (typically concrete or asphalt).

The width of new shared paths must be a minimum of 2.5m (DoT) however the desirable width is 3.0m. Austroads (2017) recommends a desirable minimum width of 2.5m for local access paths. This increases to a desirable minimum width of 3.0m for a commuter path and 3.5m for a recreational path. The lesser width should only be adopted where cyclist volumes and speeds will remain low.

In addition to an appropriate width, shared paths must be designed with suitable horizontal alignment, vertical alignment, crossfall, drainage, clearances and sight distances.



Client: Shire of Northam
Project: Northam Bike Plan 2020

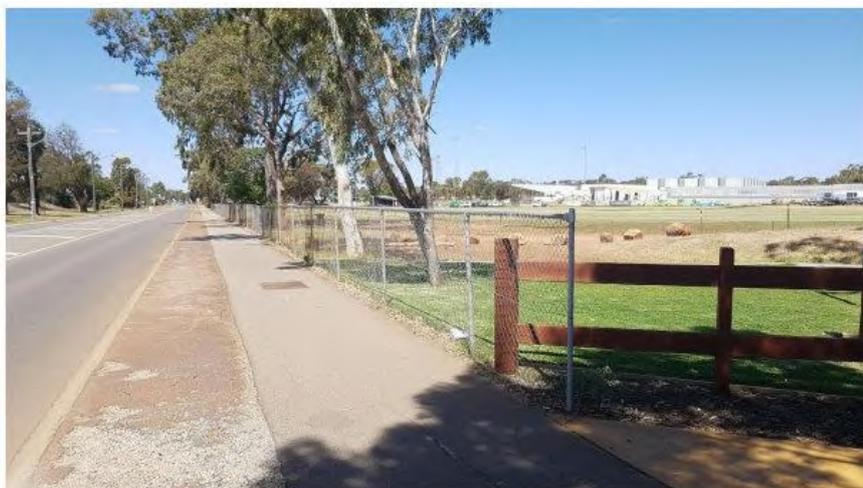


Photo 3: Existing footpath path which could be designated as a shared path.

It is recommended that new shared path facilities within the Shire of Northam be constructed with a minimum width of 2.5m, with a desirable width of 3.0m where the road reservation permits.

The following are some quotes from the community questionnaire responses in regard to Shared Paths:

- *Especially along the riversides*
- *Expanding the river ride*
- *Along river between bridges*

3.3 SIGNAGE

There are two main elements to signage – one is that required to indicate that a path or lane is dedicated to cyclists or shared with pedestrians, and the other is that required to assist with wayfinding.

Generally, Main Roads WA appears to be moving away from the provision of excessive signage, and shared paths may not require the same level of signage as previously. However, as a minimum, it is recommended that shared path facilities within the Shire of Northam be designated by symbols painted on the surface of the path, and marked with post mounted signs at key points.

In terms of wayfinding signage, cyclists can, when using facilities that follow the road network, make use of the existing direction and tourism signage already in place. Some additional signage may still be of value, especially on trails and other off-road routes.

Provision of such 'missing' signs might be best addressed as part of a more general, overall wayfinding strategy for the Shire.



Client: Shire of Northam
Project: Northam Bike Plan 2020

The following are some quotes from the community questionnaire in regard to the need for additional signage:

- *Bike trail along Katrine Road*
- *Bernard park area*

3.4 INTERSECTION TREATMENTS

3.4.1 Roundabouts

Whilst there are relatively few roundabouts used to control intersections within the Shire of Northam, sealed shoulders or cycle lanes should be terminated on each approach to the roundabout, with clearly defined merge areas to allow cyclists to take their position within the traffic lane. Transition ramps should also be provided to allow cyclists to use the off-road shared paths where available at these locations.

3.4.2 Signalised Intersections

Sealed shoulders or cycle lanes at signalised intersections should be carried through the intersection without requiring vehicles within a left turn lane to turn across the cycle lane at the stop lane. This conflict point is best to occur at the start of the left turn lane. The most important element is to ensure that appropriate symbols on the pavement are used so that both cyclists and motorists are aware of the merge area.

3.5 ALTERNATIVE TREATMENTS

The Department of Transport is currently working with local governments in order to install "Safe Active Streets" around Perth. Safe Active Streets are streets with low motorized traffic volumes and speeds, designated and designed to give bicycle travel priority. The greatest benefit is that bike riders of all abilities can use Safe Active Streets.

The use of a Safe Active Street treatment might be investigated, along with other specialised treatments. However, literature reviews suggest that the majority of specialised treatments are introduced into high density urban localities where active transport modes are viable alternatives to private car use.

If a Safe Active Street was built in the Shire of Northam at this time, the number of motorised vehicles using it would far outweigh the number of bicycles, making it an exercise that would likely be unsuccessful and thus undermine the true benefits of Safe Active Streets.

It is not considered likely that Northam will be ready for this type of treatment within the 5 year plan proposed in this document. However, such aspirational treatments may be appropriate within the timeframe of DoT's Regional plan, which aims to provide direction for the Shires within the Avon & Central Coast area out to 2050.



Client: Shire of Northam
Project: Northam Bike Plan 2020

4 CONSULTATION

In order to maximise input to the development of the bike plan network, consultation was carried out to enable stakeholders to voice their concerns, ideas, opportunities, and constraints. The consultation process was undertaken using three approaches:

1. A community survey;
2. Community display;
3. Input from external stakeholders.

4.1 COMMUNITY QUESTIONNAIRE

A community survey was developed to obtain the Shire of Northam community's attitudes and perceptions regarding the existing bicycle network, its effectiveness and quality, as well as future route planning priorities as viewed by local residents. Non-cyclists were also invited to participate in the survey, in order to obtain their reasons for not currently cycling and establish how they might be encouraged to start.

A hyperlink to the Survey Monkey based survey was placed on the Shire of Northam's website and Facebook page, as well as being advertised elsewhere, including at the local Shopping centre within the Northam townsite. The survey was open for response for three weeks, from Monday 18th November 2019 to Sunday 8th December 2019. In total, 80 responses to the survey were received.

Of the respondents who provided details of their age and gender, the majority of respondents were female (52%) and the highest number of responses were from the age group 45 – 64 years (39%). The number of respondents per age group and gender is shown in Figure 4.1.

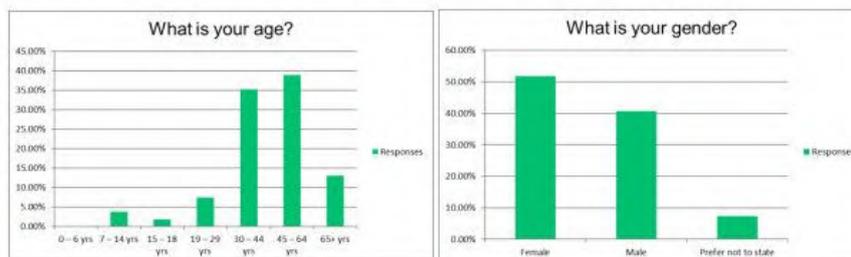


Figure 4.1: Age and Gender of Respondents

Of the respondents who provided details of their location, the majority of responses were from people living in Northam (80%). Figure 4.2 shows the number of respondents from each locality. 'Other' locations were York, Malabaine, Meenar, Perth and Midland.



Client: Shire of Northam
 Project: Northam Bike Plan 2020

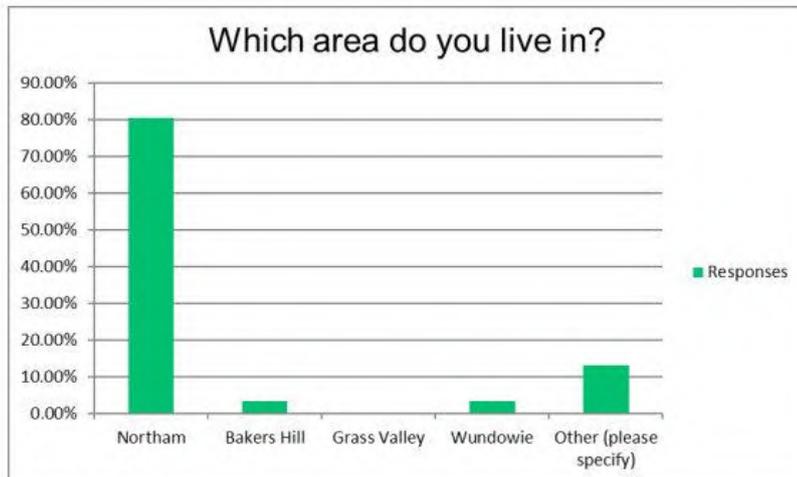


Figure 4.2: Home Location of Respondents

Of those who responded to the survey, 67% were classified as cyclists and 33% were non-cyclists. Respondents were asked to indicate the frequency with which they ride a bicycle; these results are shown in **Figure 4.3**. For cyclists, the most common frequencies of riding were less than once per month (28%) and 3 to 6 days per week (28%). Of the non-cyclists, 81% reported they were not considering starting, whilst 19% were thinking about starting cycling or wanted to cycle although there was a particular reason stopping them.

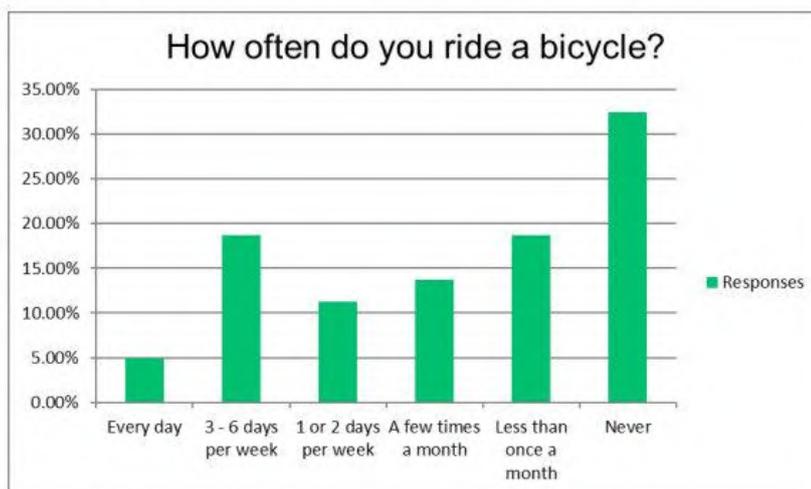


Figure 4.3: Frequency of Cycling



Client: Shire of Northam
Project: Northam Bike Plan 2020

The survey asked respondents to identify such items as what types of cycling they did, why they cycle, where they cycle to/from, issues they have along their cycle routes, and improvements they would like to see. Non-cyclists were asked why they didn't cycle and/or if they were thinking about cycling, where to and why. The responses to these questions are discussed throughout the remaining sections of this Plan.

4.2 COMMUNITY DISPLAY

Donald Veal Consultants' Project Manager and the Shire of Northam's Project Manager manned a small stall in the Northam Boulevard Shopping Centre for several hours on Saturday 23rd November 2019.

The stall featured display boards encouraging members of the public to 'Have their say' regarding the updated Northam Bike Plan. A number of flyers were handed out, which gave details of how respondents could access the online survey via Survey Monkey, and the dates between which the survey could be accessed. Hard copy survey forms were also available for those not able to complete it online.

A number of members of the public took the time to engage the staff at the display table regarding various topics, and a range of viewpoints were expressed. Some were cyclists, and interested in the Shire's plans for the future, whereas others were less engaged and keen to see money spent elsewhere.

All were encouraged to complete the survey to register their opinions, regardless of their particular views.

4.3 EXTERNAL STAKEHOLDERS

4.3.1 Neighbouring Shires

The Shire of Northam is neighboured by the Shires of York, Cunderdin, Goomalling, Toodyay and Mundaring. To help create cycling facilities that are connective across the local government boundaries, these Shires were contacted regarding their bicycle planning.

At the time of writing, all of the Shires except Toodyay had responded. Whilst Mundaring reported that they may organise cross-border events, these were not yet planned. None of the councils reported any plans for inter-shire facilities at this time, however the Shire of York indicated that some inter-shire routes had been identified for the Regional Bike Plan in preliminary discussions with DoT.

Due to the large geographical distance between towns in this area, only the Kep Track has been identified as an inter-Shire cycling connection (other than roads). It is understood that matters relating to this route will be dealt with in a separate strategy document specifically aimed at tracks and trails, currently under development by the Shire.

4.3.2 Main Roads WA

Main Roads WA is responsible for the *Primary Distributor* and *Regional Distributor* roads within the Shire of Northam (refer SK100 and SK101 in **Appendix A** for road hierarchy). The agency has an



Client: Shire of Northam
Project: Northam Bike Plan 2020

established policy for the provision of cycling infrastructure (Main Roads WA, 2001), which details how urban roads, rural roads, and unsealed roads will be treated.

In correspondence from 14th April 2020, Main Roads WA advised that there was little change in their advice as provided for the 2012 Bike Plan. That is to say:

- In the immediate future, there are no major capital upgrades planned for the primary and regional distributors within the Shire of Northam. With regard to the longer term works program, there is no work currently planned however this can change if other factors impact the road network.
- The road network in the Northam Town Centre is heavily used by pedestrians and we recommend the provision of a shared path system to improve safety for both pedestrians and cyclists.

More specifically, however, the following additional comments were provided:

- Of significant interest is that the Newcastle Road bridge has been reconstructed to improve both road and pedestrian facilities. This work was activated by Main Roads WA prior to hand over of the structure to the Shire of Northam. The level of safety is considered to be greatly elevated and the general use by pedestrians and cyclists appears to be more comfortable in its segregation from road traffic.

4.3.3 Department of Transport

The Department of Transport's Active Transport section was contacted to discuss development of the Northam Bike Plan, the status of the Department's new Guidelines and where the Local Bike Plan would sit within the 2050 Strategic plans, currently being developed.

DoT has also been liaising directly with the Shire to discuss these issues, and to identify the Shire's future needs in terms of cycling infrastructure, and how best to access potential funding sources.



Client: Shire of Northam
 Project: Northam Bike Plan 2020

5 CURRENT CYCLING ACTIVITY

5.1 CYCLING ACTIVITY IN WESTERN AUSTRALIA

Austrroads (2019) reported on the current level of cycling activity throughout Australia in their report *Australian Cycling Participation 2019*. For regional Western Australia, they concluded that approximately a quarter of the population had ridden in the past week, 37% had ridden in the past month, and almost half had done so in the past year. A graph showing how this compares to the result of the survey in previous years is shown in **Figure 5.1**.

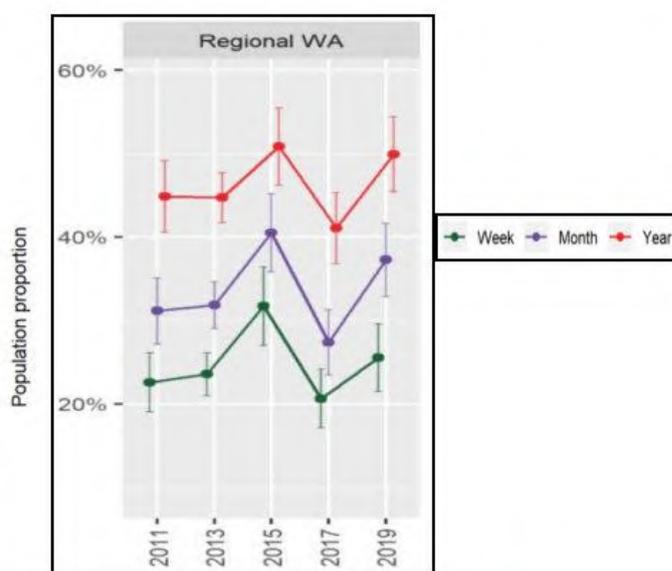


Figure 5.1: Cycling Participation in Regional WA (from Austrroads, 2019)

For 2019, the survey does not segregate out specific results for WA or Regional WA in as many of the categories as previously. Thus, some of the results shown below refer to Australia as a whole.

Within Australia as a whole, the age groups of 0-9 years and 10-17 years demonstrated a much higher participation in cycling than the older age groups, with a sharp decline in participation when moving from the 10-17 years age group into the 18-39 years age group (refer **Figure 5.2**).



Client: Shire of Northam
 Project: Northam Bike Plan 2020

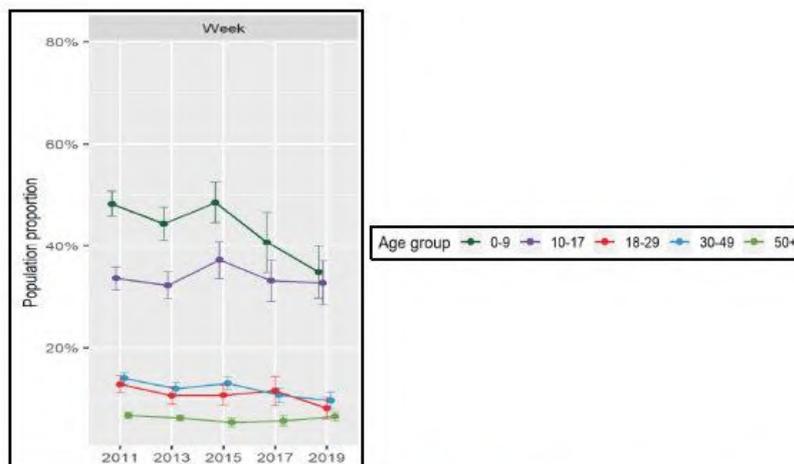


Figure 5.2: Cycling Participation by Age Group in Australia (past week) (from Austroads, 2019)

For those Australian’s who cycled in the past week, cycling for recreation was the most common reason (82% having cycled for this purpose). Commuting was the next most common reason (12%), followed by education (11%), shopping (8%) and visiting friends/relatives (7%). The purpose for cycling for those who rode in the past week is shown in Figure 5.3 & Figure 5.4.

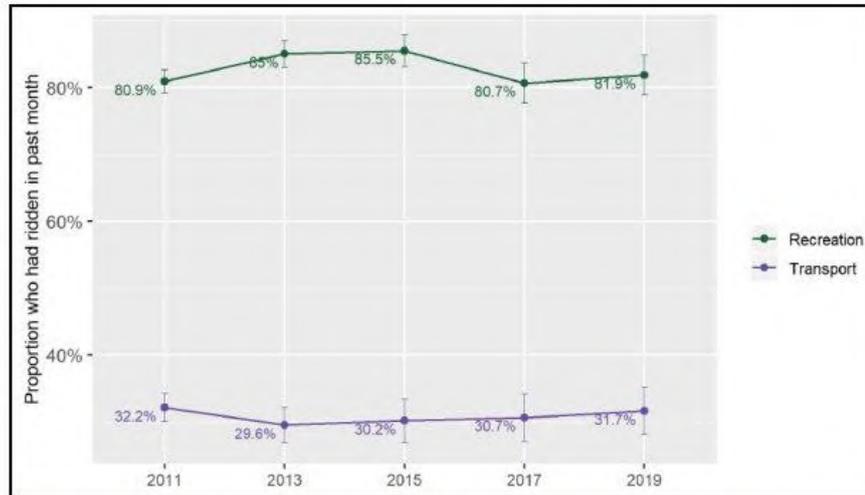


Figure 5.3: Purpose for Cycling for Those Who Rode in the Past Week (from Austroads, 2019)



Client: Shire of Northam
Project: Northam Bike Plan 2020

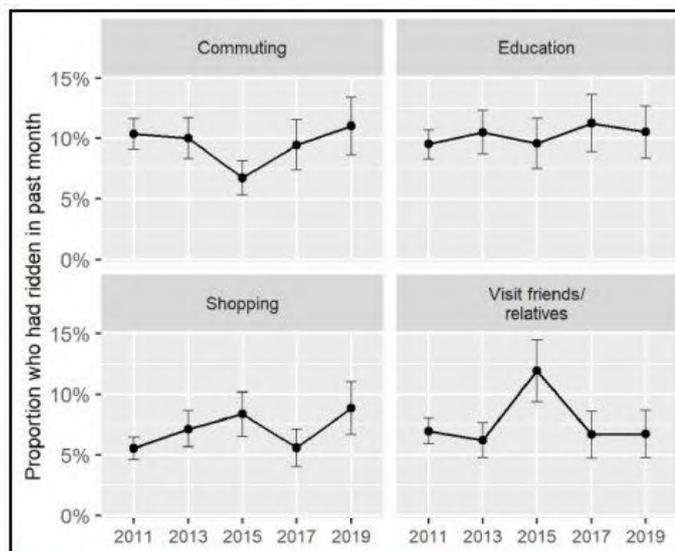


Figure 5.4: Purpose for Cycling for 'Transport' in the Past Week (from Austroads, 2019)

These results from *Australian Cycling Participation 2019* (Austroads, 2019) highlight three challenges for increasing cycling activity within the Northam community:

- Encouraging more frequent cycling: only half of those who rode in the past year had ridden in the past week.
- Encouraging cycling by adults: participation in cycling declines as a person ages.
- Encouraging cycling as a mode of transport: cycling is popular for recreation but less so for other purposes.

The recommendations made in this Local Bicycle Plan aim to assist in overcoming these challenges.

5.2 CYCLISTS IN THE SHIRE OF NORTHAM

Results from the Community Questionnaire enabled the characteristics of current cyclists in the Shire of Northam to be identified. These characteristics included the type of cycling they do, why they cycle, and how confident a cyclist they are.

The respondents were asked how regularly they undertook different types of cycling. The number of responses for each category is shown in Figure 5.5. All respondents to the question reported that they cycle for recreation at least 'sometimes' and this was the most common form of cycling undertaken 'often' or 'very often.' Being a utility cyclist (cycling for a specific purpose) was the next most common form of cycling. Cycling as a student was the most uncommon form of cycling reported, although this could be attributed to the demographics of the respondents to the survey.



Client: Shire of Northam
Project: Northam Bike Plan 2020

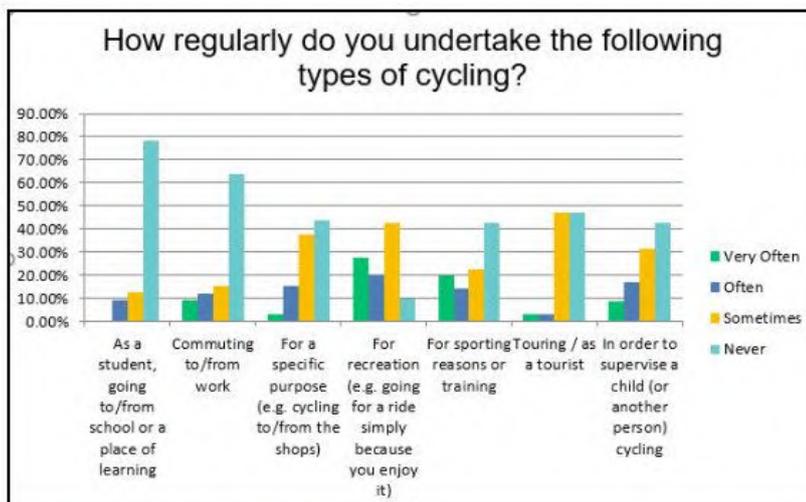


Figure 5.5: Type of Cycling Undertaken

The respondents were asked to classify a number of issues as either a ‘major reason’, ‘minor reason’, or ‘not a reason’ for why they choose to cycle. The number of responses for each issue is shown in Figure 5.6. Choosing to cycle to improve fitness / health was the most popular reason, with only one cyclist indicating this was not a reason for them cycling. Cycling because it is enjoyable was also a popular major reason and cycling because it is better for the environment was a popular minor reason.

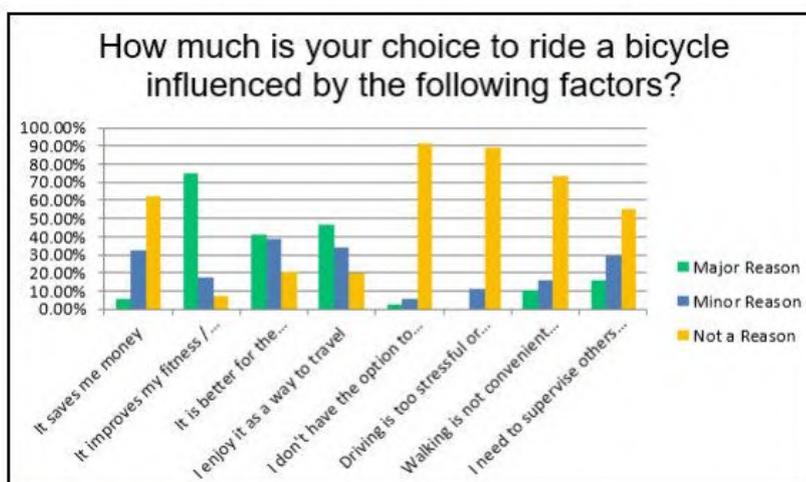


Figure 5.6: Reason for Cycling



Client: Shire of Northam
Project: Northam Bike Plan 2020

Almost half (47%) of the cyclists indicated they are confident riders who are comfortable riding in most traffic situations. However, as 21% of cyclists indicated they prefer to stick to paths and another 33% were only somewhat comfortable riding in some traffic situations, it is important that appropriate off-street facilities are provided in Northam.

It is also important to consider cyclists when installing traffic control devices, as cyclists find different devices easier/harder to negotiate. The respondents were asked how difficult they found slow points, roundabouts, t-intersections, traffic signals, and narrowing road widths to negotiate. Of these, roundabouts and traffic signals were reported to be the most difficult for cyclists, although poor lighting conditions scored even higher. See Figure 5.7.

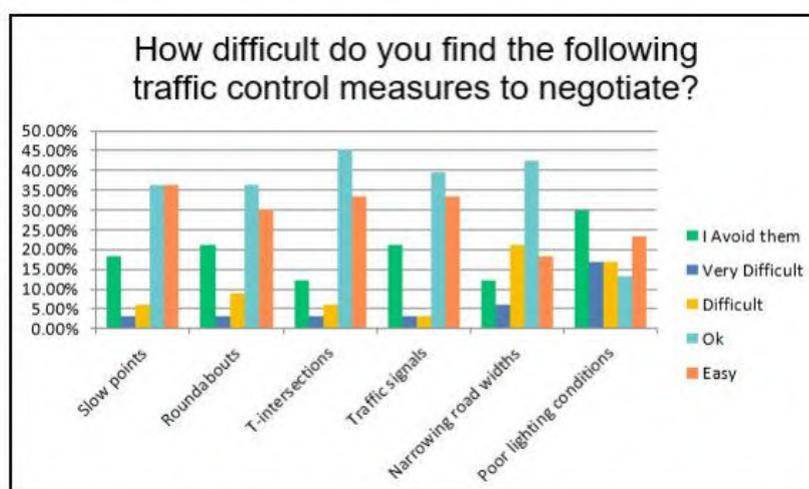


Figure 5.7: Difficulty Negotiating Traffic Control Measures

5.3 NON-CYCLISTS

The Community Questionnaire sought input from non-cyclists as well as cyclists. This was to understand why people currently do not cycle, the type of cycling they would like to do, and for what reasons they might want to cycle.

Respondents who were thinking of starting to cycle or who want to cycle would do so most commonly as recreational cyclists for the purpose of improving their fitness/health. This is similar to the popular responses given by current cyclists.

All non-cyclists were asked why they do not currently cycle and could select multiple responses from a list of 16 reasons. There were 25 respondents who answered this question and the most popular individual reason was 'I would rather walk for short distances' (chosen by 8 respondents).



Client: Shire of Northam
Project: Northam Bike Plan 2020

Grouping the reasons into five categories gives a clearer picture of why people are not cycling (refer to **Table 5.1**).

A preference for other modes of transport, personal reasons, infrastructure issues and safety concerns were the most common reasons given. Implementing the recommendations of this Local Bicycle Plan will mainly assist in overcoming the infrastructure issues. Strategic measures suggested in Section 11.2 can help towards overcoming the other reasons that are more related to people's attitudes and abilities.

Table 5.1: Reasons for Not Cycling

<i>Category</i> (and individual reasons)	Number of respondents who chose one or more of the reasons
<i>Infrastructure Issues</i> (There are no on-road bike lanes for me to use; There are not enough paths for me to ride on; There would be nowhere for me to park my bike)	11
<i>Bicycle Ownership</i> (Don't have a bicycle; I own a bicycle, but it is in poor condition)	7
<i>Personal Reasons</i> (I think I am too unfit to ride a bicycle; I am too old to ride a bicycle; I can't be bothered; Not physically able to ride a bicycle)	13
<i>Weather</i> (Weather is no good for cycling)	2
<i>Other Modes of Travel</i> (Distances I travel are too long for cycling; I would rather walk for short distances; Driving (or being driven) is more convenient)	14
<i>Safety Concerns</i> (Not safe to ride because I may get hit by a vehicle; Would worry about my personal safety)	10
<i>Other</i>	4

5.4 SAFETY

Main Roads WA's CARS database identifies 6 cyclist related crashes within the Shire of Northam over the last 5 year recording period (2015-2019). One of the crashes resulted in Hospital treatment, one in medical assistance and the remaining four in property damage only. Three of the crashes occurred in the dark, with street lights on, with three also during the day.



Client: Shire of Northam
 Project: Northam Bike Plan 2020

Four of the six were thru-thru crashes which occurred at intersections along Wellington Street. Two occurred at the Wellington / Gairdner roundabout, one at the Wellington / Gordon roundabout and one at the Wellington / Charles intersection. In each case, the car was continuing straight on Wellington Street, whilst the bicycle was moving straight through on the other road. The other two crashes involving cyclists included a rear-ender, where a cyclist ran into the back of a left turning car at the Fitzgerald / Gordon intersection, and a thru-right crash, where a right turning cyclist was struck by a through vehicle at the Burgoyne / Byfield intersection.

The Community Questionnaire asked cyclists if they had experienced bicycle theft, damage, or collisions in the Shire of Northam. Of the 40 responses to the question:

- Four had a bicycle stolen and two had a bicycle damaged whilst it was parked at a location other than their home;
- One had been involved in a collision with a vehicle whilst cycling; and
- Two had been involved in a collision with a pedestrian whilst cycling.

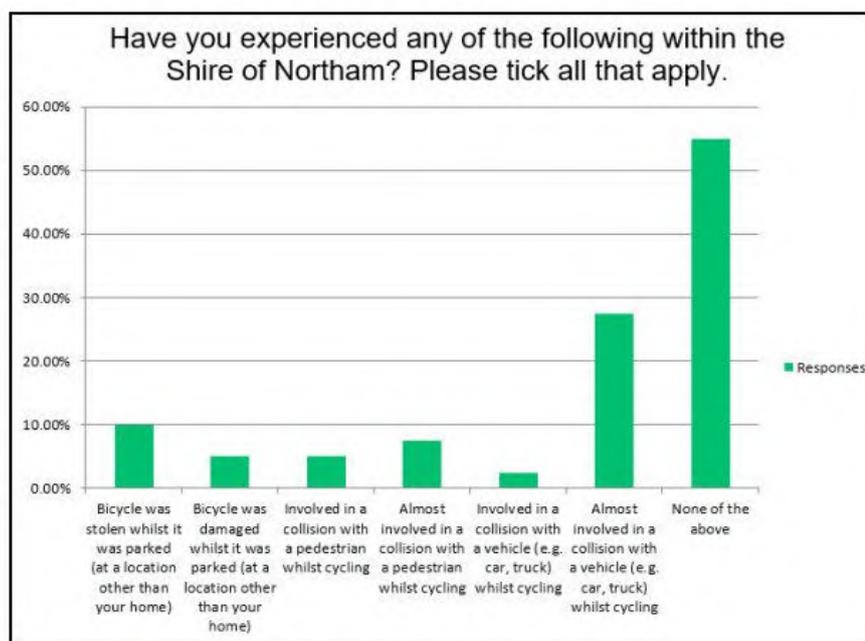


Figure 5.8: Problems Experienced – Bike Theft, Damage and Crashes

However, there were a number of ‘near misses’ with pedestrians and vehicles. Of the respondents, 27.5% reported they had almost been involved in a collision with a vehicle whilst cycling and 7.5% reported they had almost been involved in a collision with a pedestrian whilst cycling.



Client: Shire of Northam
Project: Northam Bike Plan 2020

6 CYCLING TRIP ATTRACTORS

6.1 GENERAL

To plan the future bicycle network within the Shire of Northam, an understanding of the location of services and facilities which have the potential to attract cyclist trips is required, particularly in the context of the established townsites.

The trip attractors previously identified within Northam, Bakers Hill, Grass Valley and Wundowie in the 2012 Bike Plan have been revised to reflect new developments and facilities since that time. The current trip attractors are shown on maps SK200, SK201, and SK202 (refer Appendix B).

Education facilities would potentially attract student cyclists (and parents/carers supervising) and teachers.

Recreational facilities would potentially attract a range of cyclists, including both children and adults.

Commercial and **industrial** developments, as well as **large service providers/employers** would potentially attract **commuter** and/or utility cyclists. These cyclists would be travelling to/from work or for a specific purpose, such as visiting a local shop.

Within the Shire of Northam, **touring** cyclists would potentially be attracted to facilities such as Train Stations, Visitor Centres, Recreational Facilities including scenic routes in the national parks and reserves.

Recreational cyclists would potentially be attracted to scenic routes in the national parks and reserves. These routes would typically have no particular 'destination' or end point. The circuit around the river banks and bridges is also popular with these cyclists.

Sporting cyclists, who may be in training, would potentially be attracted to the longer cycling routes offered by the **main** road network. These routes could also be used by **commuter** cyclists from regional areas.

6.2 PREVIOUSLY IDENTIFIED KEY TRIP ATTRACTORS

The trip attractors identified in the previous Bike Plan fell under a number of specific headings.

Education facilities would potentially attract cyclists from amongst the students, parents/carers and teachers. These include:

- Avonvale Primary School
- Northam Primary School
- West Northam Primary School
- St Joseph's School
- Northam Senior High School



Client: Shire of Northam
Project: Northam Bike Plan 2020

- CY O'Connor College of TAFE
- Northam Residential College
- Wundowie Primary School
- Bakers Hill Primary School

A range of ages would potentially cycle to Northam's **Recreation** facilities, including:

- Northam Recreation Centre
- Northam Olympic Swimming Pool
- BMX Track
- Skate Park
- Tennis and Squash Courts
- Bert Hawke Reserve/Oval
- Bernard Park

In the smaller localities, recreation facilities include:

- Wundowie Swimming Pool
- Wundowie Sportsground (oval and courts)
- Bakers Hill Recreation Centre and sporting facilities
- Grass Valley Oval
- Grass Valley Playground and Courts

Commercial and **retail** developments, as well as **large service providers/employers** would potentially attract **commuter** and/or utility cyclists. These cyclists would be travelling to/from work or for a specific purpose, such as visiting a local shop. In Northam these trip attractors include:

- Fitzgerald Street retail precinct
- Wellington Street mixed-use precinct
- Northam Regional Hospital
- Immigration Detention Centre
- Bike Shop

In the smaller localities, retail and commercial sites, and other attractors of **commuter** or utility trips, include:

- Wundowie Community Resource Centre and Hall
- Wundowie One Stop (shop)
- Bakers Hill commercial zone (including cafes, post office, service stations)
- Grass Valley Tavern, commercial zone
- Spencers Brook Tavern



Client: Shire of Northam
Project: Northam Bike Plan 2020

Within Northam, **touring** cyclists would potentially be attracted to facilities such as the Train Station, Visitor Centre, and Caravan Park. The Kep Track start/end point in Northam would also attract touring and recreational cyclists.



Photo 4: Kep Track, crossing Mt. Ommaney Road.

Recreational cyclists would potentially be attracted to scenic routes along the Avon River and Mortlock River or along the railway lines (refer SK102 in **Appendix A**). These routes would typically have no particular 'destination' or end point.

Sporting cyclists, who may be in training, would potentially be attracted to the longer cycling routes offered by the main road network (refer SK100 and SK101). These routes could also be used by commuter cyclists from regional areas.

6.3 NEW OR RELOCATED TRIP ATTRACTORS

A number of potentially key cycle trip attractors have been built or relocated since the previous Bike Plan. Whilst some of these are in areas already served by the existing or planned bicycle network, others are not. These new facilities include:-

6.3.1 *New Northam Swimming Pool*

Designed to reinvigorate Northam's sport precinct, the new \$6.2 million Northam Aquatic Centre was officially opened on 25th January 2020.

Built next to the Northam Recreation Centre, the new facility includes a 50 metre heated pool, leisure pools, waterslides, new changing facilities and barbeque areas.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photo 5: New Northam Aquatic Centre, during construction, adjacent the Recreation Centre.



Photo 6: The Northam Recreation Centre and the adjacent Swimming Pool (during construction).

This new location has relocated most of the previous trips associated with the original Olympic pool, that has now closed. However, its new location in the same precinct as the recreation centre may well encourage more patrons to cycle.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photo 7: Access roads and paths to the Centre from Peel Terrace.

6.3.2 Northam Youth Precinct

The new Northam Youth Precinct has been bustling with kids big and small since its opening in April 2019. Located on the corner of Peel Terrace and Chidlow Street Northam, the precinct features skate bowl, ramps, parkour, half-court basketball, table tennis, flying fox, BBQ facilities and shade and shelter for a picnic.



Photo 8: Northam Youth Precinct lies on the corner of Peel Terrace and Chidlow Street East.



Client: Shire of Northam
Project: Northam Bike Plan 2020

6.3.3 Bert Hawke Reserve

All weather Hockey fields have recently been installed adjacent the Bert Hawke Reserve.



Photo 9: A view of the new all-weather hockey fields at Bert Hawke Reserve

6.3.4 Eco Lifestyle Village



Photo 10: Coming soon – Eco lifestyle village.



Client: Shire of Northam
Project: Northam Bike Plan 2020

Whilst construction of the first stage has only recently commenced, this Eco development near Mount Osmoney may generate a significant number of cycle journeys once completed. A link from Mitchell Avenue to the main entrance might be supplemented by additional paths internal to the development.

6.3.5 *Miscellaneous*

There have been a number of other, less significant developmental changes through the Shire since the first Bike Plan was completed, which may nonetheless attract cyclists. These include trip attractors in Northam Centre, such as the Dome Café.



Client: Shire of Northam
Project: Northam Bike Plan 2020

7 EXISTING BICYCLE NETWORK

7.1 CURRENT EXTENT OF NETWORK

The cycling network within the Shire has continued to expand as a result of the recommendations and projects identified within the 2012 Bike Plan.

Table 7.1 shows those projects that have been completed from the previous 2012 Priority Works list. The costs indicated are pre-construction estimates based on widening of any existing paths or the construction of new 2.5m wide shared paths @ \$60/m², with no allowance for service relocations. Actual costs may differ significantly from the estimated figures.

Table 7.1: 2012 Priority Works: Completed projects

Road	Start - End	Side of Road	Length (m)	Previous Width (m)	Cost of Additional Width	Comments
Beside River	From Avon Bridge to existing path	South	60	1.2	\$ 7,800	Completed
Gairdner St	Wellington - Chidlow	East	260	1.5	\$ 26,000	Completed as part of shopping centre dev.
Hutt St	Stirling - Park	North	300	-	\$ 45,000	Completed 2017
Hutt St	Newcastle - Stirling	North	450	1.5	\$ 27,000	Completed
Jessup Toe	End of Jessup - existing path	n/a	90	-	\$ 13,500	Completed
Lance St	Uralia - Gerald	East	130	-	\$ 19,500	Completed
Mitchell Ave	Newcastle - Robinson	North	300	-	\$ 45,000	Completed
Newcastle Rd	Suburban - Hutt	East	500	-	\$ 75,000	Completed 2017
Newcastle Rd	Hutt - Inkpen	East	250	-	\$ 37,500	Completed 2017
Peel Terrace	Beside slip road	South	100	-	\$ 15,000	Completed
Wellington St	Gairdner - Charles	East	320	-	\$ 48,000	Completed
			2760m		\$359,300	

Table 7.2 shows additional projects, from the 2012 'Balance of Works Required' list, that have also been completed since the last Bike Plan. Again, actual costs may have been significantly different.



Client: Shire of Northam
Project: Northam Bike Plan 2020

Table 7.2: Other completed projects

Road	Start - End	Side of Road	Length (m)	Previous Width (m)	Cost of Additional Width	Comments
Beside Northam Swimming Pool	Mitchell - existing path	n/a	230	-	\$ 34,500	Completed
Chidlow St	Charles - Morrell	North	300	-	\$ 45,000	Completed
Chidlow St	Morrell - Habgood	North	210	-	\$ 31,500	Completed
Chidlow St	Grey - Gordon	North	325	1.5	\$ 19,500	Completed
Chidlow St	Peel - Hawes	North	260	1.5	\$ 15,600	Completed
Edmondson St	Northey - Gregory	West	160	-	\$ 24,000	Completed
Gregory St	Burgoyne - Lyon	North	150	1.5	\$ 9,000	Completed
Gregory St	Lyon - Edmondson	North	140	-	\$ 21,000	Completed
Kennedy St	Stirling - Hampton	North	230	-	\$ 34,500	Completed
Minson Ave	Peel - visitor centre	South	470	-	\$ 70,500	Partially Completed
Minson Ave	Visitor centre - Fitzgerald	South	400	-	\$ 60,000	Partially Completed
Mitchell Ave	Robinson - Poole St bridge	South	700	1.5	\$ 42,000	Completed
Northey St	East - Edmondson	North	180	-	\$ 27,000	Completed
Selby St	Gordon - Atkinson	North	220	1.2	\$ 17,160	Completed
Stirling St	Hutt - Kennedy	East	430	-	\$ 64,500	Completed
			4405m		\$515,760	

7.2 CURRENT NETWORK ISSUES

From on-site observations of the existing path network, several issues have been identified and should be addressed by the Shire of Northam.

7.2.1 Narrow bridge widths

The existing bridges across the Avon River and Mortlock River have provision for pedestrians and cyclists to cross separately from the traffic lanes. However, the width of this area appears narrow.

The bridge on the shared path through the park on the corner of Peel Terrace and Minson Avenue is too narrow for two-way cycling, and has poorly designed parapets. See **Photos 11 & 12**.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photo 11: Narrow bridge with bike unfriendly parapets.

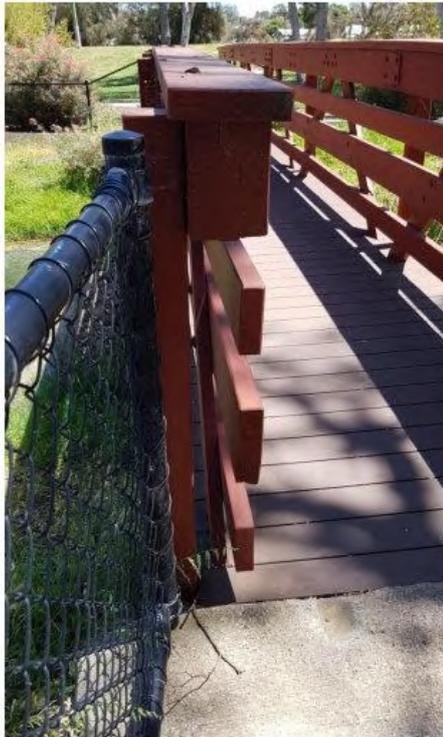


Photo 12: A significant hazard to cyclists.



Client: Shire of Northam
Project: Northam Bike Plan 2020

7.2.2 *Sub-standard pedestrian crossing treatments*

There are numerous locations, throughout the Shire, where footpaths and/or shared paths are not provided with suitable pedestrian ramps at road crossing points. In some cases, there are ramps of some kind, but these are not to current standards, whereas in other cases, there are no ramps at all.

This not only causes safety issues and unnecessary aggravation for cyclists, but also for other path users, such as those in a wheelchair or pushing a pram. **Photos 13 & 13a** show examples of such sub-standard ramps in Wundowie.



Photos 13 & 13a: These examples of sub-standard pedestrian ramps are in Wundowie.



Client: Shire of Northam
Project: Northam Bike Plan 2020

7.2.3 *Inappropriate barriers*

Barriers can assist in preventing path users from inadvertently leaving the path and causing themselves or others injury. However, an inappropriate barrier can be a hazard to users (both of the path and of the adjacent roadway) and may not be effective in preventing a user from leaving the path. Metal pole barriers were observed at a number of locations throughout the Shire.



Photo 14: This barrier does not effectively protect road users from the grating, but does present a hazard.



Photo 15: Poor barriers that could cause injury, especially to cyclists.



Client: Shire of Northam
Project: Northam Bike Plan 2020

Barriers should be installed that are suitable and safe for all users. Existing barriers that do not meet current standards, or which present a hazard in themselves, should be replaced as a matter of routine maintenance.

7.2.4 Lack of barriers

It was observed on site in Bakers Hill that where the cycle path comes down Tames Road from the school, it does so on quite a gradient. The path then turns abruptly through 90° to follow Great Eastern Highway.

However, there is a steep embankment down to the main road, and any young (or old) cyclist failing to slow down sufficiently for the left turn may well end up going straight on and tumbling down onto GEH. In addition, the presence of loose gravel alongside this section of path is not conducive to braking.

It is recommended that a barrier/safety fence is provided around the outside of the 90° bend, as shown in Figure 7.1.



Figure 7.1: A suitable safety barrier may prevent a serious incident.

7.2.5 Discontinuous paths

Along some routes there are small sections of path missing, the path is interrupted by driveways, and/or the path alternates between different sides of the road. In general, paths should be continuous along one side of the road to minimise the number of road crossings users are required to make. When paths are required to cross from one side of the road to the other, the crossing point should be aligned so users can cross directly.

Paths should also be continuous across driveways and small missing sections constructed.



Client: Shire of Northam
Project: Northam Bike Plan 2020

7.2.6 Lack of Bicycle Parking facilities

Despite being identified in the previous bike plan, the lack of bicycle parking facilities located in Northam, other than at schools and a local fast food restaurant, does not appear to have been addressed.



Photo 16: Path simply ends. If this is the destination, why no bike racks?

There are a number of locations where secure bike racks would help to encourage people to cycle.



Photo 17: Ideal rest spot for cyclists, but no bike racks.



Client: Shire of Northam
Project: Northam Bike Plan 2020

7.2.7 Hazards to Shared Path Users

Whilst there are now significantly more cycling facilities in the Shire than previously, it is important to ensure that such facilities provide a safe environment for cyclists to enjoy.



Photo 18: Lack of wheel stops means parked cars become a hazard to path users.

During the site visit, numerous examples were identified, where safety improvements could be made. These issues were identified from observing a sample of the path network only. It is recommended the Shire of Northam undertakes a detailed review of the entire path network, identifying the location where these issues occur both within Northam and throughout the wider Shire area. Remedial action could then be prioritised and undertaken as maintenance or small capital works.

The following photographs show a small selection of these issues.



Photo 19: This handy stone bench presents a significant hazard to path users.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photos 20 & 20a: Loose material and pavement defects along the path in Baker's Hill.



Photo 21: This bin is useful, but is too close to the path.



Client: Shire of Northam
Project: Northam Bike Plan 2020



Photos 22 & 22a: Hazards to path users, and particularly cyclists.

7.2.8 *Other issues.*

A few other random issues were observed.



Photo 23: The provision of wider Shared Paths sometimes leads to misuse.

Client: Shire of Northam
Project: Northam Bike Plan 2020



Photo 24: Not all cycling facilities are installed to standard.

7.3 COMMUNITY VIEWS

Respondents to the Community Questionnaire were asked how much of an issue a range of potential problems caused, during their bicycle rides.

The problems that were most commonly regarded as a 'big issue' were drivers or pedestrians not paying attention (58%), not enough paths (48% and no on road bike lanes (44%) and paths that just seem to suddenly end (42%). The presence of potholes, bumps, cracks, or drainage hazards on the path or road was most commonly considered an issue (either 'big' or 'small').

The number of respondents who indicated whether each problem was an issue they encountered is shown in Figure 7.2.



Client: Shire of Northam
 Project: Northam Bike Plan 2020

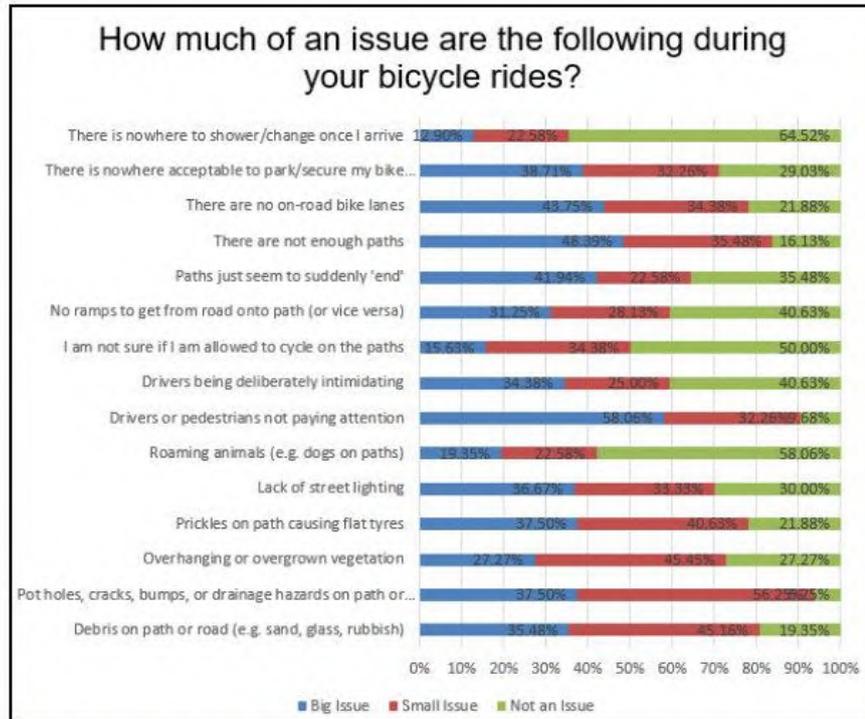


Figure 7.2: Issues Encountered During Bicycle Rides



Client: Shire of Northam
Project: Northam Bike Plan 2020

8 NETWORK PLANNING

A plan for Northam's future cycling network was developed during preparation of the 2012 Northam Bike Plan, based on the following principles:

- Providing the option for cyclists to use off-street shared paths along the higher order roads, or along roads parallel to the higher order roads;
- Providing connectivity between schools and recreational facilities;
- Providing connectivity with existing crossing points over the Avon River and rail lines;
- Providing access to retail and commercial developments, as well as larger service providers and employers;
- Expanding the recreational shared path network; and
- Developing continuous routes to establish a 'back-bone' shared path network.

By considering these principles, an initial network plan was developed.

The location of existing paths that could be designated as shared paths was then overlaid onto this initial network plan to identify opportunities where the network plan could be adjusted to take advantage of existing paths that could be designated as shared paths. This included identifying existing routes or partially existing routes where only small sections of shared path would need to be constructed to provide a continuous cycle route.

As part of the development of the revised 2020 Northam Bike Plan, the plan has been revisited, and updated to reflect the works already completed, as well as any changes due to changed conditions within the Shire. In some cases, links that were planned may not now be as high a priority, if a particular trip attractor has closed, or moved elsewhere. For example, the old Northam swimming pool has closed now that the new one is fully commissioned. In other areas, new attractors have appeared, or are now planned, such as the all-weather hockey fields, and the Eco Tourism development.

The shared path network in Northam is intended to provide continuous cycling routes through the town. These 'primary' or 'backbone' routes include those along Newcastle Road / Gairdner Street, Forrest Street / Peel Terrace, Chidlow Street, and Wellington Street. These routes direct cyclists to the existing river crossings (Avon Bridge and Peel Terrace Bridge) and thus link the northern and southern parts of the town. See SK 302.

The existing Poole Street Bridge (currently closed) could form part of a third north-south linkage through the town. If combined with a shared path connecting between Fitzgerald Street and Wellington Street, possibly beside the Railway Museum, this route would provide a more direct south-north route for those in the western areas of Northam. Whilst it is understood that this proposal has previously been rebuffed for Federal funding, it still represents a potentially beneficial link to improve connectivity in the longer term.



Client: Shire of Northam
Project: Northam Bike Plan 2020

A shared path has not been nominated along Fitzgerald Street, due to the high pedestrian activity within this retail and commercial precinct. Shared paths along the parallel routes of Wellington Street and Minson Avenue are proposed instead.

A network of 'secondary' shared paths, connecting to the 'backbone' routes, provides access to local destinations such as schools and recreation areas. Whilst some of these may be longer term schemes, DoT is keen for such projects to be included in Local Bike Plans as they begin to focus on the potential 2050 ultimate network scenarios.

The network plan indicates potential recreational shared paths beside the Avon River, rail lines, west towards Northam Hill, and east towards Great Eastern Highway. The inclusion of these routes on the plan are indicative only, as the alignment could be varied to take advantage of the most scenic route and existing features of interest. These longer routes are likely to be implemented in the long term or as part of other road projects. For example, a new road may potentially be constructed beside the rail line between Great Eastern Highway and Mitchell Avenue. The proposed path which also follows this alignment could be included as part of the road project. The recreational paths could also in part be constructed by formalising paths which are currently gravel tracks. The benefit of this approach would be that the alignment of the path has already been established and would follow a route that is already used by cyclists. For example, the path beside Mitchell Avenue could potentially be formed through upgrade of part of the Kep Track.

The revised ultimate network plan for Northam is shown on SK302 in Appendix C.



Client: Shire of Northam
Project: Northam Bike Plan 2020

9 WORKS SCHEDULE

9.1 PRIORITY WORKS

9.1.1 Designation of existing footpaths as Shared Paths

Northam has a number of existing paths which meet the minimum width of 2.0m for a new shared path as identified in Table 5.3 of Austroads *Guide to Road Design Part 6A: Paths for Walking and Cycling* (2017). As can be seen, however, this minimum width is only applicable to those routes that fall within the category of 'Local Access Path'.

Table 5.3: Shared path widths

	Suggested path width (m)		
	Local access path	Regional path ⁽³⁾	Recreational path
Desirable minimum width	2.5	3.0	3.5
Minimum width – typical maximum	2.0 ⁽¹⁾ – 3.0 ⁽²⁾	2.5 ⁽¹⁾ – 4.0 ⁽²⁾	3.0 ⁽¹⁾ – 4.0 ⁽²⁾

- 1 A lesser width should only be adopted where cyclist volumes and operational speeds will remain low.
- 2 A greater width may be required where the numbers of cyclists and pedestrians are very high or there is a high probability of conflict between users (e.g. people walking dogs, in-line skaters etc.).
- 3 May be part of a principal bicycle network in some jurisdictions.

Prior to designating any existing footpaths as shared paths, it is recommended that the Shire of Northam reviews each route and confirms its suitability for cyclists. Whilst some of the potential hazards along the existing paths have been identified in Section 7.2 above, a full safety audit of the bicycle network is beyond the scope of this project.

Existing features along the route, for example trees/posts/poles within the path, rail crossings, or bridges over drainage infrastructure, which could present a hazard to cyclists should be assessed and treatments to reduce the risk implemented. These treatments could include line marking to indicate the appropriate route for cyclists, removal or relocation of the hazard, or deviation of the path around the hazard. The paths also need to have a smooth surface for riders and good sight lines.

Existing footpaths of 2.0m or wider are indicated on SK300 (refer Appendix C).

DoT has previously noted that there are some older existing shared paths that are slightly narrower than 2.0m. The Shire of Northam could consider designating existing 1.8m wide paths as shared paths. These are indicated on SK301 (refer Appendix C). A similar review as described above would be required to confirm the suitability of the paths as shared paths.

9.1.2 Widening of existing footpaths to form Shared Paths

Northam has sections of existing footpath which are 1.5m or 1.2m in width. Where these locations have been identified as part of the shared path network, the Shire of Northam could investigate widening the existing path rather than creating an entirely new path. These existing paths are also indicated on SK301 (refer Appendix C).



Client: Shire of Northam
Project: Northam Bike Plan 2020

It should be noted that some of the existing 2.0m footpaths identified in section 9.1.1 above may also need widening if they are to meet the minimum width requirements for higher order shared path links. In addition, it should be recognised that it may not be possible to simply widen some of the existing footpaths, and replacement may be required, at a potentially higher cost.

9.1.3 Construction of New Shared Paths

At some locations, where a completely new shared path has been identified for the network within the townsite of Northam, there is an existing path on the opposite side of the road. However, a continuous path on one side of the road is more desirable. A number of completely new shared paths for recreation have also been included in the network plan (paths along Avon River / Katrine Road, rail line, along Mitchell Avenue, and along Yilgarn Avenue).

The estimated cost of constructing the new shared paths and widening the existing paths is in the order of \$2.56 million. The new shared paths for recreation represent a further \$3.45 million in works. This estimate is based on 3.0m wide shared paths (minimum width as recommended by Austroads 2017 for recreational paths), at a rate of \$100/m².

Although there is no set limit on the total available funding for Local Government through WABN, the works as indicated on the bicycle network plan amount to a significant investment, and will need to be prioritised. Funding is normally provided at a rate of up to 50% of the total cost of a project.

Priority works include those that complete short sections of missing path; provide a path as an alternative to cycling on the road, where the road is a distributor road; provide access to schools, and/or provide access to recreation facilities.

Using these criteria, the path sections identified in Table 9.1 are proposed as the priority works to be undertaken over the next five years. When they are constructed, these paths should also be provided with signage/line marking designating them as shared paths and appropriate connections/crossing points.

Table 9.1: Priority Works

Road	Start - End	Side of Road	Length (m)	Existing Width (m)	Cost of Upgrade	Comments
Clarke St	Inkpen - Forrest	West	390	1.5	\$ 97,500	
Clarke St	Suburban - Inkpen	West	640	-	\$ 160,000	Programmed for 2023-24
Fermoy Ave	Gregory - Lance	West	200	1.2	\$ 50,000	
Forrest St	Hampton - Clarke	South	300	1.0 to 1.4m	\$ 75,000	
Goomalling Rd	Old York - Wood	South	350	-	\$ 87,500	
Kennedy St	Hampton - Clarke	North	260	1.5	\$ 65,000	
Suburban Rd	Rail line - Clarke	South	300	-	\$ 75,000	



Client: Shire of Northam
Project: Northam Bike Plan 2020

Suburban Rd	Newcastle - Mudalla	South	580	-	\$ 92,800	Endorsed for 2021/22 at May meeting
Taylor St	Peel - Old York	South	520	1.5	\$ 130,000	
Wellington St	Charles - Morrell	East	200	-	\$ 50,000	
Wellington St	Peel - Grey	East	410	1.5	\$ 102,500	
Wellington St	Gordon - Gairdner	East	300	-	\$ 75,000	
			4870m		\$1,060,300	

Note: Cost estimates are indicative only based on a rate of \$100/m² for path construction and exclude any service costs

9.1.4 Other Priority Tasks

The entirety of the envisaged funding budget over the coming five year horizon should not be allocated to path construction. A significant portion is instead recommended to be used for funding other works such as:

- Signage / line marking of the shared paths;
- Ramps and crossing points;
- Installation of bicycle parking facilities at the trip attractor locations identified in Section 6 of this Plan; and
- Remedial works to the existing paths, including those identified in Section 7.2 of this Plan.

Remedial works to address safety issues are recommended to be undertaken as the first priority.

With regard to the bicycle parking facilities, for the Fitzgerald Street precinct bicycle rails would be shared amongst the developments and could be provided near the cross streets, to minimise the amount of on-road cycling (or walking of bicycles along the footpath) that cyclists are required to undertake if entering the precinct from the shared path along Wellington Street. For employees who are located in the Fitzgerald Street precinct, the development of a shared secure parking area should be investigated. This would ideally be located such that adjacent premises could provide passive surveillance.

The priority locations for bicycle parking to be installed would be the schools, the Recreation Centres, and the Pools within the Shire. At the recreation facilities, it is suggested six rails (space for up to twelve bicycles) are installed, their usage monitored, and additional rails installed if demand requires. Parking should also be prioritised at retail developments (i.e. Fitzgerald Street precinct, Bakers Hill commercial zone, and shops in Wundowie and Clackline) and the Visitor Centre in Northam. Along Fitzgerald Street, these parking facilities could be created by converting on-street car bays to areas for bicycle parking.

This approach would have the benefit of separating the bicycle parking area from the footpaths outside shop fronts where pedestrian traffic would occur. One car bay could provide for approximately four rails (eight bicycles). It would be necessary to install the rails at various locations along the length of the town centre area, to minimise the distance people are required to walk between their bicycle and destination.



Client: Shire of Northam
Project: Northam Bike Plan 2020

It was noted that in the outer areas, use of those bike racks that were provided was sporadic at best. See **Photo 25**.



Photo 25: Bike Parking facility being partially used at Grass Valley Bus Stop.

9.2 BALANCE OF WORKS

The remaining works to complete the proposed network of shared paths are listed in **Table 9.2**. Again, a flat \$100/m² cost rate has been employed.

Table 9.2: Balance of Works Required to Develop Bicycle Network Plan

Road	Start - End	Side of Road	Length (m)	Existing Width (m)	Cost of Additional Width	Comments
Burgoyne St	Byfield - Throssell	West	380	-	\$ 95,000	
Burgoyne St	Chidlow - Byfield	West	500	-	\$ 125,000	
Chidlow St	Hawes - Grey	North	325	1.5	\$ 32,500	
Chidlow St	Gordon - Gairdner	North	300	-	\$ 75,000	
Fitzgerald St	Charles - Millington	North	350	1.5	\$ 35,000	
Fitzgerald St	Millington - Poole	North	220	-	\$ 55,000	
Habgood St	Wellington - Fitzgerald	West	200	-	\$ 50,000	Requires route to be developed beside Railway Museum
Habgood St	Throssell - Rockett	West	90	1.5	\$ 9,000	
Habgood St	Duke - Wellington	West	140	1.5	\$ 14,000	



Client: Shire of Northam
Project: Northam Bike Plan 2020

Road	Start - End	Side of Road	Length (m)	Existing Width (m)	Cost of Additional Width	Comments
Hawes St	Duke - Chadlow	South	110	-	\$ 27,500	
Katrine Rd	Great Eastern Highway - Taylor St	Either	3500	-	\$ 1,050,000	Recreational Path (3.0m)
Minson Ave	Peel - visitor centre	South	470	-	\$ 117,500	Could be incorporated into Minson Ave rejuvenation
Minson Ave	Visitor centre - Fitzgerald	South	400	-	\$ 100,000	As above
Mitchell Ave	GEH - Poole St bridge	South	3300	-	\$ 990,000	Recreational Path (3.0m)
Mount Ommaney Road	Mitchell Ave - Eco Village	West	300	-	\$ 75,000	
Peel Toe & Yilgarn Ave	East - Yilgarn & Peel - Old York	North; West	550	-	\$ 137,500	Rail crossing
Poole St	Bridge - Fitzgerald	East	150	-	\$ 37,500	
Poole St bridge connection	Bridge - Mitchell	n/a	90	1.5	\$ 9,000	
Rail Line	Great Eastern Highway - Mitchell	East	2800	-	\$ 840,000	Recreational Path (3.0m)
Robinson St	Hospital - Mitchell	West	600	-	\$ 150,000	
Throssell St	Burgoyne - Gordon	North	350	1.5	\$ 35,000	
Throssell St	Gordon - Gairdner	North	320	1.5	\$ 32,000	
Throssell St	Gairdner - Charles	North	320	1.5	\$ 32,000	
Throssell St	Charles - Morrell	North	350	1.2	\$ 45,500	
Throssell St	Morrell - Habgood	North	210	1.5	\$ 21,000	
Wellington St	Haton - Burn	South	430	-	\$ 107,500	
Wellington St	Morrell - Parker	South	420	-	\$ 105,000	
Wood Dr	Goomalling - Bunker	South	450	-	\$ 112,500	
Yilgarn Ave	Caravan Park - GEH	Either	1900	-	\$ 570,000	Recreational Path (3.0m)
			19525m		\$5,085,000	



Client: Shire of Northam
Project: Northam Bike Plan 2020

10 MAINTENANCE SCHEDULE

Infrastructure maintenance is required in order for facilities to remain safe and comfortable to use.

From the Community Questionnaire, potholes/cracks/bumps/drainage hazards in the path/road were the main maintenance item that was an issue for cyclists during their rides. Debris on the path/road and overhanging vegetation were also issues for cyclists. Comments from respondents also identified that weeds which can cause punctures (e.g. caltrop) are a problem during their rides.

Currently, the Shire of Northam's maintenance activities are ongoing, with requests for maintenance being met if feasible. It is recommended the Shire of Northam continue the maintenance activities and include in this program:

- Repair of pot holes and damaged paths, which may include for the replacement of sections of path if repair works would be extensive;
- Sweeping of debris, glass, sand, rubbish and the like from paths and road shoulders;
- Trimming of overhanging vegetation;
- Spraying to reduce growth of weeds; and
- Replacing faded/damaged signs and line marking.



Client: Shire of Northam
Project: Northam Bike Plan 2020

11 STRATEGIES AND POLICIES

11.1 POLICIES

The Shire of Northam's *Local Planning Scheme No. 6* requires the Shire to determine whether adequate provision has been made for access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities) in considering an application for planning approval. However, there are currently no policies which give guidance on what would be considered an 'adequate provision'.

It is recommended the Shire adopt a policy for Bicycle Parking and End of Trip Facilities. This policy would clarify the requirements for facilities to be provided in new or refurbished buildings. Whilst benefiting cyclists, the end of trip facilities of lockers and showers would also provide benefit to those who walk/run to work.

There are three typical classes of bicycle parking facilities. These vary depending upon the level of security they provide, as indicated in **Table 11.1**. A development would usually be required to provide bicycle parking with medium to high security for its employees (or residents) in addition to lower security parking for visitors to the development.

Table 11.1: Classification of Bicycle Parking Facilities (Austroads, 2017a)

Class	Security level	Description	Duration of parking	Main user type
1	High	Fully enclosed individual locker.	All day and night.	Bike and ride commuters at railway and bus stations.
2	Medium	Lockable enclosure, shelter or compound fitted with class 3 facilities where cyclist is responsible for locking their bicycle within the communal enclosure.	All day.	Regular employees, students, regular bike and ride commuters.
3	Low	Bicycle rails or racks to which both the bicycle frame and wheels can be locked.	Short to medium term.	Shoppers, visitors, employees of workplaces where security supervision of the facility is provided.

The quantity of bicycle parking that should be provided depends on both the nature and size of the development. **Table 11.2** identifies common land uses and an indication of the quantity of bicycle parking that should be provided. If a developer provides bicycle parking in excess of the minimum required levels, the Shire of Northam could consider granting a concession on the quantity of car parking to be provided at that development.

Table 11.2: Bicycle Parking Provision (Austroads, 2017)



Client: Shire of Northam

Project: Northam Bike Plan 2020

Land use	Employee/resident parking spaces	Class	Visitor/shopper parking spaces	Class
Amusement parlour		1 or 2	2 plus 1 per 50 m ² gfa	3
Apartment house	1 per 4 habitable rooms	1	1 per 16 habitable rooms	3
Art gallery	1 per 1500 m ² gfa	2	2 plus 1 per 1500 m ² gfa	3
Bank	1 per 200 m ² gfa	2	2	3
Café	1 per 25 m ² gfa	2	2	3
Community centre	1 per 1500 m ² gfa	2	2 plus 1 per 1500 m ² gfa	3
Consulting rooms	1 per 8 practitioners	2	1 per 4 practitioners	3
Drive-in shopping centre	1 per 300 m ² sales floor	1	1 per 500 m ² sales floor	3
Flat	1 per 3 flats	1	1 per 12 flats	3
General hospital	1 per 15 beds	1	1 per 30 beds	3
General industry	1 per 150 m ² gfa	1 or 2	–	3
Health centre	1 per 400 m ² gfa	1 or 2	1 per 200 m ² gfa	3
Hotel	1 per 25 m ² bar floor area 1 per 100 m ² lounge beer garden	1 1	1 per 25 m ² bar floor area 1 per 100 m ² lounge beer garden	3
Indoor recreation facility	1 per 4 employees	1 or 2	1 per 200 m ² gfa	3
Library	1 per 500 m ² gfa	1 or 2	4 plus 2 per 200 m ² gfa	3
Light industry	1 per 1000 m ² gfa	1 or 2	–	3
Major sports ground	1 per 1500 spectator places	1	1 per 250 spectator places	3
Market	–	2	1 per 10 stalls	3
Motel	1 per 40 rooms	1	–	3
Museum	1 per 1500 m ² gfa	1	2 plus 1 per 1500 m ² gfa	3
Nursing home	1 per 7 beds	1	1 per 60 beds	3
Office	1 per 200 m ² gfa	1 or 2	1 per 750 m ² over 1000 m ²	3
Place of assembly	–	2	–	3
Public hall	–	1 or 2	–	3
Residential building	1 per 4 lodging rooms	2	1 per 16 lodging rooms	3
Restaurant	1 per 100 m ² public area	1 or 2	2	3
Retail show room	1 per 750 m ² sales floor	1	1 per 1000 m ² sales floor	3
School	1 per 5 pupils over year 4	2	–	3
Service industry	1 per 800 m ² gfa	1	–	3
Service premises	1 per 200 m ² gfa	1	–	3
Shop	1 per 300 m ² gfa	1	1 per 500 m ² over 1000 m ²	3
Swimming pool	–	1 or 2	2 per 20 m ² of pool area	3
Take-away	1 per 100 m ² gfa	1	1 per 50 m ² gfa	3
University/Inst. of Tech	1 per 100p/t students 2 per 100f/t students	1 or 2 2	– –	3



Client: Shire of Northam
Project: Northam Bike Plan 2020

Notes:

1. Refer to Table 11.2 for Class definitions.
 2. '–' indicates that No Parking demand information is available and therefore planners should make their own assessment of the required bicycle parking provisions on an individual project basis.
 3. GFA – Gross Floor Area.
 4. It is sometimes appropriate to make available 50% of the level of provision recommended in the table at the initial installation stage, however, space should be set aside to allow 100% provision in the event that the full demand for bicycle parking is installed.
- Source: Austroads (2017d) Table C2 6, Commentary 2.

For developments within the central business areas of Northam (and the smaller localities) the Shire of Northam could consider accepting a cash in lieu payment instead of requiring the developer to provide visitor bicycle parking. These funds could then be used by the Shire to fund the provision of bicycle parking located in an appropriate central area that is suited to the streetscape.

End of trip facilities such as showers and lockers enable those who cycle (or walk/run) to change after or prior to their journey. Provision of these facilities can encourage cycling by those who may need to travel longer distances to reach their destination.

The TravelSmart Workplace fact sheet provides guidance on the provision of end of trip facilities. It suggests typical rates for lockers and showers which depend upon the number of staff (refer Table 11.3).

Table 11.3: Provision of Showers (TravelSmart, nd)

Note: Only minimum parking, shower and locker ratios given. For a workplace that aims to be 'cycle friendly' the minimum ratios may be inadequate.

Facility	Parking	Showers and change rooms	Personal lockers
Number	At least 1 space for every 10-20 long-term user (5-10% of employees) + 1 space for every 50 short-term users	At least 1 for the first 5 long-term parking spaces, then 1 per 10 subsequent spaces	At least 1 locker for each long-term parking space
Location	Easily accessible, close to building entry	Close to parking	Close to parking and showers
Design considerations	Visibility and security Sheltered and secure Racks appropriate for users Manoeuvrability to and within facility to position and lock bicycle	Safety and security Use by people for other activity purposes i.e. lunchtime exercise Towel drying racks	Good ventilation

11.2 STRATEGIES

Works other than capital investment in infrastructure (and its maintenance) can be undertaken to increase participation in cycling. These 'strategic' works are often divided into the areas of Encouragement, Education, and Enforcement.



Client: Shire of Northam
Project: Northam Bike Plan 2020

The Shire of Northam has previously arranged activities such as the BikeWise workshop for young people, as part of the Northam Road Safety Week. This workshop assisted in both encouraging young people to cycle and educating them about bicycle maintenance. It is recommended additional strategies are considered by the Shire of Northam, examples of which could include:

Encouragement:

- Support schools in holding “Cycle to School” days.
- Support workplaces in holding “Ride to Work” days.
- Hold and promote annual BikeWeek community events.
- Explore the potential for a bike hire program, which could potentially be administered from the Visitor Centre.

Education:

- Provide copies of DoT information booklets at the Shire of Northam office reception and other public facilities such as libraries and recreation centres.
- Promote use of the Shire’s cycling infrastructure by providing a map indicating the location of shared paths and public bicycle parking facilities.
- Support staff in developing technical skills associated with the planning and implementation of cycling infrastructure.
- Work with developers to ensure they understand the need to provide for cyclists in new subdivisions or building works.
- Work with construction firms to ensure they understand the need to provide for a safe cycle route through roadwork sites.

Enforcement:

- Encourage Police to monitor driver speeds, particularly around schools.
- Use media (local radio, newspaper, Shire of Northam website) to provide information on cycling rules.



Client: Shire of Northam
Project: Northam Bike Plan 2020

12 SUMMARY OF ACTIONS

In summary, the recommended actions stemming from this Local Bike Plan are:

1. Undertake a detailed review of the entire existing path network, identifying the location where there are issues that require remedial actions, both within Northam and throughout the wider Shire area. Prioritise and undertake these actions as maintenance or small capital works projects. The highest priority issues to address are those which have a safety concern, followed by those that would improve connectivity and comfort for users. This should be done in conjunction with the review being carried out as part of the development of DoT's 2050 Avon & Central Coast strategy.
2. Prior to designating existing paths as shared paths, review each route and confirm its suitability for cyclists. Existing features along the route which could present a hazard to cyclists should be assessed and treatments to reduce the risk implemented.
3. Construct the shared paths which were identified as priority items.
4. Construct / install smaller works items such as signage and bicycle parking facilities.
5. Adopt a policy for Bicycle Parking and End of Trip Facilities.
6. Seek opportunities to implement education, encouragement, and enforcement activities which aim to increase cycling participation.

Whilst the timeframe for this Plan is notionally five years, it should be reviewed annually to identify which actions and infrastructure works have been completed. This review should also incorporate changing priorities where required and the opportunities for cycling infrastructure to be incorporated as part of other capital works programs.



Client: Shire of Northam
Project: Northam Bike Plan 2020

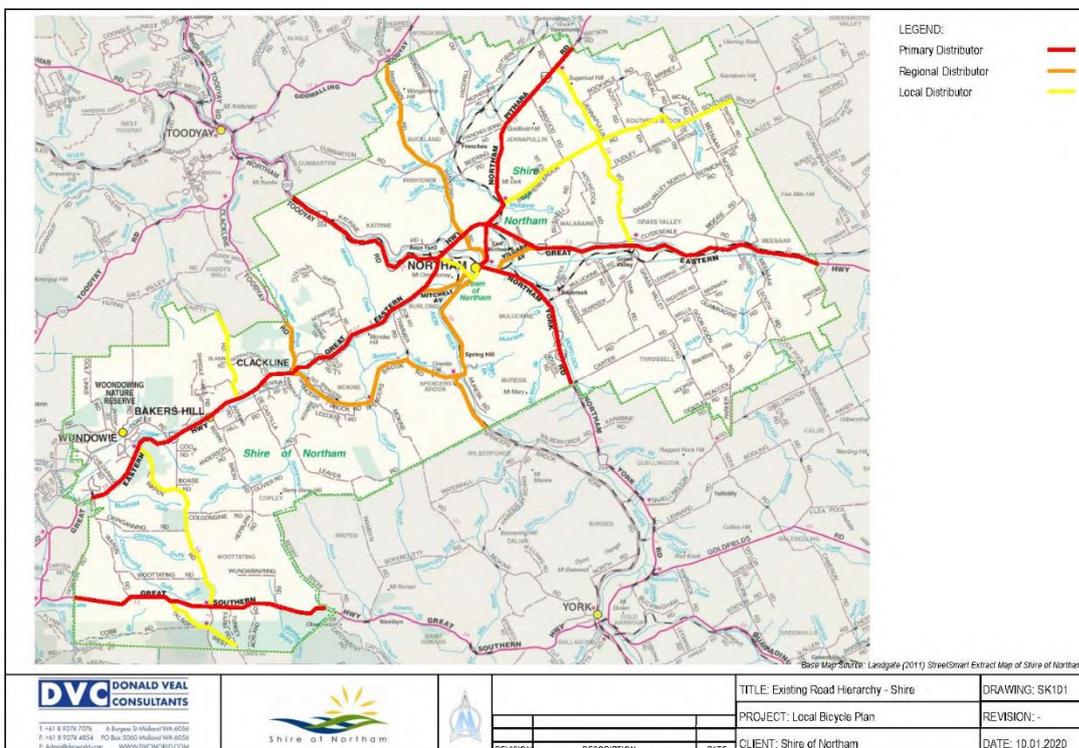
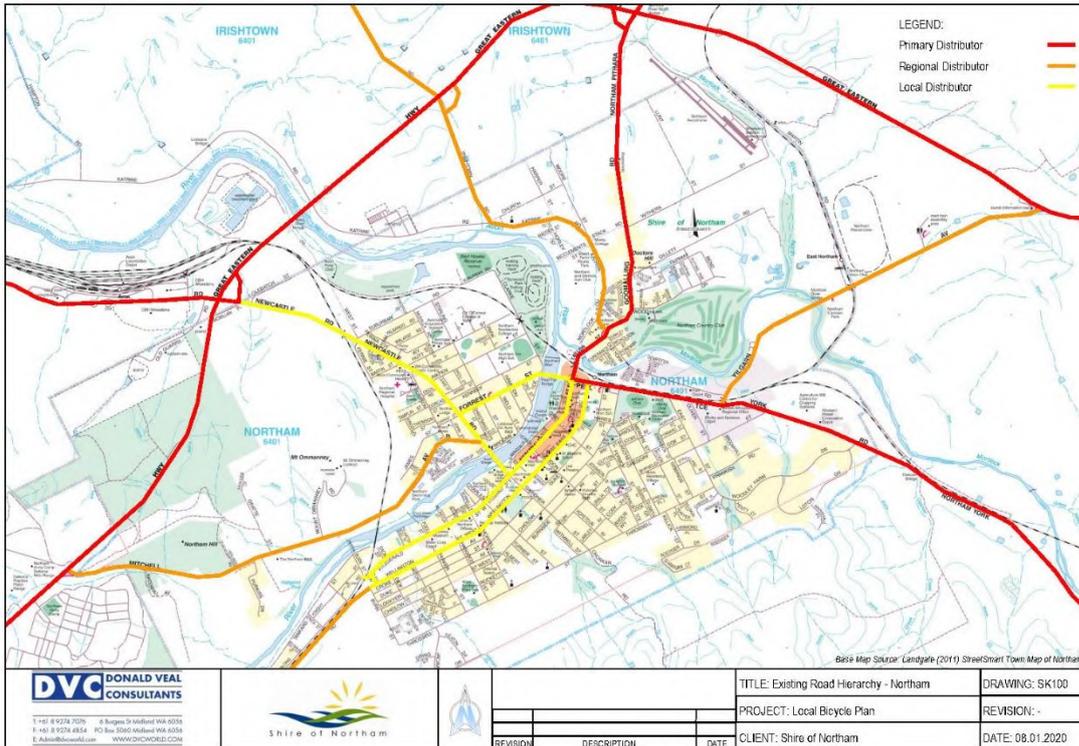
13 REFERENCES

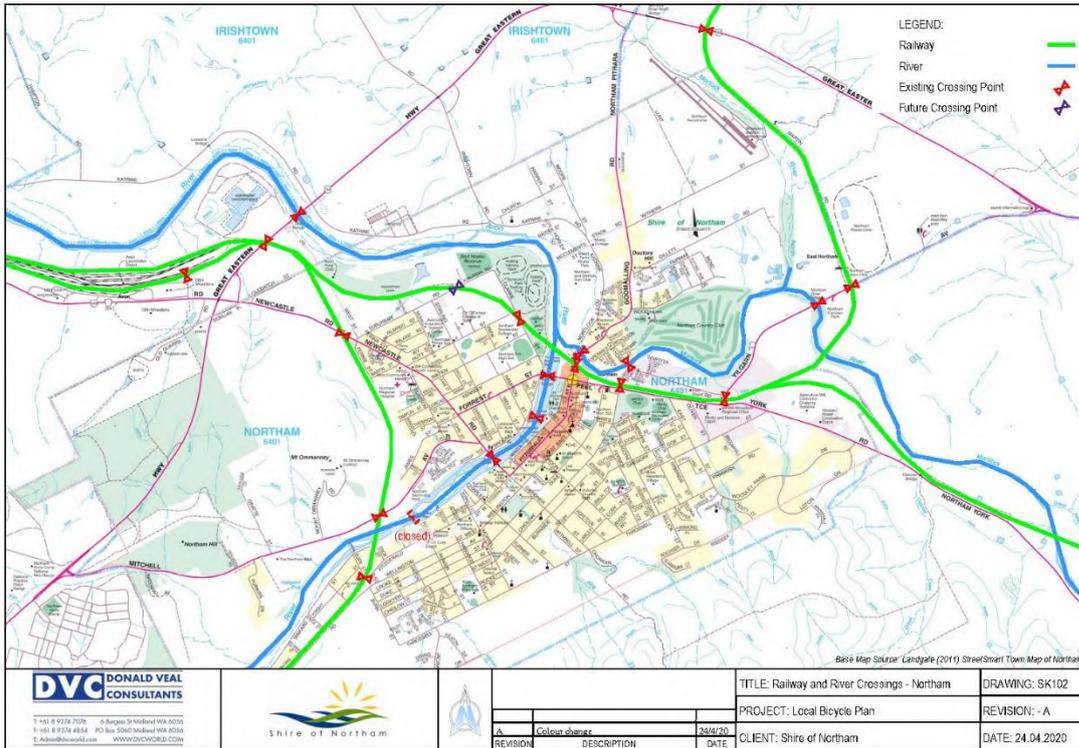
- Austrroads. (2010). *The Australian National Cycling Strategy 2011 – 2016*. Austrroads Ltd: Sydney.
- Austrroads. (2017a). *Guide to Road Design Part 6A: Paths for Walking & Cycling*. Austrroads Ltd: Sydney.
- Austrroads. (2017b). *Cycling Aspects of Austrroads Guides*. Austrroads Ltd: Sydney.
- Austrroads. (2019). *Australian Cycling Participation 2019*. Austrroads Ltd: Sydney.
- Department of Transport. (2012). *Western Australian Bicycle Network Plan 2012 – 2021 (draft)*. Department of Transport: Perth.
- Government of Western Australia. (2003). *Hope for the Future: The Western Australian State Sustainability Strategy*. Department of the Premier and Cabinet: Perth.
- Hames Sharley. (2011). *Northam Development Plan*. Shire of Northam: Northam.
- Main Roads WA. (2001). *Policy for Cycling Infrastructure*. Main Roads WA: Perth.
- Shire of Northam. (no date). *Footpaths Budget*. Unpublished.
- Shire of Northam. (2005). *Town Planning Scheme No. 3*. Shire of Northam: Northam.
- Shire of Northam. (2010). *Policy Manual*. Shire of Northam: Northam.
- Shire of Northam. (2010). *Plan for the Future 2010-2020*. Shire of Northam: Northam.
- Shire of Northam. (2011). *Local Planning Scheme No. 6*. Shire of Northam: Northam.
- Shire of Northam. (2011). *Local Planning Strategy (Draft)*. Shire of Northam: Northam.
- Shire of Northam. (2012). *Northam Regional Centre Growth Plan*. Shire of Northam: Northam.

Client: Shire of Northam
Project: Northam Bike Plan 2020



**APPENDIX A: MAPS – ROAD HIERARCHY AND CROSSING
LOCATIONS**

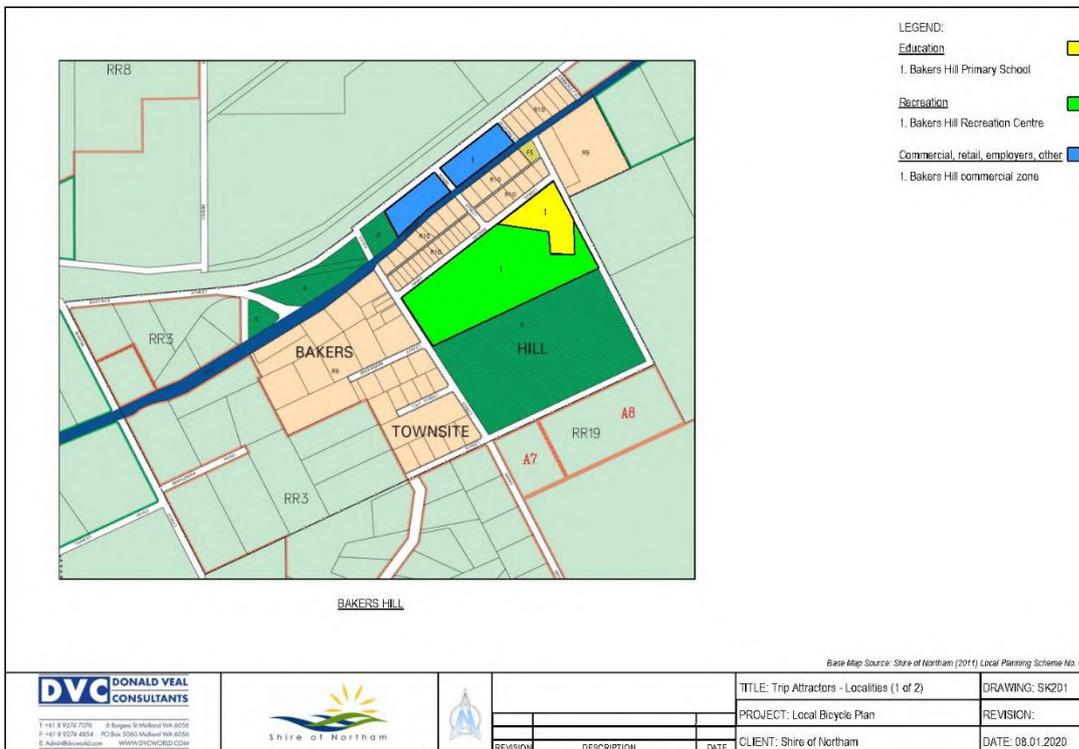
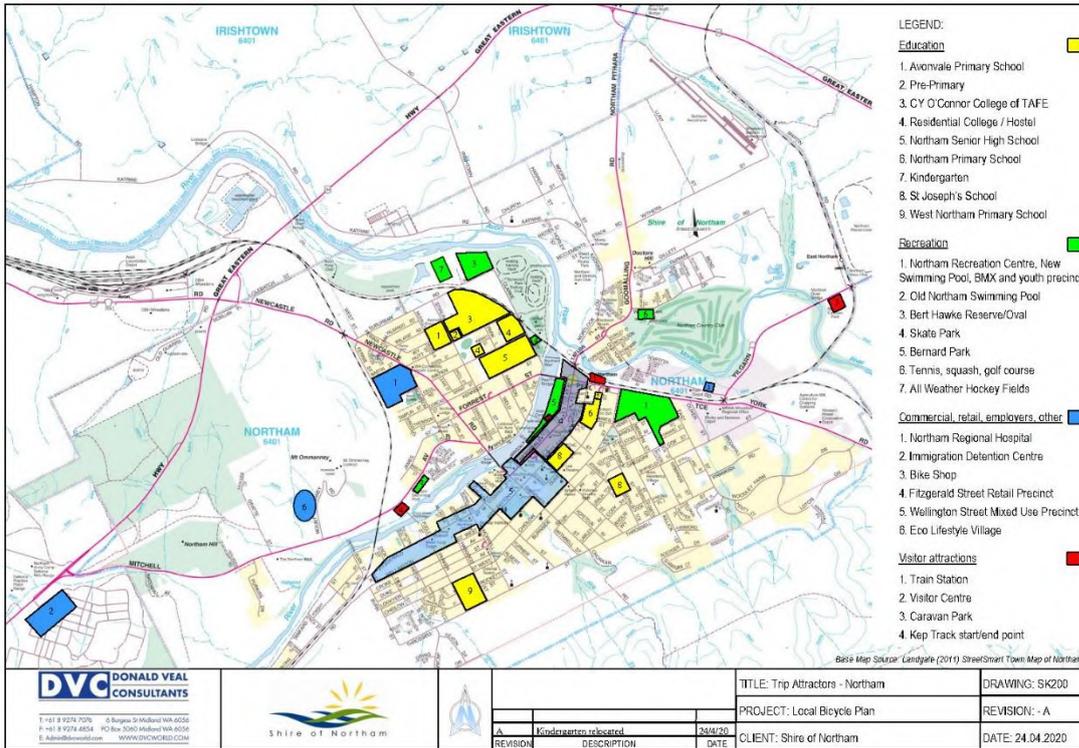


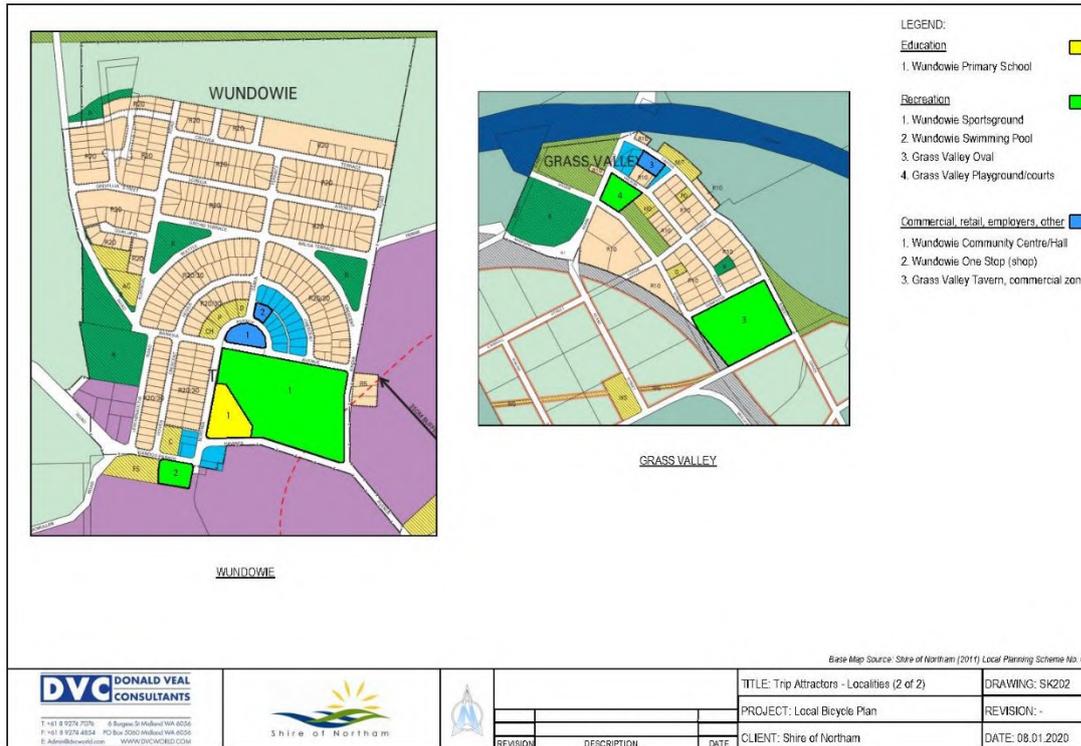


Client: Shire of Northam
Project: Northam Bike Plan 2020



APPENDIX B: MAPS – TRIP ATTRACTORS

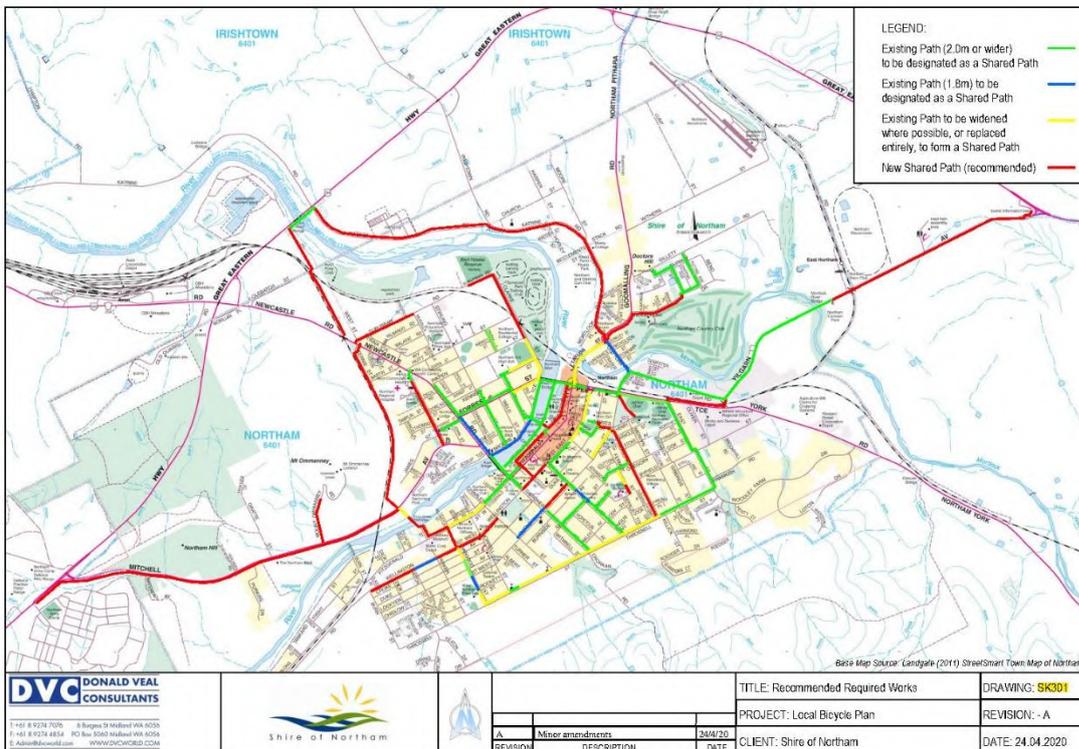
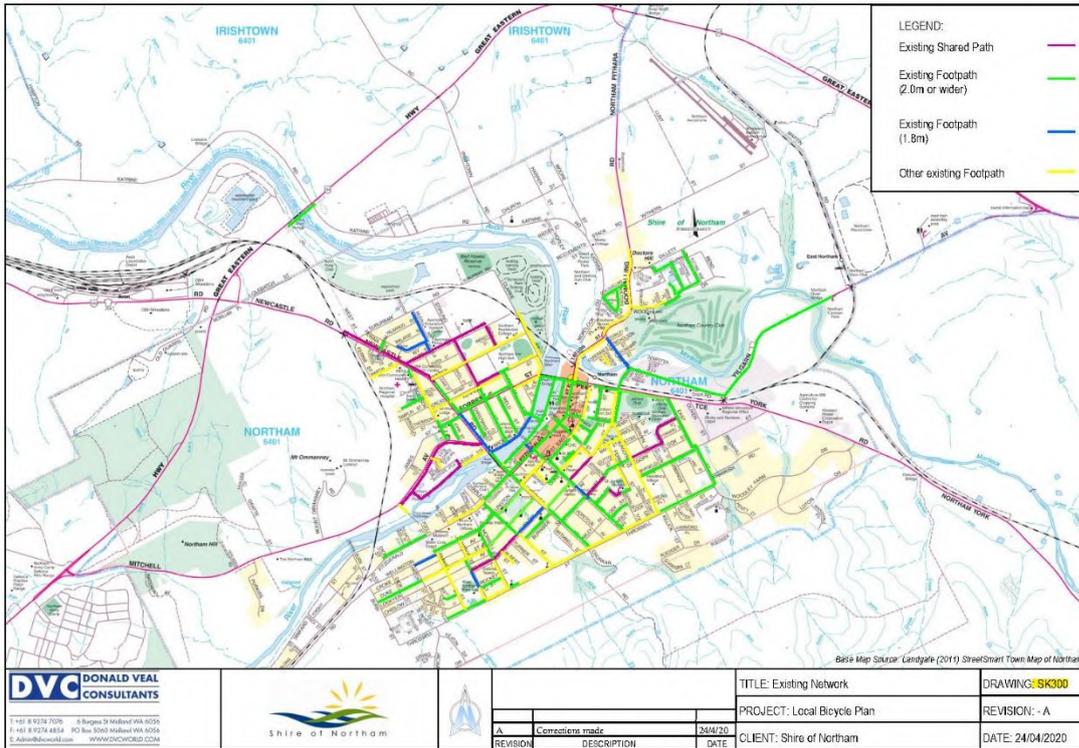


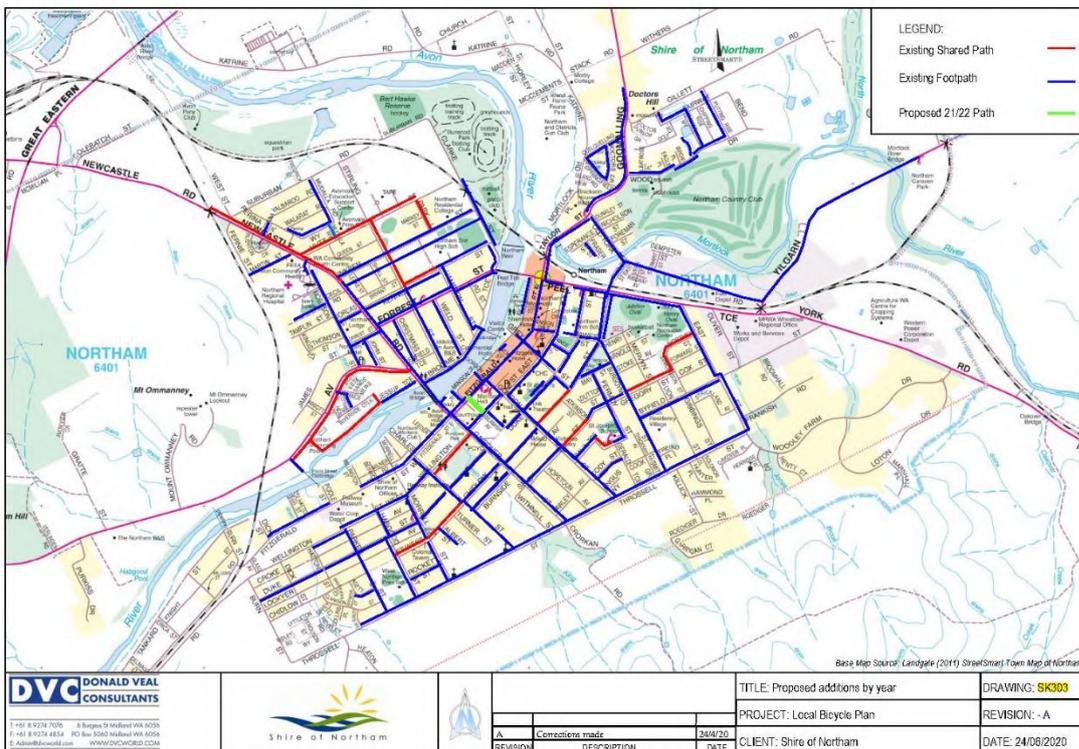
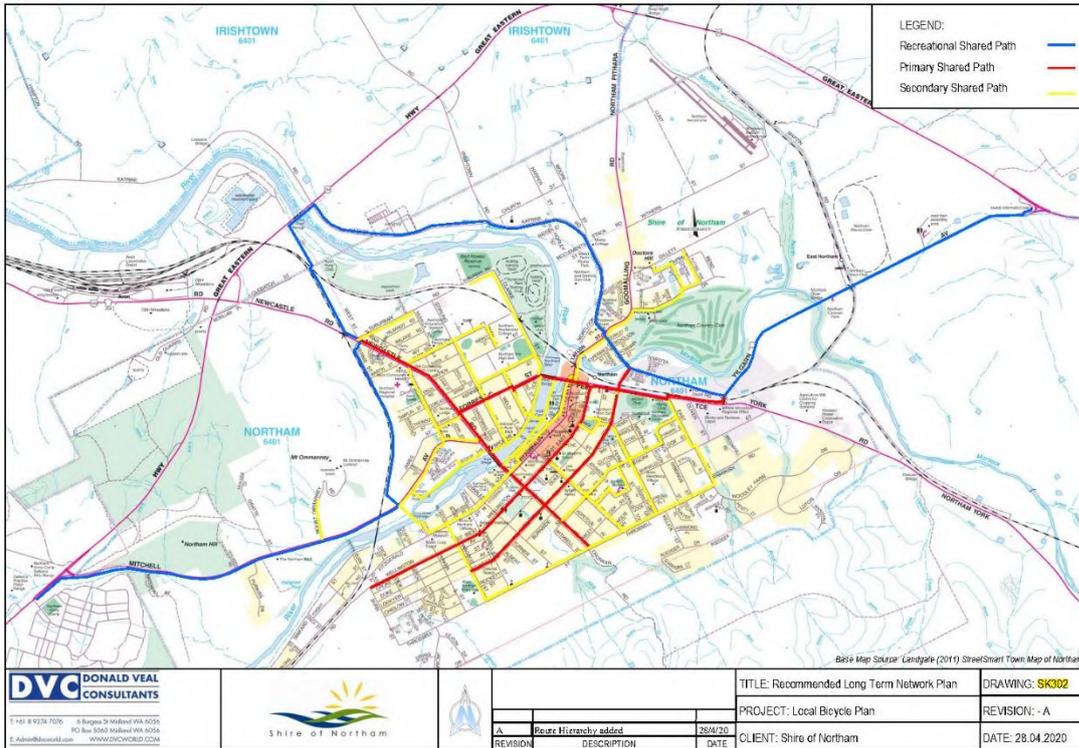


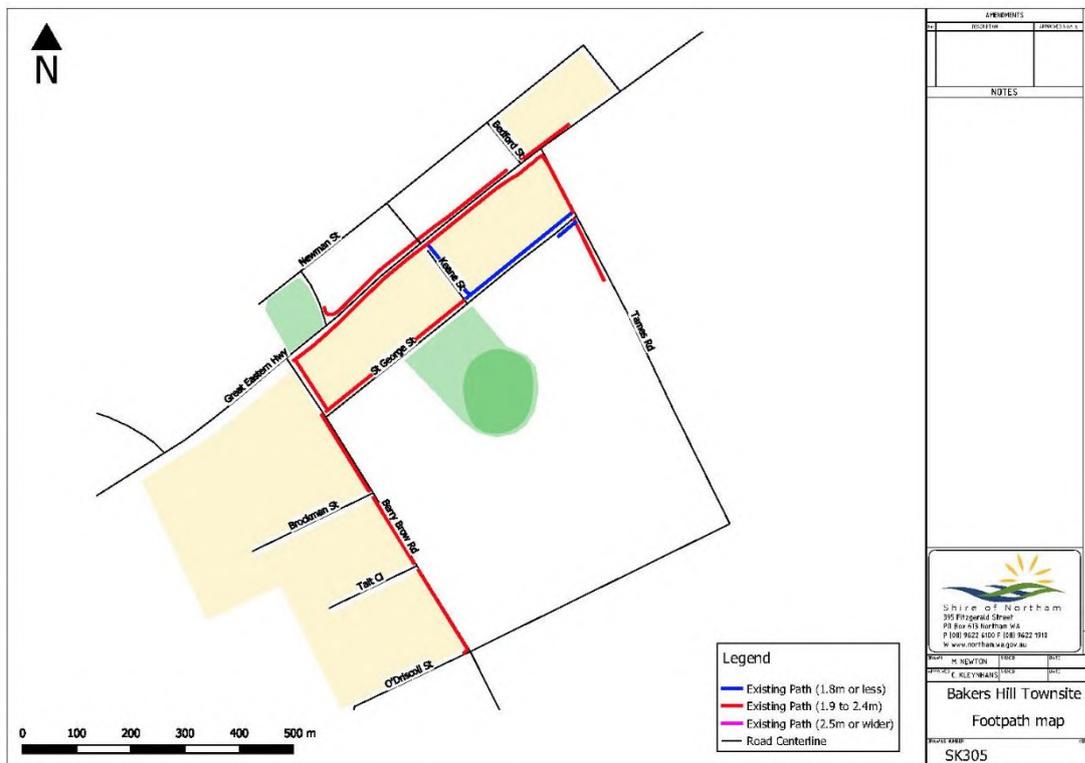
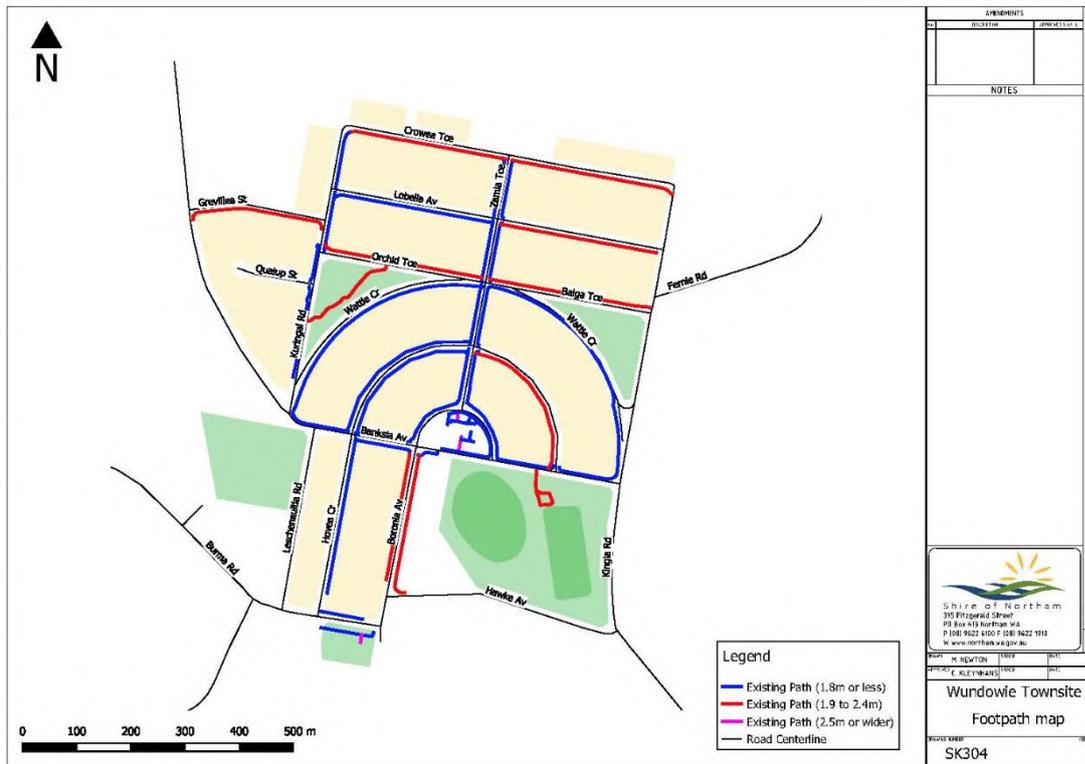
Client: Shire of Northam
Project: Northam Bike Plan 2020

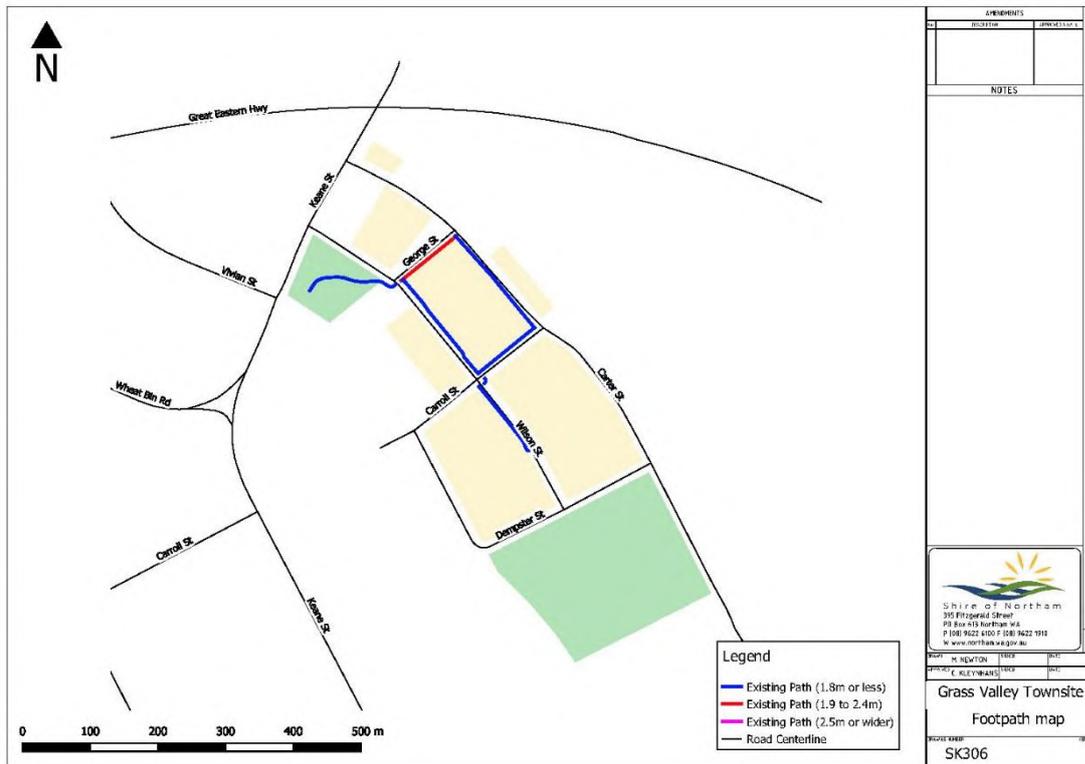


APPENDIX C: MAPS – NETWORK PLANS









APPROVALS	
DISCUSSION	APPROVAL
NOTES	
 <p>Shire of Northam 315 Fitzgerald Street PO Box 515 Northam WA P 08 9422 4100 F 08 9422 1919 www.northam.wa.gov.au</p>	
PREPARED BY	DATE
PROJECT NO	DATE
Grass Valley Townsite Footpath map	
PROJECT NAME	SCALE
SK306	

Client: Shire of Northam
Project: Northam Bike Plan 2020



APPENDIX D: WA CYCLE NETWORK HIERARCHY



Client: Shire of Northam
 Project: Northam Bike Plan 2020

WESTERN AUSTRALIAN CYCLING NETWORK HIERARCHY

NETWORK PRINCIPLES
 The Cycling Network Hierarchy is arranged by route function. The function pertains to the type of activities that take place on the route. A route's built form is based on the physical characteristics of the location. Each form, apart from those supporting road cycling routes, is designed with the '8 to 80' design philosophy in mind.

1

PRIMARY
ROUTE

Function

Primary routes are high demand corridors that connect to major destinations. They provide high quality, safe, convenient (and where possible unimpeded) routes that form the spine of the cycle network.

These routes are conducive to medium or long distance commuting/utility, recreational, training and tourism trips.

Form

Primary routes are high quality cycle only or shared paths, located adjacent to major roads, rail corridors, rivers and ocean foreshores.

Where the environment allows, these are in the form of a Principal Shared Path (PSP). A PSP is a fully lit and separated facility. In locations where vehicles have been grade separated the cycle route will also be grade separated. PSP's are to be designed in accordance with the WA Transport Portfolio's PSP Policy.

2

SECONDARY
ROUTE

Function

Secondary routes have a lower demand than primary routes, but provide similar levels of quality, safety and convenience.

These routes provide connections between primary routes and major activity centres such as shopping precincts, industrial areas or major health, education, sporting and civic facilities.

Form

Secondary routes can take on a number of forms and are designed to suit the environment in which they are located.

These forms include:

- High quality shared paths;
- Bi-directional protected bike lanes;
- Protected on road bike lanes; and
- Safe Active Streets (Bicycle Boulevards).

3

LOCAL
ROUTE

Function

Local routes are low demand and are predominantly located in local residential areas.

They provide access to higher order routes and local amenities and recreational spaces.

Form

Local routes can take on various forms depending on the environment in which they are located.

These forms include:

- Shared paths;
- Bi-directional protected bike lanes;
- Protected on road bike lanes; and
- Safe Active Streets (Bicycle Boulevards).

In some locations, quiet residential streets incorporating signage and wayfinding may be appropriate for local routes.

COMPLEMENTARY NETWORK
 While not all areas will include Road Cycling Routes and Tourist Trails, they play an important part in the overall network. These routes are typically used by smaller and more select user groups for recreational purposes.

ROAD CYCLING ROUTE
Function

Road cycling routes are designated routes for training, sports or recreational cyclists to undertake long distance rides in on-road environments.

Form

Road cycling routes are predominantly located on lower order, rural or semi-rural roads on the outskirts of cities and towns. Sections may follow busier roads, particularly as road cycling routes typically begin and end in built up areas and often follow scenic roads popular with other road users.

These routes support cyclists undertaking challenging longer distance rides by raising awareness and encouraging safe behaviour by all road users. This is achieved through advisory signage, warning technology and other road safety initiatives.

TOURIST TRAIL
Function

Tourist trails provide long distance, off-road (predominantly unsealed) riding experiences through natural settings, away from motorised traffic. They often support recreational and tourism trips between regions.

Form

Trails are typically located within underutilised transport and service corridors in rural areas. Due to their relatively gentle gradients, former railways make excellent candidates for trails. Purpose built trails may be constructed to connect existing corridors.

Trails should be constructed from well drained, compacted gravel with supporting infrastructure such as way-finding signage. They may be sealed when they run through towns, busy road crossings or in special circumstances.

12.3 DEVELOPMENT SERVICES

Mr C B Hunt declared an impartiality interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Mr Hunt is the president of the Northam Country Club and a committee member of the Northam Swimming Club, and both clubs pay an annual licence fee.

Cr Mencshelyi declared a financial interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Mencshelyi's wife owns a business (Koojedda Country) which could benefit financially if this item is approved.

Cr Tinetti declared a financial interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Tinetti owns a funeral home and the Council's plan to waive annual fees as part of its COVID-19 response includes mortuaries.

Cr Little declared a financial interest in 12.3.1 - Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021 as Cr Little is a director of his daughter's food company Subway Northam.

Cr Tinetti and Cr Mencshelyi left the room at 6.04pm. Council Cr Little was placed on mute at 6.04pm.

12.3.1 Fee waiver consideration for annual environmental health licence and registration fees for existing premises for 2020-2021

Address:	Shire of Northam Local Government Area
Owner:	As per Licence/ Registration
Applicant:	Shire of Northam
File Reference:	1.1.9.16
Reporting Officer:	Carmen Sadleir - Manager Health and Environment
Responsible Officer:	Chadd Hunt - Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

As part of the Shire's economic recovery initiatives and to assist local residents and business in supporting the Shire's local economy, a review of the 2020-2021 fees and charges for environmental health licence/ registration/ permit fees has been carried out.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Staff have undertaken a review of the environmental health fees and charges for existing premises which can potentially be waived for the current financial year 2020-2021.

The fee waiver consideration is designed to support the local residents, businesses, community groups and sporting groups that would normally pay annual fees and charges for various environmental health licences/ registration/ permits.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance & Leadership.

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

Objective: Improve organisational capability and capacity.

B.2 Financial / Resource Implications

Waiving the environmental health fees will result in a decrease in Shire's income of \$25,725 for the financial year.

Licence/ Registration/ Permit	Potential Fee Waives 2020-21(\$)
Food Business	\$19,511
Morgues	\$112
Stables	\$672
Lodging Houses	\$936
Offensive Trades	\$894
Signs	\$936
Caravan Parks	\$1298
Total	\$24,359

It is recommended the Environmental health fee waiver be offset through the COVID-19 relief fund. Currently GL 04042182 has a untied balance of over \$294,000.

B.3 Legislative Compliance

Clause 6.19 Part 6 Division 5 Subdivision 2 of the *Local Government Act 1995* provides Council with the ability to set fees and charges for the following annual licences and registrations. The following are all made under the provisions of the *Local Government Act 1995*:

- Food Business Registrations
- Morgue Licences
- Stable Licences
- Lodging House Registrations
- Sign Permits

The fees and charges for Offensive Trade Registrations are statutory fees set by the State Government Department of Health under the provisions of the *Health (Offensive Trades Fees) Regulations 1976*. Communication with the Department of Health indicated they would have no concerns if a local government waived fees as part of the COVID-19 pandemic response.

The application and renewal fees for Caravan Parks and Camping Grounds Licences are statutory fees set by the State Government Department of Local Government, Sport and Cultural Industries under the *Caravan Parks and Camping Ground Regulations 1997*.

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

No official engagement has occurred regarding the waiving of statutory environmental health fees. A questionnaire was undertaken by staff during premises visits during the initial COVID -19 Phase and the waving of Food Businesses Registration fees was a common response to how the Shire could help their Food Business during the recovery phase.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Reduction in income from environmental health fees.	Almost Certain (5) x Medium (3) = High (15)	Income transferred from the COVID recovery account.
Health & Safety	Nil		
Reputation	Potential reputation damage in the event Council does not adequately support local business community.	Unlikely (2) x Minor (2) = Low (4)	Clearly articulate the position of Council and rationale behind this decision making.
Service Interruption	Nil		
Compliance	Nil		
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The worldwide COVID-19 pandemic has impacted on nearly all aspects of regular life. Governing bodies for communities such as the Shire of Northam are working to assist their communities, both during the pandemic and after in the recovery phase.

Although the local pandemic status may change in an instant, the situation in the Shire of Northam is currently that of the recovery phase. Where possible the Shire is working to assist its community by easing financial burdens and is recommending the waiving of annual registration/ licence and permits.

The waiver of all existing annual registration fees/ licences/ permits is recommended for residents, communities and business. Many of these have experienced direct effects from the COVID-19 pandemic such as being forced to close, operate in a limited capacity and operate with additional expenses.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4015

Moved: Cr Pollard

Seconded: Cr Girak

That Council waives the annual registration/ licence/ permit fees for the existing Food Businesses, Morgues, Stables, Lodging Houses, Offensive Trades, Signs and Caravan Parks and Camping Grounds for the financial year 2020-2021 and offsets the income from GL 04042182 COVID19 Operating Account.

CARRIED 6/0

Cr Tinetti and Cr Mencshelyi re-entered the room at 6.05pm.

Council Cr Little was unmuted at 6.05pm.

Cr Williams declared an impartiality interest in 12.3.2 - RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed as one of Cr Williams' sons is commencing employment with one of the tendering companies next month.

12.3.2 RFT 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed

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

BRIEF

For the Council to consider the options for dealing with Tender 5 of 2020 – Supply and Construction of Bakers Hill Fire Shed.

Council has previously received funding through the Local Government Grants Scheme (LGGS) to construct the shed however following the tender period the funding was required to be “carried over” as the project had not substantially commenced before the end of the financial year.

Council has been awaiting confirmation from DFES that the funds allocated under the Local Government Grants Scheme (LGGS) have been carried over for the 2020-21 year.

ATTACHMENTS

- Attachment 1: Bakers Hill Fire Shed Plans
Attachment 2: Confidential tender evaluation – available on request

A. BACKGROUND / DETAILS

Council resolved (in part) on 20th November 2019 the following in considering the recommendations from the BFAC meeting–

2. *Endorse the proposed location of the new Bakers Hill Fire Brigade Shed on a portion of Reserve 4200 as provided in Attachment 2 of this report.*

Following this resolution a tender process was undertaken for the construction of a four-bay shed with associated amenities including training rooms and large undercover training area. The four-bay shed was proposed to ensure that the facility is suitable to meet the current and future demands of the brigade.

The funding received was not sufficient for the fourth bay and subsequently Council resolved at its meeting held on 18 March 2020 to not award any tender.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5 – Infrastructure and Service Delivery

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

B.2 Financial / Resource Implications

The cost of the facility construction has been provided through the Local Government Grant Scheme with funding through the Emergency Services Levy.

Council is financially responsible for the earthworks (cut-and-fill), stormwater management works and associated hardstand areas (carpark and trafficable areas).

There are sufficient funds in the current budget to deliver the project as per the officer's recommendation.

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy

B.5 Stakeholder Engagement / Consultation

Discussion has been undertaken with representatives of the Bakers Hill Bush Fire Brigade, Bakers Hill Progress Association and DFES regarding the selection of the current site.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Cost overrun of the project	Medium(3) x Possible(3) = Moderate(9)	Costs of the project are funded through the LGGs. Any additional cost will need to be authorised through DFES
Health & Safety	Building does not comply with current requirements	Minor(2) x Unlikely (2) = Low(4)	New building will comply with the Building Code of Australia
Reputation	Having a facility that is out of date and doesn't meet the needs of the current community reflects negatively on Council	Minor(2) x Unlikely(2) = Low(4)	New building will be constructed allowing for further expansion if needed

Service Interruption	Bush Fire Brigade not being able to function properly whilst construction is undertaken	Medium(3) x Unlikely(2) = Moderate(6)	As new building is being constructed there is no disruption to the existing brigade activities
Compliance	Procurement is not undertaken in accordance with the relevant legislation	Medium(3) x Possible(3) = Moderate(9)	Procurement process is to be undertaken in accordance with Council policy
Property	Building does not comply with relevant standards	Minor(2) x Unlikely(2) = Low(4)	New building will be constructed in accordance and in compliance with the Building Code of Australia
Environment	New fire shed construction impacts on the local environment	Medium(3) x Possible(3) = Moderate(9)	The shed is being located as much as possible to reduce the footprint and removal of vegetation, There will be some vegetation removed as a result of the development

C. OFFICER'S COMMENT

In response the advertised tender 11 conforming tenders were received from

1. Belle Design
2. Akron/Evoke Living
3. Geared Construction
4. Moore Constructions
5. Palace Construction
6. Safeway Building
7. Solution 4 Building
8. Stallion Homes
9. Tyrone Living
10. Vera Builders
11. Wheatbelt Steel.



In addition 2 non-conforming tenders were received and not included as part the evaluation process.

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

Compliance Criteria

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

Qualitative Criteria

- Price 40%
- Relevant Experience 20%
- Timeliness of Delivery 30%
- Safety and Risk Management 10%

The results of the tender evaluation are attached as a confidential attachment, which can be provided upon request.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4016

Moved: Cr Mencshelyi

Seconded: Cr Pollard

That Council –

- 1. Awards Tender 5 of 2020 for the construction of the Bakers Hill Fire Shed to Stallion Homes for the tendered sum of \$356,342 GST exclusive.**
- 2. Authorises the Chief Executive Officer to form and execute a contract with Stallion Homes**
- 3. Authorises a contract contingency within budget parameters for valid variations authorised by the Chief Executive Officer**

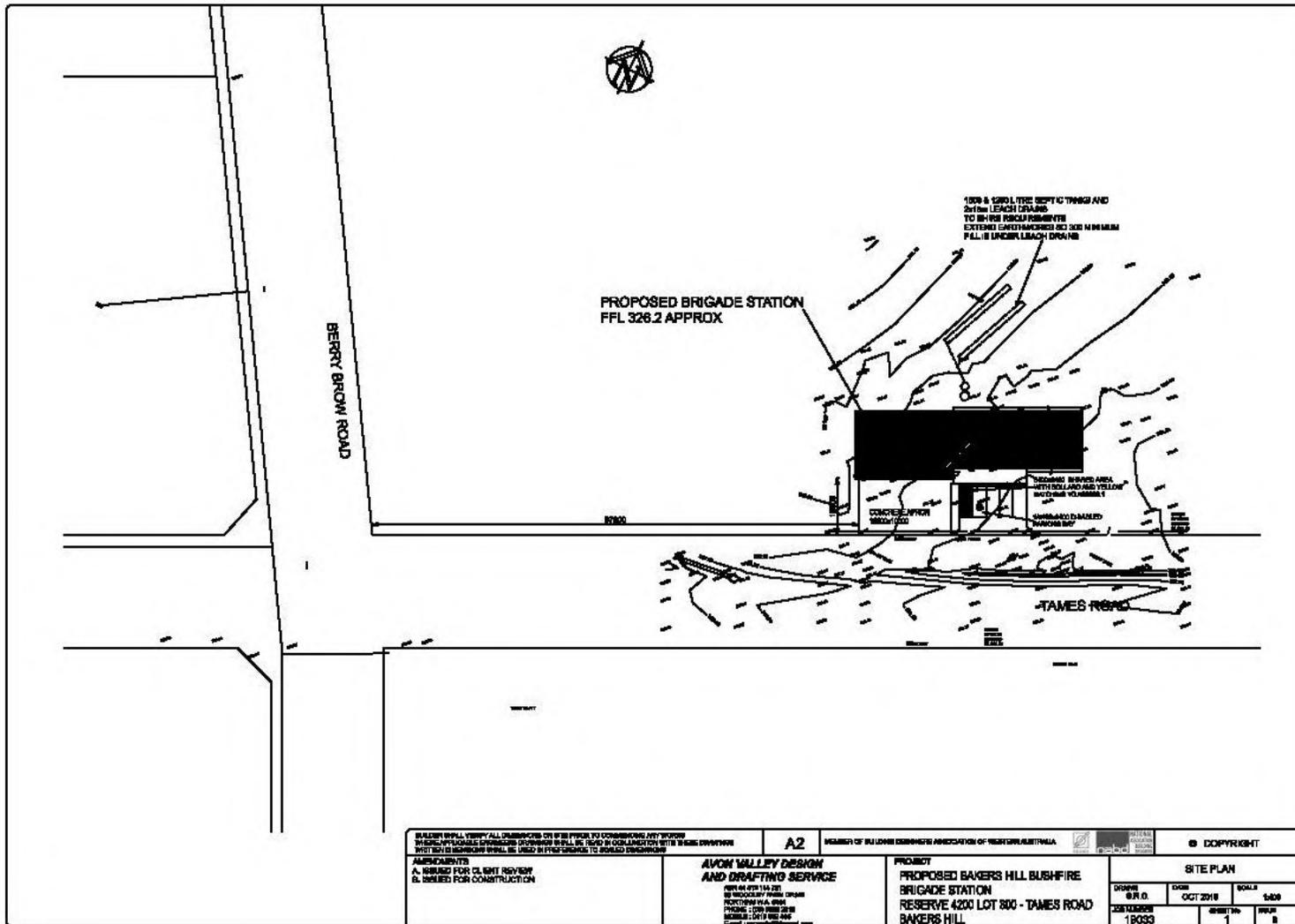
**ABSOLUTE MAJORITY REQUIRED
CARRIED 9/0**

Attachment 1 – Bakers Hill Fire Shed Plans

**PROPOSED BAKERS HILL BUSHFIRE
BRIGADE STATION
RESERVE 4200 LOT 300 - TAMES ROAD
BAKERS HILL**



AVON VALLEY DESIGN & DRAFTING SERVICE ©
26 WOODLEY FARM DRIVE
NORTHAM W.A. 6401
Phone (08) 9622 2816 Mobile 0419 905 485



12.3.3 Update on COVID-19 Pandemic Response Strategy/Framework

File Reference:	1.1.9.16
Reporting Officer:	Executive Manager Development Services - Chadd Hunt
Responsible Officer:	Executive Manager Development Services - Chadd Hunt
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

For Council to endorse the updated COVID-19 Virus Response Strategy/Framework.

ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework
Attachment 2: Action Summary

A. BACKGROUND / DETAILS

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

At this meeting Council resolved the following –

That Council;

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

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

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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

Objective:

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

B.2 Financial / Resource Implications

There are significant financial implications resulting from the strategy, which Council has been briefed on previously.

Currently expenditure is as follows -

COVID-19 Expenditure for the 2019/20 financial year							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INIATIVES	04042182	Covid 19	20,000	3,933	-	3,933
CV02	COVID19 WORKS - MATERIALS	04042182	Covid 19	10,000	6,719	-	6,719
CV03	COVID 19 PPE and Cleaning Supplies	04042182	Covid 19	25,000	19,448	-	19,448
CV04	COVID 19 ICT Equipment	04042182	Covid 19	20,000	16,230	-	16,230
CV05	COVID 19 Holding Account	04042182	Covid 19	944,394	-	-	-
CV06	COVID 19 Economic Iniatives	04042182	Covid 19	30,000	17,469	-	17,469
CV07	COVID 19 Business Support Grant scheme	04042182	Covid 19	100,000	5,010	-	5,010
	Total			1,149,394			68,809

COVID-19 Expenditure for the 2020/21 financial year							
as of 31 July 2020							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INIATIVES	04042182	Covid 19	120,000	-	-	-
CV02	COVID19 WORKS - MATERIALS	04042182	Covid 19	-	1,310	71	1,381
CV03	COVID 19 PPE and Cleaning Supplies	04042182	Covid 19	5,000	-	3,930	3,930
CV05	COVID 19 Holding Account	04042182	Covid 19	394,535	-	-	-
CV06	COVID 19 Economic Iniatives	04042182	Covid 19	12,000	150	-	150
CV07	COVID 19 Business Support Grant scheme	04042182	Covid 19	240,000	-	-	-
CV09			Covid 19	1,000,000	-	-	-
	Total			1,771,535			5,461

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

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

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

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

Given the current situation with COVID-19 in WA it is recommended that the reporting be done on a quarterly basis rather than monthly. If the situation changes then these reports can be presented more frequently.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4017

Moved: Cr Pollard

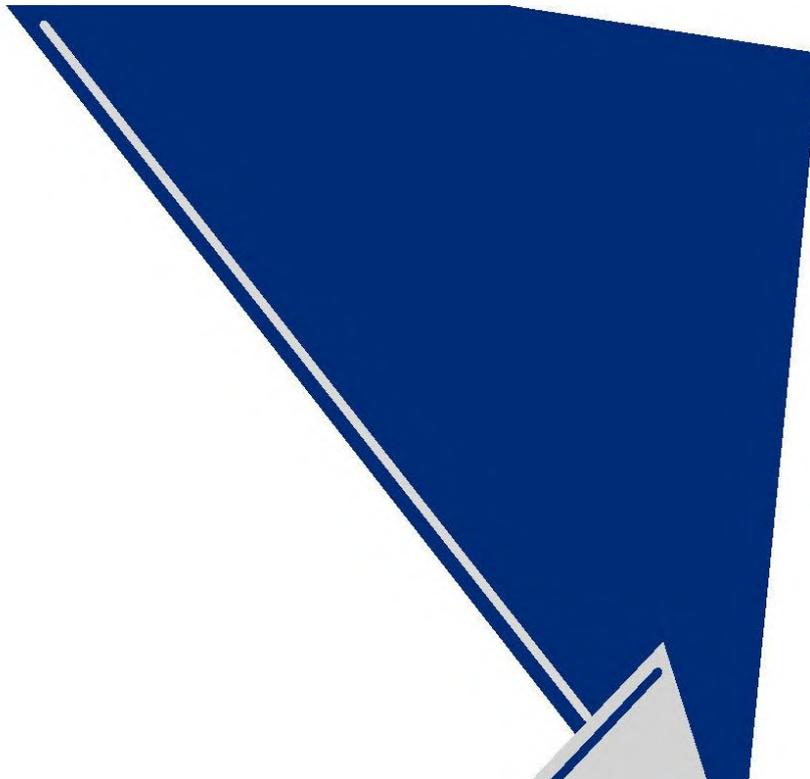
Seconded: Cr Mencshelyi

That Council:

- 1 Endorses the updated COVID-19 Virus Response Strategy/Framework as presented;**
- 2 Agrees to receive the COVID-19 Virus Response Strategy/Framework on a quarterly basis**

CARRIED 9/0

Attachment 1 - COVID-19 Response Strategy/Framework



COVID-19 Virus Response Strategy / Framework

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

Document Control			
Version No.	Date	Author	Council Endorsement
DRAFT	6 April 2020	Jason Whiteaker	
V1	15 April 2020	Jason Whiteaker	15 April 2020
V2	15 May 2020	Chadd Hunt	20 May 2020
V3	29 May 2020	Chadd Hunt	17 June 2020
V4	2 July 2020	Chadd Hunt	

Contents

1) Background / Context.....	6
2) Our Objectives.....	11
3) Strategy / Response.....	12
a) Response / Recovery.....	13
i) Risk Assessment.....	13
ii) Short term actions.....	15
iii) Medium term actions.....	16
iv) Long term actions.....	17
b) Organisational.....	17
i) Risk Assessment.....	18
ii) Short term actions.....	20
iii) Medium term actions.....	20
iv) Long term actions.....	21
c) Community.....	22
i) Risk Assessment.....	22
ii) Short term actions.....	24
iii) Medium term actions.....	24
iv) Long term actions.....	26
d) Economic.....	27
i) Risk Assessment.....	27
ii) Short term actions.....	28
iii) Medium term actions.....	29



iv) Long term actions.....	31
e) Project Delivery.....	32
i) Risk Assessment.....	32
ii) Short term actions.....	34
iii) Medium term actions.....	34
iv) Long term actions.....	34
f) Financial.....	36
i) Risk Assessment.....	36
ii) Short term actions.....	38
iii) Medium term actions.....	38
iv) Long term actions.....	39
4) Summary & Progress of Key Actions.....	40

1) Background / Context

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

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

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

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

- 27 February 2020 - Prime Minister Scott Morrison announced the Federal Government was activating the Australian Health Sector Emergency Response Plan for Novel Coronavirus (COVID-19).
- 1 March 2020 - Australia reported the first death from COVID-19.
- 12 March 2020 - a \$17.6 billion stimulus package announced by Prime Minister to "protect Australians' health, secure jobs and set the economy to bounce back" from the crisis.
- 15 March 2020 - Premier Mark McGowan declared a state of emergency in Western Australia, along with a formal public health emergency.
- 16th March 2020- Declaration of Public Health State of Emergency(WA)
- 18 March 2020 - a human biosecurity emergency was declared by the Governor-General, David Hurley, under Section 475 of the Biosecurity Act 2015.
- 18th March 2020- Public Health Act (WA)- Mass Gatherings Directions (No 1) issued
- 20th March 2020- Public Health Act(WA)- Mass Gatherings Directions (No 2) issued
- 23rd March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 1)(places closed include pubs, bars, clubs, gyms, recreation centre, restaurant (dine in), place of worship)
- 25th March 2020 - Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 2)(places now include community centres, libraries, swimming pools)
- 25th March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 1)

- 30th March 2020- Public Health Act(WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 3){(playgrounds, skate parks and outdoor gyms now included)}
- 30th March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 2)
- 31st March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7th April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26th April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10th May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May. <https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf>
- 17th May 2020-Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29th May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6th June 2020
- 5th June 2020 – Emergency Management Act (WA)- Closure and Restriction (limit the Spread) Directions (No 4)
- 17th June 2020- Council endorses 2020-21 Draft Budget which includes \$7.1 million provision for COVID-19 related response
- 22nd June 2020 – WA Government announces Phase 4 of Roadmap will be in place from 26th June 2020<https://www.wa.gov.au/sites/default/files/2020-06/Phase-4-roadmap.pdf>
- 26th June 2020 – Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 5)

COVID-19 WA roadmap Phase 4

Phase 1

Phase 2

Phase 3

Phase 4

27 June

Gatherings

- All existing limits removed
- Limits now only determined by WA's reduced 2sqm rule
- The 2sqm rule includes staff only at venues that hold more than 500 patrons
- Optus Stadium, HBF Park and RAC Arena to operate at 50 per cent temporary capacity

Businesses

- Unseated service permitted at all food businesses and licensed premises
- Gyms can operate without staff present
- Casino gaming floor reopened, with temporary conditions
- Unseated events, performances, live music, concerts permitted, except for large scale multi-stage music festivals

Phase 5

18 July*

2sqm rule no longer applies

REMOVAL OF REMAINING STATE GOVERNMENT RULES.

*Dates may be adjusted, depending on health advice.

Phase 6

WA hard border and access to remote Aboriginal communities

WA's border removal will be considered based on best health advice, taking into account infection rates over east.

Stay vigilant, protect yourself and others

Avoid close contact with others
Practise physical distancing

Healthy hygiene
Wash your hands regularly. Cover your mouth/nose when you cough/sneeze

Download the **COVIDSafe** app

2 square metre per person capacity rule for WA venues

We're all in this together.

WA.gov.au

2) Our Objectives

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

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

11

3) Strategy / Response

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

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

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

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

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

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

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

12

a) Response / Recovery

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to undertake response activities due to inadequate finance	Possible(3) x Extreme(5) = High(15)	Refer to section F (finance) - Section ii, iii, iv
Health & Safety	Food businesses not aware of responsibilities / implications of COVID19-measure	Likely(4) x High(4) = High(16)	Section ii 1a
	Community not aware of local issues surrounding the COVID-19 pandemic	Possible(3) x Extreme(5) = High(15)	Section ii 1b
	Refuse collection not being operation resulting in public health issues	Likely(4) x Extreme(5) = Extreme(20)	Section ii 2a
	Not understanding the medium to long term effect on the community	Possible(3) x High(4) = High(12)	Section iv 1c
	Exposure of staff to high traffic community services (such as licensing)	Possible(3) x High(4) = High(12)	Section (4) (e)
Reputation	Social distancing measures not being adhered to in council facilities resulting in complaints	Likely(4) x Medium(4) = High(16)	Section ii 4a
	Council fails to support community in recovery actions	Likely(4) x Medium(4) = High(16)	Section 3 of this report
	Shire response & messaging is reactive, unclear and unorganised	Possible(3) x High(4) = High(12)	Section ii (6)

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

13

Service Interruption	Community unable to access key Council services	Possible(3) x High(4) = High(12)	Section ii (6)
	Staff unable to work / fall ill due to insufficient PPE	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
Compliance	Public not being able to access services of Council	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
	OSH procedures and protocols not being followed in workplace	Likely(4) x High(4) = High(16)	Section ii 4c
Property	Council facilities (including closures) not being able to be operated in accordance with social distancing requirements	Likely(4) x High(4) = High(16)	Section ii 4c
Environment	Non operation of waste pickup and facilities resulting in increased illegal dumping in reserve areas	Possible(3) x High(4) = High(12)	Section ii 2a & 2b

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

14

ii) Short term actions

- (1) Health services:
 - (a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options
 - (b) Education – website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses
 - (c) Compliance – business (soft approach), in particular ensuring food standards are met
 - (d) Education – engagement with local businesses and community groups to outline requirements of phase three of WA Government roadmap to recovery. To be undertaken by established Covid-19 Education Team
- (2) Waste and recycling management:
 - (a) Secure continuity of both kerbside collection and waste disposal service with contractors
 - (b) Ensure waste disposal sites can continue to operate through contractors
 - (c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)
- (3) Ranger Services:
 - (a) Secure continuity of service
- (4) Organisational:
 - (a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements
 - (b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff
 - (c) Physical modification to all operational centres to ensure social distancing
 - (d) Reduction in site inspections (e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses
 - (e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment
 - (f) Commence reopening Shire of Northam facilities (at 6 June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bring back of staff into office environments
- (5) Bush Fire Brigades:
 - (a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

15

- (6) Develop Covid-19 Virus Response Strategy / Framework & report progress to Council, and community;
- (7) Emergency Response:
 - (a) Call Local Emergency Management Committee meeting
 - (b) Provide opportunity for regular (initially weekly) LEMC briefings
- (8) Council
 - (a) Introduce online meeting protocols for all Full Council Meetings
 - (b) Suspend all non-essential Committee meetings of Council
 - (c) As at 18 May 2020, revert to meeting in person protocols for Full Council Meetings

iii) Medium term actions

- (1) Health services:
 - (a) Ongoing community education programs
 - (b) Ongoing business consultation/compliance
 - (c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts
- (2) Waste and recycling management:
 - (a) Review need to increase service levels (two weekly pickups?)
 - (b) Review need for green waste verge side collection service, in the case of total lockdown
 - (c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues
- (3) Ranger Services:
 - (a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)
 - (b) Investigate 1 year free dog/cat registration rollover
- (4) Organisational:
 - (a) Continuity of supply of PPE (including sanitisers), cleaning equipment
 - (b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility
- (5) Bush Fire Brigades:
 - (a) Development of protocols for cleaning regime following notification of COVID-19 infection in a Brigade/appliance

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

16

- (b) Review impact on volunteer's base.
- (6) Emergency Recovery;
 - (a) Monthly LEMC meetings

iv) Long term actions

- (1) Health services;
 - (a) Undertake audit of food business premises to understand who/what is still operating
 - (b) Develop guidelines for free food business registration for new enterprises
 - (c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes
- (2) Waste and recycling management;
 - (a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID19 issues
- (3) Ranger Services;
 - (a) Develop procedure/policy for free reduced dog/cat registration/microchipping
- (4) Organisational;
 - (a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)
- (5) Bush Fire Brigades;
 - (a) Assess impacts of COVID-19 on volunteer base

b) Organisational

As at 1 March 2020 the Northam Shire Council had 150 employees, made up of 6 on contract, 73 full time, 34 part time, 10 fixed term and 25 casual. Of this number 3 fixed term and 14 casual employees were due to complete their tenures because of the Northam Aquatic facility season ending. In addition there were 2 casuals working on an as needs basis at the Bilya Koort Boodja Centre for Aboriginal Cultural & Environmental Knowledge.

At 1 April 2020 the Council employed 128 employees.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
Health & Safety	Unable to provide safe work environment	Possible (3) x Extreme (5) = High (15)	Section iii (2)
	Staff become disengaged as result of working remotely / individually	Possible (3) x Extreme (5) = High (15)	Section iii (1)
Reputation	Unable to deliver appropriate services	Possible (3) x Extreme (5) = High (15)	Section ii (1)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Extreme (5) = High (15)	Section iii (3) (5) Section ii (3) Section I (3)
Service Interruption	Service outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
	Services unable to continue as a result of being closed down by State government	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Staff fall ill as result of virus and unable to attend work, impacting service deliverables Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
		Almost Certain (5) x Extreme (5) = High (25)	Section iii

Compliance	As result of pandemic focus and staff working offsite compliance with policy & legislation 'slips'	Possible (3) x Major (4) = High (12)	Section iii (6)
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Activate business continuity plan;
 - (a) Ensure the occupational health & safety of employees
 - (b) Closure of facilities (redeployment of staff)
 - (c) Move staff offsite
 - (d) Move to working from home model
 - (e) Provide security of tenure for employees
 - (f) Monitor staff levels to ensure service delivery can be maintained.
 - (g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19
 - (h) Extend invitation to redeploy staff externally to health and WAPOL
 - (i) Continue services online, where possible;
 - Development services
 - Health
 - Building
 - Planning
 - Regulatory
 - Emergency
 - Administrative & financial
 - Governance
 - Community services
 - Libraries (online / click & collect)
 - Youth
 - (j) Commence reopening Shire of Northam facilities (at 6th June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased brining back of staff into office environments
 - (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.

iii) Medium term actions

- (1) Monitor health & wellbeing of employees;
 - (a) Online survey
- (2) Provide training & retraining opportunities where required/possible;

- (3) Review organisational structure (based on learning of new business model implemented as result of COVID-19);
- (4) Review Human Resource Plan:
 - (a) Position organisation for back to full operations (staff levels)
 - (b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists;
- (5) Strong focus on compliance & internal audit;
- (6) Review effectiveness of working from home arrangements:
 - (a) Output assessment
 - (b) Staff survey
- (7) Develop taking of leave strategy to utilised current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses).

iv) Long term actions

- (1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response;
- (2) Implement new or retain current structure.

c) Community

Total Population 11,112

643 aboriginal population (5.8%) – classified as high risk to impacts of COVID-19
2,762 residents aged over 60 (24.8%) - classified as high risk to impacts of COVID-19

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of income from council facility hire and patron entry fees	Almost Certain (5) x High (4) = High (16)	Section f (finance)
Health & Safety	Insufficient controls in place for service delivery areas still operating	Likely (4) x Medium (3) = High (12)	Section ii (1)
Reputation	Unable to provide appropriate services	Likely (4) x Medium (3) = High (12)	Section ii (1)
	Failure to support sporting/community groups during pandemic and recovery	Likely (4) x Medium (3) = High (12)	Section iii (3)
	Council seen as not providing sufficient support to the community	Likely (4) x Medium (3) = High (12)	Section ii (3) (4) (5) (6)
	Council seen as being non communicative	Likely (4) x Medium (3) = High (12)	Section ii (2)

Service Interruption	Services unable to run due to compulsory closedown	Likely (4) x Medium (3) = High (12)	Section ii (2) (3) (4) (5) (6)
	Sporting seasons postponed/cancelled	Possible (3) x Major (4) = High (12)	Section ii (2) (3) (4) (5) (6)
	Major events postponed/cancelled and coordinators do not have resources to conduct event.	Possible (4) x Major (4) = High (16)	Section iii (1) Section iv (1)
Compliance	Due to change in scope of works, and staff redeployments, Council established policies and procedures are not followed.	Likely (4) x Medium (3) = High (12)	Section ii (1)
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Activate organisational business continuity plan;
- (2) Develop community communication strategy and weekly implementation plan;
- (3) Coordinate human / social services response;
 - (a) Focus on 'at risk';
 - (i) Establish community support hot line
 - (ii) Develop neighbour assistance program
 - (iii) Personal contact to be made with registered pensioners
 - (iv) Personal contact to be made with noongar community (by Bilya Koort Boodja staff)
- (4) Coordinate youth services response;
 - (a) Develop programs with youth (online, at home / private activities)
- (5) Noongar Community;
 - (a) Elders to deliver message to noongar community
 - (b) Look at potential of noongar patrol (only with WAPOL identify need)
 - (c) Link with Aboriginal Health Services (ACOSH / WGP)
- (6) Volunteers;
 - (a) Engage with volunteers (focus bush fire brigades & SES)
- (7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas.
- (8) Facilitate care for the homeless in Northam, including provision of food, shelter & shower facilities

ii) Medium term actions

- (1) Support & plan community events for recovery phase;
 - (a) Northam Weekend Markets (monthly)
 - (b) Local events to support local suppliers, businesses etc. where possible
 - (c) Northam Agricultural Show (September 2020)

- (d) Wundowie Iron Festival (October 2020)
 - (e) Christmas on Fitzgerald (December 2020)
 - (f) Bakers Hill Community Fair (December 2020)
 - (g) Northam Motor Sport Festival (April 2021)
 - (h) Avon Descent (August 2021)
 - (i) Confirm 2021 World Women's Ballooning Championships (September 2021)
- (2) Deliver Council projects which will support long term recovery activities;
- (3) Continue to work closely with community support and youth agencies to coordinate service delivery;
- (4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;
- (a) Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports;
 - (i) Re-activate community facilities and sporting fields
 - (ii) Facility bookings to be coordinated
 - (iii) Explore opportunity to coordinate festival of sport week when sport is able to recommence
 - (iv) Work with State Sporting Associations to provide assistance to local sporting groups
 - (b) Provide ongoing support for sporting groups;
 - (i) Make contact with each sporting club to ascertain their planning around future seasons
 - (c) Ensure sporting facilities are maintained to high level whilst not being utilised
- (5) Continue to maintain parks, gardens and reserves to a high standard;
- (6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas;
- (7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;
- (a) Promote local tourism experiences

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

25

- (b) Promote local tourism ancillary businesses.
- (8) Community Support Initiatives adopted by Council include -
- (a) No interest on rates 2020-21
 - (b) No rates instalment charges
 - (c) No charging of interest on outstanding rates until February 2021
 - (d) Waiving all sporting club fees for 2020-21 (Council owned facilities)
 - (e) \$200,000 funding for CSRFF Small Grants for local sporting groups
 - (f) \$80,000 for implementation of Community Plans for Bakers Hill, Wundowie and Grass Valley
 - (g) \$25,000 for developing playground in Southern Brook
 - (h) \$50,000 for upgrading playground at Bakers Hill Recreation Centre
 - (i) \$50,000 for supporting local community events

iv) Long term actions

- (1) Deliver key events, including;
- (a) Confirm 2021 World Women's Ballooning Championships Celebration
 - (b) Northam Motor Sport Festival
 - (c) Wundowie Iron Festival
 - (d) Bakers Hill Community Fair
 - (e) Northam Agricultural Show
 - (f) Avon Descent
 - (g) Christmas on Fitzgerald
- (2) Focus on activation of Northam Central Business District;
- (3) Support sporting associations;
- (a) Provide human resource support for sporting associations looking to reactivate
 - (b) Undertake opportunities identified in section iii
- (4) Survey Community to gauge community wellness and identify areas of focus.

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

26

d) Economic

The total GRP for the Shire of Northam is unknown, with these statistics only collected on a regional basis. The most recent information available for the Shire of Northam as it relates to the profile of locally registered businesses indicates:

Professional Services – 155; Health, Social Welfare and Education – 37; Retail, Tourism and Hospitality – 87; Construction – 165; Manufacturing – 37; Transport and Logistics – 62; Agriculture – 169; Other – 96

According to the Avon Sub Regional Economic Strategy the major drivers of the economy are industrial uses, professional services, agriculture and construction.

Economic Stratification (prioritized based on Economic Input to Community), Priority 1 – Construction, Manufacturing, Agriculture, Transport and Logistics, Priority 2 – Retail Tourism and Hospitality, Professional Services, Priority 3 – Health, Social Welfare and Education, Other

According to the Small Area Labour Markets – December quarter 2019, which is being used as the baseline for future comparative purposes, the Shire of Northam had a total labour force of 5,757 and an unemployment rate of 6.0%.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial/ Economic	Council uses fund ineffectively	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Local economy sustains significant medium/long term damage	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council not communicating effectively	Possible (3) x Medium (3) = Moderate (9)	Section ii (1) (2)

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

27

	Council fails to respond to economic crisis and provides no support	Likely (4) x Medium (3) = High (12)	Sections ii, iii, iv Section ii (a), (b)
	Council uses funds ineffectively	Likely (4) x Medium (3) = High (12)	Section ii (3) (f) Section ii (c)
	Council not supportive of business	Likely (4) x Medium (3) = High (12)	Section ii (3), (4) (f), iii (2)
	Council is seen to be not supportive / inclusive of NCCI	Likely (4) x Medium (3) = High (12)	Section ii (5), iii (1), iv
	Planned and new developments do not occur in Shire of Northam over the coming two years	Likely (4) x Medium (3) = High (12)	Section iii, iv
	Council owned land not available for development	Possible (3) x Medium (3) = Moderate (9)	Section iii (6)
Service Interruption	NIL		
Compliance	NIL		
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Communicate Councils economic support and stimulus packages and decision;
- (2) Connect with business community;
 - (a) Direct email to businesses
 - (b) Private Facebook page
 - (c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief
- (3) Provide initial small scale initial economic stimulus package;
 - (a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.
Grants could include:
 - Up to \$2,000 for investing in online and e-commerce activities.

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

28

- Up to \$2,000 for training and professional development.
 - Up to \$1,000 for financial planning advice
 - Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.
- COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.
- Develop online application form and assessment criteria
 - Establish Committee of Council with delegated authority to make determinations on grants;
 - Shire President – Cr Antonio
 - Deputy Shire President – Cr Williams
 - Cr M Ryan
 - Cr A Mencshelyi

- (4) Review policies and delegations to ensure fast / efficient development & building assessments and approvals;
- (5) Engage 'forecast.ID' to build a community and economic profile for Shire of Northam;
- (6) Consider reduction or deferral of planning, building and health fees and charges.
- (7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)
- (8) As part of recovery phase, commence buy local campaign in partnership with Northam Chamber of Commerce

ii) Medium term actions

- (1) Facilitate future development opportunities to position for recovery;
 - (a) [REDACTED] (est. 40 jobs)
 - (b) [REDACTED] (est. 40 jobs)
 - (c) [REDACTED] (est. 30 jobs)
 - (d) [REDACTED] (est. 200 jobs)
 - (e) [REDACTED] (Aged Care facility) (est. 40 jobs)

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

29

- (2) Intelligence;
 - (a) Monitor number of businesses going into hibernation / closing
 - (i) Request Chamber of Commerce to continue tracking
 - (b) Monitor unemployment / job seekers
 - (c) Liaise with local accountants group
- (3) Rate relief;
 - (a) Nil increase in Rates levied
 - (b) 5% discount on rates paid within 35 days of notice being issued
 - (c) Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2021
 - (d) No charge for ratepayers who choose pay by instalment in 2020/21
- (4) Identify future development opportunities;
 - (a) Identify / secure land for future development (services)
 - (b) Ensure zoning appropriate for development
 - (c) Develop incentives for development
- (5) Assess need for development of longer term economic stimulus package;
- (6) Review Councils land rationalisation strategy to identifying property potential for development (look at innovative ways to develop).
- (7) Council adopts 2020-21 Budget with the following COVID-19 related economic stimulus packages:
 - (a) Economic Support (\$5.5 million)
 - (b) Community Support (\$0.6 million) refer to section c above for further details
 - (c) Economic Stimulus Initiative (\$1 million**) – subject to final Council endorsement
- (8) Economic Support Package includes –
 - (a) \$930,000 for Northam CBD Connectivity Strategy implementation
 - (b) \$600,000 for demolition of Old Pool Site Northam and development of RV Friendly overnight stay
 - (c) \$250,000 to develop RV friendly parking area in Bakers Hill and Wundowie
 - (d) \$50,000 to continue development of Bakers Hill Community Precinct
 - (e) \$2,000,000 to redevelop Shire Northam Depot

CEO-STRAT-01 COVID-19 Response Strategy-Framework_V4 PUBLIC.docx

30

- (f) Focus on light plant replacement from local dealerships
- (g) Refocus of delivery model to ensure local business involvement for projects

iv) Long term actions

- (1) Resume / progress existing long term economic development strategies;
- (2) Intelligence:
 - (a) Monitor number of businesses not reopening;
 - (i) Request Chamber of Commerce continue tracking
 - (b) Monitor unemployment / job seekers levels
- (3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;
 - (a) Rate holidays
 - (b) Peppercom leases
 - (c) Land provision.

e) Project Delivery

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial / Economic	Projects are delivered by contractors outside of the Shire of Northam, reducing local economic benefit	Likely (4) x Extreme (5) = Extreme (20)	Section ii (3), iii(1) Section d (economic) ii (3) a
Health & Safety	NIL		
Reputation	Unable to deliver appropriate services	Possible (3) x Medium (3) = Moderate (9)	Section ii (5 a-d)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Medium (3) = Moderate (9)	Section ii (5b)
	Service level outputs are unable to be maintained as result of crisis	Possible (3) x Medium (3) = Moderate (9)	Section ii, (5d)
Service Interruption	Services unable to continue as a result of being closed down by State government	Likely (4) x Medium (3) = High (12)	Section ii (4)
	Staff fall ill as result of virus and unable to attend work	Likely (4) x Medium (3) = High (12)	Section ii, (5b) (5d)
	Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Likely (4) x Medium (3) = High (12)	Section ii, (5d)

	Unable to deliver projects as the service cannot be obtained locally	Likely (4) x Medium (3) = High (12)	Section ii (5a)
	Insufficient internal staff effectively plan and deliver projects	Likely (4) x Medium (3) = High (12)	Section i (2)
Compliance	NIL		
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Consolidate all Council projects into Engineering Services (this 'project' area);
- (2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required;
- (3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review;
 - (a) Set aside \$1,000,000 for immediate response purposes in 2019/20
 - (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21
- (4) Deliver currently budgeted projects;
- (5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on;
 - (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events)
 - (b) Demonstrating a significant local content
 - (c) Maintaining and potentially increase Council works & services staffing levels.

ii) Medium term actions

- (1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus;
- (2) Deliver budgeted works;
- (3) Review asset plans to position for ongoing future sustainability;
- (4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects.

iv) Long term actions

- (1) Resume normal capital projects, with a specific focus on future asset sustainability.

f) Financial

As at 1 February 2020 the Shire of Northam had:

- A current ratio of 1:8.071, however this will continue to diminish naturally as the financial year progresses. It is projected to be 1-2 by year end.
- \$4,477,268 in cash backed reserve funds.
- \$6,595,849 in long term debt
- A debt service ratio of 1:10.825
- 33% in outstanding rates, with the final instalment due in April 2020
- A capacity to borrow an additional \$8m-10m, based on the projections made in the most recent Long Term Financial Plan.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council experiences Liquidity Issues	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Council makes decisions which are not financially sustainable	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
	Council borrowings exceeds capacity	Possible (3) x Extreme (5) = Extreme (15)	Section iii (5)
	Council unable to deliver future projects due to inadequate finance	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
Health & Safety	Nil		
Reputation	Council fails to meet its financial obligations	Possible (3) x Extreme (9) = Moderate (9)	Section ii, iii, iv
	Community dissatisfied with how Council applies funding	Possible (3) x Extreme (3) = Moderate (9)	Section ii, iii, iv

Service Interruption	NIL		
Compliance	Statutory requirements are not met	Likely (4) x Medium (3) = High (12)	Section iii (3) (4)
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Review current financial position;
 - (a) Assess Councils capacity to take on additional debt if required
 - (b) Focus on short term liquidity
- (2) Monitor cash flow monthly;
- (3) Review policies to facilitate local purchasing;
- (4) Provide 7 day payment terms for small and medium sized business;
- (5) Rationalise current (2019/20 budgeted) projects with focus on local content;
- (6) Establish COVID-19 immediate response funds;
- (7) Review current reserves to position for medium & long term response to COVID-19 pandemic;
- (8) Develop financial hardship policy;
- (9) Review Council provided leases (discounting/waiving?);
- (10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020).
- (11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)
- (12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).

ii) Medium term actions

- (1) Develop 2020/21 annual budget with the following parameters;
 - (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters
 - (b) Focus on labour intensive programs
 - (c) Focus Council projects with significant local content
 - (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects
 - (e) Ensure whole of life cost of projects is considered when making decisions around projects
 - (f) Aiming to maintain Council within acceptable key financial indicator parameters
 - (g) No increase in individual wages or salaries in 2020/21
- (2) Review long term financial plan - establish 3 to 5 year financial recovery plan;
- (3) Focus on regulatory compliance and internal audit processes;
- (4) Continue quarterly Audit Committee meetings;

Attachment 2 – Action Plan Summary

COVID-19 STRATEGY FRAMEWORK ACTIONS

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
1	\$0	Response/Recovery	(1) Health Services;(a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options	Short	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate) Site visit to Rumble in the Jungle for social distancing complaint.Regular visits and updates for each phase undertaken see Gdrive/ COVID Register. Info sheet, emails, website and FB page updates constant through pandemic. Most business back to normal operations. New Public Building certificates issued where necessary.
2	\$2,387	Response/Recovery	(1) Health Services;(b) Education –website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses	Short	Carmen Sadleir	Completed	01/04/20	Information sheet published in the Avon Valley Advocate on 01/04/2020 and circulated through electronic channels. Website implemented with alerts banner being inserted on home page. Website and FB page updated as each phase or directions notice has changed.
3	\$0	Response/Recovery	(1) Health Services;(c) Compliance – business (soft approach), in particular ensuring food standards are met	Short	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Regular visits and updates for each phase undertaken, see Gdrive/ COVID Register. New Public Building certificates issued where necessary.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
4	\$0	Response/Recovery	(2) Waste and recycling management;(a) Secure continuity of both kerbside collection and waste disposal service with contractors	Short	Carmen Sadleir	Completed	31/03/20	Verified Waste Services continuity with contractors collection services and landfill management. Avon Waste have COVID response plan and resources to continue operations. See I95198.
5	\$0	Response/Recovery	(2) Waste and recycling management;(b) Ensure waste disposal sites can continue to operate through contractors	Short	Carmen Sadleir	Completed	31/03/20	Verified Waste Services continuity with contractors for collection services and landfill management. Should some Old Quarry Road Landfill staff be affected Avon Waste will still have resources to operate. If Inkpen Landfill site contractor Steve Murcutt became unwell, site would then be closed to the public and municipal waste from collection and local businesses will be transported directly to Old Quarry Landfill.
6	\$0	Response/Recovery	(2) Waste and recycling management;(c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)	Short	Carmen Sadleir	Completed	22/04/20	Currently adequate and managed through day to day management of site. Additional material is available at racecourse (subject to access) as well as material near new round about on Mitchell Ave and Holfreter Ave if necessary.
7		Response/Recovery	(3) Ranger Services;(a) Secure continuity of service	Short	Chadd Hunt	Completed	25/03/20	WA Contract Rangers and adjoining Shires contacted to arrange cover for emergency situations should staff be affected by COVID-19. General reciprocal arrangements agreed to.
8		Response/Recovery	(4) Organisational;(a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements	Short	Patsy Repec	Completed	01/04/20	Health officer and Safety officers have provided significant advice to staff and management. SWMS have been developed for library, handling parcels, cleaning staff. Process implemented for social distancing in work places, front counters, Take-5, vehicle cleaning and equipment. SWMS developed for entire Organisation in regards to COVID19 Protocol and registered into Promapp.
9		Response/Recovery	(4) Organisational;(b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff	Short	Patsy Repec	Completed	01/04/20	All Departments have been covered for PPE and cleaning materials and information provided with supplies such as SDS's

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
10		Response/Recovery	(c) Physical modification to all operational centres to ensure social distancing	Short	Shane Moorhead	Completed	30/03/20	Tables were added to the front counters of all point of contact areas. Sneeze guards were installed at the Rec Centre and Library POS.
11		Response/Recovery	(d) Reduction in site inspections(e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses	Short	Chadd Hunt	Completed	07/08/20	Compliance officer has been partially redeployed to Engineering services - only dealing with urgent compliance and swimming pool matters
12	\$0	Response/Recovery	(e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment	Short	Cheryl Greenough	Completed	01/08/20	As of 15 July no more than 5 customers are allowed in the office at any one time. Appointments are no longer necessary
13		Response/Recovery	(5) Bush Fire Brigades;(a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities	Short	Brendon Rutter	Completed	06/04/20	
14		Response/Recovery	(6) Develop COVID-19 Virus Response Strategy / Framework & report progress to Council, and community	Short	Jason Whiteaker	In Progress		Adopted by Council at Ordinary Council Meeting held on 15/04/2020. Reporting progress is ongoing.
15	\$0	Response/Recovery	(7) Emergency Response;(a) Call Local Emergency Management Committee meeting	Short	Brendon Rutter	Completed	20/03/20	Meeting held on 20/03/2020.
16		Response/Recovery	(7) Emergency Response;(b) Provide opportunity for regular (initially weekly) LEMC briefings	Short	Brendon Rutter	Completed	25/06/20	Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.
17		Response/Recovery	(1) Health services;(a) Ongoing community education programs	Medium	Carmen Sadleir	In Progress		Constant advice disseminated to staff, execs, community through website and Facebook.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
18		Response/Recovery	(1) Health services;(b) Ongoing business consultation/compliance	Medium	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate). Site visit to Rumble in the Jungle for social distancing complaint. Continuous site visits, phone calls, FB page and email up dates with businesses with regards to social distancing and hygiene measures. See register in G Drive/ COVID.
19		Response/Recovery	(1) Health services;(c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts.	Medium	Carmen Sadleir	No Action		Spoken with Anne Foyer (Wheatbelt Public Health Unit) who is heading up COVID-19 in wheatbelt. No current assistance required.
20		Response/Recovery	(2) Waste and recycling management;(a) Review need to increase service levels (two weekly pickups?)	Medium	Carmen Sadleir	No Action		Not required.
21		Response/Recovery	(2) Waste and recycling management;(b) Review need for green waste verge side collection service, in the case of total lockdown	Medium	Carmen Sadleir	No Action		Not required.
22		Response/Recovery	(2) Waste and recycling management;(c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Medium	Carmen Sadleir	No Action		Not in operation yet. Avon Waste have implemented hygiene measures at gatehouse, hand washing, sanitising of equipment and limited contact with customers.
23		Response/Recovery	(3) Ranger Services;(a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)	Medium	Chadd Hunt	In Progress		Based on a case by case assessment
24		Response/Recovery	(3) Ranger Services;(b) Investigate 1 year free dog/cat registration rollover	Medium	Chadd Hunt	In Progress		
25		Response/Recovery	(4) Organisational;(a) Continuity of supply of PPE (including sanitisers), cleaning equipment	Medium	Patsy Repec	In Progress		Supplies to all Departments continually being distributed and topped up on a minimum of twice weekly and whenever notified that resupply is required. Ongoing

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
26		Response/Recovery	(4) Organisational;(b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility	Medium	Patsy Repec	No Action		Contract cleaners would be called in and would be following the Dept of Health Guidelines for De-contamination cleaning. SWMS can be developed by myself if and when the need arises.
27		Response/Recovery	(6) Emergency Recovery;(a) Monthly LEMC meetings	Medium	Brendon Rutter	Completed	25/06/20	Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.
28		Response/Recovery	(1) Health services;(a) Undertake audit of food business premises to understand who/what is still operating	Long	Carmen Sadleir	No Action		Inspections and communication constant through pandemic. Register of inspections and communication kept in the COVID-19 G Drive system. Updated businesses through each phase change.
29		Response/Recovery	(1) Health services;(b) Develop guidelines for free food business registration for new enterprises	Long	Carmen Sadleir	No Action		Not really required, existing businesses adapted to new/ alternative businesses where possible. Communicated with all Food Businesses to ensure they knew what options they had.
30		Response/Recovery	(1) Health services;(c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes	Long	Carmen Sadleir	No Action		
31		Response/Recovery	(2) Waste and recycling management;(a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Long	Carmen Sadleir	No Action		
32		Response/Recovery	(3) Ranger Services;(a) Develop procedure/policy for free reduced dog/cat registration/microchipping	Long	Chadd Hunt	No Action		
33		Response/Recovery	(4) Organisational;(a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)	Long	Chadd Hunt	No Action		
34		Response/Recovery	(5) Bush Fire Brigades;(a) Assess impacts of COVID-19 on volunteer base	Long	Brendon Rutter	No Action		
35		Organisational	(1) Activate business continuity plan;(a) Ensure the occupational health & safety of employees	Short	Patsy Repec	Completed	30/06/20	Ongoing Daily, site visits at least twice per week to ensure that all employees are informed of any Safety issues, assisting with any queries (i.e. roll-out of Take 5). Ensuring that all Safety process are being utilised and practised at all times.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
36		Organisational	(1) Activate business continuity plan;(b) Closure of facilities (redeployment of staff)	Short	Bev Jones	Completed	07/08/20	All staff available for redeployment have been assessed in relation to skills and experience & redeployed in areas most suited to their abilities. Regular contact is maintained with redeployed staff to ensure health and wellbeing is maintained. All staff back in the workplace.
37		Organisational	(1) Activate business continuity plan;(c) Move staff offsite	Short	Jason Whiteaker	Completed	11/06/20	This process has highlighted the need to review the BCP, was largely ineffective and not a workable document
38		Organisational	(1) Activate business continuity plan;(d) Move to working from home model	Short	Jason Whiteaker	Completed	18/06/20	Staff have now largely returned to the office. Reviewing systems and processes to ascertain whether working from home will be offered as a long term option
39		Organisational	(1) Activate business continuity plan;(e) Provide security of tenure for employees	Short	Bev Jones	Completed	07/08/20	Weekly updates to staff ensure that developments in relation to tenure are communicated.
40		Organisational	(1) Activate business continuity plan;(f) Monitor staff levels to ensure service delivery can be maintained.	Short	Bev Jones	Completed	07/08/20	Regular contact between Executive team and HR to ensure that service levels are maintained as required, in some cases redeployed staff have been transferred to alternative areas with a greater need for support.
41		Organisational	(1) Activate business continuity plan;(g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19	Short	Bev Jones	Completed	07/08/20	Recruitment has continued in essential areas to ensure service delivery.
42		Organisational	(1) Activate business continuity plan;(h) Extend invitation to redeploy staff externally to health and WAPOL	Short	Jason Whiteaker	Completed	29/05/20	BCP activated, have offered to WAPOL & DoH. Currently working with DoH who are interested in taking on staff. No take up required

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
43		Organisational	(1) Activate business continuity plan; (i)Continue services online, where possible; •Development services •Health •Building •Planning •Regulatory •Emergency •Administrative & financial •Governance •Community services •Libraries (online / click & collect) •Youth (j)Commence reopening Shire of Northam facilities (at 6th June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased brining back of staff into office environments (k)Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.	Short	Jason Whiteaker	Completed	26/06/20	With restrictions now largely being removed, all services are functional
44		Organisational	(1) Monitor health & wellbeing of employees;(a) Online survey	Medium	Bev Jones	Completed	07/08/20	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
45		Organisational	(2) Provide training & retraining opportunities where required/possible	Medium	Bev Jones	Completed	30/05/20	Staff have been upskilled to enable them to perform in alternative areas , White cards have been acquired by staff redeployed to Engineering Services, potential traffic management training if emergency situation continues, all staff learning new skills in alternative areas
46		Organisational	(3) Review organisational structure (based on learning of new business model implemented as result of COVID-19)	Medium	Jason Whiteaker	In Progress		CEO is currently working through a review of the organisational structure. Looking to have completed in September/October 2020
47		Organisational	(4) Review Human Resource Plan;(a) Position organisation for back to full operations (staff levels)	Medium	Bev Jones	No Action		On hold until further notice

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
48		Organisational	(4) Review Human Resource Plan;(b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists	Medium	Bev Jones	No Action		On hold until further notice
49		Organisational	(5) Strong focus on compliance & internal	Medium	Cheryl Greenou	In Progress		Monthly compliance checks are conducted.
50		Organisational	(6) Review effectiveness of working from home arrangements;(a) Output assessment	Medium	Bev Jones	In Progress		Survey completed, timesheets completed by redeployed staff
51		Organisational	(6) Review effectiveness of working from home arrangements;(b) Staff survey	Medium	Bev Jones	Completed	30/12/1899	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
52		Organisational	(7) Develop taking of leave strategy to utilise current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses	Medium	Colin Young	Completed	01/05/20	Strategy in place for staff to have 30% less annual leave than they held as of 31/3/2020 by the end of the 2020/21 financial year, 30/06/2021, staff have been informed and executive managers to monitor leave movements.
53		Organisational	(1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response	Long	Jason Whiteaker	No Action		
54		Organisational	(2) Implement new or retain current structure	Long	Jason Whiteaker	No Action		
55		Community	(1) Activate organisational business continuity plan	Short	Jason Whiteaker	Completed	02/03/20	Activated
56		Community	(2) Develop community communication strategy and weekly implementation plan	Short	Vic Williams	In Progress		Now only to be updated with each new phase
57		Community	(3) Coordinate human / social services response; (a) Focus on 'at risk': (i) Establish community support hot line (ii) Develop neighbour assistance program (iii) Personal contact to be made with registered pensioners (iv) Personal contact to be made with Noongar community	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
58		Community	(4) Coordinate youth services response;(a) Develop programs with youth (online, at home / private activities)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
59		Community	(5) Noongar Community; (a) Elders to deliver message to Noongar community	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
60		Community	(5) Noongar Community; (b) Look at potential of Noongar patrol (only with WAPOL identify need)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
61		Community	(5) Noongar Community;(c) Link with Aboriginal Health Services (ACOSH / WGP)	Short	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.
62		Community	(6) Volunteers;(a) Engage with volunteers (focus bush fire brigades & SES)	Short	Brendon Rutter	Completed	14/07/20	
63		Community	(7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas	Short	Vic Williams	In Progress		Ongoing- very little comment from community on COVID issues now
64		Community	(1)Support & plan community events for recovery phase; (a)Northam Weekend Markets (monthly) (b)Local events to support local suppliers, businesses etc. where possible (c)Northam Agricultural Show (September 2020) (d)Wundowie Iron Festival (October 2020) (e)Christmas on Fitzgerald (December 2020) (f)Bakers Hill Community Fair (December 2020) (g)Northam Motor Sport Festival (April 2021) (h)Avon Descent (August 2021) (i)Confirm 2021 World Women's Ballooning Championships (September 2021)	Medium	Vic Williams	In Progress		External events have restarted planning. We are now planning a reduced version of the Avon River Festival
65		Community	(2) Deliver Council projects which will support long term recovery activities	Medium	Clinton Kleynhans	In Progress		Projects currently being prepared and tendered for award. This will continue over the annual budget period
66		Community	(3) Continue to work closely with community support and youth agencies to coordinate service delivery	Medium	Ross Rayson	Completed	13/07/20	Completed. No current need to continue any of this work.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
67		Community	(4)Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (a)Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports; (i)Re-activate community facilities and sporting fields (ii)Facility bookings to be coordinated (iii)Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv)Work with State Sporting Associations to provide assistance to local sporting groups	Medium	Glenn Paddick	Completed	31/07/20	Grants out, meeting with sporting groups on an ongoing basis
68		Community	(4)Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(b)Provide ongoing support for sporting groups; (i)Make contact with each sporting club to ascertain their planning around future seasons	Medium	Glenn Paddick	Completed	31/07/20	As above
69		Community	(4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(c) Ensure sporting facilities are maintained to high level whilst not being utilised	Medium	Glenn Paddick	Completed	31/07/20	
70		Community	(5) Continue to maintain parks, gardens and reserves to a high standard	Medium	Clinton Kleynhans	In Progress		Ongoing
71		Community	(6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas	Medium	Vic Williams	In Progress		Ongoing- very little comment from community on COVID issues now

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
72		Community	(7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;(a) Promote local tourism experiences(b) Promote local tourism ancillary businesses.	Medium	Vic Williams	In Progress		In progress
73		Community	(1)Deliver key events, including; (a)Confirm 2021 World Women's Ballooning Championships Celebration (b)Northam Motor Sport Festival (c)Wundowie Iron Festival (d)Bakers Hill Community Fair (e)Northam Agricultural Show (f)Avon Descent (g)Christmas on Fitzgerald	Long	Vic Williams	In Progress		Working on this with event organisers
74		Community	(2) Focus on activation of Northam Central Business District	Long	Michelle Blackhurst	In Progress		Ongoing, working with pop up opportunities, held markets recently, working with BKB to activate and am in the process of finalising 7 day trading
75		Community	(3) Support sporting associations;(a) Provide human resource support for sporting associations looking to reactivate(b) Undertake opportunities identified in section iii	Long	Glenn Paddick	Completed	31/07/20	Impacted winter sporting groups have either recommenced or made decisions to cancel the season
76		Community	(4) Survey Community to gauge community wellness and identify areas of focus	Long	Ross Rayson	In Progress		Will look at community survey in September / October 2020. LG Pro & WALGA have coordinated a State wide community survey, results are now available
77		Economic	(1) Communicate Council's economic support and stimulus packages and decision	Short	Vic Williams	Completed	07/08/20	Communicated all assistance programs, and continue to do so where appropriate. Others to be marketed as they arise
78		Economic	(2) Connect with business community;(a) Direct email to businesses(b) Private Facebook page(c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief	Short	Michelle Blackhurst	Completed	30/06/20	

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
79		Economic	<p>(3) Provide initial small scale initial economic stimulus package;</p> <p>(a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.</p> <p>Grants could include:</p> <ul style="list-style-type: none"> • Up to \$2,000 for investing in online and e-commerce activities. • Up to \$2,000 for training and professional development. • Up to \$1,000 for financial planning advice • Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions. <p>COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.</p> <ul style="list-style-type: none"> • Develop online application form and assessment criteria • Establish Committee of Council with delegated authority to make determinations on grants; • Shire President – Cr Antonio • Deputy Shire President – Cr Williams • Cr M Ryan • Cr A Mentshelyi 	Short	Michelle Blackhurst	In Progress		Released on website on 22/04/2020. Connected with businesses and raised awareness about the stimulus package.
80		Economic	<p>(4) Review policies and delegations to ensure fast / efficient development & building assessment & approvals</p>	Short	Chadd Hunt	Completed	15/04/20	Revised Planning delegations and fees adopted by Council on 15/04/2020.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
81		Economic	(5) Engage a suitable economics firm (such as 'forecast. ID') to build a community and economic profile for Shire of Northam	Short	Jason Whiteaker	Completed	13/05/20	forecast.ID have been employed. Community and economic profile received and available on Council website
82		Economic	(6) Consider reduction or deferral of planning, building and health fees and charges	Short	Chadd Hunt	Completed	17/06/20	Planning fees adopted by Council 15-04-2020. Council has adopted fees and charges for 2020-21

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83		Economic	(7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)	Short	Jason Whiteaker	Completed	18/06/20	<p>Formed part of 2020 budget deliberations</p> <p>ECONOMIC SUPPORT</p> <p>a.Oliver Street road works 262,000</p> <p>b.ICBD & Bernard Park master plans (estimates)☐</p> <p>a.St John Ambulance☐ 250,000</p> <p>b.Signage / alfresco / parklets☐ 50,000</p> <p>c.Depot☐ 2,000,000</p> <p>d.Old Northam Pool demolition☐ 400,000</p> <p>e.RV Friendly - Northam (including overnight site development at former pool)☐ 250,000</p> <p>f.RV Friendly Bakers Hill☐ 100,000</p> <p>g.Bernard Park Play Centre Render☐ 15,000</p> <p>h.Replace Burt Hawke ceiling☐ 50,000</p> <p>i.Kitchen Memorial Hall☐ 30,000</p> <p>j.Overnight caravan stay dump point☐ 20,000</p> <p>k.Train Station (Peel/Minson/Duke)☐ 80,000</p> <p>l.New Toilets & Parking (Skate Park)☐ 170,000</p> <p>m.Shade Structures Bernard Park☐ 75,000</p> <p>n.Install outdoor shade structures around Bakers Hill Oval☐ 50,000</p> <p>o.New Kitchen Bert Hawke☐</p>

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83				Short	Jason Whiteaker	Completed	18/06/20	<p>30,000</p> <p>p.RV Friendly Wundowie 150,000</p> <p>COMMUNITY SUPPORT</p> <p>q.Waiving all sporting club fees 2020/21 for Council owned facilities & looking at incentives / support for sporting groups 150,000</p> <p>r.Local Sporting projects (2/3 support for applications to CSRFF) 300,000</p> <p>s.Community Plans 50,000</p> <p>t.Southern Brook Playground 25,000</p> <p>u.Upgrade existing playground at Rec. Centre Bakers Hill 25,000</p> <p>v.Community events 50,000</p> <p>ECONOMIC STIMULUS</p> <p>w.Development incentive 1,000,000</p>
84		Economic	(1)Facilitate future development opportunities to position for recovery; (a)Bunnings Development (est. 40 jobs) (b)George Weston Foods Development (est. 40 jobs) (c)KFC Development (est. 30 jobs) (d)Procon Logistics Hub Development (est. 200 jobs) (e)Uniting Church Homes (Aged Care facility) (est. 40 jobs)	Medium	Jason Whiteaker	In Progress		<p>Making regular contact. George Weston Foods have withdrawn their interest, Bunnings have recently been granted their approvals and will be commencing construction, have been in discussions with KFC and they are looking to finalise design and submit building applications in coming 8 weeks. Procon are still working through their approval processes with WAPC</p>

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
85		Economic	(2) Intelligence;(a) Monitor number of businesses going into hibernation / closing(i) Request Chamber of Commerce to continue tracking (b) Monitor unemployment / job seekers (c) Liaise with local accountants group	Medium	Michelle Blackhurst	Completed		Businesses have been surveyed by the Northam Chamber of Commerce
86		Economic	(3)Rate relief; (a)Nil increase in Rates levied (b)5% discount on rates paid within 35 days of notice being issued (c)Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2020 (d)No charge for ratepayers who choose pay by instalment in 2020/21	Medium	Colin Young	Completed	02/07/20	Completed for 19/20 financial year, adopted July
87		Economic	(4) Identify future development opportunities;(a) Identify / secure land for future development (services)(b) Ensure zoning appropriate for development(c) Develop incentives for development	Medium	Chadd Hunt	No Action		
88		Economic	(5) Assess need for development of longer term economic stimulus package	Medium	Jason Whiteaker	In Progress		In progress
89		Economic	(1) Resume / progress existing long term economic development strategies	Long	Jason Whiteaker	No Action		
90		Economic	(2) Intelligence;(a) Monitor number of businesses not reopening;(i) Request Chamber of Commerce continue tracking(b) Monitor unemployment / job seekers levels	Long	Michelle Blackhurst	In Progress		.ID forecastng are monitoring and reporting on this. Our information suggests that the majority of shops have reopened along with a number of new businesses
91		Economic	(3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;(a) Rate holidays(b) Peppercorn leases(c) Land provision.	Long	Chadd Hunt	No Action		
92		Project Delivery	(1) Consolidate all Council projects into Engineering Services (this 'project' area)	Short	Clinton Kleynhans	Completed	01/07/20	Completed and delivery commenced
93		Project Delivery	(2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required	Short	Clinton Kleynhans	In Progress		Assessing needs with project deliverables in mind

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
94		Project Delivery	(3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review; (a) Set aside \$1,000,000 for immediate response purposes in 2019/20 (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21	Short	Clinton Kleynhans	Completed	30/06/20	A project package was developed and presented to Council for adoption and inclusion in the 2020/21 Annual Budget
95		Project Delivery	(4) Deliver currently budgeted projects	Short	Clinton Kleynhans	In Progress		Ongoing
96		Project Delivery	(5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on; (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events) (b) Demonstrating a significant local content (c) Maintaining and potentially increase Council works & services staffing levels.	Short	Clinton Kleynhans	Completed	01/07/20	Projects adopted for the 20.21 Annual Budget
97		Project Delivery	(1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus	Medium	Clinton Kleynhans	Completed	01/07/20	Projects adopted for the 20.21 Annual Budget
98		Project Delivery	(2) Deliver budgeted works	Medium	Clinton Kleynhans	In Progress		Ongoing
99		Project Delivery	(3) Review asset plans to position for ongoing future sustainability	Medium	Clinton Kleynhans	In Progress		Ongoing
100		Project Delivery	(4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects	Medium	Clinton Kleynhans	In Progress		Ongoing – Registration of interest has been advertised with projects packages communicated to those registered.
101		Project Delivery	(1) Resume normal capital projects, with a specific focus on future asset sustainability	Long	Clinton Kleynhans	In Progress		Ongoing

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
102		Financial	(1) Review current financial position;(a) Assess Councils capacity to take on additional debt if required(b) Focus on short term liquidity	Short	Colin Young	Completed	27/05/20	Assessed and presented to council at the Strategic Meeting held on the 27/5/2020
103		Financial	(2) Monitor cash flow monthly	Short	Colin Young	Completed	21/05/20	Being monitored monthly and presented to Council as part of the monthly financial report
104		Financial	(3) Review policies to facilitate local purchasing	Short	Colin Young	Completed	30/03/20	Council endorsed policies at the Special Council meeting held on 30/03/2020.
105		Financial	(4) Provide 7 day payment terms for small and medium sized business	Short	Colin Young	In Progress		All efforts are being made for payments to be made within 7 days
106		Financial	(5) Rationalise current (2019/20 budgeted) projects with focus on local content	Short	Colin Young	Completed	24/04/20	Review completed
107		Financial	(6) Establish COVID-19 immediate response funds	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
108		Financial	(7) Review current reserves to position for medium & long term response to COVID-19 pandemic	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
109		Financial	(8) Develop financial hardship policy	Short	Colin Young	Completed	15/04/20	Council endorsed policy at the Ordinary Council meeting held on 15/04/2020.
110		Financial	(9) Review Council provided leases (discounting/waiving?)	Short	Cheryl Greenough	Completed	20/05/20	Leases have been reviewed and two lease related fees have been written off by delegated authority and in May one lease fee was presented to Council to be written off for the year and one presented to Council to be written off for three months.
111		Financial	(10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020)	Short	Clinton Kleynhans	Completed	01/07/20	Presented to Council and adopted for 20.21 delivery
112		Financial	(11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)	Short	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
113		Financial	(12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).	Short	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget
114		Financial	(1) Develop 2020/21 annual budget with the following parameters; (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters (b) Focus on labour intensive programs (c) Focus Council projects with significant local content (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects (e) Ensure whole of life cost of projects is considered when making decisions around projects (f) Aiming to maintain Council within acceptable key financial indicator parameters (g) No increase in individual wages or salaries in 2020/21	Medium	Colin Young	Completed	20/07/20	Adopted Special meeting for Draft Budget
115		Financial	(2) Review long term financial plan - establish 3 to 5 year financial recovery plan	Medium	Colin Young	No Action		Will review after reporting period, September/October
116		Financial	(3) Focus on regulatory compliance and internal audit processes	Medium	Cheryl Greenough	In Progress		Regular maintenance is being conducted
117		Financial	(4) Continue quarterly Audit Committee meetings	Medium	Colin Young	In Progress		Next meeting expected called for 20 August 2020.
118		Financial	(5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.	Medium	Colin Young	Completed	27/05/20	Presented to Council at Strategic meeting held on 27/5/2020
119		Financial	(1) Implement 3 to 5 year financial recovery plan.	Long	Colin Young	No Action		Will be based around LTFP which will be updated during September and October

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 31 July 2020

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

BRIEF

For Council to receive the accounts for the period from 01 July 2020 – 31 July 2020.

ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – 31 July 2020.
Attachment 2: Declaration.

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

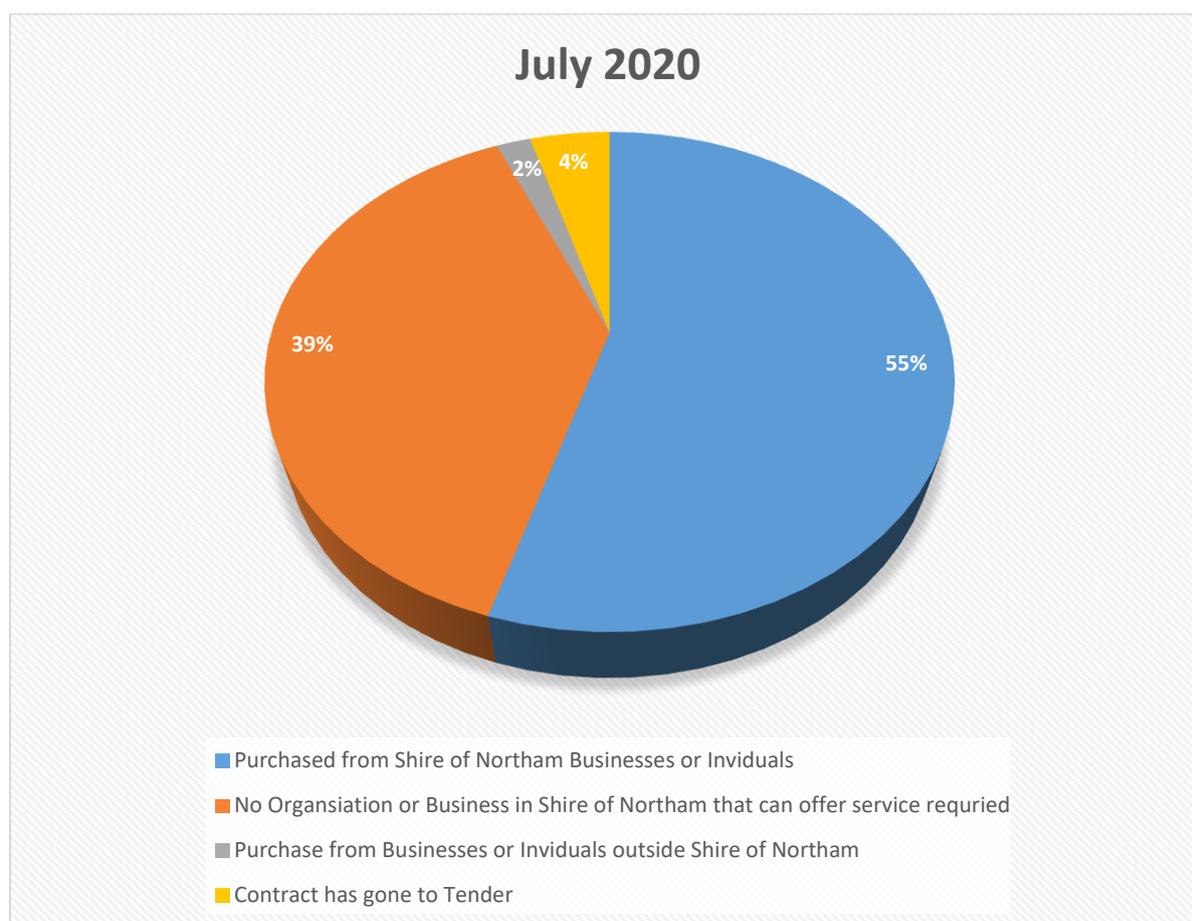
Not applicable.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

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



RECOMMENDATION/COUNCIL DECISION

Minute No: C.4018

Moved: Cr Pollard

Seconded: Cr Della

That Council receives the scheduled payments for the period 01 July 2020 to 31 July 2020, as listed:

- Municipal Fund payment cheque numbers 35325 to 35333 Total \$74,584.82
- Municipal Fund EFT36900 to EFT37339 Total \$2,564,263.02
- Direct Debits Total \$74,501.09
- Payroll Total \$444,478.87

TOTAL: \$3,157,827.80

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

CARRIED 9/0

Clarification was sought regarding the wording of the officer's recommendation. The Chief Executive Officer advised that from this Council meeting onwards, the recommendation would be reworded to recommend that Council "receives the scheduled payments", instead of "endorses the payments".

The following queries were asked and answered prior to the meeting:

Reference	Page #	Amount	Details Reference	Question	Query By	Answer
35333	309	24121.45	Shire vehicle licences	Do we definitely own 97 licensed vehicles including trailers?	Cr Pollard	Yes, Council's fleet is extensive, it also includes all the DFES vehicles
36954	318	5500.00	FM Surveys - spotting for line marking	Is this just centre lines? Can't we do this ourselves with 2 people and a tape measure?	Cr Pollard	The survey includes spotting of the start and finish of edge/ centre lines, which is critical to comply with regulatory requirements. Survey is also used to establish peg reference points with finished surface levels on them which the Crew works to.
36976	322	6380.00	Free standing Xylophone	What do we use this for? I am only aware of the musical term	Cr Pollard	This is a musical piece of playground equipment that has been installed at the Bakers Hill Playground
36980	322	499.00	"Do not use" code used?		Cr Pollard	Creditor code changed, payment made before the change, code will no longer be used

36992	325	1907.00	Sawdust and Sand planer boxes	Are these a local firm? If not were local carpenters asked?	Cr Pollard	They are Perth based, this work was completed some time ago, we have since found a local tradesperson who is able to construct these planters/ parklets, they have been used for the last 2 installed
36993	325	3207.60	Inv 132704 No description provided	Please include details	Cr Pollard	Description added to report
36999	327	10692.55	Inv 20597 Talis Consultants - no description	Please include details	Cr Pollard	Description added to report
37097	335	8332.50	Wayfound - audit etc.	Wasn't this all done previously?	Cr Pollard	Initial Wayfound work was community based and focused on movement of motor vehicles, phase two involved assessing walkability of CBD and assessing / recommending a signage plan for this element.
37113	337	5805.04	CJD Equipment gear shifter	Expensive gear shifter! Details?	Cr Pollard	This was the Grader shifter. It involved 3 site visits to repair including electrical / labour / parts
37122	339	36467.59	Fencewright fencing	Were no locals eligible e.g. Clackline Fencing Contractors?	Cr Pollard	3 x quotes were sought and the 2 x local contractors could not do the work in the timeline required.

37129	340	6600.00	Madjec Constructions - King Creek	Was this the path done 12 months ago? If so, why so long to pay?	Cr Pollard	There was an ongoing dispute regarding the quality of work, and the contractor was difficult to contact due to working remotely. A resolution was made giving a reduced cost.
37191	351	1599.84	Oasis - dig 500m holes/install bollards	Is this just the holes or the cost of bollards too? How many?	Cr Pollard	This was the supply and installation of 4 x bollards
37193	351	2296.80	Inv 22909 Oxter - toilets 8/6 to 21/6	Two invoices/different toilets?	Cr Pollard	This is for the same toilets, one invoice is for the regular cleaning contract with the 2nd invoice being the additional cleans due to COVID-19
		2026.20	Inv 22910 Oxter - toilets 8/6 to 21/6	Two invoices/different toilets?	Cr Pollard	
37214	356	141163.99	DFES Grant funds unspent - returned	Explanation at forum noted	Cr Pollard	Yes original grant returned 2019/20, received again in 2020/21
37268	365	5499.12	Solargain - see invoice 36993 (Page 292)	Any duplication?	Cr Pollard	No, these are part payments for the overall solar projects, relating to 2 separate buildings.
37284	366	72122.73	LGIS Invoice - no invoice description	Please include details	Cr Pollard	Description added to report
		13927.86	LGIS Invoice - no invoice description	Please include details	Cr Pollard	Description added to report

37312	371	27219.54	Wayfound signage	Is this installed yet? My eyes shut!	Cr Pollard	Deposit (50%) paid for fabrication of pedestrian way find signage to be erected around the CBD
37315	371	14256.00	Staff member Diploma tuition fee	Seems very generous? Policy?	Cr Pollard	The cost also includes the Recognition of Prior Learning to exempt some units and is payment for a Diploma of Engineering, as per the traineeship agreement.
37319	372	2442.00	Valuation 63 Wellington Street = Health build	Leased out. Why required?	Cr Pollard	The Lease expired in May this year, during the lease renewal discussions the Uniting Church requested a reduction in rent, it was agreed that a new valuation would be received; of which the future lease fee would be based on, it was last valued in 2013
Ccard	383	1012.00	EMDS Sulo bin for Mt Ommaney	Why on credit card? Why EMDS? Avon Waste creditor normally?	Cr Pollard	Was ordered direct from Solo, paid by credit card so delivery and installation could be achieved the next day
35329	310	20559.13	Water Grass Valley standpipe	Who is paying for water?	Cr Tinetti	The bill covers the months of April to June, 17k of the bill was attributed to Shire works associated with

						the grading of gravel roads
EFT36959	316	4967.60	Geofabrics Australasia Pty Ltd, Reno mattress	Reno mattress, what is this please	Cr Williams	This is erosion control fabric that lays beneath rock pitching in drains, The reno mattresses are the cage structure that rocks are placed in during drainage upgrades
EFT37104	333	3127.34	State Library of WA	Are these costs reimbursed by the customers who loaned (and lost) the books?	Cr Williams	Yes
EFT37169	345	500.00	Frank Davis, Welcome to Country	Isn't the amount paid normally \$300 for this?	Cr Williams	This fee was for both a welcome to Country and a didgeridoo performance for the Governor's visit. It is normally \$300 for Welcome to Country only.
EFT37194	349	1000.00	Footpath/kerbing deposit,	There are several of these and 'refund of infrastructure bond' - what exactly is this please (and are they the same thing?)	Cr Williams	These are bonds received from builders of new structures and major renovations of existing structures, they are used to repair footpaths and kerbs if they are damaged during the construction, after construction if there is no damage they are returned to the builder.
EFT37196	349		Primaries of WA	Repairs for coffee Dome garden reticulation - shared area? Is	Cr Williams	The Shire maintains the lower portion of the landscaped area only.

				the Shire responsible for all maintenance etc. please?		
EFT37207	351	41140.0	Western Tree Recyclers	Sorting and processing of green waste etc., is this something new, and/or a one-off?	Cr Williams	No, this is the annual mulching of green waste at Council's Waste Transfer Stations, the mulch is then supplied to residents free of charge
EFT37211	352	1000.00	Refund of infrastructure bond	As above	Cr Williams	As above
EFT37249	358		Lifting Horizons Ltd, Night Hoops	Wasn't funding for this withdrawn as part of this year's budget?	Cr Williams	No, funding was paid in the 2019/20 financial year and carried forward, no Shire contribution this year.

Attachment 1 - Accounts & Statements of Accounts – 31 July 2020

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35325	10/07/2020	DAVID DRAPER	CROSSOVER REBATE FPR 71 HOVEA CRESCENT WUNDOWIE	1		495.00
INV CK25052025/05/2020		DAVID DRAPER	CROSSOVER REBATE FPR 71 HOVEA CRESCENT WUNDOWIE	1	495.00	
35326	10/07/2020	JAMES PATRICK THOMAS	CROSSOVER REBATE PAYMENT FOR 51 FORREST STREET NORTHAM	1		800.00
INV CK 0906209/06/2020		JAMES PATRICK THOMAS	CROSSOVER REBATE PAYMENT FOR 51 FORREST STREET NORTHAM	1	800.00	
35327	10/07/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		65.00
INV DEDUCT23/06/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35328	10/07/2020	TONI MELISSA KOROTSCHUK	CROSSOVER REBATE FOR 66 NEWCASTLE ROAD NORTHAM.	1		800.00
INV CK25052025/05/2020		TONI MELISSA KOROTSCHUK	CROSSOVER REBATE FOR 66 NEWCASTLE ROAD NORTHAM.	1	800.00	
35329	10/07/2020	WATER CORPORATION	STANDPIPES 3L KEANE ST GRASS VALLEY - 15/04/2020 TO 15/06/2020.	1		33,044.10
INV 9007907213/05/2020		WATER CORPORATION	WATER CHARGES FOR 185 FITZGERALD ST - POP UP SHOP 10/03/2020 TO 12/05/2020.	1	418.95	
INV 9007913520/05/2020		WATER CORPORATION	STANDPIPE 116 PEEL TCE 14/03/2020 TO 05/05/2020	1	4,521.24	
INV 9007938508/06/2020		WATER CORPORATION	CLACKLINE HALL 08/04/2020 TO 05/06/2020.	1	2.60	
INV 9007892011/06/2020		WATER CORPORATION	BRIGADES FIRE SHED AT GREAT EASTERN HWY BAKERS HILL 09/04/2020 TO 10/06/2020	1	15.58	
INV 9007891811/06/2020		WATER CORPORATION	STANDPIPE AT KEANE ST B/HILL 09/04/2020 TO 10/06/2020.	1	2,615.59	
INV 9007840216/06/2020		WATER CORPORATION	STANDPIPES 3L KEANE ST GRASS VALLEY - 15/04/2020 TO 15/06/2020.	1	20,559.13	
INV 9007840916/06/2020		WATER CORPORATION	MUSEUM AT CARTER ST GRASS VALLEY - 15/04/2020 TO 15/06/2020.	1	2.60	
INV 9007840316/06/2020		WATER CORPORATION	GRASS VALLEY BFB SHED 14/04/20 TO 15/06/2020.	1	9.93	
INV 9007871823/06/2020		WATER CORPORATION	RESERVE AT BANSKIA AVE WUNDOWIE 24/04/2020-22/06/2020	1	207.79	
INV 9007871923/06/2020		WATER CORPORATION	WUNDOWIE DEPOT 28/04/2020-22/06/2020	1	46.75	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007868523/06/2020		WATER CORPORATION	SWIMMING POOL WUNDOWIE 29/04/2020 TO 22/06/2020.	1	1,074.10	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 1/410 KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020	1	246.50	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 4/410L KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020.	1	255.28	
INV 9007872323/06/2020		WATER CORPORATION	UNIT 8/410L KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020.	1	259.95	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 5/410L KURINGAL RD WUNDOWIE 25/05/2020 TO 22/06/2020	1	255.30	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 6/410L KURINGAL RD WUNDOWIE - 25/04/2020 TO 22/06/2020.	1	255.47	
INV 9007868923/06/2020		WATER CORPORATION	TOILETS AT BANKSIA AV WUNDOWIE 25/04/2020 TO 22/06/2020.	1	129.53	
INV 9007869123/06/2020		WATER CORPORATION	KINDERGARDEN - WUNDOWIE 25/04/2020 TO 22/06/2020.	1	437.07	
INV 9007869123/06/2020		WATER CORPORATION	LIBRARY - WUNDOWIE 25/04/2020 TO 22/06/2020.	1	528.97	
INV 9007869123/06/2020		WATER CORPORATION	HALL AT BANKSIA AV WUNDOWIE 25/04/2020 TO 22/06/2020	1	378.27	
INV 9007872323/06/2020		WATER CORPORATION	UNIT 7/410L KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020.	1	242.00	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 2/410L KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020	1	254.75	
INV 9007872223/06/2020		WATER CORPORATION	UNIT 3/410L KURINGAL RD WUNDOWIE 25/04/2020 TO 22/06/2020	1	248.84	
INV 9007945102/07/2020		WATER CORPORATION	TOILETS AT KATRINE RD 05/05/2020 TO 01/07/2020.	1	77.91	
35330	21/07/2020	PETTY CASH	SOCIAL CLUB WITHDRAWAL OF FUNDS - CASH WITHDRAWAL FOR DISTRIBUTION.	1		6,317.00
INV T1025	20/07/2020	PETTY CASH	SOCIAL CLUB WITHDRAWAL OF FUNDS - CASH WITHDRAWAL FOR DISTRIBUTION.	1	6,317.00	
35331	21/07/2020	SHIRE OF NORTHAM	NET AROC GST FROM REVENUE AND EXPENSES	1		2,042.75
INV T1080	30/06/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2020.	1	170.00	
INV T1079	30/06/2020	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2020.	1	49.50	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 3

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1080	30/06/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JUNE 2020.	1	65.00	
INV T1079	30/06/2020	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2020.	1	8.25	
INV T957	20/07/2020	SHIRE OF NORTHAM	NET AROC GST FROM REVENUE AND EXPENSES	1	1,750.00	
35332	21/07/2020	WATER CORPORATION	WUNDOWIE OVAL 24/04/2020-22/06/2020	1		6,899.52
INV 9007892511/06/2020		WATER CORPORATION	BAKERS HILL REC CENTRE 09/04/2020 TO 10/06/2020	1	2,528.11	
INV 9007891711/06/2020		WATER CORPORATION	HOOPER PARK 09/04/2020 TO 10/06/2020.	1	279.20	
INV 9007840216/06/2020		WATER CORPORATION	HALL AT GRASS VALLEY 15/04/2020 TO 15/06/2020.	1	1,097.32	
INV 9007871922/06/2020		WATER CORPORATION	WUNDOWIE OVAL 24/04/2020-22/06/2020	1	2,994.89	
35333	29/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO PN1806 - N.009	1		24,121.45
INV N.009	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO PN1806 - N.009	1	414.20	
INV 1TRA50201/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1510A 1TRA502	1	24.00	
INV 1TQM57401/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1414 1TQM574	1	24.00	
INV 1TQM57301/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1413 1TQM573	1	24.00	
INV 1TSO183 01/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1701 1TSO183	1	24.00	
INV 1TNU88701/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1216 1TNU887	1	24.00	
INV 1TNU48401/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1214 1TNU484	1	24.00	
INV N.4346	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO PN1703 - N.4346.	1	250.50	
INV 1TAA11101/07/2020		SHIRE OF NORTHAM	12 MTHS REGO SES 1TAA111	1	24.00	
INV 1TOV60301/07/2020		SHIRE OF NORTHAM	12 MTH REGO SES 1TOV603	1	24.00	
INV 1BMR09101/07/2020		SHIRE OF NORTHAM	12 MTH REGO BUSH FIRE 1BMR091	1	79.35	
INV 1BNP58401/07/2020		SHIRE OF NORTHAM	12 MTH REGO BUSH FIRE 1BNP584	1	79.35	
INV N.4099	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1308 N.4099	1	386.10	
INV N.3856	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1003 N.3856	1	250.50	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 4

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1TRB67401/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1603 1TRB674	1	24.00	
INV N.15149 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1615 N.15149	1	24.00	
INV N11254 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1517 N11254	1	386.10	
INV 8TF590 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN0001 8TF590	1	24.00	
INV 1TTO41101/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1802 1TTO411	1	24.00	
INV 1GZZ12901/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1910 1GZZ129	1	79.35	
INV N.15080 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1616 N.15080	1	24.00	
INV N.2116 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN2116 N.2116	1	24.00	
INV N.15088 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1604 N.15088	1	24.00	
INV N11063 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1408 N11063	1	79.35	
INV N642 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1608 N642	1	250.50	
INV KILLARA01/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1803 KILLARA4	1	414.20	
INV KILLARA01/07/2020		SHIRE OF NORTHAM	12 MTH REGO PN1311 KILLARA3	1	414.20	
INV N11142 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1509 N11142	1	386.10	
INV N10922 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1312 N10922	1	386.10	
INV N10759 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1804 N10759	1	386.10	
INV N11684 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1912 - N11684	1	414.20	
INV N.008 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1201 - N.008	1	386.10	
INV N.1709 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1612 - N.1709	1	386.10	
INV N.4012 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1805 - N.4012	1	386.10	
INV N.4013 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1807 - N.4013	1	386.10	
INV N.5477 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1009A - N5477	1	24.00	
INV 1TSH272 01/07/2020		SHIRE OF NORTHAM	12 MONTHS REGO - PN1620 - 1TSH272	1	24.00	
INV N10863 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1207 - N10863	1	79.35	
INV N.3862 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1005 - N.3862	1	79.35	
INV N.3505 01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1619 - N.3505	1	250.50	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 5

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N.020	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN020 - N.020	1	79.35	
INV N11267	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1512 - N11267	1	386.10	
INV N11206	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1915 - N11206	1	414.20	
INV N.003	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1610 - N.003	1	386.10	
INV N.007	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1611 - N.007	1	386.10	
INV N11120	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1707 N11120	1	414.20	
INV N11069	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1905 N11069	1	414.20	
INV N11084	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1412 N11084	1	386.10	
INV N11114	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1507 N11114	1	414.20	
INV N.4030	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1704 N.4030	1	414.20	
INV N.4098	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1309 N.4098	1	386.10	
INV N.3333	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1516 N.3333	1	386.10	
INV N11131	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1702 N11131	1	414.20	
INV N11164	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1511 N11164	1	386.10	
INV N11184	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1902 N11184	1	386.10	
INV N11196	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1907 N11196	1	414.20	
INV N11469	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1623 N11469	1	386.10	
INV N11657	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1908 N11657	1	356.90	
INV N40157	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO P242 N40157	1	24.00	
INV N5633	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN0004 N5633	1	24.00	
INV N40090	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1510 N40090	1	24.00	
INV 9RE810	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN0002 9RE810	1	24.00	
INV N10721	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1901 N10721	1	386.10	
INV N10996	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1407 N10996	1	386.10	
INV N460	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1220 N460	1	414.20	
INV KILLAR.01/07/2020	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1808 KILLARA.2	1	414.20	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 6

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1TLJ767	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1019 1TLJ767	1	24.00	
INV N.001	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1706 N.001	1	79.35	
INV N.002	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1314 N.002	1	250.50	
INV N9467	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1621 - N9467	1	414.20	
INV N10938	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1401 N10938	1	386.10	
INV KILLAR.01	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1310 KILLARA	1	414.20	
INV N11187	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1515 N11187	1	386.10	
INV N254	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1810 N254	1	414.20	
INV N.3433	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1519 N.3433	1	414.20	
INV 1GZQ71701	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN0913 1GZQ717	1	386.10	
INV N11291	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1602 - N11291	1	386.10	
INV N11363	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1609 - N11363	1	414.20	
INV N.4100	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1307 - N4100	1	386.10	
INV N.4259	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1605 - N.4259	1	386.10	
INV N.4487	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1909 - N.4487	1	386.10	
INV N.4490	01/07/2020	SHIRE OF NORTHAM	12 MONTHS REGO - PN1911 - N.4490	1	386.10	
INV N.5380	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN0005 N.5380	1	24.00	
INV N10734	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1906 N10734	1	414.20	
INV 1GZQ71801	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1305 1GZQ718	1	386.10	
INV N9166	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO P5017 N9166	1	79.35	
INV N.4468	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1904 N.4468	1	79.35	
INV N.006	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN0916 N.006	1	79.35	
INV N.017	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1213 N.017	1	79.35	
INV 1DNH3501	01/07/2020	SHIRE OF NORTHAM	12 MTH REGO PN1007 1DNH350	1	79.35	
INV N.3805	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1913 N.3805	1	386.10	
INV N.4096	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1914 N.4096	1	386.10	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 7

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N.004	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1809 N.004	1	79.35	
INV N.3871	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1006 N.3871	1	79.35	
INV N.4174	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1502 N.4174	1	79.35	
INV N.4177	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN3555 N.4177	1	79.35	
INV N577	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1607 N577	1	386.10	
INV N79	01/07/2020	SHIRE OF NORTHAM	12 MTHS REGO PN1710 N79	1	386.10	
EFT36900	02/07/2020	DONALD VEAL CONSULTANTS PTY LTD	CONSULTANT SERVICES FOR NORTHAM BIKE PLAN 2019 DATED AUGUST2019 AS SET OUT IN TABLE 5.1 SEE ATTACHED	1		7,235.80
INV 1950014	05/02/2020	DONALD VEAL CONSULTANTS PTY LTD	CONSULTANT SERVICES FOR NORTHAM BIKE PLAN 2019 DATED AUGUST2019 AS SET OUT IN TABLE 5.1 SEE ATTACHED	1	4,463.80	
INV 1910000505/05/2020		DONALD VEAL CONSULTANTS PTY LTD	CONSULTANT SERVICES FOR NORTHAM BIKE PLAN 2019 DATED AUGUST2019 AS SET OUT IN TABLE 5.1 SEE ATTACHED	1	2,772.00	
EFT36937	03/07/2020	ABBOTTS FORGE	TOWN ENTRY TURRETT SIGNAGE. REMOVE EXISTIN SIGNS AND INSTALL NEW SIGNS.	1		4,100.00
INV 0000398428/05/2020		ABBOTTS FORGE	TOWN ENTRY TURRETT SIGNAGE. REMOVE EXISTIN SIGNS AND INSTALL NEW SIGNS.	1	4,100.00	
EFT36938	03/07/2020	AG IMPLEMENTS	MAJOR SWIFT BLADES (4 LEFT & 4 RIGHT)	1		1,696.46
INV 395204	04/05/2020	AG IMPLEMENTS	T202940 DURA-MAX CUTTING EDGE	1	699.16	
INV 397155	21/05/2020	AG IMPLEMENTS	MAJOR SWIFT BLADES (4 LEFT & 4 RIGHT)	1	997.30	
EFT36939	03/07/2020	ALLSTRONG OUTDOOR GARAGE DOORS	WUNDOWIE DEPOT. REPAIR/SERVICE ROLLER DOOR TO REAR SHED.	1		242.00
INV 0000106317/06/2020		ALLSTRONG OUTDOOR GARAGE DOORS	WUNDOWIE DEPOT. REPAIR/SERVICE ROLLER DOOR TO REAR SHED.	1	242.00	
EFT36940	03/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR JUNE 2020	1		190.85
INV 66475	18/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR JUNE 2020	1	190.85	
EFT36941	03/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SUPPLY HOSE AND FITTINGS AS PER REQUEST	1		265.57

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 8

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 6524478	16/06/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SUPPLY HOSE AND FITTINGS AS PER REQUEST	1	257.88	
INV 6527398	22/06/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LIFTING SHACKLES - LIFT RATED	1	7.69	
EFT36942	03/07/2020	ARCH SOFTWARE AUSTRALIA	TRAVEL TO SITE - 7:45/9:30	1		976.25
INV 8049	29/06/2020	ARCH SOFTWARE AUSTRALIA	TRAVEL TO SITE - 7:45/9:30	1	976.25	
EFT36943	03/07/2020	ASLAB PTY LTD	CORE TEST (3) IRISHTOWN ROAD AS PER REQUIREMENTS	1		1,183.24
INV 0002318726/06/2020		ASLAB PTY LTD	CORE TEST (3) IRISHTOWN ROAD AS PER REQUIREMENTS	1	1,183.24	
EFT36944	03/07/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT23/06/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT36945	03/07/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 9/6/2020	1		58,301.00
INV PAYG 09.12/06/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 9/6/2020	1	58,301.00	
EFT36946	03/07/2020	AUTOPRO NORTHAM	SUPPLY DRILL SET	1		50.85
INV 855145	29/06/2020	AUTOPRO NORTHAM	SUPPLY DRILL SET	1	50.85	
EFT36947	03/07/2020	AVON SERVICE SPECIALISTS	EN1307 - FORD RANGER - N4100 - 50,000KM SERVICE	1		288.70
INV 19111	29/06/2020	AVON SERVICE SPECIALISTS	EN1307 - FORD RANGER - N4100 - 50,000KM SERVICE	1	288.70	
EFT36948	03/07/2020	AVON VALLEY CONTRACTORS	FLOAT FROM IRISHTOWN TO NEWCASTLE AND RETURN	1		440.00
INV 3406	29/06/2020	AVON VALLEY CONTRACTORS	FLOAT FROM IRISHTOWN TO NEWCASTLE AND RETURN	1	440.00	
EFT36949	03/07/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	ACCESS WAY UPGRADE AT OLD QUARRY ROAD LANDFILL SITE AS PER QUOTE 1147.	1		17,737.50
INV IV10545	30/06/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	ACCESS WAY UPGRADE AT OLD QUARRY ROAD LANDFILL SITE AS PER QUOTE 1147.	1	16,104.00	
INV IV10546	30/06/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	SUPPLY ADDITIONAL GRAVEL FOR ACCESS WAY UPGRADE	1	1,633.50	
EFT36950	03/07/2020	AVON WASTE	WASTE COLLECTION FORTNIGHT COMMENCING 25/05/2020	1		38,043.45

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 9

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 39095	05/06/2020	AVON WASTE	WASTE COLLECTION FORTNIGHT COMMENCING 25/05/2020	1	38,043.45	
EFT36951	03/07/2020	BANDIT TREE EQUIPMENT	EN1802 - KNIFE 990 1090 1390 15XP (REPLACEMENT BLADES) BA912300147	1		1,015.00
INV 0010651130/06/2020		BANDIT TREE EQUIPMENT	EN1802 - KNIFE 990 1090 1390 15XP (REPLACEMENT BLADES) BA912300147	1	1,015.00	
EFT36952	03/07/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/06/2020 to 30/06/2020	1		532.40
INV 524257	29/06/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01/06/2020 to 30/06/2020	1	532.40	
EFT36953	03/07/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT23/06/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT23/06/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36954	03/07/2020	EM SURVEYS	SPOTTING FOR LINE MARKING JENNAPULIN ROAD 0.58-1.3	1		5,500.00
INV 0002102216/06/2020		EM SURVEYS	SPOTTING FOR LINE MARKING JENNAPULIN ROAD 0.58-1.3	1	5,500.00	
EFT36955	03/07/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - DIAGNOSE & REPORT ON CONDITION CF LOGAN CLUTCH, RE ROUTE FOAM SYSTEM TO AUX. PUMP ON THE. REBUILD VIPER BRANCH OFF CLACKLINE LT & GV 4.4	1		1,885.00
INV 97962	12/06/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - DIAGNOSE & REPORT ON CONDITION CF LOGAN CLUTCH, RE ROUTE FOAM SYSTEM TO AUX. PUMP ON THE. REBUILD VIPER BRANCH OFF CLACKLINE LT & GV 4.4	1	1,500.00	
INV 67963	12/06/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	EASY BURN MATCHES - 1 X BOX (100 PACKETS)	1	385.00	
EFT36956	03/07/2020	FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET COLD MIX/POTHOLE REPAIR 20 KG BAG EA.	1		1,795.20
INV 1409769125/06/2020		FULTON HOGAN INDUSTRIES PTY LTD	EZ STREET COLD MIX/POTHOLE REPAIR 20 KG BAG EA.	1	1,795.20	
EFT36957	03/07/2020	GARPEN PTY LTD	6.5 HP 2800PSI PRESSURE WASHER	1		695.00
INV SL-00048730/06/2020		GARPEN PTY LTD	6.5 HP 2800PSI PRESSURE WASHER	1	695.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36958	03/07/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - SOUTHERN BROOK ROAD - SHOULDER RECONSTRUCTION - RIP OFF EXISTING SHOULDERS ALLOWING TO LAY, SPREAD, COMPACT, TRIM TO SHAPE, AND COMPACTION TESTED THROUGH NAATI APPROVED LAB, 150 MM THICK COMPACTED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1		135,837.03
INV 1683	24/06/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 SOUTHERN BROOK ROAD SHOULDER RECONSTRUCTION & WIDENING - VARIATION #1 INSTALL MISSING HEADWALL AT SLK 2.63 FOR 600MM PIPE	1	5,100.00	
INV 1683	24/06/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - SOUTHERN BROOK ROAD - SHOULDER RECONSTRUCTION - RIP OFF EXISTING SHOULDERS ALLOWING TO LAY, SPREAD, COMPACT, TRIM TO SHAPE, AND COMPACTION TESTED THROUGH NAATI APPROVED LAB, 150 MM THICK COMPACTED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1	125,017.03	
INV 1685	30/06/2020	GDR CIVIL CONTRACTING PTY LTD	GRADE TAMMA ROAD 29 JUNE 2020	1	5,720.00	
EFT36959	03/07/2020	GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTERESS 6000MM X2000MM X 170MM	1		4,967.60
INV CD202022/05/2020		GEOFABRICS AUSTRALASIA PTY LTD	RENO MATTERESS 6000MM X2000MM X 170MM	1	4,967.60	
EFT36960	03/07/2020	GLENN STUART BEVERIDGE	VINTAGE VEHICLE BUILDING. PATCH CRACKS AND UNDERCOAT ALL WALLS IN KITCHEN AND WALL IN MEETING ROOM AND BATHROOM.	1		4,510.00
INV 17	09/02/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE. UNIT 2. REFIX CLOTHESLINE WIRE COMING DOWN, FRONT DOOR LOCK IS STICKING AND HARD TO LOCK SOMETIMES.	1	99.00	
INV 2	18/04/2020	GLENN STUART BEVERIDGE	SUSPENSION BRIDGE. REPLACE BROKEN PLANK.	1	165.00	
INV 1	21/04/2020	GLENN STUART BEVERIDGE	BERNARD PARK TOILETS. INSTALL 3 X SOAP DISPENSERS.	1	143.00	
INV 40	20/05/2020	GLENN STUART BEVERIDGE	WUNDOWIE TENNIS TOILETS. FIX ROOF SHEETS FLAPPING IN THE WIND.	1	132.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 11

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 42	22/05/2020	GLENN STUART BEVERIDGE	TOWN HALL. REPAIR REAR DOOR AND QUOTE TO REPAIR AND PAINT ALL OTHER DOORS.	1	88.00	
INV 5	22/06/2020	GLENN STUART BEVERIDGE	COVID WORKS. REMOVE TEMPORARY FENCING AND PUT PLASTIC BARRICADES UP.	1	330.00	
INV 6	22/06/2020	GLENN STUART BEVERIDGE	COVID WORKS. INSTALL 5 X AUTO HAND SANITISER UNITS TO LIBRARY, VISITORS CENTRE, BKB AND REC CENTRE.	1	528.00	
INV 7	22/06/2020	GLENN STUART BEVERIDGE	OLD INFANT HEALTH CLINIC (63 WELLINGTON STREET.) REPAIR ROOF LEAK.	1	66.00	
INV 3	23/06/2020	GLENN STUART BEVERIDGE	VINTAGE VEHICLE BUILDING. PATCH CRACKS AND UNDERCOAT ALL WALLS IN KITCHEN AND WALL IN MEETING ROOM AND BATHROOM.	1	2,750.00	
INV 8	26/06/2020	GLENN STUART BEVERIDGE	BAKERS HILL FIRE SHED. REPAIR DOOR LOCK AFTER ATTEMPTED BREAK IN.	1	209.00	
EFT36961	03/07/2020	GRAFTON ELECTRICS	VINTAGE VEHICLE BUILDING. REPLACE U/S ELECTRIC STOVE WITH NEW.	1		1,697.13
INV 6783	25/03/2020	GRAFTON ELECTRICS	CHECK AND FUSE POWER POINT IN REAR SHED, NORTHAM SHIRE DEPOT.	1	221.09	
INV 6965	11/06/2020	GRAFTON ELECTRICS	INSTALL NEW BBQ ON BROOME TCE	1	403.54	
INV 6961	11/06/2020	GRAFTON ELECTRICS	EMERGENCY REPAIRS TO BERT HAWKE OVAL	1	247.50	
INV 7009	23/06/2020	GRAFTON ELECTRICS	VINTAGE VEHICLE BUILDING. REPLACE U/S ELECTRIC STOVE WITH NEW.	1	825.00	
EFT36962	03/07/2020	GROVE WESLEY DESIGN ART	BKB BROCHURES - 10,000 COPIES	1		693.00
INV 6053	23/06/2020	GROVE WESLEY DESIGN ART	BKB BROCHURES - 10,000 COPIES	1	693.00	
EFT36963	03/07/2020	IT VISION	BULK IMPORT OF BIN SERIAL NUMBERS TO MOBIL BINS REGISTER IN SYNERGY	1		550.00
INV 33491	15/06/2020	IT VISION	BULK IMPORT OF BIN SERIAL NUMBERS TO MOBIL BINS REGISTER IN SYNERGY	1	550.00	
EFT36964	03/07/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD OF 01/06/2020-30/06/2020	1		337.26
INV 6263145	30/06/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD OF 01/06/2020-30/06/2020	1	337.26	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 12

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36965	03/07/2020	JIM MCKENZIE PTY LTD	WET HIRE OF VACAVATOR FROM 5TH - 8TH JUNE 2020	1		990.00
INV K272	22/06/2020	JIM MCKENZIE PTY LTD	WET HIRE OF VACAVATOR FROM 5TH - 8TH JUNE 2020	1	990.00	
EFT36966	03/07/2020	KAREN LEE WORNUM	REFUND OF RATES CREDIT - PENSION AT SETTLEMENT A12396	1		674.22
INV A12396	30/06/2020	KAREN LEE WORNUM	REFUND OF RATES CREDIT - PENSION AT SETTLEMENT A12396	1	674.22	
EFT36967	03/07/2020	LAURA GRAY	SHIRE HERITAGE BUILDINGS. UNDERTAKE INSPECTIONS AND MAKE RECOMMENDATIONS FOR SHIRE HERITAGE BUILDINGS.	1		2,631.75
INV 20/23	29/06/2020	LAURA GRAY	SHIRE HERITAGE BUILDINGS. UNDERTAKE INSPECTIONS AND MAKE RECOMMENDATIONS FOR SHIRE HERITAGE BUILDINGS.	1	2,631.75	
EFT36968	03/07/2020	IGIS - RISK.MANAGEMENT	PREPARATION OF RECREATION CENTRE AND AQUATIC CENTRE EMERGENCY EVACUATION PLANS PRIOR TO AQUATIC CENTRE OPENING.	1		1,237.50
INV 156-0203	13/05/2020	IGIS - RISK.MANAGEMENT	PREPARATION OF RECREATION CENTRE AND AQUATIC CENTRE EMERGENCY EVACUATION PLANS PRIOR TO AQUATIC CENTRE OPENING.	1	1,237.50	
EFT36970	03/07/2020	LLOYDS EARTHMOVING	PLANTS	1		3,329.00
INV INV-18802406	20/06/2020	LLOYDS EARTHMOVING	PLANTS	1	3,329.00	
EFT36971	03/07/2020	MAINROADS WESTERN AUSTRALIA	MINOR SDR WORKS - ASPHALT WORKS AT KEANE STREET BAKERS HILL.	1		22,085.91
INV 8009644	20/06/2020	MAINROADS WESTERN AUSTRALIA	MINOR SDR WORKS - ASPHALT WORKS AT KEANE STREET BAKERS HILL.	1	22,085.91	
EFT36972	03/07/2020	MARINDUST SALES	SUPPLY MS-32 (COMPLETE SET OIF 7.5MX80MM TAPERED SENIOR AFL GOALS	1		4,708.00
INV 0002058602	20/06/2020	MARINDUST SALES	SUPPLY MS-32 (COMPLETE SET OIF 7.5MX80MM TAPERED SENIOR AFL GOALS	1	4,708.00	
EFT36973	03/07/2020	MAYDAY EARTHMOVING	HIRE OF PED ROLLER FOR TUESDAY 30 JUNE 2020. INCLUDING DELIVERY TO & COLLECTION FROM SITE - GUM TREE ROAD BAKERS HILL.	1		407.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 13

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0007461530/06/2020		MAYDAY EARTHMOVING	HIRE OF PED ROLLER FOR TUESDAY 30 JUNE 2020. INCLUDING DELIVERY TO & COLLECTION FROM SITE - GUM TREE ROAD BAKERS HILL.	1	407.00	
EFT36974	03/07/2020	MEGA-FIX	SBTG860 - SCREW BOLT GALVANISED 8X60	1		137.50
INV 82029	22/06/2020	MEGA-FIX	SBTG860 - SCREW BOLT GALVANISED 8X60	1	137.50	
EFT36975	03/07/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 22/06/2020-28/06/2020	1		7,963.45
INV N2539	29/06/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	ADJUSTMENT INVOICE TO REFLECT CHANGE IN HOURLY RATES 19/05/2020-30/06/2020	1	439.45	
INV N2539	29/06/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 22/06/2020-28/06/2020	1	3,762.00	
INV N2536	29/06/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES 15/06/2020-21/06/2020	1	3,762.00	
EFT36976	03/07/2020	MIRACLE RECREATION EQUIPMENT	SUPPLY 1 X FREESTANDING XYLOPHONE FRE-128. INCLUDES DELIVERY TO NORTHAM.	1		6,380.00
INV 40566	19/06/2020	MIRACLE RECREATION EQUIPMENT	SUPPLY 1 X FREESTANDING XYLOPHONE FRE-128. INCLUDES DELIVERY TO NORTHAM.	1	6,380.00	
EFT36977	03/07/2020	MODERN TEACHING AIDS PTY LTD	SCITTECH GRANT - EDISON AND LEGO KIT	1		1,873.09
INV 4400969610/06/2020		MODERN TEACHING AIDS PTY LTD	SCITTECH GRANT - EDISON AND LEGO KIT	1	1,873.09	
EFT36978	03/07/2020	NORTHAM COURIER SERVICE	FREIGHT TABLETS FOR PLAIN TEST KITS FROM SIGMA TO ADMIN DONE BY CARMEN	1		19.80
INV 2475	01/05/2020	NORTHAM COURIER SERVICE	FREIGHT TABLETS FOR PLAIN TEST KITS FROM SIGMA TO ADMIN DONE BY CARMEN	1	19.80	
EFT36979	03/07/2020	NORTHAM FLORIST	FLOWERS FOR SICK STAFF MEMBER.	1		82.00
INV 22885	11/06/2020	NORTHAM FLORIST	FLOWERS FOR SICK STAFF MEMBER.	1	82.00	
EFT36980	03/07/2020	NORTHAM HOLDEN	EN1901 - REGON10721 SERVICE	1		499.00
INV 129139	29/06/2020	NORTHAM HOLDEN	EN1901 - REGON10721 SERVICE	1	499.00	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 14

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36981	03/07/2020	CASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL SHADE COVER OVER 15M X 11M AREA AT PERINA PARK. THE SHADE TO CONSIST OF 6 X 150NB POLES GALVERNISED AND PAINTED IN WINDSPRAY (GREY) WITH TWO SQUARE SHADES 7.5 M X 11M ONE IN ZESTY LIME AND ONE IN PURPLE. VALUE INCLUDES ENGINEERING , SHIRE FEES AND SITE WORKS. AS PER QUOTE QU-0462	1		27,324.00
INV INV-053011/06/2020		CASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL SKATE PARK DRAIN&AGE AS PER QUOTE 0584	1	7,920.00	
INV INV-053326/06/2020		CASIS OUTDOOR STRUCTURES	SUPPLY AND INSTALL SHADE COVER OVER 15M X 11M AREA AT PERINA PARK. THE SHADE TO CONSIST OF 6 X 150NB POLES GALVERNISED AND PAINTED IN WINDSPRAY (GREY) WITH TWO SQUARE SHADES 7.5 M X 11M ONE IN ZESTY LIME AND ONE IN PURPLE. VALUE INCLUDES ENGINEERING , SHIRE FEES AND SITE WORKS. AS PER QUOTE QU-0462	1	19,404.00	
EFT36982	03/07/2020	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SUPPLY SHADE SAIL HARDWARE	1		198.00
INV 3618	18/06/2020	OLLY'S CAR & FURNITURE UPHOLSTERY'S	SUPPLY SHADE SAIL HARDWARE	1	198.00	
EFT36983	03/07/2020	OXTER SERVICES	BURIAL DATE 22-6-2020. REOPENING OF JENO EMIL FRANZ FOR THE BURIAL OF MARIA FARRINGTON.	1		1,821.74
INV 22911	19/06/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 2 X PACK GLOVES, 2 X CARTONS TOILET PAPER AND 1 X TOILET SEAT.	1	78.09	
INV 22912	19/06/2020	OXTER SERVICES	ADMIN BUILDING, SUPPLY 2 X ULTRASLIM HAND TOWEL AND 4 X WIPES ON A ROLL.	1	205.19	
INV 22918	22/06/2020	OXTER SERVICES	240L GARBAGE BAGS BOX	1	603.46	
INV 22988	25/06/2020	OXTER SERVICES	BURIAL DATE 22-6-2020. REOPENING OF JENO EMIL FRANZ FOR THE BURIAL OF MARIA FARRINGTON.	1	935.00	
EFT36984	03/07/2020	EF & DE ROBINSON	BUILD AND INSTALL 1 X PARKLETTS (ONE FOR OUTSIDE LUME) AS PER SPECIFICATIONS INCLUDING ALL LABOUR AND MATERIALS QUOTED 20-05-2020	1		4,212.00
INV 0000033/01/06/2020		EF & DE ROBINSON	BUILD AND INSTALL 1 X PARKLETTS (ONE FOR OUTSIDE LUME) AS PER SPECIFICATIONS INCLUDING ALL LABOUR AND MATERIALS QUOTED 20-05-2020	1	4,212.00	
EFT36985	03/07/2020	ERIMARIES OF WA PTY LTD	FENCE POST ECOMONY BLACK 165CM - 100428239	1		1,121.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 15

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4104113221/05/2020		PRIMARIES OF WA PTY LTD	SUPPLY GALCON	1	189.22	
INV 4104875208/06/2020		PRIMARIES OF WA PTY LTD	EARTHCARE SEASOL COMM SEAWEED CONC 20L	1	312.92	
INV 4105365511/06/2020		PRIMARIES OF WA PTY LTD	5 KG INSIGHT 750 SG	1	257.73	
INV 4140502911/06/2020		PRIMARIES OF WA PTY LTD	FENCE POST ECOMONY BLACK 165CM - 100428239	1	361.13	
EFT36986	03/07/2020	PROFESSIONALS AVON VALLEY	BUSINESS SUPPORT GRANT SCHEME - TRAIN RECEPTIONIST TO BECOME A PROPERTY MANAGER.	1		450.00
INV JW1706209/06/2020		PROFESSIONALS AVON VALLEY	BUSINESS SUPPORT GRANT SCHEME - TRAIN RECEPTIONIST TO BECOME A PROPERTY MANAGER.	1	450.00	
EFT36987	03/07/2020	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. LIGHT IN FOYER NOT WORKING. CHECK REPLACE ALL OTHER GLOBES STARTER.	1		127.60
INV 0000570925/06/2020		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE LIBRARY. LIGHT IN FOYER NOT WORKING. CHECK REPLACE ALL OTHER GLOBES STARTER.	1	127.60	
EFT36988	03/07/2020	RED DOT STORES	COVID19 SAFETY PLAN RECOMMENDATION PURCHASES: WOODEN SPOONS, NOTEBOOKS FOR CONTRACTORS, TISSUES, STICKY PADS FOR SIGNAGE, CARRY BAG	1		114.00
INV 4585960215/05/2020		RED DOT STORES	COVID19 SAFETY PLAN RECOMMENDATION PURCHASES: WOODEN SPOONS, NOTEBOOKS FOR CONTRACTORS, TISSUES, STICKY PADS FOR SIGNAGE, CARRY BAG	1	52.00	
INV 4592421921/05/2020		RED DOT STORES	CONTAINERS TO MIX AND DISTRIBUTE SEED FOR REHAB AREA AT OLD QUARRY ROAD WASTE MANAGEMENT FACILITY.	1	44.00	
INV 4597711925/05/2020		RED DOT STORES	FRAMES FOR COVID SAFETY PLAN CERTIFICATES NORTHAM AND WUNDOWIE LIBRARIES	1	18.00	
EFT36989	03/07/2020	RM SURVEYS	TO COMPARE THE TOP SILT LAYER OF THE 2011 SURVEY TO THE SURVEY COMPLETED IN 2019 INCLUDING CALCULATING VOLUMES AND CHANGES IN HEIGHT (ACCRETION AND DEEPENING). COST INCLUDES CALCULATIONS AND PREPARING PLANS.	1		924.00

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 16

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0002377831/05/2020		RM SURVEYS	TO COMPARE THE TOP SILT LAYER OF THE 2011 SURVEY TO THE SURVEY COMPLETED IN 2019 INCLUDING CALCULATING VOLUMES AND CHANGES IN HEIGHT (ACCRETION AND DEEPENING). COST INCLUDES CALCULATIONS AND PREPARING PLANS.	1	924.00	
EFT36990	03/07/2020	ROAD AND TRAFFIC SERVICES PTY LTD	INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED SOLID LINE 90M AND DASH LINE 130M ON QUOTE 20RM272	1		1,083.50
INV 0000816608/05/2020		ROAD AND TRAFFIC SERVICES PTY LTD	INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED SOLID LINE 90M AND DASH LINE 130M ON QUOTE 20RM272	1	1,083.50	
EFT36991	03/07/2020	ROAD RAIL AND MINE PRODUCTS PTY LTD	1800 X 165 YELLOW BOLLARDS	1		1,421.20
INV 0000031419/06/2020		ROAD RAIL AND MINE PRODUCTS PTY LTD	1800 X 165 YELLOW BOLLARDS	1	1,267.20	
INV 0000032023/06/2020		ROAD RAIL AND MINE PRODUCTS PTY LTD	RUBBER WHEEL STOPS	1	154.00	
EFT36992	03/07/2020	SAWDUST N SAND	4X PLANTER BOXES AS PER SHIRE SPECIFICATIONS	1		1,907.00
INV NS_JP_0618/06/2020		SAWDUST N SAND	4X PLANTER BOXES AS PER SHIRE SPECIFICATIONS	1	1,907.00	
EFT36993	03/07/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM RECREATION CENTRE AS PER CONTRACT C.201920-08.	1		45,603.35
INV 172703	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM SHIRE ADMINISTRATION BUILDING AS PER CONTRACT C.201920-08.	1	1,579.05	
INV 172707	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE SWIMMING POOL AS PER CONTRACT C.201920-08.	1	3,257.10	
INV 172704	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM RECREATION CENTRE AS PER CONTRACT C.201920-08.	1	3,207.60	
INV 172705	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM VISITORS CENTRE AS PER CONTRACT C.201920-08.	1	1,098.90	
INV 172706	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO KILLARA AS PER CONTRACT C.201920-08.	1	618.65	
INV 172708	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE LIBRARY AS PER CONTRACT C.201920-08.			

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 17

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 172709	29/05/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE TOWN HALL AS PER CONTRACT C.201920-08.	1	618.65	
INV 172716	12/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO KILLARA AS PER CONTRACT C.201920-08.	1	4,395.60	
INV 172718	12/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE LIBRARY AS PER CONTRACT C.201920-08.	1	2,474.60	
INV 172720	12/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE TOWN HALL AS PER CONTRACT C.201920-08.	1	2,474.60	
INV 172710	12/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM SHIRE ADMINISTRATION BUILDING AS PER CONTRACT C.201920-08.	1	6,316.20	
INV 172712	15/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM RECREATION CENTRE AS PER CONTRACT C.201920-08.	1	12,830.40	
INV 172714	15/06/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM VISITORS CENTRE AS PER CONTRACT C.201920-08.	1	5,385.60	
EFT36994	03/07/2020	SOS - SWITCHED ONTO SAFETY	ANNUAL LICENCING FEE FOR CHEMWATCH GOLDFEX FOR THE PERIOD MAY 2020 TO APRIL 2021	1		2,145.00
INV INV0292	25/03/2020	SOS - SWITCHED ONTO SAFETY	ANNUAL LICENCING FEE FOR CHEMWATCH GOLDFEX FOR THE PERIOD MAY 2020 TO APRIL 2021	1	2,145.00	
EFT36995	03/07/2020	STASS ENVIRONMENTAL	OLD QUARRY ROAD ANNUAL GROUND WATER MONITORING REPORT	1		1,994.37
INV SN007	30/05/2020	STASS ENVIRONMENTAL	OLD QUARRY ROAD ANNUAL GROUND WATER MONITORING REPORT	1	1,994.37	
EFT36996	03/07/2020	STATE LAW PUBLISHER	GAZETTAL OF WASTE LOCAL LAW 2020	1		1,063.50
INV 163243	03/06/2020	STATE LAW PUBLISHER	GAZETTAL OF WASTE LOCAL LAW 2020	1	1,063.50	
EFT36997	03/07/2020	SUSTAINABLE MACHINERY PTY LTD	EN0912 - SET OF BLADE FOR MACHINE - SERIAL 20580 - EQ155	1		1,947.55
INV 0000264125	06/2020	SUSTAINABLE MACHINERY PTY LTD	SUPPLY 6 BLADES FOR EARTHQUAKE COMPACTOR (INC FRIEGHT)	1	684.30	
INV 0000264225	06/2020	SUSTAINABLE MACHINERY PTY LTD	EN0912 - SET OF BLADE FOR MACHINE - SERIAL 20580 - EQ155	1	1,263.25	
EFT36998	03/07/2020	SYNERGY	01/04/2020-04/05/2020 STREET LIGHTS	1		50,823.13

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 18

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2096931104/05/2020		SYNERGY	01/04/2020-04/05/2020 STREET LIGHTS	1	23,873.58	
INV 2020955221/05/2020		SYNERGY	KILLARA NEW BUILDING 16/04/2020-21/05/2020	1	1,061.78	
INV 2048956122/05/2020		SYNERGY	NORTHAM AIRPORT 20/03/2020-22/05/2020	1	1,557.28	
INV 2068957929/05/2020		SYNERGY	IRISHTOWN BFB 23/03/2020-29/05/2020	1	157.71	
INV 2072960402/06/2020		SYNERGY	OLD SHIRE DEPOT 30/03/2020-02/06/2020	1	206.31	
INV 2088963502/06/2020		SYNERGY	04/05/2020-02/06/2020 STREET LIGHTS	1	23,067.92	
INV 2004959403/06/2020		SYNERGY	VISITORS CENTRE CONF ROOM 31/03/2020-03/06/2020	1	238.30	
INV 2040962403/06/2020		SYNERGY	VISITORS CENTRE 31/03/2020-03/06/2020	1	304.73	
INV 2032972004/06/2020		SYNERGY	OLD NORTHAM FIRE STATION 01/04/2020-04/06/2020	1	239.89	
INV 2036963905/06/2020		SYNERGY	RAP PARK - AVON YOUTH 02/04/2020-05/06/2020	1	115.63	
EFT36999	03/07/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1		25,262.60
INV 20597	30/04/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1	10,692.55	
INV 20708	31/05/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1	14,570.05	
EFT37000	03/07/2020	TELSTRA CORPORATION	VERIOUS MOBILE ACCOUNTS MAIN - APRIL 2020 TO MAY 2020	1		3,100.85
INV 2726008928/04/2020		TELSTRA CORPORATION	VERIOUS MOBILE ACCOUNTS MAIN - APRIL 2020 TO MAY 2020	1	3,100.85	
EFT37001	03/07/2020	TOWN OF CLAREMONT	REIMBURSEMENT OF LSL FOR JOSH WILSON	1		2,495.71
INV SI07870	23/06/2020	TOWN OF CLAREMONT	REIMBURSEMENT OF LSL FOR JOSH WILSON	1	2,495.71	
EFT37002	03/07/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	TOWN HALL. REPAIR BANK OF LIGHTS THAT ARE NOT WORKING.	1		159.50
INV 91665	30/06/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	TOWN HALL. REPAIR BANK OF LIGHTS THAT ARE NOT WORKING.	1	159.50	
EFT37003	03/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SES PC2 - DIAGNOSE AND REPAIR ELECTRICAL FAULT WITH AUXILIARY BATTERY	1		5,761.15

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 19

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-103018/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FC1 - DIAGNOSE BATTERY DRAINING ISSUES AND FIT NEW BATTERY TO APPLIANCE	1	285.00	
INV INV-104109/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SES PC2 - DIAGNOSE AND REPAIR ELECTRICAL FAULT WITH AUXILIARY BATTERY	1	1,268.50	
INV INV-104701/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1605 - REPLACE BATTERY	1	301.50	
INV INV-104601/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1510A - REPAIR LIGHT CONNECTION.	1	141.50	
INV INV-104702/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1605 - DMAX - DRIVERS SIDE WINDOW INTERMITTANTLY NOT GOING UP - PLEASE ASSESS AND REPAIR on 23 March 2020	1	116.50	
INV INV-104714/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	MAKE CONDUIT AS PER SPECIFICATIONS	1	96.60	
INV INV-104717/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1515 - REPLACE FLASHING LIGHT/BEACON WITH LED	1	432.43	
INV INV-105819/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1305 - SPRAY PUMP - REMOVE AND REPLACE PUMP CN SPRAY TRUCK	1	530.85	
INV INV-105525/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1603 - INVESTIGATE LIGHT FAULT ON ROAD BROOM AND REPAIR	1	267.49	
INV INV-105525/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN3555 - REMOVE CURRENT RADIOS FROM BACKHOE READY FOR AUCTION	1	166.50	
INV INV-105525/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1502 - BOMAG ROLLER - TRAVEL TO SITE(MEENAR NORTH RD), DIAGNOSE ISSUE, RETURN TO NORTHAM, TRAVEL BACK TO SITE, REPLACE ALTERNATOR, TEST FOR FAULTS.	1	1,035.38	
INV INV-105827/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY METRE READER.	1	135.00	
INV INV-105927/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1802 - WOODCHIPPER - REPAIR BEACON - 2 JUNE 2020	1	384.50	
INV INV-103103/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO TEST & REPLACE BATTERY IN HOLDEN CAPTIVA N11120 - EN1707. PROJECT DEVELOPEMENT MANAGER VEHICLE.	1	599.40	
EFT37004	03/07/2020	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER DR.2325	1		409.00
INV 24493	06/02/2019	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER TN2330 - COMPATIBLE	1	99.00	
INV 26421	30/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	BROTHER DR.2325	1	310.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 20

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37005	03/07/2020	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR RANGERS	1		546.30
INV 9437	28/05/2020	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR RANGERS	1	546.30	
EFT37006	03/07/2020	WOLFCOM AUSTRALIA PTY LTD	WOLFCOM VISION 360 DEG ROTATING CLIP	1		75.00
INV 3274	22/05/2020	WOLFCOM AUSTRALIA PTY LTD	WOLFCOM VISION 360 DEG ROTATING CLIP	1	75.00	
EFT37051	08/07/2020	BANDIT TREE EQUIPMENT	PLEASE SERVICE THE BANDIT 15XPC (1TTO441) ON SITE AS PER QUOTE 00105960 04/06/2020.	1		1,411.46
INV 0010596004/06/2020		BANDIT TREE EQUIPMENT	PLEASE SERVICE THE BANDIT 15XPC (1TTO441) ON SITE AS PER QUOTE 00105960 04/06/2020.	1	1,411.46	
EFT37052	08/07/2020	BUNNINGS BUILDING SUPPLIES P/L	GARDEN MAINTENANCE AND REPLACEMENT TOOLS.	1		143.09
INV 2180019015/05/2020		BUNNINGS BUILDING SUPPLIES P/L	GARDEN MAINTENANCE AND REPLACEMENT TOOLS.	1	143.09	
EFT37053	08/07/2020	CAFE YASOU	CATERING FOR GOVERNOR VISIT- BUSHFOODS MORNING TEA.	1		90.00
INV IV00000019/06/2020		CAFE YASOU	CATERING FOR GOVERNOR VISIT- BUSHFOODS MORNING TEA.	1	90.00	
EFT37054	08/07/2020	CJD EQUIPMENT PTY LTD	EN1314 - LABOUR & MATERIAL TO REPAIR SECOND FAULT IN GRADER	1		1,316.98
INV 0063032217/04/2020		CJD EQUIPMENT PTY LTD	EN1314 - LABOUR & MATERIAL TO REPAIR SECOND FAULT IN GRADER	1	1,316.98	
EFT37055	08/07/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	BERT HAWKE PAVILION. INSTALL 4G COMMUNICATOR AS PER QUOTE.	1		487.50
INV 119451	04/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	BERT HAWKE PAVILION. INSTALL 4G COMMUNICATOR AS PER QUOTE.	1	330.00	
INV 119459	04/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM RAILWAY MUSEUM. SIREN NOT TURNING OFF AND GETTING COMMUNITY COMPLAINTS, PLEASE RECTIFY.	1	157.50	
EFT37056	08/07/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1		416.49
INV 6253944	31/05/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1	416.49	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 21

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37057	08/07/2020	JASON SIGNMAKERS	60MM X 3.2M GALVANISED POSTS - GALV60-3.2ELCHS	1		606.97
INV 209055	09/06/2020	JASON SIGNMAKERS	60MM X 3.2M GALVANISED POSTS - GALV60-3.2ELCHS	1	606.97	
EFT37058	08/07/2020	KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WIPES & GLOVES	1		361.68
INV 000475332005/2020		KLEENWEST DISTRIBUTORS	ANTIBACTERIAL WIPES & GLOVES	1	361.68	
EFT37059	08/07/2020	NATIVE OZ BUSHFOODS	STOCK PURCHASES FOR BKB.	1		754.00
INV 1058	19/06/2020	NATIVE OZ BUSHFOODS	STOCK PURCHASES FOR BKB.	1	754.00	
EFT37060	08/07/2020	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE FRONT LEFT PASSENGER SIDE WINDOW AND RE TINT	1		111.00
INV 4965	12/02/2020	NORTHAM & DISTRICTS GLASS SERVICE	REPLACE FRONT LEFT PASSENGER SIDE WINDOW AND RE TINT	1	111.00	
EFT37061	08/07/2020	NUTRIEN AG SOULTIONS LIMITED	ALGAECIDE FOR WUNDOWIE POOLS	1		306.90
INV 9029195508/05/2020		NUTRIEN AG SOULTIONS LIMITED	ALGAECIDE FOR WUNDOWIE POOLS	1	306.90	
EFT37062	08/07/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST (POP UP SHOP)	1		235.57
INV 2193903	15/06/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST (POP UP SHOP)	1	235.57	
EFT37063	08/07/2020	SLATER-GARTRELL SPORTS	10L DRUM OF BLACK LINE MARKING PAINT	1		759.00
INV SG39929/18/03/2020		SLATER-GARTRELL SPORTS	10L DRUM OF BLACK LINE MARKING PAINT	1	759.00	
EFT37064	08/07/2020	SOUTHERN CROSS AUSTEREO PTY LTD	COVID-19 MAY RADIO ADS 6.5.2020-31.05.2020	1		2,205.50
INV 7105214931/05/2020		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
INV 7105215031/05/2020		SOUTHERN CROSS AUSTEREO PTY LTD	WEEKLY SHIRE PRESIDENT INTERVIEW / AROUND THE TOWNS - MAY 2020	1	264.00	
INV 7105215131/05/2020		SOUTHERN CROSS AUSTEREO PTY LTD	COMMUNITY UPDATE ON PROGRESS FOR COVID 19 - APRIL 2020	1	89.10	
INV 7105215331/05/2020		SOUTHERN CROSS AUSTEREO PTY LTD	COVID-19 MAY RADIO ADS 6.5.2020-31.05.2020	1	1,764.40	
EFT37065	08/07/2020	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 17 JUNE 2020 - 20 PEOPLE	1		500.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 22

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3087	17/06/2020	THE RIVERSIDE HOTEL	CATERING ORDINARY COUNCIL MEETING 17 JUNE 2020 - 20 PEOPLE	1	500.00	
EFT37066	08/07/2020	THE WORKWEAR GROUP	UNIFORM FOR VIC WILLIAMS	1		448.90
INV 1211805610/03/2020		THE WORKWEAR GROUP	UNIFORM FOR RENEE DHERVILLE	1	79.50	
INV 1219692316/04/2020		THE WORKWEAR GROUP	UNIFORM FOR VIC WILLIAMS	1	369.40	
EFT37067	08/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR F/E 26/04/2020.	1		35.81
INV 0445-S3026/04/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR F/E 26/04/2020.	1	35.81	
EFT37068	08/07/2020	VODAFONE	HARVEST BAN LINE MAY 2020.	1		440.00
INV 1126101906/05/2020		VODAFONE	HARVEST BAN LINE MAY 2020.	1	440.00	
EFT37069	08/07/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - MAY	1		165.00
INV 02730	03/06/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - MAY	1	165.00	
EFT37070	08/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIRE SUPPORT VEHICLE - REPAIRS TO ELECTRICAL SYSTEM, POD BATTERY FAILING, BULL - DRAW RUNNERS TO BE REPLACED	1		1,253.50
INV INV-102412/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	FIRE SUPPORT VEHICLE - REPAIRS TO ELECTRICAL SYSTEM, POD BATTERY FAILING, BULL - DRAW RUNNERS TO BE REPLACED	1	1,074.00	
INV INV-105418/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1510A - REPAIR LIGHT CONNECTION.	1	179.50	
EFT37071	08/07/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 STARTING 30/03/2020 APRIL TO 30/06/2020 WITH NEW PO ISSUED FOR NEW YEAR. 2 CREW WORKING 4 HOURS EACH OVER 3 DAYS TOTAL 36 HOURS/ WEEK 28/04/20 TO 07/05/2020.	1		7,662.60
INV 0030112222/05/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 STARTING 30/03/2020 APRIL TO 30/06/2020 WITH NEW PO ISSUED FOR NEW YEAR. 2 CREW WORKING 4 HOURS EACH OVER 3 DAYS TOTAL 36 HOURS/ WEEK 28/04/20 TO 07/05/2020.	1	3,207.60	
INV 0030112122/05/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	4 RANGERS, SUPERVISOR, EQUIPMENT AND CONSUMABLES TO MAINTAIN BURLONG POOL PARK	1	1,247.40	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 23

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0030112326/05/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	APRIL TO 30/06/2020 WITH NEW PO ISSUED FOR NEW YEAR. 2 CREW WORKING 4 HOURS EACH OVER 3 DAYS TOTAL 36 HOURS/ WEEK. 12/05/20 TO 21/05/20.	1	3,207.60	
EFT37072	08/07/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING 3/04/2020-13/05/2020	1		1,321.11
INV 209544	13/05/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING 3/04/2020-13/05/2020	1	1,321.11	
EFT37073	08/07/2020	BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. PLEASE ATTEND CVERFLOWING TOILETS AND RECTIFY.	1		137.50
INV INV-215620/06/2020		BLACKWELL PLUMBING PTY LTD	BERNARD PARK TOILETS. PLEASE ATTEND CVERFLOWING TOILETS AND RECTIFY.	1	137.50	
EFT37074	08/07/2020	BOEKEMAN MACHINERY	FILTER 1/2 BSP, 100 MESH	1		44.26
INV 293410	22/06/2020	BOEKEMAN MACHINERY	FILTER 1/2 BSP, 100 MESH	1	44.26	
EFT37075	08/07/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON DEPOT COPIER IRA-C3530.	1		300.75
INV S8463	17/06/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ON DEPOT COPIER IRA-C3530.	1	300.75	
EFT37076	08/07/2020	COUNTRYWIDE GROUP	50HOUR SERVICE - FN1903 - HUSQVANA MOWER	1		481.50
INV 29701	17/06/2020	COUNTRYWIDE GROUP	50HOUR SERVICE - FN1903 - HUSQVANA MOWER	1	329.10	
INV 29726	22/06/2020	COUNTRYWIDE GROUP	BLOWER - PLEASE SERVICE AS REQUIRED	1	152.40	
EFT37077	08/07/2020	CTI SECURITY SYSTEMS PTY LTD T/A/S SECURUS	SES BUILDING AND SHED. WIPE ALL CODES AND INSTALL NEW ONES AS PROVIDED BY CESM.	1		143.00
INV 119553	12/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A/S SECURUS	SES BUILDING AND SHED. WIPE ALL CODES AND INSTALL NEW ONES AS PROVIDED BY CESM.	1	71.50	
INV 119554	12/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A/S SECURUS	SES BUILDING AND SHED. WIPE ALL CODES AND INSTALL NEW ONES AS PROVIDED BY CESM.	1	71.50	
EFT37078	08/07/2020	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION - JASON CACIC	1		80.00
INV 192987	22/06/2020	HELENA ESTATE MEDICAL CENTRE	Q VIRUS VACCINATION - JASON CACIC	1	80.00	
EFT37079	08/07/2020	JASON SIGNMAKERS	VARIOUS SIGNS	1		820.32
INV 209514	23/06/2020	JASON SIGNMAKERS	VARIOUS SIGNS	1	820.32	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 24

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37080	08/07/2020	KLEENWEST DISTRIBUTORS	CHEMICALS, PPE, CHUX WIPES & MOP HEADS FOR KILLARA	1		783.59
INV 0004748420/05/2020		KLEENWEST DISTRIBUTORS	CHEMICALS, PPE, CHUX WIPES & MOP HEADS FOR KILLARA	1	769.84	
INV 0004648022/05/2020		KLEENWEST DISTRIBUTORS	BUCKET FOR CLEANING - EDKO MOP BUCKET - WIDE	1	13.75	
EFT37081	08/07/2020	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 9/5/2020 FOR RFT 5 CF 2020 BAKERS HILL FIRSHED	1		684.55
INV 33441	27/05/2020	MARKETFORCE	ADVERT IN THE WEST AUSTRALIAN 9/5/2020 FOR RFT 5 CF 2020 BAKERS HILL FIRSHED	1	684.55	
EFT37082	08/07/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING CBD FOOTPATHS FROM 20/05/2020 TO 30/06/2020 ON CONTRACT C.201819 01.06.20 TO 07.06.2020.	1		7,524.00
INV N2527	15/06/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING CBD FOOTPATHS FROM 20/05/2020 TO 30/06/2020 ON CONTRACT C.201819 01.06.20 TO 07.06.2020.	1	3,762.00	
INV N2531	15/06/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING CBD FOOTPATHS FROM 20/05/2020 TO 30/06/2020 ON CONTRACT C.201819 - 08.06.2020 TO 14.06.2020.	1	3,762.00	
EFT37083	08/07/2020	NORTHAM & DISTRICTS GLASS SERVICE	REPAIR STONE CHIP IN WINDSCREEN N11120 - FN1707 PROJECT DEVELOPMENT OFFICER VEHICLE.	1		110.00
INV 5641	16/06/2020	NORTHAM & DISTRICTS GLASS SERVICE	REPAIR STONE CHIP IN WINDSCREEN N11120 - FN1707 PROJECT DEVELOPMENT OFFICER VEHICLE.	1	110.00	
EFT37084	08/07/2020	NORTHAM BETTA ELECTRICAL	MIRCOWAVE FOR WUNDOWIE DEPOT	1		249.00
INV 2001001517/06/2020		NORTHAM BETTA ELECTRICAL	MIRCOWAVE FOR WUNDOWIE DEPOT	1	249.00	
EFT37085	08/07/2020	S&RAH RANDALL	REIMBURSEMENT FOR DOG REGO KODA & DUKES REFER RECEIPT NO #133308. PENSION REBATE NOT APPLIED.	1		35.00
INV 133308	29/06/2020	SARAH RANDALL	REIMBURSEMENT FOR DOG REGO KODA & DUKES REFER RECEIPT NO #133308. PENSION REBATE NOT APPLIED.	1	35.00	
EFT37086	08/07/2020	SPORTSPOWER NORTHAM	AIR HORN FOR EMERGENCY EVACUATIONS	1		80.00
INV 20-0000617/06/2020		SPORTSPOWER NORTHAM	AIR HORN FOR EMERGENCY EVACUATIONS	1	80.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 25

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37087	08/07/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS & GRAB BAG - X 2 (SEPT 2019, MAR 2020)	1		136.60
INV CYINV0024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	BILYA KOORT BOODJA FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 1 CREATE 298	1	46.61	
INV CYINV0024/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS & GRAB BAG - X 2 (SEPT 2019, MAR 2020)	1	89.99	
EFT37088	08/07/2020	STRATAGREEN	YELLOW LINEMARKING PER BOX	1		520.43
INV 124191	15/06/2020	STRATAGREEN	YELLOW LINEMARKING PER BOX	1	520.43	
EFT37089	08/07/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES (WEEKLY) - 01/06/20 TO 14/06/2020.	1		1,663.50
INV 02753	16/06/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES (WEEKLY) - 01/06/20 TO 14/06/2020.	1	1,663.50	
EFT37090	08/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT REPAIRS TO BROKEN DOWN GRADER & ASSESS ISSUE FRIDAY 12 JUNE - PN1314 - N.002	1		2,179.00
INV INV-106617/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE AND REPLACE BOTH DEEP CYCLE BATTERIES IN PN1515 TRUCK.	1	892.50	
INV INV-106617/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT REPAIRS TO BROKEN DOWN GRADER & ASSESS ISSUE FRIDAY 12 JUNE - PN1314 - N.002	1	1,286.50	
EFT37091	08/07/2020	WHEATBELT SAFETYWEAR	ANNUAL ALLOCATION OF BOOTS - DAVID GOLDSMITH	1		150.00
INV 9441	29/05/2020	WHEATBELT SAFETYWEAR	ANNUAL ALLOCATION OF BOOTS - DAVID GOLDSMITH	1	150.00	
EFT37092	08/07/2020	AVON VALLEY CONTRACTORS	PURCHASE OF 60% LARGE GRAVEL 20-40MM AND 40% SMALLER FINE GRAVEL WITH SANDY CLAY (ROAD BASE) MATERIAL 1923T	1		31,729.50
INV 3405	29/06/2020	AVON VALLEY CONTRACTORS	PURCHASE OF 60% LARGE GRAVEL 20-40MM AND 40% SMALLER FINE GRAVEL WITH SANDY CLAY (ROAD BASE) MATERIAL 1923T	1	31,729.50	
EFT37093	08/07/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY JUNE 2020.	1		84,777.37
INV 39327	19/06/2020	AVON WASTE	RUBBISH COLLECTION FOR F/E 19/06/2020.	1	38,042.99	
INV 0003932819/06/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY JUNE 2020.	1	46,734.38	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 26

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37094	08/07/2020	CHEM-DRY BETTA FINISH	CARPET CLEANING FOR KILLARA DAY CENTRE	1		540.00
INV 24289	22/06/2020	CHEM-DRY BETTA FINISH	CARPET CLEANING FOR KILLARA DAY CENTRE	1	540.00	
EFT37095	08/07/2020	COUNTRYWIDE GROUP	BAR OIL H PREMIUM 20L & CHAPS	1		416.70
INV 29744	25/06/2020	COUNTRYWIDE GROUP	BAR OIL H PREMIUM 20L & CHAPS	1	416.70	
EFT37097	08/07/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	AUDIT OF KEY LOCATIONS AND RECOMMENDATIONS FOR PEDESTRIAN WAYFINDING SIGNAGE WITHIN THE NORTHAM CBD, DESIGN OF SIGNAGE AND CBD MAPPING AS PER QUOTE	1		8,332.50
INV 9646	30/06/2020	DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	AUDIT OF KEY LOCATIONS AND RECOMMENDATIONS FOR PEDESTRIAN WAYFINDING SIGNAGE WITHIN THE NORTHAM CBD, DESIGN OF SIGNAGE AND CBD MAPPING AS PER QUOTE	1	8,332.50	
EFT37098	08/07/2020	GLENN STUART BEVERIDGE	CLACKLINE TOILETS. REPLACE DOORS WITH DURACOTE DOORS AND PAINT INCLUDING FRAMES.	1		5,555.00
INV 4	22/06/2020	GLENN STUART BEVERIDGE	VINTAGE VEHICLE BUILDING. INSTALL VANITY AND MOVE QUAD TO CORNER.	1	858.00	
INV 13	30/06/2020	GLENN STUART BEVERIDGE	BAKERS HILL HOOPER PARK TOILET REPLACE DOORS WITH DURACOTE DOORS AND PAINT INCLUDING FRAMES.	1	957.00	
INV 12	30/06/2020	GLENN STUART BEVERIDGE	CLACKLINE TOILETS. REPLACE DOORS WITH DURACOTE DOORS AND PAINT INCLUDING FRAMES.	1	1,540.00	
INV 15	30/06/2020	GLENN STUART BEVERIDGE	KATRINE TOILETS. REPLACE DOORS WITH DURACOTE DOORS AND PAINT INCLUDING FRAMES.	1	792.00	
INV 11	30/06/2020	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. PRESSURE CLEAN OUTSIDE OF BUILDING AND INTERNAL DUE TO PIDGEON CROPPINGS.	1	330.00	
INV 14	30/06/2020	GLENN STUART BEVERIDGE	WUNDOWIE PUBLIC TOILETS. REPLACE DOORS WITH DURACOTE DOORS AND PAINT INCLUDING FRAMES.	1	1,078.00	
EFT37099	08/07/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1		337.26
INV 6263145	30/06/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1	337.26	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 27

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37100	08/07/2020	MORRIS PEST AND WEED CONTROL	YEARLY TERMITE INSPECTION WITH REPORT.	1		7,520.00
INV INV-06263006/2020		MORRIS PEST AND WEED CONTROL	YEARLY TERMITE INSPECTION WITH REPORT.	1	7,520.00	
EFT37101	08/07/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1		114.00
INV 0000288419/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	42.00	
INV 0000288522/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	36.00	
INV 0000288924/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	36.00	
EFT37102	08/07/2020	OXTER SERVICES	VC TISSUE PAPER	1		47.85
INV 22978	25/06/2020	OXTER SERVICES	VC TISSUE PAPER	1	47.85	
EFT37103	08/07/2020	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1		70.00
INV 014635663006/2020		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	70.00	
EFT37104	08/07/2020	STATE LIBRARY OF WESTERN AUSTRALIA	LOST BOOKS FROM STOCKTAKE HANDOVER	1		4,978.07
INV R102592703/06/2020		STATE LIBRARY OF WESTERN AUSTRALIA	STATE LIBRARY INTERLIBRARY LOAN FREIGHT NORTHAM PUBLIC LIBRARY	1	1,850.73	
INV R102595708/06/2020		STATE LIBRARY OF WESTERN AUSTRALIA	LOST BOOKS FROM STOCKTAKE HANDOVER	1	3,127.34	
EFT37105	08/07/2020	TYREPOWER	EN 1516 - REGO N3333 ROTATE FRONT TYRES TO BACK, SUPPLY & FIT 2 X MAXXIS 215/70r16C MCV3+ 8PR 108/106T AND WHEEL ALIGNMENT	1		398.50
INV 8265.133/02/06/2020		TYREPOWER	EN 1516 - REGO N3333 ROTATE FRONT TYRES TO BACK, SUPPLY & FIT 2 X MAXXIS 215/70r16C MCV3+ 8PR 108/106T AND WHEEL ALIGNMENT	1	398.50	
EFT37106	08/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1623 - TRITON TRAFFIC UTE - SUPPLY AND INSTALL FLASHING LIGHTS AS PER KAYLA (EITHER 2 ADDITIONAL OR MOVE ONE AND ADD ONE ADDITIONAL DEPENDING ON POWER SUPPLY)	1		500.50
INV INV-106729/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1623 - TRITON TRAFFIC UTE - SUPPLY AND INSTALL FLASHING LIGHTS AS PER KAYLA (EITHER 2 ADDITIONAL OR MOVE ONE AND ADD ONE ADDITIONAL DEPENDING ON POWER SUPPLY)	1	500.50	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 28

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37107	10/07/2020	ACCENT RUBBER STAMPS AND TROPHIES	PRE INKED ULTIMARK UM30 AS PER QUOTE J19-02	1		164.95
INV 0006499023/06/2020		ACCENT RUBBER STAMPS AND TROPHIES	PRE INKED ULTIMARK UM30 AS PER QUOTE J19-02	1	164.95	
EFT37108	10/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JUNE 2020.	1		10,187.22
INV 66534	25/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR JUNE 2020.	1	305.95	
INV 66693	30/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JUNE 2020.	1	9,881.27	
EFT37109	10/07/2020	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOURS, PLUS 2 PUBLIC HOLIDAYS, 6 MONTHS	1		1,568.00
INV 0036	28/06/2020	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - APPROX 30 HRS PER WEEK @ £30 PER HOURS, PLUS 2 PUBLIC HOLIDAYS, 6 MONTHS	1	1,568.00	
EFT37110	10/07/2020	BITUMEN SURFACING	EAST TOWN STREETS RETENTION CLAIM.	1		3,399.72
INV 0000554530/04/2020		BITUMEN SURFACING	EAST TOWN STREETS RETENTION CLAIM.	1	3,399.72	
EFT37111	10/07/2020	CADDS FASHIONS	BUSINESS SUPPORT GRANT SCHEME - PURCHASE OF PHOTOGRAPHY AND DISPLAY EQUIPMENT TO IMPROVE ONLINE SHOPPING EXPERIENCE.	1		1,943.88
INV 20-0000424/06/2020		CADDS FASHIONS	UNIFORMS FOR DEPOT STAFF	1	466.14	
INV 20-0000424/06/2020		CADDS FASHIONS	UNIFORM ORDER - JACKY JURMANN	1	180.00	
INV 1441	26/06/2020	CADDS FASHIONS	BUSINESS SUPPORT GRANT SCHEME - PURCHASE OF PHOTOGRAPHY AND DISPLAY EQUIPMENT TO IMPROVE ONLINE SHOPPING EXPERIENCE.	1	920.00	
INV 20-0000530/06/2020		CADDS FASHIONS	UNIFORMS FOR DEPOT STAFF	1	377.74	
EFT37112	10/07/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1		3,484.25
INV 506894	30/06/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1	3,484.25	
EFT37113	10/07/2020	CID EQUIPMENT PTY LTD	GEAR SHIFTER	1		5,805.04
INV 2056680	22/06/2020	CID EQUIPMENT PTY LTD	GEAR SHIFTER	1	5,805.04	
EFT37114	10/07/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1		329.87

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 29

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1870376	30/06/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1	94.25	
INV 1870377	30/06/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1	188.50	
INV 1870378	30/06/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL FROM JUNE 2020.	1	47.12	
EFT37115	10/07/2020	COMBINED TYRES PTY LTD	TOYOTA COASTER BUS DLX AUTO 4.0L DIESEL (N460) WUNDOWIE COMMUNITY BUS TYRES AND WHEEL ALIGNMENT.	1		1,976.70
INV INV-555323/06/2020		COMBINED TYRES PTY LTD	GLOVES & FACE MASKS	1	875.60	
INV INV-564330/06/2020		COMBINED TYRES PTY LTD	HCK UP SPARE TYRE AND RIM FROM SHIRE DEPOT, TRAVEL TO SITE (IRISHTOWN RD) CHANGE TYRE OVER, RETURN TO SHOP AND REPAIR LEAKING TYRE.	1	182.60	
INV INV-565530/06/2020		COMBINED TYRES PTY LTD	TOYOTA COASTER BUS DLX AUTO 4.0L DIESEL (N460) WUNDOWIE COMMUNITY BUS TYRES AND WHEEL ALIGNMENT.	1	918.50	
EFT37116	10/07/2020	COUNTRY COMFORTSTYLE NORTHAM	4X ENTERPRISE OFFICE CHAIR BLACK	1		1,200.00
INV 10520	17/06/2020	COUNTRY COMFORTSTYLE NORTHAM	4X ENTERPRISE OFFICE CHAIR BLACK	1	1,200.00	
EFT37117	10/07/2020	COUNTRYWIDE GROUP	15L DRUMS OF CHLORINE	1		251.23
INV 28771	17/01/2020	COUNTRYWIDE GROUP	10KG OF DRY GRANUALS	1	86.23	
INV 28863	04/02/2020	COUNTRYWIDE GROUP	15L DRUMS OF CHLORINE	1	165.00	
EFT37118	10/07/2020	DAIMLER TRUCKS PERTH	SUPPLY NEW CANTER 515 WIDE CAB FUSO FEB21ER4SFBC AS PER RFQ 4.5T TIPPER TRUCK WITH ADDING OPTION 1 AND 3 TO THE PRICE AS ATTACHED QUOTE - DISCOUNT FOR TWO TRUCKS	1		172,318.30
INV S1514	25/06/2020	DAIMLER TRUCKS PERTH	SUPPLY NEW CANTER 515 WIDE CAB FUSO FEB21ER4SFBC AS PER RFQ 4.5T TIPPER TRUCK WITH ADDING OPTION 1 AND 3 TO THE PRICE AS ATTACHED QUOTE - DISCOUNT FOR TWO TRUCKS	1	86,159.15	
INV S1515	25/06/2020	DAIMLER TRUCKS PERTH	SUPPLY NEW CANTER 515 WIDE CAB FUSO FEB21ER4SFBC AS PER RFQ 4.5T TIPPER TRUCK WITH ADDING OPTION 1 AND 3 TO THE PRICE AS ATTACHED QUOTE - DISCOUNT FOR TWO TRUCKS	1	86,159.15	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 30

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37119	10/07/2020	DMC CLEANING	CLEANING OF VARIOUS PROPERTIES.	1		4,490.57
INV SON035	24/06/2020	DMC CLEANING	CLEANING OF VARIOUS PROPERTIES.	1	4,490.57	
EFT37120	10/07/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JUNE 2020.	1		17,734.60
INV JUNE 20230/06/2020		DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR JUNE 2020.	1	17,734.60	
EFT37121	10/07/2020	E FIRE & SAFETY	6 MONTHLY FIRE SERVICE CHECKS FOR VARIOUS BUILDINGS	1		7,587.80
INV 523961	23/06/2020	E FIRE & SAFETY	TOWN HALL FIRE DETECTION SYSTEM MONTHLY SERVICING. 01/06/2020 TO 30/06/2020.	1	162.80	
INV 524327	25/06/2020	E FIRE & SAFETY	6 MONTHLY FIRE SERVICE CHECKS FOR VARIOUS BUILDINGS	1	7,425.00	
EFT37122	10/07/2020	FENCEWRIGHT PTY LTD	NORTHAM WASTE FACILITY. SUPPLY AND INSTALL NEW FENCING AS PER QUOTE 12056P REV3. FOR LINE ITEMS 1.9 AND 2.0 ONLY.	1		36,467.59
INV 0000202630/06/2020		FENCEWRIGHT PTY LTD	NORTHAM WASTE FACILITY. SUPPLY AND INSTALL NEW FENCING AS PER QUOTE 12056P REV3. FOR LINE ITEMS 1.9 AND 2.0 ONLY.	1	20,077.75	
INV 0000202730/06/2020		FENCEWRIGHT PTY LTD	NORTHAM WASTE FACILITY. VARIATION 1, SUPPLY AND INSTALL EXTRA 155M OF FENCING AS PER QUOTE 12056P VARIATION.	1	16,389.84	
EFT37123	10/07/2020	FRAMESWEST	MANUFACTURE AND INSTALL SHELTER OVER PICNIC TABLE IN PERINA PARK AS PER QUOTE 00018960 COLOURS WILL BE FRAME IN ORANGE AND ROOF IN GREY	1		6,781.50
INV 0002015829/06/2020		FRAMESWEST	MANUFACTURE AND INSTALL SHELTER OVER PICNIC TABLE IN PERINA PARK AS PER QUOTE 00018960 COLOURS WILL BE FRAME IN ORANGE AND ROOF IN GREY	1	6,781.50	
EFT37124	10/07/2020	GRAFTON ELECTRICS	JUBILEE OVAL ELECTRICAL UPGRADE. UPGRADE NON-COMPLIANT DISTRIBUTION BOARD AS PER SCOPE AND SPECIFICATIONS. QUOTE 21	1		23,100.00
INV 6818	29/06/2020	GRAFTON ELECTRICS	JUBILEE OVAL ELECTRICAL UPGRADE. UPGRADE NON-COMPLIANT DISTRIBUTION BOARD AS PER SCOPE AND SPECIFICATIONS. QUOTE 21	1	23,100.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 31

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37125	10/07/2020	GREENWAY TURF SOLUTIONS PTY LTD	BAG OF TURF START FERTILISER	1		356.40
INV SL-0000621706/2020		GREENWAY TURF SOLUTIONS PTY LTD	BAG OF TURF START FERTILISER	1	356.40	
EFT37126	10/07/2020	KLEENWEST DISTRIBUTORS	CHEMICALS, CONTAINERS, BIN LINERS, TOILET PAPER & HAND TOWEL FOR KILLARA	1		245.58
INV 0004826117/06/2020		KLEENWEST DISTRIBUTORS	CHEMICALS, CONTAINERS, BIN LINERS, TOILET PAPER & HAND TOWEL FOR KILLARA	1	245.58	
EFT37127	10/07/2020	LLOYDS EARTHMOVING	PLANTS FOR VARIOUS STREETS	1		9,456.50
INV INV-189330/06/2020		LLOYDS EARTHMOVING	PLANTS FOR VARIOUS STREETS	1	8,352.50	
INV INV-189230/06/2020		LLOYDS EARTHMOVING	PLANTS FOR VARIOUS AREAS	1	1,104.00	
EFT37128	10/07/2020	MAD DOG PROMOTIONS	STOCK PURCHASES FOR VISITORS CENTRE.	1		2,665.30
INV INV-216025/06/2020		MAD DOG PROMOTIONS	STOCK PURCHASES FOR VISITORS CENTRE.	1	2,665.30	
EFT37129	10/07/2020	MADJEC CONSTRUCTION PTY LTD	SUPPLY OF CONCRETE & MATERIALS, ALL LABOUR TO FORM, POUR & SEAL 65SQM EXPOSED AGGREGATE EATH AT KING CREEK.	1		6,600.00
INV INV-033123/06/2020		MADJEC CONSTRUCTION PTY LTD	SUPPLY OF CONCRETE & MATERIALS, ALL LABOUR TO FORM, POUR & SEAL 65SQM EXPOSED AGGREGATE EATH AT KING CREEK.	1	6,600.00	
EFT37130	10/07/2020	MARKETFORCE	PROJECT DEVELOPMENT ENGINEER - THE WEST	1		2,669.67
INV 33831	24/06/2020	MARKETFORCE	ADVERT FOR RENTAL - KURINGAL VILLAGE UNIT 7	1	444.49	
INV 33830	24/06/2020	MARKETFORCE	ADVERT - PUBLIC NOTICE FOR ADOPTION OF WASTE LOCAL LAW	1	495.40	
INV 33829	24/06/2020	MARKETFORCE	PROJECT DEVELOPMENT ENGINEER - SEEK	1	225.50	
INV 33833	24/06/2020	MARKETFORCE	PROJECT DEVELOPMENT ENGINEER - THE WEST	1	905.31	
INV 33832	24/06/2020	MARKETFORCE	WEST AUSTRALIAN - PUBLIC NOTICE FOR VENUE CHANGE OF ORDINARY COUNCIL MEETING 17 JUNE 2020	1	598.97	
EFT37131	10/07/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	ADJUSTMENT INVOICE TO REFLECT CHANGE IN HOURLY RATES. 19.05.2020 TO 30/06/2020	1		439.45
INV N2539 AI29/06/2020		MINT CIVIL PTY LTD T/AS IMMACU SWEEP	ADJUSTMENT INVOICE TO REFLECT CHANGE IN HOURLY RATES. 19.05.2020 TO 30/06/2020	1	439.45	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 32

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37132	10/07/2020	MWB CONTRACTING T/AS BRICKMART WA	WORKS ON HERITAGE TRAIL	1		60,360.71
INV INV-023126/06/2020		MWB CONTRACTING T/AS BRICKMART WA	WORKS ON HERITAGE TRAIL	1	40,079.90	
INV INV-023026/06/2020		MWB CONTRACTING T/AS BRICKMART WA	BMX TRACK UPGRADE	1	20,280.81	
EFT37133	10/07/2020	SPECIALISED TREE SERVICE	REMOVE FLYING 50S SIGNS AND REPLACE WITH SHIRE CF NORTHAM GENERIC BANNERS	1		660.00
INV 3336	30/06/2020	SPECIALISED TREE SERVICE	REMOVE FLYING 50S SIGNS AND REPLACE WITH SHIRE CF NORTHAM GENERIC BANNERS	1	660.00	
EFT37134	10/07/2020	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL - RUBY OVERALL	1		236.50
INV 129261	22/06/2020	NORTHAM FAMILY PRACTICE	PRE-EMPLOYMENT MEDICAL - RUBY OVERALL	1	236.50	
EFT37135	10/07/2020	EHARMAUST MANUFACTURING	CFES 2, SANITISER & HAND SANITISER 500M	1		1,049.79
INV 0002764421/03/2020		EHARMAUST MANUFACTURING	CFES 2, SANITISER & HAND SANITISER 500M	1	1,049.79	
EFT37136	10/07/2020	FRIMARIES OF WA PTY LTD	PALLET OF GREY CEMENT - SIGNS	1		873.75
INV 4097248010/01/2020		FRIMARIES OF WA PTY LTD	20L SEAWEED SOLUTION.	1	192.94	
INV 4105297817/06/2020		FRIMARIES OF WA PTY LTD	BAG OF RAT BAIT (WATER PROOF) & BALL VALVE	1	46.51	
INV 4105276317/06/2020		FRIMARIES OF WA PTY LTD	PALLET OF GREY CEMENT - SIGNS	1	634.30	
EFT37137	10/07/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	EARLY INTERVENTION - RSI	1		70.55
INV 0047797	11/06/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	EARLY INTERVENTION - RSI	1	70.55	
EFT37138	10/07/2020	SOUTHERN CROSS AU/STEREO PTY LTD	RADIO ADVERTISING OF SOUTHERN BOOK ROAD WORKS FROM 18/5/2020 TO 26/6/2020.	1		3,333.00
INV 7106194530/06/2020		SOUTHERN CROSS AU/STEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
INV 7106194630/06/2020		SOUTHERN CROSS AU/STEREO PTY LTD	WEEKLY SHIRE PRESIDENT INTERVIEW / AROUND THE TOWNS - JUNE 2020	1	352.00	
INV 7106194730/06/2020		SOUTHERN CROSS AU/STEREO PTY LTD	RADIO ADVERTISING OF SOUTHERN BOOK ROAD WORKS FROM 18/5/2020 TO 26/6/2020.	1	1,603.80	
INV 7106213830/06/2020		SOUTHERN CROSS AU/STEREO PTY LTD	NORTHAM ROADWISE COMMITTEE #AVONLOCALSDRIVINGCHANGE DISTRACTION AND NOVICE DRIVERS RADIO CAMPAIGN.	1	1,289.20	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 33

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37139	10/07/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	1		1,106.60
INV 163322	30/06/2020	STATE LAW PUBLISHER	GOVERNMENT GAZETTE ADVERTISING	1	1,106.60	
EFT37140	10/07/2020	SYNERGY	SHIRE ADMIN BUILDING 21/05/2020 TO 18/06/2020	1		5,933.23
INV 2080971210/06/2020		SYNERGY	BKB 13/05/2020 TO 10/06/2020.	1	708.84	
INV 2056974917/06/2020		SYNERGY	CREATE 298 20/05/2020 - 17/06/2020.	1	668.77	
INV 2060969018/06/2020		SYNERGY	AIRPORT 22/05/2020-18/06/2020	1	973.82	
INV 2012981018/06/2020		SYNERGY	SHIRE ADMIN BUILDING 21/05/2020 TO 18/06/2020	1	1,418.58	
INV 2008979025/06/2020		SYNERGY	CLACKLINE HALL 24/04/2020 TO 25/06/2020.	1	118.70	
INV 2092983725/06/2020		SYNERGY	CLACKLINE HALL MTCE 24/04/2020 - 25/06/2020	1	188.75	
INV 2064983026/06/2020		SYNERGY	BAKERS HILL REC CENTRE 28/04/2020 TO 26/06/2020	1	507.68	
INV 2024986829/06/2020		SYNERGY	MEDICAL CENTRE 29/04/2020 TO 29/06/2020	1	108.52	
INV 2032992129/06/2020		SYNERGY	YOUTH ADVISORY COUNCIL 29/04/2020 - 29/06/2020.	1	109.90	
INV 2044981029/06/2020		SYNERGY	WUNDOWIE TENNIS CLUB 29/04/20 - 29/06/2020.	1	108.52	
INV 2028982229/06/2020		SYNERGY	LOT 410 KURINGAL RD WUNDOWIE 29/04/2020 TO 29/06/2020	1	63.03	
INV 2052978429/06/2020		SYNERGY	WUNDOWIE FOOTY PAVILLION 29/04/2020 TO 29/06/2020.	1	134.54	
INV 2028982629/06/2020		SYNERGY	WUNDOWIE OVAL PUMP 30/04/2020 TO 29/06/2020	1	221.77	
INV 2088986229/06/2020		SYNERGY	WUNDOWIE TOWN HALL 29/04/2020 TO 29/06/2020	1	309.88	
INV 2076986729/06/2020		SYNERGY	WUNDOWIE LIBRARY 16/06/2020 TO 29/06/2020.	1	241.41	
INV 2056983629/06/2020		SYNERGY	WUNDOWIE OVAL 29/04/2020 TO 29/06/2020.	1	50.52	
EFT37141	10/07/2020	TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) MAY - JUNE 2020	1		3,350.91
INV 2726008910/05/2020		TELSTRA CORPORATION	BUSH FIRE BRIGADE 10/05/2020 TO 09/06/2020.	1	149.98	
INV 6305302927/05/2020		TELSTRA CORPORATION	BAKERS HILL BFB 22/04/20 TO 22/05/20.	1	31.26	
INV 2726008928/05/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS (MAIN) MAY - JUNE 2020	1	3,169.67	
EFT37142	10/07/2020	TPG TELECOM	SES BUILDING 01/05/20 TO 31/05/2020.	1		252.65

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 34

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1526132401/06/2020		TPG TELECOM	SES BUILDING 01/05/20 TO 31/05/2020.	1	252.65	
EFT37143	10/07/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	PLEASE SUPPLY 19MM MRWA SPEC GRAVEL, DELIVERED TO SHIRE DEPOT.	1		65,811.76
INV INV-087130/06/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	PLEASE SUPPLY 19MM MRWA SPEC GRAVEL, DELIVERED TO SHIRE DEPOT.	1	29,319.44	
INV INV-085930/06/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	SUPPLY AND DELIVER 10MM LATERITE FOR SEALING SHOULDERS	1	18,672.32	
INV INV-090930/06/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	MRWA SPEC GRAVEL - TO BE DELIVERED AS REQUIRED	1	17,820.00	
EFT37144	10/07/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES 15/06/20 to 28/06/20.	1		1,529.00
INV 02781	29/06/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES 15/06/20 to 28/06/20.	1	1,529.00	
EFT37145	10/07/2020	WA FARM TREES	15 TRAYS OF NATIVE TUBE STOCK FOR THE NATIVE PLANT GIVEAWAY PROGRAM	1		924.00
INV 2224	19/06/2020	WA FARM TREES	15 TRAYS OF NATIVE TUBE STOCK FOR THE NATIVE PLANT GIVEAWAY PROGRAM	1	660.00	
INV 2225	19/06/2020	WA FARM TREES	10 TRAYS OF RUSHES FOR COMMUNITY REHABILITATION ON THE ISLANDS IN THE TOWN POOL AREA.	1	264.00	
EFT37146	10/07/2020	WA RANGERS ASSOCIATION INC	UNIFORMS FOR RANGERS	1		216.20
INV 80	29/06/2020	WA RANGERS ASSOCIATION INC	UNIFORMS FOR RANGERS	1	216.20	
EFT37147	10/07/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN BUILDING	1		964.28
INV 11008	24/06/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN BUILDING	1	877.88	
INV SN0000630/06/2020		WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN JUNE 2020.	1	49.00	
INV SN0001730/06/2020		WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES JUNE 2020.	1	37.40	
EFT37148	10/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CENTRAL 2.4 - NEW CHARGER AND REROUTING OF CABLING AT THE CO-LOCATION CENTRE	1		7,695.54
INV INV-953328/08/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO ATTEND FLAT BATTERY & REPLACEMENT AT SHIRE YARD FOR TRUCK PN0913 - N3805.	1	460.00	
INV INV-934502/09/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1006 - REPAIR ALTERNATOR WIRE & REPLACE BATTERIES IN STEEL DRUM ROLLER ON SITE	1	734.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 35

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-105714/05/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 1.4- TRAVEL TO IRISHTOWN FIRE STATION, DIAGNOSE AND REPAIR CHARGING CABLING FOR FIRE APPLIANCE.	1	1,032.50	
INV INV-106305/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	NORTHAM SES VEHICLES - BUSHRANGER BLACK MAX AIR COMPRESSORS	1	685.00	
INV INV-106015/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CENTRAL 2.4 - NEW CHARGER AND REROUTING OF CABLING AT THE CO-LOCATION CENTRE	1	1,885.50	
INV INV-105424/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4, 12V RELOCATE RADIO CHARGER TO MORE SUITABLE LOCATION TO PREVENT DAMAGE	1	413.50	
INV INV-105524/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INKPEN 3.4, 12V RELOCATE RADIO CHARGER TO MORE SUITABLE LOCATION TO PREVENT DAMAGE	1	661.50	
INV INV-105424/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	NORTHAM CENTRAL 2.4 - REPLACEMENT BATTERIES DUE TO FAULTY IN CHARGING SYSTEM	1	600.00	
INV INV-105424/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 4.4, 12V RELOCATE RADIO CHARGER TO MORE SUITABLE LOCATION TO PREVENT DAMAGE	1	407.50	
INV INV-106730/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1006 - ARMANN STEEL ROLLER - INVESTIGATE AND REPAIR FAULT FUEL GUAGE - ONSITE, IRISHTOWN ROAD.	1	816.04	
EFT37149	10/07/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES	1		799.80
INV 26422	30/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	INK CARTRIDGES	1		799.80
EFT37150	10/07/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA STATIONS - JUNE 2020.	1		1,145.46
INV 67	30/06/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASED AT PUMA STATIONS - JUNE 2020.	1		1,145.46
EFT37151	16/07/2020	GEOFF PERKINS FARM MACHINERY CENTRE	SUPPLY NEW TRIMAX WARLORD S3-205 3PL LINKAGE MOUNT, CUTTING WIDTH 2040MM, OVERALL WIDTH 2336MM, CUTTING HEIGHT 0 TO 75MM, TOTAL BELTS 4, NO OF FLAILS 28, LEFT HAND HYDRAULIC SIDE SHIFT, 11MM FULL LENGTH REAR ROLLER, REPLACEABLE INTERNAL LINER, 3 YEAR WARRANTY, DELIVERY TO DEPOT NORTHAM	1		13,848.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 36

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV N0975	30/06/2020	GEOFF PERKINS FARM MACHINERY CENTRE	SUPPLY NEW TRIMAX WARLORD S3-205 3PL LINKAGE MOUNT, CUTTING WIDTH 2040MM, OVERALL WIDTH 2336MM, CUTTING HEIGHT 0 TO 75MM, TOTAL BELTS 4, NO OF FLAILS 28, LEFT HAND HYDRAULIC SIDE SHIFT, 11MM FULL LENGTH REAR ROLLER, REPLACEABLE INTERNAL LINER, 3 YEAR WARRANTY, DELIVERY TO DEPOT NORTHAM	1	13,848.00	
EFT37152	16/07/2020	SPECIALISED TREE SERVICE	13-15 LYON ST, OLD QUARRY RD NORTHAM & BEERING RD IRISHTOWN	1		2,812.70
INV 3337	30/06/2020	SPECIALISED TREE SERVICE	13-15 LYON ST, OLD QUARRY RD NORTHAM & BEERING RD IRISHTOWN	1	2,304.50	
INV 3338	30/06/2020	SPECIALISED TREE SERVICE	BRIDGEMAN RD BAKERS HILL TREE REDUCTION UNDER POWER LINE TO MAKE IT SAFE	1	508.20	
EFT37153	17/07/2020	ALLPUMPS & WATERBORING	NORTHAM ATTEND SITE AND REMOVE BOTH LARGE AERATORS FOR YEARLY SERVICE IN WORKSHOP. CNSITE LABOUR - 2 MEN @ 6HRS EACH TO CHECK AND ATTEMPT TO REMOVE AERATORS - UNABLE DUE TO EXTREME LOW WATER LEVELS AND AERATOR BEING SUBMERGED IN MUD.	1		1,485.00
INV 464	17/06/2020	ALLPUMPS & WATERBORING	NORTHAM ATTEND SITE AND REMOVE BOTH LARGE AERATORS FOR YEARLY SERVICE IN WORKSHOP. CNSITE LABOUR - 2 MEN @ 6HRS EACH TO CHECK AND ATTEMPT TO REMOVE AERATORS - UNABLE DUE TO EXTREME LOW WATER LEVELS AND AERATOR BEING SUBMERGED IN MUD.	1	1,485.00	
EFT37154	17/07/2020	ANGIE ROE PHOTOGRAPHY	BUSINESS SUPPORT GRANT SCHEME - APPLICATION 18 MINUTE NO: LBSC.24 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,400 (EXCLUDING GST) TO THE BUSINESS 'ANGIE ROE PHOTOGRAPHY' FOR APPROXIMATELY 50% OF THE TOTAL PROJECT COST FOR THE PURCHASE OF A NEW COMPUTER.	1		2,400.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 37

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 00157	24/06/2020	ANGIE ROE PHOTOGRAPHY	BUSINESS SUPPORT GRANT SCHEME - APPLICATION 18 MINUTE NO: LBSC.24 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,400 (EXCLUDING GST) TO THE BUSINESS 'ANGIE ROE PHOTOGRAPHY' FOR APPROXIMATELY 50% OF THE TOTAL PROJECT COST FOR THE PURCHASE OF A NEW COMPUTER.	1	2,400.00	
EFT37155	17/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LIFTING & RIGGING EQUIPMENT	1		338.56
INV 6501525	07/05/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	LIFTING & RIGGING EQUIPMENT	1	338.56	
EFT37156	17/07/2020	AV-SEC SECURITY SERVICES	11/4/2020 - CALLED 0933 - LATE TO CLOSE AREAS 2 AND 3 - ON SITE 2222 - FOUND AREA 3 OFF ROLLED PANEL - CFF SITE 2227 REPORT 17915 FIRST FLOOR 298 FITZGERALD ST NORTHAM	1		65.00
INV 2467	01/06/2020	AV-SEC SECURITY SERVICES	11/4/2020 - CALLED 0933 - LATE TO CLOSE AREAS 2 AND 3 - ON SITE 2222 - FOUND AREA 3 OFF ROLLED PANEL - CFF SITE 2227 REPORT 17915 FIRST FLOOR 298 FITZGERALD ST NORTHAM	1	65.00	
EFT37157	17/07/2020	AVON VALLEY CONTRACTORS	LOADER HIRE FOR OLD QUARRY TIP	1		4,620.00
INV 3404	29/06/2020	AVON VALLEY CONTRACTORS	LOADER HIRE FOR OLD QUARRY TIP	1	4,620.00	
EFT37158	17/07/2020	AVON WASTE	RUBBISH COLLECTION FOR THE F/E 03/07/2020.	1		38,276.82
INV 39590	03/07/2020	AVON WASTE	RUBBISH COLLECTION FOR THE F/E 03/07/2020.	1	38,276.82	
EFT37159	17/07/2020	BOQ ASSET FINANCE & LEASING PTY LTD	EN1517- INSURANCE EXCESS FOR MITSUBISHI TRITON CLUB CAB T TOP 2016 UTE N11254 RANGER SERVICES	1		145.56
INV 850190	14/06/2020	BOQ ASSET FINANCE & LEASING PTY LTD	EN1517- INSURANCE EXCESS FOR MITSUBISHI TRITON CLUB CAB T TOP 2016 UTE N11254 RANGER SERVICES	1	145.56	
EFT37160	17/07/2020	COUNTRY COPIERS NORTHAM	STATIONERY SUPPLIES FOR BKB	1		639.85
INV 43521C	30/06/2020	COUNTRY COPIERS NORTHAM	A4 CLIP BOARDS	1	30.15	
INV 43521D	30/06/2020	COUNTRY COPIERS NORTHAM	2020-2021 FINANCIAL YEAR DIARIES - 1 DAY TO A PAGE	1	154.50	
INV 43521	30/06/2020	COUNTRY COPIERS NORTHAM	STATIONERY SUPPLIES FOR BKB	1	195.80	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 38

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 43521A	30/06/2020	COUNTRY COPIERS NORTHAM	SUPPLY INK AS PER EXAMPLE - WUNDOWIE DEPOT.	1	177.85	
INV 43521B	30/06/2020	COUNTRY COPIERS NORTHAM	SUPPLYS NEEDED FOR BKB	1	81.55	
EFT37161	17/07/2020	COUNTRYWIDE GROUP	SUPPLY BLOWER	1		329.00
INV 29568	29/05/2020	COUNTRYWIDE GROUP	SUPPLY BLOWER	1	329.00	
EFT37162	17/07/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1		797.25
INV CINS30813/03/2020		CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY MONITORING FROM START OF 01/04/2020 to 30/04/2020.	1	61.96	
INV CINS30817/03/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY MONITORING FROM START OF 01/04/2020 TO 30/04/2020.	1	87.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	RAILWAY MUSEUM. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	61.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD		1	53.00	
INV CINS30817/03/2020		CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	87.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	61.97	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY MONITORING FROM START OF JULY 2019 TILL END JUNE 2020.	1	53.00	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	61.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	53.00	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD		1	61.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	61.96	
INV CINS30847/03/2020		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY MONITORING FROM 01/04/2020 TO 30/04/2020.	1	90.56	
EFT37163	17/07/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM LIBRARY. RELOCATE ALARM PANEL TO UP STAIRS AS PAR QUOTE 24379.	1		723.00
INV 119448	18/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	SES BUILDING AND SHED. WIPE ALL CODES AND INSTALL NEW ONES AS PROVIDED BY CESM.	1	71.50	
INV 119449	18/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	SES BUILDING AND SHED. WIPE ALL CODES AND INSTALL NEW ONES AS PROVIDED BY CESM.	1	71.50	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 39

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 119675	30/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM TIP BUILDING. SERVICE ALARM SYSTEM AS HAVING ISSUES ARMING AND DISARMING.	1	220.00	
INV 119672	30/06/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM LIBRARY. RELOCATE ALARM PANEL TO UP STAIRS AS PAR QUOTE 24379.	1	360.00	
EFT37164	17/07/2020	DAMIAN'S PLUMBING	SUPPLY AND DELIVER RETIC PARTS FOR RUSTON PARK AS PER QUOTATION 5468	1		12,117.88
INV 5468	26/06/2020	DAMIAN'S PLUMBING	SUPPLY AND DELIVER RETIC PARTS FOR RUSTON PARK AS PER QUOTATION 5468	1	7,162.54	
INV 5469	26/06/2020	DAMIAN'S PLUMBING	SUPPLY AND DELIVER RETIC PARTS, INCLUDING HUNTER 6 STATION CONTROLLERS FOR GOERGE NUICH BARK AS PER QUOTAZTION 5469	1	4,955.34	
EFT37165	17/07/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	FREIGHT CHARGES.	1		289.70
INV 0000188730/06/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	FREIGHT CHARGES.	1	169.70	
INV 0000188730/06/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	COLLECT PLANTERS FROM SAWDUST N SAND AND DELIVER TO SHIRE DEPOT	1	120.00	
EFT37166	17/07/2020	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK FOR BFB VOLUNTEERS - DECEMBER 2019 TO 30 JUNE 2020	1		275.00
INV 1464885130/06/2020		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK FOR BFB VOLUNTEERS - DECEMBER 2019 TO 30 JUNE 2020	1	275.00	
EFT37167	17/07/2020	EVERLASTINGS ON FITZGERALD	BUSINESS SUPPORT GRANT SCHEME - SIMPLE STARTER WEBSITE & PHOTOGRAPHY PACKAGE BY ANGIE ROE EHOOTOGRAPHY.	1		2,134.00
INV 25074	19/06/2020	EVERLASTINGS ON FITZGERALD	BUSINESS SUPPORT GRANT SCHEME - SIMPLE STARTER WEBSITE & PHOTOGRAPHY PACKAGE BY ANGIE ROE EHOOTOGRAPHY.	1	2,134.00	
EFT37168	17/07/2020	FRAMESWEST	SANDBLASTING OF 2 PEDESTAL FANS (SECURITY CAGES AROUND THE FAN BLADES)	1		82.50
INV 0001982722/05/2020		FRAMESWEST	SANDBLASTING OF 2 PEDESTAL FANS (SECURITY CAGES AROUND THE FAN BLADES)	1	82.50	
EFT37169	17/07/2020	FRANK DAVIS	WELCOME TO COUNTRY PERFORMED - KIM BEASLEY VISIT TO BKB 11/06/2020	1		500.00
INV 10	11/06/2020	FRANK DAVIS	WELCOME TO COUNTRY PERFORMED - KIM BEASLEY VISIT TO BKB 11/06/2020	1	500.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 40

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37170	17/07/2020	GLENN STUART BEVERIDGE	WUNDOWIE INSPECT BALGA TCE & HOVEA ST FOR ASBESTOS	1		1,529.00
INV 16	30/06/2020	GLENN STUART BEVERIDGE	ADMIN BUILDING. ENLARGE 2 X DOOR VEIWING WINDOWS IN COMMS ROOM TO 450MM X 600MM.	1	660.00	
INV 10	30/06/2020	GLENN STUART BEVERIDGE	WUNDOWIE INSPECT BALGA TCE & HOVEA ST FOR ASBESTOS	1	869.00	
EFT37171	17/07/2020	GRASS VALLEY TAVERN	CATERING FOR PUMP-OPS COURSE JUNE 20-21 -GRASS VALLEY FIRE STATION	1		1,064.00
INV 2013	05/06/2020	GRASS VALLEY TAVERN	CATERING FOR PUMP-OPS COURSE JUNE 20-21 -GRASS VALLEY FIRE STATION	1	1,064.00	
EFT37172	17/07/2020	IT VISION	SYNERGY CREDITORS ADD-IN FOR AZILITY	1		1,365.10
INV 33613	30/06/2020	IT VISION	SYNERGY CREDITORS ADD-IN FOR AZILITY	1	1,365.10	
EFT37173	17/07/2020	JIM MCKENZIE PTY LTD	LOCATE SERVICES ON FITZGERALD AND GREY STREET ROUNDABOUT	1		550.00
INV K283	30/06/2020	JIM MCKENZIE PTY LTD	LOCATE SERVICES ON FITZGERALD AND GREY STREET ROUNDABOUT	1	550.00	
EFT37174	17/07/2020	JS TECHNOLOGY & DIGITAL PTY LTD	DEPOT EMERGENCY PHONE - SCREEN REPAIR + PROTECTIVE COVER	1		195.00
INV 7398	30/06/2020	JS TECHNOLOGY & DIGITAL PTY LTD	DEPOT EMERGENCY PHONE - SCREEN REPAIR + PROTECTIVE COVER	1	195.00	
EFT37175	17/07/2020	KLEENHEAT GAS	NORTHAM AQUATIC FACILITY YEARLY LPG GAS BOTTLE HIRE	1		423.80
INV 215595281702/2020		KLEENHEAT GAS	NORTHAM AQUATIC FACILITY YEARLY LPG GAS BOTTLE HIRE	1	423.80	
EFT37176	17/07/2020	LLOYDS EARTHMOVING	10 TRAYS FLANDERS POPPIES - ADMINISTRATION GARDEN & 3 X WISTERIA 5L	1		285.75
INV INV-17400405/2020		LLOYDS EARTHMOVING	10 TRAYS FLANDERS POPPIES - ADMINISTRATION GARDEN & 3 X WISTERIA 5L	1	285.75	
EFT37177	17/07/2020	MR NATURALLY CLEAN	CLEANING AS PER QUOTE NUMBER QU0272 - THOROUGH CLEAN OF MAIN KITCHEN AREA AT TOWN HALL	1		217.00
INV INV-21082605/2020		MR NATURALLY CLEAN	CLEANING AS PER QUOTE NUMBER QU0272 - THOROUGH CLEAN OF MAIN KITCHEN AREA AT TOWN HALL	1	217.00	
EFT37178	21/07/2020	BUNNINGS BUILDING SUPPLIES P/L	PAINT, TOILET SEATS & SANDPAPER FOR KILLARA	1		177.68

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 41

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 21800192606/2020		BUNNINGS BUILDING SUPPLIES P/L	PAINT, TOILET SEATS & SANDPAPER FOR KILLARA	1	177.68	
EFT37179	21/07/2020	COLE MATHEW HAZLEWOOD	REPAYMENT OF INFRASTRUCTURE BOND	1		1,000.00
INV T1198	20/07/2020	COLE MATHEW HAZLEWOOD	REPAYMENT OF INFRASTRUCTURE BOND	1	1,000.00	
EFT37180	21/07/2020	FLOWGEN PTY LTD	CONFIRGURATION OF 2 SIEMENS METERS FOR SMART INTEGRATION AT CLARKE STREET SHED	1		22,330.00
INV INV-45762206/2020		FLOWGEN PTY LTD	CONFIRGURATION OF 2 SIEMENS METERS FOR SMART INTEGRATION AT CLARKE STREET SHED	1	22,330.00	
EFT37181	21/07/2020	GC & BJ BRICKWOOD	REFUND OF EXTRACTIVE INDUSTRIES BOND	1		5,285.24
INV T41S	20/07/2020	GC & BJ BRICKWOOD	REFUND OF EXTRACTIVE INDUSTRIES BOND	1	5,285.24	
EFT37182	21/07/2020	IH COMPUTER SERVICES PTY LTD	SUPPLY AND INSTALLATION OF CEL-FI GO TELSTRA MOBILE BOOSTERS AT REC CENTRE	1		6,600.00
INV 000019502906/2020		IH COMPUTER SERVICES PTY LTD	SUPPLY AND INSTALLATION OF CEL-FI GO TELSTRA MOBILE BOOSTERS AT REC CENTRE	1	6,600.00	
EFT37183	21/07/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/6 DATED 02/05/2020 TO 29/05/2020.	1		712.15
INV 357215-102106/2020		LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE R2020/5 DATE 2.05/2020 TO 29/05/2020 & R2020/6 DATED 30/05/2020 TO 12/06/2020	1	125.64	
INV 357266-102306/2020		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2020/6 DATED 02/05/2020 TO 29/05/2020.	1	586.51	
EFT37184	21/07/2020	MAYBERRY HAMMOND & CO	MISCELLANEOUS ITEMS - NORTHAM AGRICULTURAL SOCIETY INC. INVOICE 42978 DATED 22/06/2020	1		215.60
INV 42978	22/06/2020	MAYBERRY HAMMOND & CO	MISCELLANEOUS ITEMS - NORTHAM AGRICULTURAL SOCIETY INC. INVOICE 42978 DATED 22/06/2020	1	215.60	
EFT37185	21/07/2020	MICHELLE MARGARET GAASDALEN	FOOTPATH/KERBING DEPOSIT	1		1,000.00
INV T1283	20/07/2020	MICHELLE MARGARET GAASDALEN	FOOTPATH/KERBING DEPOSIT	1	1,000.00	
EFT37186	21/07/2020	MILMAR DISTRIBUTORS	x 60 EFTPOS ROLLS	1		172.40
INV 000245721405/2020		MILMAR DISTRIBUTORS	x 60 EFTPOS ROLLS	1	172.40	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 42

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37187	21/07/2020	NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE & SUBSCRIPTION SERVICE FEE	1		846.62
INV 9198690915/06/2020		NAVMAN WIRELESS PTY LTD	MONTHLY SATELLITE SERVICE & SUBSCRIPTION SERVICE FEE	1	846.62	
EFT37188	21/07/2020	NORTHAM FAMILY PRACTICE	HEPATITIS A & B VACCINATIONS	1		150.00
INV 127085	19/05/2020	NORTHAM FAMILY PRACTICE	HEPATITIS A & B VACCINATIONS	1	75.00	
INV 128920	17/06/2020	NORTHAM FAMILY PRACTICE	HEPATITIS A & B VACCINATIONS	1	75.00	
EFT37189	21/07/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1		90.00
INV 0000289325/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	36.00	
INV 0000289426/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000289529/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	36.00	
EFT37190	21/07/2020	NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUNDUP ULTRA MAX 20L	1		2,419.51
INV 9029372613/05/2020		NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUNDUP ULTRA MAX 20L	1	793.76	
INV 9030327705/06/2020		NUTRIEN AG SOULTIONS LIMITED	SUPPLY GAS BOTTLE FOR FORKLIFT	1	66.39	
INV 9030540311/06/2020		NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUND UP ULTRAMAX	1	779.68	
INV 9030964122/06/2020		NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUNDUP ULTRAMAX	1	779.68	
EFT37191	21/07/2020	CASIS OUTDOOR STRUCTURES	EXCUVATE AND DIG 500M HOLES. INSTALL AND CONCRETE IN BOLLARSD AS SUPPLIED.	1		1,599.84
INV INV-053530/06/2020		CASIS OUTDOOR STRUCTURES	EXCUVATE AND DIG 500M HOLES. INSTALL AND CONCRETE IN BOLLARSD AS SUPPLIED.	1	1,599.84	
EFT37192	21/07/2020	CMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	BERT HAWKE PAVILION QUARTRLY RODENT BAITING OCTOBER-DECEMBER	1		1,229.25
INV 54953	26/09/2019	CMEGA PEST CONTROL PTY LTD T/A STEWARTS PEST CONTROL	BERT HAWKE PAVILION QUARTRLY RODENT BAITING OCTOBER-DECEMBER	1	1,229.25	
EFT37193	21/07/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 08/06/2020 TO 21/06/2020	1		4,694.06
INV 22848	04/06/2020	OXTER SERVICES	CLEANING SUPPLIES FOR BKB	1	232.14	
INV 22909	19/06/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 08/06/2020 TO 21/06/2020	1	2,296.80	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 43

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 22910	19/06/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 08/06/2020 TO 21/06/2020.	1	2,026.20	
INV 22990	26/06/2020	OXTER SERVICES	TOILET ROLLS FOR AIRPORT	1	138.92	
EFT37194	21/07/2020	PETER BLASGUND	FOOTPATH/KERBING DEPOSIT	1		1,000.00
INV T1284	20/07/2020	PETER BLASGUND	FOOTPATH/KERBING DEPOSIT	1	1,000.00	
EFT37195	21/07/2020	FOOLEGRAVE SIGNS & ENGRAVING	SIGNAGE FABRICATION SUPPLY AND INSTALLATION AT THE BKB CENTRE	1		9,817.50
INV 0001409725/05/2020		FOOLEGRAVE SIGNS & ENGRAVING	SIGNAGE FABRICATION SUPPLY AND INSTALLATION AT THE BKB CENTRE	1	9,817.50	
EFT37196	21/07/2020	PRIMARIES OF WA PTY LTD	IRRIGATION - HUNTER I600 CONTROLLER	1		601.93
INV 4098652906/02/2020		PRIMARIES OF WA PTY LTD	FOLY FITTINGS - RETICULATION	1	53.49	
INV 4104320126/05/2020		PRIMARIES OF WA PTY LTD	IRRIGATION - HUNTER I600 CONTROLLER	1	458.70	
INV 4105659626/06/2020		PRIMARIES OF WA PTY LTD	4MM SNAKE HOSE - RIVER BANK	1	4.29	
INV 4105756329/06/2020		PRIMARIES OF WA PTY LTD	4MM SNAKE HOSE - RIVER BANK	1	10.40	
INV 4105792730/06/2020		PRIMARIES OF WA PTY LTD	FARTS FOR REPAIRS FOR COFFEE DOME GARDEN RETICULATION	1	75.05	
EFT37197	21/07/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES JUNE 2020.	1		152.78
INV JUNE 20230/06/2020		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES JUNE 2020.	1	152.78	
EFT37198	21/07/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	S REPORT (WC) CLINTON KLEYHANS - EARLY INTERVENTION FOR RSI	1		87.85
INV 0047200	22/05/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	S REPORT (WC) CLINTON KLEYHANS - EARLY INTERVENTION FOR RSI	1	87.85	
EFT37199	21/07/2020	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JUNE 2020.	1		4,545.80
INV MAY20201/05/2020		RETAIL DECISIONS (COLES)	COLES PURCHASES FOR MAY 2020.	1	2,247.99	
INV 156	30/06/2020	RETAIL DECISIONS (COLES)	COLES PURCHASES FOR JUNE 2020.	1	2,297.81	
EFT37200	21/07/2020	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE	1		271.79
INV 1274	30/06/2020	SANTALEUCA FORRESTRY	STOCK PURCHASES FOR VISITORS CENTRE	1	271.79	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 44

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37201	21/07/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 2 (SEPT 2019, MAR 2020) NORTHAM DEPOT	1		427.94
INV CYINV0030/06/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	FIRST AID KITS, GRAB BAG & DEFIBRILLATOR PADS IF REQUIRED - X 2 (SEPT 2019, MAR 2020) NORTHAM DEPOT	1	427.94	
EFT37202	21/07/2020	SYNERGY	ELECTRICITY FOR VARIOUS PROPERTIES 14/05/2020 TO 05/05/2020.	1		62,044.15
INV 3000133814/05/2020		SYNERGY	ELECTRICITY FOR VARIOUS PROPERTIES - 03/04/2020 TO 14/05/2020.	1	17,983.66	
INV 2072961502/06/2020		SYNERGY	AUXILIARY LIGHTING CHARGES 04/05/2020 TO 02/06/2020.	1	127.99	
INV 3000013505/06/2020		SYNERGY	ELECTRICITY FOR VARIOUS PROPERTIES 14/05/2020 TO 05/05/2020.	1	28,626.29	
INV 2012985625/06/2020		SYNERGY	BAKERS HILL FIRE STATION 24/04/20 TO 25/06/20	1	231.54	
INV 2001007125/06/2020		SYNERGY	CLACKLINE FIRE SHED 24/04/2020 TO 25/06/2020.	1	104.30	
INV 2072982029/06/2020		SYNERGY	WUNDOWIE DEPOT 29/04/2020 TO 29/06/2020	1	400.10	
INV 2001010830/06/2020		SYNERGY	BAKERS HILL HOOPER PARK TOILETS 30/04/20 TO 30/06/20	1	173.77	
INV 3000137303/07/2020		SYNERGY	ELECTRICITY FOR VARIOUS PROPERTIES 05/06/2020 TO 03/07/2020.	1	14,396.50	
EFT37203	21/07/2020	T/A S AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	EN1517- INSURANCE EXCESS FOR MITSUBISHI TRITON CLUB CAB T TOP 2016 UTE N11254 RANGER SERVICES /CHECK BRAKE PADS / REPLACE	1		4,361.31
INV 339885	03/04/2020	T/A S AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD		1	1,092.89	
INV 340824	19/06/2020	T/A S AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	EN1517- INSURANCE EXCESS FOR MITSUBISHI TRITON CLUB CAB T TOP 2016 UTE N11254 RANGER SERVICES	1	3,268.42	
EFT37204	21/07/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1		13,242.19
INV 20956	30/06/2020	TALIS CONSULTANTS PTY LTD	ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.	1	13,242.19	
EFT37205	21/07/2020	TELSTRA CORPORATION	HARVEST BAN LINE 16/05/2020 TO 15/06/2020	1		935.43

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 45

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2726009016/05/2020		TELSTRA CORPORATION	HARVEST BAN LINE 16/05/2020 TO 15/06/2020	1	407.21	
INV 2000049019/05/2020		TELSTRA CORPORATION	SES BROADBAND 15/04/2020 TO 14/05/2020	1	39.95	
INV 2726009028/05/2020		TELSTRA CORPORATION	VEMS TRAILERS & SPRINKLER SYSTEMS - 28/05/2020 TO 27/06/2020.	1	50.00	
INV 2726009028/05/2020		TELSTRA CORPORATION	VARIOUS MOBILE ACCOUNTS APRIL - MAY 2020.	1	123.76	
INV 2726008910/06/2020		TELSTRA CORPORATION	BUSH FIRE BRIGADES 10/06/2020 TO 09/07/2020	1	149.98	
INV 6305302927/06/2020		TELSTRA CORPORATION	BAKERS HILL FIRE SHED MAY TO JUNE 2020.	1	30.00	
INV 2726009028/06/2020		TELSTRA CORPORATION	TELSTRA ACCOUNT FOR VARIOUS MOBILES MAY TO JUNE 2020.	1	134.53	
EFT37206	21/07/2020	TPG TELECOM	MAINLINE PHONE ACCOUNTS FOR 01/06/20 TO 30/06/2020.	1		6,748.25
INV 1535915901/07/2020		TPG TELECOM	MAINLINE PHONE ACCOUNTS FOR 01/06/20 TO 30/06/2020.	1	6,748.25	
EFT37207	21/07/2020	WESTERN TREE RECYCLERS	SORTING AND PROCESSING OF GREEN WASTE AT THE OLD QUARRY ROAD AND INKPEN WASTE MANAGEMENT FACILITIES INCLUDING MOB AND DEMOB OF EQUIPMENT AS PER QUOTE DATED 5 JUNE 2020. WORKED TO COMMENCE LAST WEEK OF JUNE 2020 AND TO INVOICED 30 JUNE 2020.	1		41,140.00
INV 0000253030/06/2020		WESTERN TREE RECYCLERS	SORTING AND PROCESSING OF GREEN WASTE AT THE OLD QUARRY ROAD AND INKPEN WASTE MANAGEMENT FACILITIES INCLUDING MOB AND DEMOB OF EQUIPMENT AS PER QUOTE DATED 5 JUNE 2020. WORKED TO COMMENCE LAST WEEK OF JUNE 2020 AND TO INVOICED 30 JUNE 2020.	1	41,140.00	
EFT37208	21/07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	NORTHAM CENTRAL 2.4 - SUPPLY & INSTALL SOLAR PANEL AND REGULATOR FOR APPLIANCE CHARGING SYSTEM	1		4,126.20
INV INV-982725/10/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	NORTHAM CENTRAL 2.4 - SUPPLY & INSTALL SOLAR PANEL AND REGULATOR FOR APPLIANCE CHARGING SYSTEM	1	1,841.50	
INV INV-994308/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWIE LT - REPAIR ELECTRICAL FAULT	1	1,136.70	
INV INV-102818/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWIE LT - REPAIR ELECTRICAL FAULT	1	656.50	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 46

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-106929/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE HEADLIGHT GLOBES & BATTERY FOR PN1710 CESH VEHICLE	1	491.50	
EFT37209	21/07/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	PER NEW CONTRACT C.201920-17 STARTING 25/05/20 TO 05/06/2020.	1		6,415.20
INV 0030112915/06/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	PER NEW CONTRACT C.201920-17 STARTING 25/05/20 TO 05/06/2020.	1	3,207.60	
INV 0030113329/06/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	PER NEW CONTRACT C.201920-17 STARTING 09/06/20 TO 19/06/20	1	3,207.60	
EFT37210	21/07/2020	WHEATBELT SAFETYWEAR	SUPPLY 2 x BLUE PANTS AND 1 x ORANGE JUMPER AS REQUIRED	1		142.00
INV 9469	15/06/2020	WHEATBELT SAFETYWEAR	SUPPLY 2 x BLUE PANTS AND 1 x ORANGE JUMPER AS REQUIRED	1	142.00	
EFT37211	21/07/2020	BRUCE KENNETH HAMMOND BOTT	REFUND OF INFRASTRUCTURE BOND	1		1,000.00
INV T1216	20/07/2020	BRUCE KENNETH HAMMOND BOTT	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT37212	23/07/2020	BUSINESS NEWS PTY LTD	COVID INITIATIVE - BUSINESS NEWS, WALGA CUSTOM PUBLICATION 'BUSINESS OF LOCAL GOVERNMENT ONE FULL PAGE DIMENSION'S 200MM WIDE X 270MM IN HEIGHT PLUS 5MM BLEED PUBLICATION - MONDAY 29 JUNE 2020	1		4,400.00
INV INV-202929/06/2020		BUSINESS NEWS PTY LTD	COVID INITIATIVE - BUSINESS NEWS, WALGA CUSTOM PUBLICATION 'BUSINESS OF LOCAL GOVERNMENT ONE FULL PAGE DIMENSION'S 200MM WIDE X 270MM IN HEIGHT PLUS 5MM BLEED PUBLICATION - MONDAY 29 JUNE 2020	1	4,400.00	
EFT37213	23/07/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1201 - FLOCON (N008) - REMOVE AND REPLACE CLUTCH INC. 4 DAYS LABOUR.	1		17,261.12
INV 0000311008/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1201 - SERVICE 24/02/2020	1	964.88	
INV 0000311808/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1414 - TRAILER - INVESTIGATE AND ADJUST BRAKES	1	828.08	
INV 0000312615/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1314 - VOLVO GRADER - BACK RAM LEAKING	1	328.35	
INV 0000320330/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1603 - SERVICE ROAD BROOM AS REQUIRED (560HOUR) SERVICE MONDAY 15/06/20	1	523.00	
INV 0000320430/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1611 - N11365 - 50000km service (overdue) - 29 May 2020	1	1,595.88	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 47

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000320630/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1805 - RESPONSE TRUCK - SERVICE AS PER BOOK	1	1,026.52	
INV 0000320830/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1201 - FLOCON (N008) - REMOVE AND REPLACE CLUTCH INC. 4 DAYS LABOUR.	1	4,369.20	
INV 0000320930/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1805 - REMOVE AND REPLACE BROKEN ADBLU LINES CN TRUCK, REPAIR GREASE LEAK AT REAR OF TRUCK	1	818.62	
INV 0000321130/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	TRAVEL TO WUNDOWIE, SERVICE PN1213 CASE TRACTOR AS PER SCHEDULE WITH LEADING HAND	1	964.54	
INV 0000321230/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1502 BOMAG BW25RH - DIPSTICK (PLASTIC)	1	154.00	
INV 0000321330/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1802 - WOODCHIPPER - ADJUST MAGNETIC BRAKES AS REQUIRED	1	264.00	
INV 0000321030/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1602 - 6 MONTH SERVICE - PN1602 TYRE ROLLER	1	1,192.18	
INV 0000320530/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN 1314 - GRADER - SERVICE - 1 JUNE 2020	1	1,385.51	
INV 0000321530/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1706 - SERVICE 3550KM - CHECK LIGHTS	1	1,476.53	
INV 0000321430/06/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1810 - 2000 HOUR SERVICE - PERFORMED MONDAY 29/06/2020	1	1,369.83	
EFT37214	23/07/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	MAF 2019-2020 ROUND 1 TREATMENTS NOT COMMENCED. RETURN OF UNSPENT MAF FUNDS.	1		141,163.00
INV 150858	10/07/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	MAF 2019-2020 ROUND 1 TREATMENTS NOT COMMENCED. RETURN OF UNSPENT MAF FUNDS.	1	141,163.00	
EFT37216	23/07/2020	NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUND UP ULTRA MAX	1		1,427.62
INV 9029486715/05/2020		NUTRIEN AG SOULTIONS LIMITED	SPRAY - ROUNDUP ULTRA MAX 20L	1	545.16	
INV 9030310804/06/2020		NUTRIEN AG SOULTIONS LIMITED	ANNUAL BOOTS ALLOWANCE - KAYLA BURGESS	1	107.80	
INV 9030363305/06/2020		NUTRIEN AG SOULTIONS LIMITED	BAYCO ROUND UP ULTRA MAX	1	774.66	
EFT37217	23/07/2020	HPI KATHRINE HEMA	CROSSOVER REBATE PAYMENT FOR 18 OAKOVER PLACE.	1		800.00
INV CK1606216/06/2020		HPI KATHRINE HEMA	CROSSOVER REBATE PAYMENT FOR 18 OAKOVER PLACE.	1	800.00	
EFT37218	23/07/2020	PRIMARIES OF WA PTY LTD	RETICULATION PARTS - MAY STREET - POLY FITTINGS	1		134.80
INV 4098448403/02/2020		PRIMARIES OF WA PTY LTD	RETICULATION PARTS - MAY STREET - POLY FITTINGS	1	134.80	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 48

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37219	23/07/2020	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	ELECTRICAL WORKS AND SUPPLY AND INSTALL OF LIGHTING FOR BEB SIGNANGE	1		14,160.30
INV 0000531630/06/2020		SAMPSON ELECTRICAL CONTRACTORS PTY LTD	ELECTRICAL WORKS AND SUPPLY AND INSTALL OF LIGHTING FOR BEB SIGNANGE	1	14,160.30	
EFT37220	23/07/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 STARTING 30/03/2020 APRIL TO 30/06/2020 WITH NEW PO ISSUED FOR NEW YEAR. 24/06/2020 TO 26/06/2020.	1		1,603.80
INV 0030114030/06/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER NEW CONTRACT C.201920-17 STARTING 30/03/2020 APRIL TO 30/06/2020 WITH NEW PO ISSUED FOR NEW YEAR. 24/06/2020 TO 26/06/2020.	1	1,603.80	
EFT37221	24/07/2020	AAA SAFETY TRAINING & CONSULTANCY PTY LTD T/A SAFETY TRAINING PROFESSIONALS	CONFINED SPACE TRAINING FOR ROB WILSON 07/07/2020	1		200.00
INV 0001376309/07/2020		AAA SAFETY TRAINING & CONSULTANCY PTY LTD T/A SAFETY TRAINING PROFESSIONALS	CONFINED SPACE TRAINING FOR ROB WILSON 07/07/2020	1	200.00	
EFT37222	24/07/2020	ALAN'S AUTO ELECTRICS	UHF ARIAL - ANTENNA	1		29.00
INV INV-617907/07/2020		ALAN'S AUTO ELECTRICS	UHF ARIAL - ANTENNA	1	29.00	
EFT37223	24/07/2020	ALCHEMY TECHNOLOGY	GENERAL USER SUPPORT (TELEPHONE, EMAIL & REMOTE SUPPORT) FROM 1/07/2020 - 30/06/2021	1		2,274.80
INV 7015	03/06/2020	ALCHEMY TECHNOLOGY	GENERAL USER SUPPORT (TELEPHONE, EMAIL & REMOTE SUPPORT) FROM 1/07/2020 - 30/06/2021	1	2,274.80	
EFT37224	24/07/2020	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN BUILDING. REPLACE MALE TOILET SEAT IN LOWER STORY AND CHECK ON SEWER, PANS DRAINING AWAY SLOWLY.	1		3,650.90
INV A18733	01/07/2020	ANDY'S PLUMBING SERVICE	JUL.	1	429.00	
INV A18732	01/07/2020	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN BUILDING. REPLACE MALE TOILET SEAT IN LOWER STORY AND CHECK ON SEWER, PANS DRAINING AWAY SLOWLY.	1	1,089.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 49

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV A.18735	01/07/2020	ANDY'S PLUMBING SERVICE	COVID WORKS. CHECK KATRINE AND CLACKLINE PLUMBING. CISTERN'S NEED SERVICING AS BEEN SITTING CLOSED DURING COVID.	1	979.00	
INV A.18734	01/07/2020	ANDY'S PLUMBING SERVICE	FLUFFYDUCKLINGS. UNBLOCK STAFF TOILETS.	1	586.30	
INV A.18742	09/07/2020	ANDY'S PLUMBING SERVICE	BILYA KOORT BOODJA. REPAIR SINK PLUG IN LADIES TOILET AND SEAT IN DISABLE TOILET.	1	217.80	
INV A.18741	09/07/2020	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. UNBLOCK DRAIN UNDER BUILDING.	1	349.80	
EFT37225	24/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	615408 S/S D SHACKLES	1		283.27
INV 6533803	02/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	615408 S/S D SHACKLES	1	132.62	
INV 6533978	02/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	01026-04 - BRASS HEX SOCKET 1/4	1	35.75	
INV 6537231	08/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PUTTY AND DENSO WRAP TO REPAIR MAIN LINE OF WASTE WATER TREATMENT PLANT	1	114.90	
EFT37226	24/07/2020	ARTHUR SLATER	STORYTELLING (ACAT) 3RD JULY 2020	1		300.00
INV 2	29/06/2020	ARTHUR SLATER	STORYTELLING (ACAT) 3RD JULY 2020	1	300.00	
EFT37227	24/07/2020	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	GOLD ASSOCIATE MEMBERSHIP 2020-2021	1		594.00
INV INV-050828/05/2020		AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	GOLD ASSOCIATE MEMBERSHIP 2020-2021	1	594.00	
EFT37228	24/07/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		310.80
INV DEDUCT07/07/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
INV DEDUCT21/07/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT37229	24/07/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 07/07/2020.	1		65,620.00
INV PAYG 07/07/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 07/07/2020.	1	65,620.00	
EFT37230	24/07/2020	AUTOPRO NORTHAM	SUPPLY SPANNER SET AND SOCKET SET	1		346.07
INV 855666	01/07/2020	AUTOPRO NORTHAM	SUPPLY SPANNER SET AND SOCKET SET	1	277.25	
INV 856843	07/07/2020	AUTOPRO NORTHAM	TRAILER PLUG AND CABLE TIES	1	68.82	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 50

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37231	24/07/2020	AVON COMMUNITY SERVICES	CVERPAYMENT AS COUNCIL WAIVED FEES AFTER INVOICE WAS PAID.	1		105.00
INV 22515	11/09/2019	AVON COMMUNITY SERVICES	CVERPAYMENT AS COUNCIL WAIVED FEES AFTER INVOICE WAS PAID.	1	105.00	
EFT37232	24/07/2020	AVON WASTE	RECYCLE 240L BINS	1		450.00
INV 0003959707/2020	24/07/2020	AVON WASTE	RECYCLE 240L BINS	1	450.00	
EFT37233	24/07/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	RETICULATION PARTS	1		83.00
INV 140230	06/07/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	RETICULATION PARTS	1	83.00	
EFT37234	24/07/2020	BEACON EQUIPMENT	REPLACEMENT TROTTLER CABLE ON BILLY GOAT VACUUM	1		287.40
INV 54454	03/07/2020	BEACON EQUIPMENT	REPLACEMENT TROTTLER CABLE ON BILLY GOAT VACUUM	1	287.40	
EFT37235	24/07/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. CHECK HOT WATER TAP IN KITCHEN, NOT ENOUGH FLOW TO INITIATE THE HWS.	1		87.90
INV INV-217005/07/2020	24/07/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. CHECK HOT WATER TAP IN KITCHEN, NOT ENOUGH FLOW TO INITIATE THE HWS.	1	87.90	
EFT37236	24/07/2020	CONTRAFLOW PTY LTD	AVON RIVER FESTIVAL 2020: UPDATE TMP	1		553.30
INV T18/5655/06/07/2020	24/07/2020	CONTRAFLOW PTY LTD	AVON RIVER FESTIVAL 2020: UPDATE TMP	1	553.30	
EFT37237	24/07/2020	COUNTRYWIDE GROUP	SUPPLY WHIPPER SNIPPER CORD	1		187.30
INV 29816	08/07/2020	COUNTRYWIDE GROUP	REPLACE HEAD AND TUNE BRUSH CUTTER	1	87.20	
INV 29827	11/07/2020	COUNTRYWIDE GROUP	SUPPLY WHIPPER SNIPPER CORD	1	100.10	
EFT37238	24/07/2020	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	TIP PASSES FOR OLD QUARRY AND INKPEN ROAD WASTE MANAGEMENT FACILITIES. 210MM X 100MM SIZE, GREEN 200GSM SYSTEM BOARD, INK MONO, NUMBERED 1 - 6000 ASCENDING ORDER. ART WORK OF EASS AS PER ATTACHMENT PROVIDED. INCLUDES COURIER DELIVERY TO 395 FITZGERALD STREET, NORTHAM.	1		1,052.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 51

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1,065,470	09/07/2020	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLDWIDE EAST PERTH	TIP PASSES FOR OLD QUARRY AND INKPEN ROAD WASTE MANAGEMENT FACILITIES. 210MM X 100MM SIZE, GREEN 200GSM SYSTEM BOARD, INK MONO, NUMBERED 1 - 6000 ASCENDING ORDER. ART WORK OF EASS AS PER ATTACHMENT PROVIDED. INCLUDES COURIER DELIVERY TO 395 FITZGERALD STREET, NORTHAM.	1	1,052.00	
EFT37239	24/07/2020	DAMIAN'S PLUMBING	DIG UP, LOCATE AND EXCUVATE BERT HAWKE OVAL	1		2,411.20
INV 5490	01/07/2020	DAMIAN'S PLUMBING	DIG UP, LOCATE AND EXCUVATE BERT HAWKE OVAL	1	2,279.20	
INV 5528	07/07/2020	DAMIAN'S PLUMBING	REPAIR COPPER PIPE AT JUBILEE OVAL	1	132.00	
EFT37240	24/07/2020	EASIFLEET	Payroll deductions	1		4,700.42
INV DEDUCT07/07/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT07/07/2020		EASIFLEET	Payroll deductions		1,102.65	
INV DEDUCT21/07/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT21/07/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT37241	24/07/2020	ECOMIST SWAN	SANITARY BIN 12 MONTHLY SERVICE - SERVICE FRAGRANCE - KILLARA	1		1,504.80
INV 0005432513	07/2020	ECOMIST SWAN	SANITARY BIN 12 MONTHLY SERVICE - SERVICE FRAGRANCE - KILLARA	1	1,504.80	
EFT37242	24/07/2020	ENVIRONMENTAL HEALTH AUSTRALIA	ANNUAL EHA MEMEBRSHIP 2020-21 CARMEN SADLEIR.	1		700.00
INV 15292	01/07/2020	ENVIRONMENTAL HEALTH AUSTRALIA	ANNUAL EHA MEMEBRSHIP 2020-21 CARMEN SADLEIR.	1	350.00	
INV 15322	01/07/2020	ENVIRONMENTAL HEALTH AUSTRALIA	SHANE MCREDMOND EHA MEMBERSHIP 2020/2021.	1	350.00	
EFT37243	24/07/2020	FINISHING WA	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETINGS JULY 2018	1		330.00
INV INV-923909	07/2020	FINISHING WA	BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETINGS JULY 2018	1	330.00	
EFT37244	24/07/2020	FOOD SAFETY WA	6/07/2020 - REGULATORY FOOD SAFETY AUDIT FOR KILLARA	1		770.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 52

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000560	07/07/2020	FOOD SAFETY WA	6/07/2020 - REGULATORY FOOD SAFETY AUDIT FOR KILLARA	1	770.00	
EFT37245	24/07/2020	GREENWAY TURF SOLUTIONS PTY LTD	BAG OF TURF START FERTILISER	1		176.00
INV SL-00007107/07/2020	07/07/2020	GREENWAY TURF SOLUTIONS PTY LTD	BAG OF TURF START FERTILISER	1	176.00	
EFT37246	24/07/2020	IH COMPUTER SERVICES PTY LTD	WORRY FREE SECURITY SERVICES ADVANCED RENEW NORM 12M 50-99	1		544.50
INV 0000194818/06/2020	18/06/2020	IH COMPUTER SERVICES PTY LTD	WORRY FREE SECURITY SERVICES ADVANCED RENEW NORM 12M 50-99	1	544.50	
EFT37247	24/07/2020	KIRK GARLETT	SALES OF STOCK AT BKB	1		105.26
INV 4	01/07/2020	KIRK GARLETT	SALES OF STOCK AT BKB	1	105.26	
EFT37248	24/07/2020	LANDGATE	OTHER DLI INVOICES	1		78.60
INV 1022269	01/07/2020	LANDGATE	OTHER DLI INVOICES	1	78.60	
EFT37249	24/07/2020	LIFTING HORIZONS LIMITED	2020 NIGHT HOOPS PROGRAM	1		2,500.00
INV LH00032	23/06/2020	LIFTING HORIZONS LIMITED	2020 NIGHT HOOPS PROGRAM	1	2,500.00	
EFT37250	24/07/2020	MARKET CREATIONS PTY LTD	INV - GC21-10 - SYNERGY ONLINE ANNUAL LICENSING & SUPPORT SUBSCRIPTION - RATES OLINE TO 01/07/2021 CUSTOMER REQUESTS LODGEMENT @ TRACKING TO 01/07/2021	1		6,771.60
INV GC21-10	20/07/2020	MARKET CREATIONS PTY LTD	INV - GC21-10 - SYNERGY ONLINE ANNUAL LICENSING & SUPPORT SUBSCRIPTION - RATES OLINE TO 01/07/2021 CUSTOMER REQUESTS LODGEMENT @ TRACKING TO 01/07/2021	1	6,771.60	
EFT37251	24/07/2020	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES -JULY - SEPTEMBER 2020 FOR BKB.	1		1,938.42
INV 1221	02/07/2020	MENTAL MEDIA PTY LTD	GUIDE ID SUBSCRIPTION SERVICES -JULY - SEPTEMBER 2020 FOR BKB.	1	1,938.42	
EFT37252	24/07/2020	MIDALIA STEEL	COLORBOND FLASHING TO COVER TARP ROLLER ON NEW P&G TIPPER TRUCK PN1913 - N.3805.	1		36.00
INV 6284129909/07/2020	07/2020	MIDALIA STEEL	COLORBOND FLASHING TO COVER TARP ROLLER ON NEW P&G TIPPER TRUCK PN1913 - N.3805.	1	36.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 53

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37253	24/07/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES - 6/7/2020 TO 12/7/2020	1		7,679.10
INV N2555	13/07/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES - 6/7/2020 TO 12/7/2020	1	3,839.55	
INV N2552	13/07/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES - 29/6/2020 - 5/7/2020	1	3,839.55	
EFT37254	24/07/2020	MM ELECTRICAL MERCHANDISING	HALF SADDLE METAL 16MM ZP STEEL CLI180/16	1		69.89
INV 171144-602/07/2020		MM ELECTRICAL MERCHANDISING	HALF SADDLE METAL 16MM ZP STEEL CLI180/16	1	69.89	
EFT37255	24/07/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE AND SATELLITE SERVICE FEE FOR NAVTRAC SYSTEM FOR DEPOT 5/7/2020 - 4/8/2020	1		417.67
INV 9200804305/07/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE AND SATELLITE SERVICE FEE FOR NAVTRAC SYSTEM FOR DEPOT 5/7/2020 - 4/8/2020	1	417.67	
EFT37256	24/07/2020	MINTEX PTY LTD	FROMAPP 2020 / 21 SUBSCRIPTION RENEWAL - PROCESS MAPPING, RISK AND IMPROVEMENT SOFTWARE.	1		29,865.00
INV INV2467/05/06/2020		MINTEX PTY LTD	FROMAPP 2020 / 21 SUBSCRIPTION RENEWAL - PROCESS MAPPING, RISK AND IMPROVEMENT SOFTWARE.	1	29,865.00	
EFT37257	24/07/2020	NORTHAM & DISTRICTS GLASS SERVICE	EMERGENCY REPLACEMENT OF 1 X STD WINDOW & 1 X FROSTED WINDOW AT BAKERS HILL GOLF & TENNIS CLUB AS DISCUSSED WITH SHANE.	1		508.20
INV 5759	07/07/2020	NORTHAM & DISTRICTS GLASS SERVICE	EMERGENCY REPLACEMENT OF 1 X STD WINDOW & 1 X FROSTED WINDOW AT BAKERS HILL GOLF & TENNIS CLUB AS DISCUSSED WITH SHANE.	1	508.20	
EFT37258	24/07/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING 2020/2021.	1		100.00
INV 3088	23/06/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING 2020/2021.	1	100.00	
EFT37259	24/07/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1		108.00
INV 0000290201/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000290302/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000291003/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	36.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 54

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0000291107/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000291208/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
EFT37260	24/07/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL CHAMBERS	1		102.99
INV 266910	08/07/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR COUNCIL CHAMBERS	1	102.99	
EFT37261	24/07/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X CARTONS OF TOILET PAPER, 2 X ULTRASLIM HAND TOWEL AND 2 X BOXES CF 80L BIN BAGS.	1		729.87
INV 23027	03/07/2020	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. SUPPLY 3 X LARGE GLOVES, 2 X CARTONS OF TOILET PAPER AND 1 X 20L PINEAWAY.	1	178.47	
INV 23039	06/07/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 2 X CARTONS OF INTERLEAVED TOILET PAPER.	1	83.49	
INV 23063	09/07/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X CARTONS OF TOILET PAPER, 2 X ULTRASLIM HAND TOWEL AND 2 X BOXES CF 80L BIN BAGS.	1	467.91	
EFT37262	24/07/2020	PLAYMASTER PTY LTD T/A BEEFMASTER STEEL FABRICATIONS	SUPPLY NEW SINGLE SPRING ROCKER AS PER QUOTE QN-01.	1		1,222.10
INV INV-083102/07/2020		PLAYMASTER PTY LTD T/A BEEFMASTER STEEL FABRICATIONS	SUPPLY NEW SINGLE SPRING ROCKER AS PER QUOTE QN-01. INCLUDES DELIVERY TO NORTHAM.	1	1,222.10	
EFT37263	24/07/2020	PRIMARIES OF WA PTY LTD	10PK 1800MM STAR PICKETS	1		316.45
INV 4105862101/07/2020		PRIMARIES OF WA PTY LTD	SUPPLY 8 ROTO SPRINKLERS AND POLY FITTINGS	1	155.63	
INV 4106044706/07/2020		PRIMARIES OF WA PTY LTD	10PK 1800MM STAR PICKETS	1	160.82	
EFT37264	24/07/2020	ROYAL LIFE SAVING SOCIETY WA.	FOOL OPERATIONS COURSE (POOL MANAGER COURSE) FOR JANELLE VICKERY	1		1,045.00
INV 114579	25/06/2020	ROYAL LIFE SAVING SOCIETY WA.	FOOL OPERATIONS COURSE (POOL MANAGER COURSE) FOR JANELLE VICKERY	1	1,045.00	
EFT37265	24/07/2020	RUSSELL JOHN FITZGERALD	SALES OF STOCK AT BKB	1		25.81
INV 2	01/07/2020	RUSSELL JOHN FITZGERALD	SALES OF STOCK AT BKB	1	25.81	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 55

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37266	24/07/2020	SAFE T CARD AUSTRALIA PTY LTD	SAFETY CARD DEVICE QUARTERLY MONITORING FEES FROM 1/7/2020	1		924.00
INV INV-218601/07/2020		SAFE T CARD AUSTRALIA PTY LTD	SAFETY CARD DEVICE QUARTERLY MONITORING FEES FROM 1/7/2020	1	924.00	
EFT37267	24/07/2020	SIMON PAYNE T/A ROOF ACCESS WA	2020 ROOF ACCESS RECERTIFICATION OF VARIOUS BUILDINGS	1		2,475.00
INV 0020054508/07/2020		SIMON PAYNE T/A ROOF ACCESS WA	2020 ROOF ACCESS RECERTIFICATION OF VARIOUS BUILDINGS	1	2,475.00	
EFT37268	24/07/2020	SOLARGAIN PV PTY LTD	40% PRACTICAL COMPLETION OF ONSITE INSTALLATION PV SOLAR SYSTEM TO WUNDOWIE TOWN HALL	1		5,499.12
INV 174327	16/07/2020	SOLARGAIN PV PTY LTD	40% PRACTICAL COMPLETION OF ONSITE INSTALLATION PV SOLAR SYSTEM TO WUNDOWIE TOWN HALL	1	2,749.56	
INV 174326	16/07/2020	SOLARGAIN PV PTY LTD	40% PRACTICAL COMPLETION OF ONSITE INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE LIBRARY	1	2,749.56	
EFT37269	24/07/2020	ST JOHN AMBULANCE AUSTRALIA (WA) INC.	ADMIN FIRST AID KIT AND DEFIB SERVICE FEE	1		245.30
INV CYINV0009/07/2020		ST JOHN AMBULANCE AUSTRALIA (WA) INC.	ADMIN FIRST AID KIT AND DEFIB SERVICE FEE	1	245.30	
EFT37270	24/07/2020	TINA ELIZABETH GUNTER	EAID INVOICE TWICE.	1		100.00
INV 20233	19/06/2018	TINA ELIZABETH GUNTER	EAID INVOICE TWICE.	1	100.00	
EFT37271	24/07/2020	TYREPOWER	EN1803 - REGO KILLARA4 - WHEEL ALIGNMENT- FLEET PRICING	1		50.99
INV 8265.134/01/07/2020		TYREPOWER	EN1803 - REGO KILLARA4 - WHEEL ALIGNMENT- FLEET PRICING	1	50.99	
EFT37272	24/07/2020	VERNICE PTY LTD	CVERPAYMENT OF INVOICE	1		108.25
INV 17890	13/01/2017	VERNICE PTY LTD	CVERPAYMENT OF INVOICE	1	108.25	
EFT37273	24/07/2020	VINCELEC	VISITORS CENTRE. RESTORE POWER FROM WESTERN POWER BLOWN FUSE.	1		1,019.18
INV IV303	04/07/2020	VINCELEC	VISITORS CENTRE. RESTORE POWER FROM WESTERN POWER BLOWN FUSE.	1	834.24	

Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 56

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV IV315	13/07/2020	VINCELEC	ADMIN BUILDING. REPLACE LIGHT SWITCH TO REAR DONGA (SHANES OFFICE) ALSO REPAIR POWER CABLE TO ELECTRIC SCREEN LIFT IN HR OFFICE.	1	184.94	
EFT37274	24/07/2020	VINCENT RYDER	SALES OF STOCK AT BKB	1		16.53
INV 5	01/07/2020	VINCENT RYDER	SALES OF STOCK AT BKB	1	16.53	
EFT37275	24/07/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JUNE	1		275.00
INV 02788	03/07/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - JUNE	1	275.00	
EFT37276	24/07/2020	WARRICKS NEWSAGENCY	STATIONERY ORDER FOR ADMIN	1		558.94
INV 11113	07/07/2020	WARRICKS NEWSAGENCY	STATIONERY ORDER FOR KILLARA	1	122.97	
INV 11117	13/07/2020	WARRICKS NEWSAGENCY	STATIONERY ORDER FOR ADMIN	1	435.97	
EFT37277	24/07/2020	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITOR CENTRE	1		88.00
INV 223	06/07/2020	WOOROLOO ESCAPE	STOCK PURCHASES FOR VISITOR CENTRE	1	88.00	
EFT37278	31/07/2020	ANDANTINO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR BP20053.	1		1,000.00
INV T1285	31/07/2020	ANDANTINO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR BP20053.	1	1,000.00	
EFT37279	31/07/2020	AROC-SHIRE OF DOWERIN	EAYMENT FROM AROC TRUST T957 PAYOUT ON WITHDRAWAL FROM AROC AS AT 30/06/2020 INV 18051 DEBTOR REF N13.	1		34,800.70
INV T957	31/07/2020	AROC-SHIRE OF DOWERIN	EAYMENT FROM AROC TRUST T957 PAYOUT ON WITHDRAWAL FROM AROC AS AT 30/06/2020 INV 18051 DEBTOR REF N13.	1	34,800.70	
EFT37280	31/07/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 21/07/2020	1		61,776.00
INV PAYG 2121/07/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 21/07/2020	1	61,776.00	
EFT37281	31/07/2020	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A.11891	1		1,600.00
INV A.11891	30/07/2020	JUNE MARGARET GARLETT	RATES CREDIT REFUND FOR ASSESSMENT A.11891		1,600.00	
EFT37282	31/07/2020	KHM CONSTRUCTION	REFUND OF INFRASTRUCTURE BOND	1		1,000.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 57

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1211	31/07/2020	KHM CONSTRUCTION	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT37283	31/07/2020	IGIS - LOCAL GOVERNMENT INSURANCE SERVICES	SALARY CONTINUANCE - ANNUAL INSURANCE PREMIUM 20/21	1		9,143.22
INV 062-2077.29/06/2020		IGIS - LOCAL GOVERNMENT INSURANCE SERVICES	MARINE CARGO - ANNUAL INSURANCE PREMIUM 20/21	1	990.00	
INV 062-2076.29/06/2020		IGIS - LOCAL GOVERNMENT INSURANCE SERVICES	SALARY CONTINUANCE - ANNUAL INSURANCE PREMIUM 20/21	1	8,153.22	
EFT37284	31/07/2020	IGIS WA	EROPERTY - ANNUAL INSURANCE PREMIUM 20/21	1		417,820.97
INV 100-138806/07/2020		IGIS WA	ROFESSIONAL LIABILITY - ANNUAL INSURANCE PREMIUM 20/21	1	48,307.60	
INV 100-139307/07/2020		IGIS WA	MOTOR FLEET - ANNUAL INSURANCE PREMIUM 20/21, GST	1	72,122.73	
INV 100-139307/07/2020		IGIS WA	PERSONAL ACCIDENT - ANNUAL INSURANCE PREMIUM 20/21	1	467.50	
INV 100-139307/07/2020		IGIS WA	TRAVEL - ANNUAL INSURANCE PREMIUM 20/21	1	825.00	
INV 100-139307/07/2020		IGIS WA	WORKCARE - ANNUAL INSURANCE PREMIUM 20/21	1	130,411.88	
INV 100-139007/07/2020		IGIS WA	BUSHFIRE - ANNUAL INSURANCE PREMIUM 20/21	1	38,335.00	
INV 100-319107/07/2020		IGIS WA	CRIME - ANNUAL INSURANCE PREMIUM 20/21	1	5,748.70	
INV 100-139307/07/2020		IGIS WA	EROPERTY - ANNUAL INSURANCE PREMIUM 20/21	1	143,326.70	
INV 100-139307/07/2020		IGIS WA	MANAGEMENT LIABILITY - ANNUAL INSURANCE PREMIUM 20/21, GST	1	13,927.86	
INV 100-139808/07/2020		IGIS WA	CONTRIBUTIONS CREDIT - ANNUAL INSURANCE PREMIUM 20/21	1	-35,652.00	
EFT37285	31/07/2020	MICHAEL AND DEBORAH SARA	REFUND OF INFRASTRUCTURE BOND - 161 HYDE DRIVE WUNDOWIE	1		1,000.00
INV T1206	31/07/2020	MICHAEL AND DEBORAH SARA	REFUND OF INFRASTRUCTURE BOND - 161 HYDE DRIVE WUNDOWIE	1	1,000.00	
EFT37286	31/07/2020	EATRICK JOHN BETTRIDGE	REFUND OF INFRASTRUCTURE BOND - 18 CYCADD CR WUNDOWIE	1		1,006.65
INV T1115	31/07/2020	EATRICK JOHN BETTRIDGE	REFUND OF INFRASTRUCTURE BOND - 18 CYCADD CR WUNDOWIE	1	1,006.65	
EFT37287	31/07/2020	SOLARGAIN PV PTY LTD	INFRASTRUCTURE BOND REFUND 4617 GRT EASTERN HWY BAKERS HILL	1		1,000.00

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 58

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV T1210	31/07/2020	SOLARGAIN PV PTY LTD	INFRASTRUCTURE BOND REFUND 4617 GRT EASTERN HWY BAKERS HILL.	1	1,000.00	
EFT37288	31/07/2020	SPECIALISED TREE SERVICE	ERIORITY 1 - PRUNE BACK GUM TREES, REDUCE AND BALANCE CANOPY AND CLEAR POWERLINES. INCLUSIVE OF THE HIRE OF AN EWP FOR THE FOLLOWING ROADS; 65 CHIDLOW STREET 89-91 CHIDLOW STREET 19 DUKE STREET CNR PEEL TCE AND WELLINGTON ST 179 WELLINGTON ST KENNEDY ST NSHS BUS STOP 3 PARK LANE 3 MARTIN ST RUSHTON CRESCENT PARK.	1		9,405.00
INV 3361	27/07/2020	SPECIALISED TREE SERVICE	ERIORITY 1 - PRUNE BACK GUM TREES, REDUCE AND BALANCE CANOPY AND CLEAR POWERLINES. INCLUSIVE OF THE HIRE OF AN EWP FOR THE FOLLOWING ROADS; 65 CHIDLOW STREET 89-91 CHIDLOW STREET 19 DUKE STREET CNR PEEL TCE AND WELLINGTON ST 179 WELLINGTON ST KENNEDY ST NSHS BUS STOP 3 PARK LANE 3 MARTIN ST RUSHTON CRESCENT PARK.	1	9,405.00	
EFT37289	31/07/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR 6 ALBATROSS PLACE.	1		1,006.65
INV T1107	31/07/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND FOR 6 ALBATROSS PLACE.	1	1,006.65	
EFT37290	31/07/2020	STEVEN MARK SUNLEY	REFUND OF INFRASTRUCTURE BOND LOT 327 GLENMORE DRIVE BAKERS HILL	1		1,000.00
INV T1207	31/07/2020	STEVEN MARK SUNLEY	REFUND OF INFRASTRUCTURE BOND LOT 327 GLENMORE DRIVE BAKERS HILL	1	1,000.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 59

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37291	31/07/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEES TO 30/06/2020.	1		22,630.14
INV CY31/07/30/06/2020		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEES TO 30/06/2020.	1	22,630.14	
EFT37292	31/07/2020	ALERT VISUAL CONCEPTS	IM ALERT RESPONSIBLE DOG OWNERSHIP SUBSCRIPTION RENEWAL FOR 2020/21	1		500.00
INV 702	04/07/2020	ALERT VISUAL CONCEPTS	IM ALERT RESPONSIBLE DOG OWNERSHIP SUBSCRIPTION RENEWAL FOR 2020/21	1	500.00	
EFT37293	31/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JULY 2020.	1		1,345.82
INV 66535	25/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JUNE 2020.	1	27.50	
INV 67303	16/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JULY 2020.	1	1,290.82	
INV 67381	23/07/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JULY 2020.	1	27.50	
EFT37294	31/07/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EN1214 - SHACKLES FOR TIE DOWN ON BOBCAT TRAILER.	1		16.26
INV 6512336	26/05/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EN1214 - SHACKLES FOR TIE DOWN ON BOBCAT TRAILER.	1	16.26	
EFT37295	31/07/2020	AQUATIC SERVICES WA PTY LTD	CALL OUT REPAIR LEAKING ON PROCAL AT WUNDOWIE SWIMMING POOL.	1		522.50
INV AS#2017/07/07/2020		AQUATIC SERVICES WA PTY LTD	CALL OUT REPAIR LEAKING ON PROCAL AT WUNDOWIE SWIMMING POOL.	1	522.50	
EFT37296	31/07/2020	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS, MEMBERSHIP RENEWAL FOR 2020/21 - GORDON TESTER.	1		600.00
INV 23752	01/07/2020	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS, MEMBERSHIP RENEWAL FOR 2020/21 - GORDON TESTER.	1	600.00	
EFT37297	31/07/2020	AUSTRALIAN PAPER	x 3000 WINDOW FACED ENVELOPES - 140034	1		127.84
INV 9629711216/07/2020		AUSTRALIAN PAPER	x 3000 WINDOW FACED ENVELOPES - 140034	1	127.84	
EFT37298	31/07/2020	AVON SERVICE SPECIALISTS	FULL SERVICE AND REPORT OF 2 X SES TRAILERS 1TOV603 AND 1TAA111 (1TOV603 NEEDS TOW HITCH REPLACED BOOKED 21/7/2020 SECOND TRAILER BOOKED 22/07/2020. PLEASE NOTE TYRES ARE GETTING REPLACED AFTER LUNCH ON EACH TRAILER ON DAY CF SERVICE BY COMBINED TYRES.	1		723.75

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 60

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 19259	22/07/2020	AVON SERVICE SPECIALISTS	FULL SERVICE AND REPORT OF 2 X SES TRAILERS 1TOV603 AND 1TAA111 (1TOV603 NEEDS TOW HITCH REPLACED BOOKED 21/7/2020 SECOND TRAILER BOOKED 22/07/2020. PLEASE NOTE TYRES ARE GETTING REPLACED AFTER LUNCH ON EACH TRAILER ON DAY CF SERVICE BY COMBINED TYRES.	1	723.75	
EFT37299	31/07/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR LEAKING TAP TO REAR TOILETS.	1		82.50
INV INV-218122/07/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM DEPOT. REPAIR LEAKING TAP TO REAR TOILETS.	1	82.50	
EFT37300	31/07/2020	BOOMERANG NATIVE ART	400 SMALL BOOMERANGS	1		355.00
INV 1219	06/07/2020	BOOMERANG NATIVE ART	400 SMALL BOOMERANGS	1	355.00	
EFT37301	31/07/2020	BOOTH PRINT	DOG REGISTRATION FORMS - A4, DOUBLE-SIDED 100GSM, COLOUR, PERFORATED X 1000 COPIES	1		297.00
INV 9174	22/07/2020	BOOTH PRINT	DOG REGISTRATION FORMS - A4, DOUBLE-SIDED 100GSM, COLOUR, PERFORATED X 1000 COPIES	1	297.00	
EFT37302	31/07/2020	BRADLEY SLATER	ACAT LUNCH 17/07/2020	1		300.00
INV 3	17/07/2020	BRADLEY SLATER	ACAT LUNCH 17/07/2020	1	300.00	
EFT37303	31/07/2020	BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES & SETON	FLOOR MARKER MAINTAIN SOCIAL DISTANCING 300MM DIA. PART # SSFS1056	1		583.66
INV 9343529909/06/2020		BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES & SETON	FLOOR MARKER MAINTAIN SOCIAL DISTANCING 300MM DIA. PART # SSFS1056	1	462.00	
INV 9343769606/07/2020		BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES & SETON	COMPACT ENTRY DOOR DETECTOR.	1	121.66	
EFT37304	31/07/2020	CAFE YASOU	CBD ACTIVATION - AFTERNOON TEA CATERING AT CAFE YASOU	1		120.00
INV IV00000007/07/2020		CAFE YASOU	CBD ACTIVATION - AFTERNOON TEA CATERING AT CAFE YASOU	1	120.00	
EFT37305	31/07/2020	CARAVAN INDUSTRY ASSOCIATION WESTERN AUSTRALIA.	ASSOCIATE MEMBERSHIP 2020/2021.	1		550.00
INV INV-115901/07/2020		CARAVAN INDUSTRY ASSOCIATION WESTERN AUSTRALIA.	ASSOCIATE MEMBERSHIP 2020/2021.	1	550.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 61

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37306	31/07/2020	CDA AIR & SOLAR	REC CENTRE. REPLACE FILTERS AS PER QUOTE 8845.	1		979.40
INV 0000900917/02/2020		CDA AIR & SOLAR	NORTHAM LIBRARY. CALLOUT TO CHECK A/C UNITS THAT ARE TRIPPING OUT.	1	110.00	
INV 0000884506/05/2020		CDA AIR & SOLAR	REC CENTRE. REPLACE FILTERS AS PER QUOTE 8845.	1	577.40	
INV 0000884323/07/2020		CDA AIR & SOLAR	KILLARA COTTAGES. REPLACE PARTS TO AIR CONDITIONER AS PER QUOTE 8843.	1	292.00	
EFT37307	31/07/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1003 - KOMATSU - PLEASE CHECK LIGHTS AND CROWD PIN AT THE BOTTOM.	1		1,216.16
INV 0000321719/07/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1003 - KOMATSU - PLEASE CHECK LIGHTS AND CROWD PIN AT THE BOTTOM.	1	1,216.16	
EFT37308	31/07/2020	COMBINED TYRES PTY LTD	SUPPLY AND FIT NEW TYRES 7.5R16 HIFLY 14PR 122/118M HH301 INCLUDES TUBE AND RUST FLAP 2 X SES SINGLE AXLE TRAILERS REGO 1TOV603 & 1TAA111	1		1,903.00
INV INV-590923/07/2020		COMBINED TYRES PTY LTD	SUPPLY AND FIT NEW TYRES 7.5R16 HIFLY 14PR 122/118M HH301 INCLUDES TUBE AND RUST FLAP 2 X SES SINGLE AXLE TRAILERS REGO 1TOV603 & 1TAA111	1	1,584.00	
INV INV-590124/07/2020		COMBINED TYRES PTY LTD	CENTRAL FIRE TRUCK 2.4 CALL OUT TO CHANGE FLAT TO SPARE/REPAIR THE FLAT/REPLACE TUBE/ CALL OUT TO CHANGE OVER.	1	319.00	
EFT37309	31/07/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ADMIN	1		2,200.97
INV S8513	17/07/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING ADMIN	1	2,200.97	
EFT37310	31/07/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020	1		806.21
INV CINS308/15/06/2020		CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY ALARM MONITORING FROM 01/07/2020 TO 31/07/2020.	1	61.96	
INV CINS308/16/06/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	61.96	
INV CINS308/16/06/2020		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020	1	61.96	
INV CINS308/16/06/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	53.00	
INV CINS308/16/06/2020		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020	1	61.96	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 62

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	61.96	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020	1	90.56	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	RAILWAYS MUSEUM. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020	1	61.96	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	53.00	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	87.96	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2021	1	87.96	
INV CINS30816/06/2020		CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY ALARM MONITORING FROM 01/07/2020 UNTIL 31/07/2020.	1	61.97	
EFT37311	31/07/2020	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADE HT CURVE (RED) 1828 X 152 X 16 X 13H (5/8") GH6658HT	1		2,533.54
INV 3282212	09/07/2020	CUTTING EDGES EQUIPMENT PARTS	GRADER BLADE HT CURVE (RED) 1828 X 152 X 16 X 13H (5/8") GH6658HT	1	2,533.54	
EFT37312	31/07/2020	EDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2	1		27,219.50
INV 9659	17/07/2020	EDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND	PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2	1	27,219.50	
EFT37313	31/07/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN APRIL - JUNE 2020.	1		13,429.98
INV 066410	27/07/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY LEVY RETURN APRIL - JUNE 2020.	1	13,429.98	
EFT37314	31/07/2020	DRACO AIR PTY LTD	BILYA KOORT BOODJA. REPORT ON MEETING ROOM 1 AIRCONDITIONER.	1		198.00
INV 13164	30/06/2020	DRACO AIR PTY LTD	BILYA KOORT BOODJA. REPORT ON MEETING ROOM 1 AIRCONDITIONER.	1	198.00	
EFT37315	31/07/2020	ENGINEERING INSTITUTE OF TECHNOLOGY PTY LTD	TUITION FEE FOR MICHAEL NEWTON - ADVANCED DIPLOMA OF CIVIL AND STRUCTURAL ENGINEERING.	1		14,256.00
INV INV-253531/01/2020		ENGINEERING INSTITUTE OF TECHNOLOGY PTY LTD	TUITION FEE FOR MICHAEL NEWTON - ADVANCED DIPLOMA OF CIVIL AND STRUCTURAL ENGINEERING.	1	14,256.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 63

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37316	31/07/2020	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY AND DELIVER COLD MIX (WINTERGRADE) TO SHIRE OF NORTHAM DEPOT, 116 PEEL TCE, NORTHAM, WA 6401	1		2,758.80
INV 1414704309/07/2020		FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY AND DELIVER COLD MIX (WINTERGRADE) TO SHIRE OF NORTHAM DEPOT, 116 PEEL TCE, NORTHAM, WA 6401	1	2,758.80	
EFT37317	31/07/2020	GWY PAINTING SERVICE	BERT HAWKE PAINTING ALL SURFACES IN REAR CHANGEROOMS INCLUDIG CEILING AS PART OF UPGRADES AND AS PER QUOTE 2356	1		2,376.00
INV 1772	23/07/2020	GWY PAINTING SERVICE	BERT HAWKE PAINTING ALL SURFACES IN REAR CHANGEROOMS INCLUDIG CEILING AS PART OF UPGRADES AND AS PER QUOTE 2356	1	2,376.00	
EFT37318	31/07/2020	HI CONSTRUCTIONS AUST PTY LTD	VINTAGE VEHICLE BUILDING SUPPLY NEW STAINLESS STEEL SINK AND BENCH TO REPLACE WATER DAMAGED ONES.	1		1,275.90
INV AVVC-B27/06/2020		HI CONSTRUCTIONS AUST PTY LTD	VINTAGE VEHICLE BUILDING SUPPLY NEW STAINLESS STEEL SINK AND BENCH TO REPLACE WATER DAMAGED ONES.	1	1,275.90	
EFT37319	31/07/2020	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION OF 63 WELLINGTON STREET NORTHAM	1		2,442.00
INV 0000323221/07/2020		INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION OF 63 WELLINGTON STREET NORTHAM	1	2,442.00	
EFT37320	31/07/2020	IT VISION	ANNUAL SOFTWARE LICENCE FOR SYNERGY 2020/2021	1		80,267.00
INV 33400	01/07/2020	IT VISION	ANNUAL SOFTWARE LICENCE FOR SYNERGY 2020/2021	1	80,267.00	
EFT37321	31/07/2020	JIM MCKENZIE PTY LTD	BORE HOLE TO RELOCATE SIGN AT TOP OF YILGARN AVE.	1		838.20
INV L009	21/07/2020	JIM MCKENZIE PTY LTD	BORE HOLE TO RELOCATE SIGN AT TOP OF YILGARN AVE.	1	838.20	
EFT37322	31/07/2020	JUICEBOX	READY.SET.GO WEBSITE HOSTING 2020/2021	1		528.00
INV JBC-144717/06/2020		JUICEBOX	READY.SET.GO WEBSITE HOSTING 2020/2021	1	528.00	
EFT37323	31/07/2020	KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE	1		334.18

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 64

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0004837001/07/2020		KLEENWEST DISTRIBUTORS	CLEANING PRODUCTS FOR REC CENTRE	1	334.18	
EFT37324	31/07/2020	MHW INTEGRATION PTY LTD	ANNUAL MAINTENANCE SERVICE AGREEMENT FOR BILYA.KOORT BOODJA CENTRE AS PER QUOTE - CJO-20-0081-B - 2020/2021	1		7,040.00
INV 0000182713/07/2020		MHW INTEGRATION PTY LTD	ANNUAL MAINTENANCE SERVICE AGREEMENT FOR BILYA.KOORT BOODJA CENTRE AS PER QUOTE - CJO-20-0081-B - 2020/2021	1	7,040.00	
EFT37325	31/07/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT. 15/07/2020 TO 14/08/2020	1		846.62
INV 9201527815/07/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT. 15/07/2020 TO 14/08/2020	1	846.62	
EFT37326	31/07/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	EN1707 - N11120 125,000 SERVICE HOLDEN CAPTIVA	1		541.34
INV 129297	10/07/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	EN1707 - N11120 125,000 SERVICE HOLDEN CAPTIVA	1	541.34	
EFT37327	31/07/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1		198.00
INV 0000292109/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000292210/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	36.00	
INV 0000292313/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	36.00	
INV 0000292714/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000293216/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000293317/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000293920/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000294021/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
INV 0000294927/07/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JULY	1	18.00	
EFT37328	31/07/2020	NORTHAM PISTOL CLUB INC	QUICK RESPONSE GRANT (BLACK POWER STATE CHAMPIONSHIPS)	1		500.00
INV 153	22/06/2020	NORTHAM PISTOL CLUB INC	QUICK RESPONSE GRANT (BLACK POWER STATE CHAMPIONSHIPS)	1	500.00	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 65

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37329	31/07/2020	NORTHAM TOWING SERVICE	REMOVE BURNT OUT VEHICLE ON HAWKE AVE WUNDOWIE BETWEEN COATES AND THE SCHOOL	1		187.00
INV 209584	15/07/2020	NORTHAM TOWING SERVICE	REMOVE BURNT OUT VEHICLE ON HAWKE AVE WUNDOWIE BETWEEN COATES AND THE SCHOOL	1	187.00	
EFT37330	31/07/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS	1		2,415.73
INV 23110	20/07/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 2 X CARTONS OF TOILET PAPER AND 1 X 5L LIQUID SOAP.	1	118.93	
INV 23127	24/07/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS	1	2,296.80	
EFT37331	31/07/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) STATEMENT NO: 2196541.	1		315.48
INV 2196541	15/07/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD ST NORTHAM (POP UP SHOP) STATEMENT NO: 2196541.	1	315.48	
EFT37332	31/07/2020	PERTH SAFETY PRODUCTS PTY LTD	SGN STOCK FOR DEPOT	1		1,293.60
INV 0000997307/07/2020		PERTH SAFETY PRODUCTS PTY LTD	SGN STOCK FOR DEPOT	1	1,293.60	
EFT37333	31/07/2020	PRIMARIES OF WA PTY LTD	GREY CEMENT 20KG BAGS EACH	1		1,842.81
INV 4106078907/07/2020		PRIMARIES OF WA PTY LTD	RAPID SET PER BAG - GENERAL USE - MAINTENANCE	1	574.20	
INV 4106078607/07/2020		PRIMARIES OF WA PTY LTD	GREY CEMENT 20KG BAGS EACH	1	1,268.61	
EFT37334	31/07/2020	PROFESSIONAL LOCKSERVICE	ADMIN BUILDING. SUPPLY AND INSTALL LOCKS TO HR DRAWERS AND SLIDING CUPBOARDS, REPAIR FIRE FROOF CABINET AND EASE GATE AND TOILET DOOR HINGES.	1		1,544.46
INV 0010513816/06/2020		PROFESSIONAL LOCKSERVICE	ADMIN BUILDING. SUPPLY AND INSTALL LOCKS TO HR DRAWERS AND SLIDING CUPBOARDS, REPAIR FIRE FROOF CABINET AND EASE GATE AND TOILET DOOR HINGES.	1	1,338.76	
INV 0010517123/07/2020		PROFESSIONAL LOCKSERVICE	INKPEN TIP. SUPPLY 5 X EH4 KEYS (WUNDOWIE REFUSE SITE GATE KEYS)	1	205.70	
EFT37335	31/07/2020	RUSDYN PTY LTD T/ASHUGGABLE TOYS	STOCK PURCHASES FOR VISITORS CENTRE.	1		160.60
INV 0004406514/07/2020		RUSDYN PTY LTD T/ASHUGGABLE TOYS	STOCK PURCHASES FOR VISITORS CENTRE.	1	160.60	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 66

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT37336	31/07/2020	SLAV'S CLEANING SERVICE	BERNARD & APEX PARK TOILETS. CLEANING UNTIL END OF JUNE 2020.	1		5,153.31
INV 142	23/07/2020	SLAV'S CLEANING SERVICE	CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT TILL 30/06/2020.	1	528.00	
INV 138	23/07/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CONTRACT CLEANING SERVICES UNTIL 30TH JUNE 2020.	1	1,853.50	
INV 143	23/07/2020	SLAV'S CLEANING SERVICE	BERNARD & APEX PARK TOILETS. CLEANING UNTIL END OF JUNE 2020.	1	2,771.81	
EFT37337	31/07/2020	SMARTSENSOR TECHNOLOGIES PTY LTD T/A SOLAR BINS AUSTRALIA	SMARTSENSOR MANAGED SERVICES AGREEMENT 3 YEARS 2020/2021.	1		854.70
INV INV-011401/07/2020		SMARTSENSOR TECHNOLOGIES PTY LTD T/A SOLAR BINS AUSTRALIA	SMARTSENSOR MANAGED SERVICES AGREEMENT 3 YEARS 2020/2021.	1	854.70	
EFT37338	31/07/2020	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 15 JULY 2020	1		500.00
INV 3090	15/07/2020	THE RIVERSIDE HOTEL	CATERING - ORDINARY COUNCIL MEETING 15 JULY 2020	1	500.00	
EFT37339	31/07/2020	TRACEY DAWN REYNOLDS	REFUND OF DOG REGISTRATION FOR STERILISATION WITHIN 3RD YEAR OF REG FOR AUSSIE #0200166 RCT 27/10/2017 # 107645.	1		25.83
INV 107645	15/07/2020	TRACEY DAWN REYNOLDS	REFUND OF DOG REGISTRATION FOR STERILISATION WITHIN 3RD YEAR OF REG FOR AUSSIE #0200166 RCT 27/10/2017 # 107645.	1	25.83	
DD15309.1	07/07/2020	WA SUPER	Payroll deductions	1		24,793.02
INV SUPER	07/07/2020	WA SUPER	Superannuation contributions	1	20,766.79	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	2,635.89	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	99.61	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	47.63	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	285.06	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	475.00	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	146.30	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 67

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT07/07/2020		WA SUPER	Payroll deductions	1	110.32	
DD15309.2	07/07/2020	ESSENTIAL SUPER	Superannuation contributions	1		174.48
INV SUPER	07/07/2020	ESSENTIAL SUPER	Superannuation contributions	1	174.48	
DD15309.3	07/07/2020	REST INDUSTRY SUPER	Superannuation contributions	1		770.02
INV SUPER	07/07/2020	REST INDUSTRY SUPER	Superannuation contributions	1	770.02	
DD15309.4	07/07/2020	FRIME SUPER	Payroll deductions	1		450.90
INV SUPER	07/07/2020	FRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUCT07/07/2020		FRIME SUPER	Payroll deductions	1	125.83	
DD15309.5	07/07/2020	CNEPATH	Superannuation contributions	1		195.94
INV SUPER	07/07/2020	CNEPATH	Superannuation contributions	1	195.94	
DD15309.6	07/07/2020	MEDIA SUPER	Superannuation contributions	1		194.27
INV SUPER	07/07/2020	MEDIA SUPER	Superannuation contributions	1	194.27	
DD15309.7	07/07/2020	UNISUPER	Payroll deductions	1		617.01
INV SUPER	07/07/2020	UNISUPER	Superannuation contributions	1	444.82	
INV DEDUCT07/07/2020		UNISUPER	Payroll deductions	1	172.19	
DD15309.8	07/07/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		248.69
INV SUPER	07/07/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	179.29	
INV DEDUCT07/07/2020		MLC NOMINEES PTY LTD	Payroll deductions	1	69.40	
DD15309.9	07/07/2020	HESTA SUPER FUND	Superannuation contributions	1		230.58
INV SUPER	07/07/2020	HESTA SUPER FUND	Superannuation contributions	1	230.58	
DD15327.1	13/07/2020	BANKWEST	ROSS RAYSON MASTERCARD 22 MAY TO 22 JUNE 2020	1		2,550.73
INV B RUTTE13/07/2020		BANKWEST	BRENDON RUTTER MASTERCARD 22 MAY TO 22 JUNE 2020	1	303.95	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 68

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV C YOUNG13/07/2020		BANKWEST	COLIN YOUNG MASTERCARD 22 MAY TO 22 JUNE 2020	1	395.95	
INV C KLEYM13/07/2020		BANKWEST	CLINTON KLEYNHANS MASTERCARD 22 MAY TO 22 JUNE 2020	1	127.00	
INV C HUNT 13/07/2020		BANKWEST	CHADD HUNT MASTERCARD 22 MAY TO 22 JUNE 2020	1	1,012.00	
INV R.RAY SC13/07/2020		BANKWEST	ROSS RAYSON MASTERCARD 22 MAY TO 22 JUNE 2020	1	711.83	
DD15354.1	21/07/2020	WA SUPER	Payroll deductions	1		25,549.94
INV SUPER	21/07/2020	WA SUPER	Superannuation contributions	1	21,336.86	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	2,745.93	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	99.73	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	54.94	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	266.96	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	152.03	
INV DEDUCT	21/07/2020	WA SUPER	Payroll deductions	1	142.07	
DD15354.2	21/07/2020	ESSENTIAL SUPER	Superannuation contributions	1		174.87
INV SUPER	21/07/2020	ESSENTIAL SUPER	Superannuation contributions	1	174.87	
DD15354.3	21/07/2020	REST INDUSTRY SUPER	Superannuation contributions	1		831.43
INV SUPER	21/07/2020	REST INDUSTRY SUPER	Superannuation contributions	1	831.43	
DD15354.4	21/07/2020	FRIME SUPER	Payroll deductions	1		450.90
INV SUPER	21/07/2020	FRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUCT	21/07/2020	FRIME SUPER	Payroll deductions	1	125.83	
DD15354.5	21/07/2020	CNEPATH	Superannuation contributions	1		195.87

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 69

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	21/07/2020	CNEPATH	Superannuation contributions	1	195.87	
DD15354.6	21/07/2020	MEDIA SUPER	Superannuation contributions	1		195.75
INV SUPER	21/07/2020	MEDIA SUPER	Superannuation contributions	1	195.75	
DD15354.7	21/07/2020	UNISUPER	Payroll deductions	1		586.80
INV SUPER	21/07/2020	UNISUPER	Superannuation contributions	1	423.04	
INV DEDUCT	21/07/2020	UNISUPER	Payroll deductions	1	163.76	
DD15354.8	21/07/2020	HESTA SUPER FUND	Superannuation contributions	1		285.33
INV SUPER	21/07/2020	HESTA SUPER FUND	Superannuation contributions	1	285.33	
DD15354.9	21/07/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		107.03
INV SUPER	21/07/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	107.03	
DD15377.1	29/07/2020	TENNANT AUSTRALIA	JULY LEASE FEE RECREATION CLEANING EQUIPMENT	1		1,046.85
INV JULY 202	29/07/2020	TENNANT AUSTRALIA	JULY LEASE FEE RECREATION CLEANING EQUIPMENT	1	1,046.85	
DD15309.10	07/07/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	07/07/2020	THE TRUSTEE FOR A. E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD15309.11	07/07/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	07/07/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15309.12	07/07/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,391.37
INV SUPER	07/07/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,104.36	
INV DEDUCT	07/07/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	287.01	
DD15309.13	07/07/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.29
INV SUPER	07/07/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.58	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 70

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT07/07/2020		COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15309.14	07/07/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		622.18
INV DEDUCT07/07/2020		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	173.63	
INV SUPER	07/07/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	448.55	
DD15309.15	07/07/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		155.45
INV SUPER	07/07/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	155.45	
DD15309.16	07/07/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.90
INV SUPER	07/07/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.90	
DD15309.17	07/07/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	07/07/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15309.18	07/07/2020	HOSTPLUS SUPER	Superannuation contributions	1		320.15
INV SUPER	07/07/2020	HOSTPLUS SUPER	Superannuation contributions	1	320.15	
DD15309.19	07/07/2020	SUNSUPER	Superannuation contributions	1		707.65
INV SUPER	07/07/2020	SUNSUPER	Superannuation contributions	1	707.65	
DD15309.20	07/07/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	07/07/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD15354.10	21/07/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	21/07/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15354.11	21/07/2020	BT SUPER FOR LIFE	Superannuation contributions	1		222.06
INV SUPER	21/07/2020	BT SUPER FOR LIFE	Superannuation contributions	1	222.06	
DD15354.12	21/07/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,747.35

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
PAGE: 71

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	21/07/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,405.91	
INV DEDUCT	21/07/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	341.44	
DD15354.13	21/07/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		490.20
INV SUPER	21/07/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	366.49	
INV DEDUCT	21/07/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15354.14	21/07/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		703.54
INV DEDUCT	21/07/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	196.34	
INV SUPER	21/07/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	507.20	
DD15354.15	21/07/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		174.88
INV SUPER	21/07/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	174.88	
DD15354.16	21/07/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.83
INV SUPER	21/07/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.83	
DD15354.17	21/07/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	21/07/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15354.18	21/07/2020	HOSTPLUS SUPER	Superannuation contributions	1		331.78
INV SUPER	21/07/2020	HOSTPLUS SUPER	Superannuation contributions	1	331.78	
DD15354.19	21/07/2020	SUNSUPER	Superannuation contributions	1		719.76
INV SUPER	21/07/2020	SUNSUPER	Superannuation contributions	1	719.76	
DD15354.20	21/07/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	21/07/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	

Ordinary Council Meeting Minutes
19 August 2020



Date: 03/08/2020
 Time: 9:37:48AM

Shire of Northam

USER: Kathy Scholz
 PAGE: 72

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

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNIFUND	2,713,348.93
TOTAL		2,713,348.93

Attachment 2 - Declaration

Payment dates 1st July 2020 to 31st July 2020

- Municipal Fund payment cheque numbers 35325 to 35333 Total \$74,584.82.

Electronic Funds Transfer

- Municipal Fund EFT36900 to EFT37339 Total \$2,564,263.02.

Direct Debits Total \$74,501.09

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					\$ -
September					\$ -
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$74,584.82	\$2,564,263.02	\$74,501.09	\$444,478.87	\$3,157,827.80

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15327.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
DEPT OF HEALTH PHARM - CHLORINE GAS PERMIT ANNUAL RENEWAL WASTE WATER TREATMENT PLANT	42.34	
DEPT OF HEALTH PHARM - CHLORINE GAS PERMIT ANNUAL RENEWAL WASTE WATER TREATMENT PLANT	84.66	127.00
CESM		
COLES - REFRESHMENTS FOR VOLUNTEER IFF TRAINING	56.25	
SUBWAY- LUNCH FOR VOLUNTEER IFF TRAINING	63.40	

MCDONALDS -REFRESHMENTS OR VOLUNTEER IFF TRAINING	33.00	
SHOE REPAIR MAN - SLIDING DOOR KEY FOR EMERGENCY EVACUATION CENTRE (REC CENTRE)	7.00	
BAKERS HILL PIE SHOP - TRAINING CENTRE FOR WUNDOWIE & BAKERS HILL BFB	68.20	
DOMINOES -REFRESHMENT FOR CCP TRAINING COURSE	76.10	303.95
Executive Manager Corporate Services		
MICROSOFT MONTHLY CHARGES	66.06	
AMAYSIM - LIBRARY LIFT DATA LINE MONTHLY FEE	10.00	
SHIRE OF NORTHAM -LICENCE OF NEW JOHN DEERE GATOR	67.90	
SHIRE OF NORTHAM -LICENCE OF NEW JOHN DEERE GATOR	31.10	
SHIRE OF NORTHAM -LICENCE OF NEW JOHN DEERE GATOR	6.90	
ADOBE CREATIVE CLOUB MONTHLY FEE FOR APPS & IN DESIGN	213.99	395.95
Executive Manager Development Services		
VISCOUNT PLASTICS - REPLACEMENT SULO BIN FOR MT OMMANNEY LOOKOUT	1012.00	1012.00
Executive Manager Community Services		
FAIRFAX SUBSCRIPTION -DIGITAL SUB FOR WA TODAY	7.57	
WANEWSDTI - DIGIT SUBSCRIPTION FOR WEST AUSTRALIAN	84.00	
WWW.POCKETMAGS.COM - DIGITAL SUBSCRIPTION FOR KOORI MAIL	14.99	
SQUARESPACE - ANNUAL SUBSCRIPTION -YEARLY	300.00	
FACEBOOK - COMMUNITY SUPPORT	27.85	
FACEBOOK - VISIT THIS LONG WEEKEND	33.78	
NAMECHEAP -DOMAIN REGISTRATION FOR NORTHAM CONNECT.COM	65.34	
GOLDENCARERS - 12 MONTH SUBSCRIPTION	59.95	
FACILITY FEE	99.00	
FOREIGN TRANSACTION FEE	19.35	711.83
Total Credit Card Expenditure		\$2,550.73

CERTIFICATION OF THE PRESIDENT

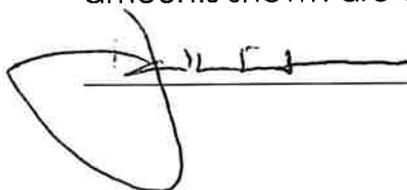
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,157,827.80 was submitted to the Ordinary Meeting of Council on Wednesday, 19 August 2020.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,157,827.80 was submitted to each member of the Council on Wednesday, 19 August 2020, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.



CHIEF EXECUTIVE OFFICER



12.4.2 Leasing of Unit 7 Kuringal Village

Address:	7/410 Kuringal Village Kuringal Road WUNDOWIE
Owner:	Shire of Northam
Applicant:	Confidential/Applicant1
File Reference:	A325
Reporting Officer:	Cheryl Greenough
Responsible Officer:	Executive Manager Corporate Services
Officer Declaration of Interest:	Impartiality Interest - the applicant is known to the reporting officer
Voting Requirement	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the applicants for Unit 7 of the senior citizens units at Kuringal Village and decide on merit and eligibility who is the best candidate to rent the unit.

ATTACHMENTS

N/A

BACKGROUND / DETAILS

On 29 June 1995 the Shire of Northam entered into a contract with the then State Housing Commission (now known as the Housing Authority) for the management of 8 senior citizen units called Kuringal Village as a joint venture. The properties were later handed over to the Shire for their management.

Unit 7 is a one-bedroom unit which was occupied from October 2016 until 20 March 2020 when the occupant was admitted to a full-time nursing facility. The unit has been vacant since that time and the Shire advertised the property for rental in the West Australian and on local social media on 20/3/20 and for a second time on 4/6/20 without any response.

There were four people on the Shire's waiting list for accommodation. When the unit became available they were contacted with no positive result. On 20 March 2020 the Department of Housing was advised of the vacancy and asked if they had any prospective renters on their waiting list, however, they did not have anyone requiring a one-bedroom unit. They were again asked if they had anyone waiting on 4 June 2020 but they did not have any suitable applicants.

On 16 July 2020 Applicant 1 enquired if the Shire had any accommodation available and was given an application, which he completed and returned to

the Shire Administration office. Applicant 1 is a gentleman in his early seventies and is on an aged pension. He currently lives in the Shire of Northam however the real estate agent advised him they would not be renewing his lease.

B. CONSIDERATIONS

The required selection criteria to be considered is:

1. The applicant must be on the Housing Authority or Shire waiting list;
2. The applicant must be an Australian Citizen and not own or part own property or land
3. The applicant must not have cash assets in excess of \$38,400 (singles) or \$63,800 (couples)
4. The applicant must be the recipient of an aged pension.

B.1 Strategic Community / Corporate Business Plan

Theme Area 2: COMMUNITY WELLBEING

A cohesive community with access to quality services

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

Objective: Provide support to enable seniors to remain living in their own homes as long as possible

B.2 Financial / Resource Implications

The Shire would receive \$202 per fortnight in rental.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

Newspaper advertisements were placed in the West Australian as the local newspaper was not operating. It was also placed on social media

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Contract is unable to be satisfied due to current financial pressure on purchaser	Unlikely (2) x Insignificant (1) = Low (2)	Implement Officer Recommendation
Health & Safety	Nil		
Reputation	Nil		
Service Interruption	Nil		
Compliance	Nil		
Property	That rental property will remain empty costing the Shire money	Likely (4) x Insignificant (1) = Low (4)	Implement Officer recommendation
Environment	Nil		

C. OFFICER'S COMMENT

It is recommended that Applicant 1 be approved as an eligible tenant for Unit 7 Kuringal Village Wundowie. Applicant 1's real estate agent has provided a glowing reference.

As the Kuringal Village leases do not have a finite date they do not fit into the CEO's current delegation. Therefore, it is recommended that Council authorise the CEO to approve and sign any future leases at Kuringal Village under delegated authority without the requirement to be presented to Council.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4019

Moved: Cr Little

Seconded: Cr Tinetti

That Council:

1. Approves Applicant 1's application to rent unit 7/420 Kuringal Road, Wundowie with the rental rate of \$202 per fortnight along with a \$400 bond.
2. Amends delegation F02 to delegate authority to the Chief Executive Officer to approve all future leases for Kuringal Village.

CARRIED 9/0

12.5 COMMUNITY SERVICES

12.5.1 Establishment of Community Grants Assessment Committee

File Reference:	8.2.5.26 / 1.1.9.16
Reporting Officer:	Community Development Officer – Jaime Hawkins
Responsible Officer:	Executive Manager Community Services – Ross Rayson
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To establish the Community Grants Assessment Committee as per the decision of Council made at the Ordinary Council Meeting on 15 July 2020.

ATTACHMENTS

Attachment 1: PROPOSED TERMS OF REFERENCE COMMUNITY GRANTS ASSESSMENT COMMITTEE

A. BACKGROUND / DETAILS

At the meeting of Council on 15 July 2020 a decision resolved the following:

That Council:

1. Establishes the Community Grants Assessment Committee
2. Establishes the purpose of the Committee to make determinations on applications for the Community Grants Scheme
3. Delegates authority to the Community Grants Assessment Committee to undertake the following:
 - a. Receive and assess grant applications; and
 - b. Make a final determination on all grant applications received
4. Adopts the amended 2020/2021 Community Grants Scheme as presented.

The purpose of the Committee is to oversee and make determinations on all matters associated with the Community Grants Scheme.

Membership of the Committee is to be restricted to elected members. Nominations for membership of the Committee have been sought via email to all Councillors.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: 6 - Governance & Leadership

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

Objective: Open, accountable and effective decision making

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

5.17. Limits on delegation of powers and duties to certain committees

1) A local government can delegate —

(a) to a committee comprising council members only, any of the council's powers or duties under this Act except —

(i) any power or duty that requires a decision of an absolute majority of the council; and

(ii) any other power or duty that is prescribed; and

(b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and

(c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —

(i) the local government's property; or

(ii) an event in which the local government is involved.

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The amended policy was discussed with Councillors at a workshop on 13 February 2020 and the establishment of the Committee determined on 15 July 2020.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil		
Health & Safety	Nil		
Reputation	Committee not perceived to be representative of community interests	Unlikely(2) x Insignificant(1) = Low(2)	Ensure Community Support Policy is adhered to & the appointment of the committee process is transparent.
Service Interruption	Nil		
Compliance	Establishment of Committee non-compliant with the LG Act	Unlikely(2) x Medium(3) = Moderate(6)	Compliance with LG Act Committees of Council confirmed by staff
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

It is recommended that the Community Grants Assessment Committee be established as per the Terms of Reference presented.

The following Council members nominated for a position on the committee prior to the Council meeting:

- Cr Chris Antonio
- Cr Julie Williams
- Cr Attila Mencshelyi

The local government act requires Committees have a minimum of three (3) members.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.4020

Moved: Cr Williams

Seconded: Cr Mencshelyi

That Council:

- 1. Establishes the Community Grants Assessment Committee as per the Terms of Reference presented**
- 2. Appoints Cr (s) Chris Antonio, Julie Williams, Attila Mencshelyi & Carl Della as members of the committee**

CARRIED 9/0

Clarification was sought regarding the terms of reference and the delegation of authority to the committee. The Chief Executive Officer advised that the level of expediency regarding grant applications was not high compared to the Local Business Support Committee.

Clarification was sought regarding making an amendment to remove delegated authority from the committee. The Chief Executive Officer advised that the amendment could not be proposed by Council as Council had already accepted the delegation of authority at the meeting held on 15 July 2020, and therefore if an amendment was desired, this would have to be done via rescission motion.

Attachment 1 – Proposed Terms of Reference Community Grants Assessment Committee

Community Grants Assessment Committee Terms of Reference

TERMS OF REFERENCE SHIRE OF NORTHAM COMMUNITY GRANTS ASSESSMENT COMMITTEE

1. Purpose of the Shire of Northam Community Grants Assessment Committee

The purpose of the Community Grants Assessment Committee is to oversee and make determinations on all matters associated with the Community Grants Scheme.

2. Powers of the Community Grants Assessment Committee

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

3. Membership

Voting members:

- Up to 5 Council Representatives

Ex-officio members:

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Manager Community Recreation & Youth Services
- Community Development Officer

4. Meetings

Meetings will be convened as required.

5. Reporting

Minutes and decisions of each Community Grants Assessment Committee meeting shall be presented to the next Ordinary Meeting of the Council.

6. Duties and Responsibilities

- a) Receive and assess grant applications for the Community Grants Scheme; and
- b) Make a final determination on all grant applications received as part of the Community Grants Scheme.

13. MATTERS BEHIND CLOSED DOORS

COUNCIL DECISION

Minute No: C.4021

Moved: Cr Mencshelyi

Seconded: Cr Della

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2)(d) of the Local Government Act 1995, meet behind closed doors to consider a matter pertaining to legal advice received by the Shire of Northam.

CARRIED 9/0

The member of the public gallery left the room at 6.15pm.

The Chief Executive Officer provided Council with a verbal update in relation to legal proceedings between the Shire of Northam and Kleenheat Gas.

COUNCIL DECISION

Minute No: C.4022

Moved: Cr Mencshelyi

Seconded: Cr Tinetti

That Council move out from behind closed doors.

CARRIED 9/0

The member of the public gallery re-entered the room at 6.34pm.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

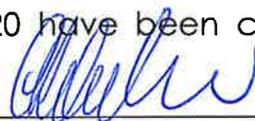
15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 6.34pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 19 August 2020 have been confirmed as a true and correct record."


_____ President

16/9/2020 Date