

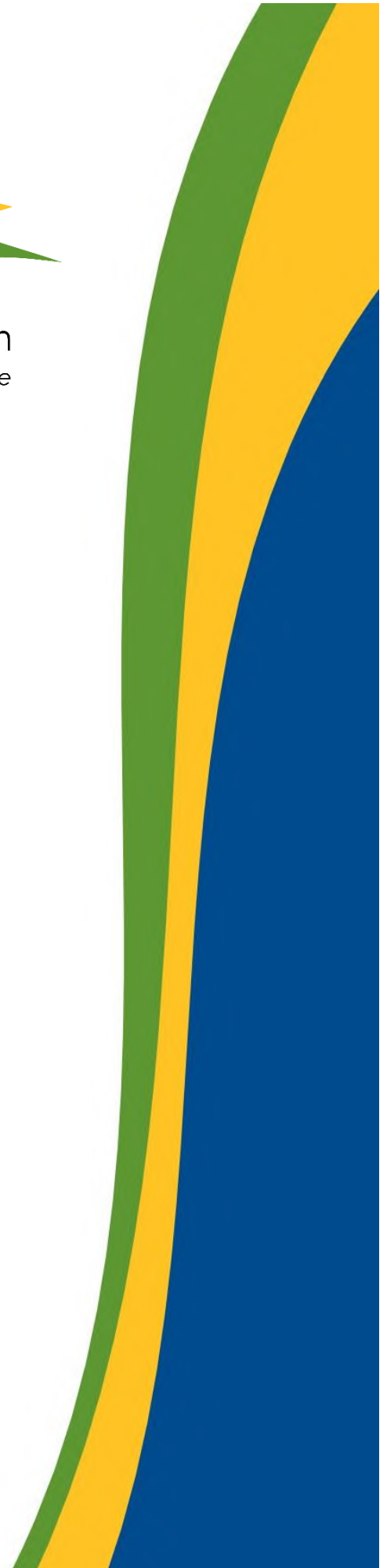


# **Shire of Northam**

## **Agenda**

### **Ordinary Council Meeting**

**16 December 2020**



**NOTICE PAPER**  
**Ordinary Council Meeting**  
**16 December 2020**

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Northam Recreation Centre, located at 44 Peel Terrace, Northam on 16 December 2020 at 5:30pm.

There will be a Forum meeting held in the Northam Recreation Centre on 9 December 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



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



## **DISCLAIMER**

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

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

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

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

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

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

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

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## 1. DECLARATION OF OPENING

## 2. ATTENDANCE

### Council:

Shire President  
Deputy Shire President  
Councillors

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

### Staff:

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

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

### 2.1 APOLOGIES

Executive Manager Corporate Services      C Young

### 2.2 APPROVED LEAVE OF ABSENCE

Cr M P Ryan has been granted leave of absence from 9th December 2020 to 16th December 2020 (inclusive).

### 2.3 ABSENT

## 3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest

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

<b><u>Visitations and Consultations</u></b>	
19/11/2020	Clontarf NAIDOC Football Match - Northam
19/11/2020	Fr Konrad Ordination Anniversary Celebration
20/11/2020	Avon-Midland Country Zone Meeting – Muchea
21/11/2020	Shire of Toodyay – Official Opening of Pool
23/11/2020	MMM Weekly Radio Interview
24/11/2020	OASG Fortnightly Video Conference
24/11/2020	Bilya Koort Boodja NAIDOC event - Northam
24/11/2020	ABC Midwest and Wheatbelt radio interview – Industry Attraction Fund
24/11/2020	Grass Valley Progress Association AGM
25/11/2020	ABC Midwest and Wheatbelt radio interview – Industry Attraction Fund
26/11/2020	SafeT Launch - Northam
26/11/2020	Northam Chamber of Commerce AGM
30/11/2020	MMM Weekly Radio Interview
30/11/2020	Agristart Regional Innovation Showcase - Perth
01/12/2020	ACDF AGM Presentation - Northam
02/12/2020	St Joseph's School Northam – Primary school award Ceremony
02/12/2020	St Joseph's School Northam – Secondary school award ceremony
04/12/2020	AROC Presidents Video Conference
05/12/2020	Lions Community Markets
05/12/2020	Old Northam Railway Station Museum Forum
05/12/2020	Wundowie Men's Shed end of year windup
05/12/2020	Avon Valley Arts Society end of year event
07/12/2020	MMM Weekly Radio Interview
08/12/2020	OASG Video Conference
10/12/2020	Regional Capitals Alliance AGM - Perth
11/12/2020	Northam Community Men's Shed Christmas Lunch
11/12/2020	Christmas on Fitzgerald's
14/12/2020	MMM Weekly Radio Interview
14/12/2020	Avonvale Primary School Year 6 Graduation
16/12/2020	West Northam Primary School End of Year Presentations
16/12/2020	Desalination Trial - Muresk
<b><u>Upcoming Events</u></b>	
18/12/2020	AROC President's Video Conference
19/12/2020	Twilight at Gordon Place event
19/12/2020	Quellington Hall Community Christmas event
19/12/2020	Southern Brook Community Association Christmas Tree
20/12/2020	Grass Valley Community Association Christmas Function

21/12/2020	MMM Weekly Radio Interview
22/12/2020	OASG Monthly Video Conference
25/12/2020	Christmas Day
26/12/2020	Boxing Day
31/12/2020	New Year's Eve
01/01/2021	New Year's Day

### **Operational Matters:**

A Prohibited Burning Period is now in place. In place over the summer months, we need all ratepayers and residents to be aware, and adhere to the rules. Preparedness includes inspecting firstly, then clearing of excess weeds around properties and cleaning of gutters. Know who to contact in the case of an emergency.

### **Strategic Matters:**

The Shire has recently released details of the Industry Attraction Funds (IAF). Forming part of Council's response to COVID-19, the summary of the IAF is to attract an existing, or a new business or industry to establish within the Shire of Northam.

### **Reflection:**

It is almost an understatement to say that 2020 has been the year of surprises and unexpected events.

With all that has occurred, it is worth noting that **all** of the Shire of Northam Councillors and Staff have more than stepped up to the mark and have always acted in the best interests of our community. I take this opportunity to thank each and every one of you for your dedication to our Shire, and wish all of a safe and enjoyable Christmas and New Year.

## 5. PUBLIC QUESTION TIME

### 5.1 PUBLIC QUESTIONS

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

Nil.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

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

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

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

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

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

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

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

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

### 7.2 PRESENTATIONS

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

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

### 7.3 DEPUTATIONS

*Local Government Act 1995 s6.9*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) Any person or group wishing to be received as a deputation by the Council is to either-

(a) apply, before the meeting, to the CEO for approval; or

(b) with the approval of the Presiding Member, at the meeting, address the Council.

(2) The CEO may either-

(a) approve the request and invite the deputation to attend a meeting of the Council; or



- (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

## **8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

## **9. CONFIRMATION OF MINUTES**

### **9.1 ORDINARY COUNCIL MEETING HELD 18 NOVEMBER 2020**

#### **RECOMMENDATION**

**That the minutes of the Ordinary Council meeting held on Wednesday, 18 November 2020 be confirmed as a true and correct record of that meeting.**

### **9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 9 DECEMBER 2020**

#### **RECOMMENDATION**

**That Council receive the notes from the Council Forum meeting held Wednesday, 9 December 2020.**

### **9.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD 25 NOVEMBER 2020**

#### **RECOMMENDATION**

**That Council receive the notes from the Strategic Council meeting held Wednesday, 25 November 2020.**

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

## **11. REPORTS OF COMMITTEE MEETINGS**

### **11.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 3 DECEMBER 2020**

**Receipt of Minutes:**

#### **RECOMMENDATION**

**That Council receive the minutes from the Community Grants Assessment Committee meeting held on 3 December 2020.**

**Attachment 1 – Minutes from the Community Grants Assessment Committee  
meeting held on 3 December 2020**



**Shire of Northam**

**Minutes**

**Community Grants Assessment  
Committee Meeting  
3 December 2020**

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



**DISCLAIMER**

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

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Community Grants Assessment Committee Meeting Minutes  
3 December 2020



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Community Grants Assessment Committee Meeting Minutes  
3 December 2020



## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4:03pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Deputy Shire President  
Councillor

C R Antonio  
J E G Williams  
C P Della

### Staff:

Community Development Officer  
Executive Assistant - CEO  
Chief Executive Officer

J Hawkins  
A McCall  
J Whiteaker

### 2.1 APOLOGIES

Councillor

A J Mencshelyi

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT

Nil.

## 3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Community Grant Scheme Applications	10.1	Cr C R Antonio	Impartiality	Both applicants are well known to him.

4. PUBLIC QUESTION TIME

4.1 PUBLIC QUESTIONS

Nil.

5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



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

**6.1 PETITIONS**

Nil.

**6.2 PRESENTATIONS**

Nil.

**6.3 DEPUTATIONS**

Nil.

**7. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**8. CONFIRMATION OF MINUTES**

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

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: CCAG.8

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 20 October 2020 be confirmed as a true and correct record of that meeting.

**CARRIED 3/0**

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

Nil.



Community Grants Assessment Committee Meeting Minutes  
3 December 2020



## 10. COMMITTEE REPORTS

Cr C R Antonio declared an "Impartiality" interest in item 10.1 – Community Grant Scheme Applications as both applicants are well known to him.

### 10.1 COMMUNITY GRANT SCHEME APPLICATIONS

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

#### BRIEF

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

#### ATTACHMENTS

- Attachment 1: Grant Evaluation Report 2020/2021 Applicant 6: Avon Valley Creators Collective.
- Attachment 2: Grant Evaluation Report 2020/2021 Applicant 7: Northam Men's Shed.

#### A. BACKGROUND / DETAILS

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

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

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

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



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

Applicant	Grant Type	Project	Amount requested
Avon Valley Creators Collective - Application 6	Community Program and Events Grants	Twilight @ Gordon Place Markets	\$5,000
Northam Men's Shed - Application 7	Community Program and Events Grants	Men's Health & Wellbeing Activities	\$2,000

## B. CONSIDERATIONS

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

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

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

### B.2 Financial / Resource Implications

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

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

N/A

### B.5 Stakeholder Engagement / Consultation

N/A

### B.6 Risk Implications

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

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Reports (Attachment 1 and 2).

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 2 applications.

Applicant 6

Applicant	Grant Type	Project	Amount requested
Applicant 6 Avon Valley Creators Collective	Community Program & Events	Twilight @ Gordon Place Markets  Total Project Cost \$6,675	\$5,000

### RECOMMENDATION

**That the Community Grants Assessment Committee approve a grant to Avon Valley Creators Collective of up to \$5,000 for the Twilight @ Gordon Place Markets event, subject to any profits being retained for future markets or returned to the Shire of Northam.**

Discussion was held around the group not technically complying with the guidelines as they are private business, however the application is viewed as being for a community based event which supports what Council is trying to achieve in activating the area. The Committee discussed possibilities to ensure that the application was compliant, i.e. establishing a community group or committee to run the event, or the Council coordinating the markets.

Clarification was sought in relation to the risk measures in place to ensure that a good outcome is achieved. It was advised that the group will be required to demonstrate actual costs associated with the event. Discussion was held around the administration/staffing costs and whether this was an appropriate use of funds. Officers advised that Council staff generally provide support for events, e.g. Christmas on Fitzgerald event.



Community Grants Assessment Committee Meeting Minutes  
3 December 2020



The timeframe for providing funding was queried. Officers advised that this application was submitted several weeks ago however the matter was not presented due to Officers forming a position on whether funding should be provided.

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CCAG.9**

**Moved: Cr Della**

**Seconded: Cr Williams**

**That the Community Grants Assessment Committee approve a grant to Avon Valley Creators Collective of up to \$3,500 for the Twilight @ Gordon Place Markets event, subject to any profits being retained for future markets or returned to the Shire of Northam.**

**CARRIED 3/0**

Reason for Change to Officer Recommendation

The Committee formed the view that staffing costs were not an appropriate use of the funds. Staff will liaise with the group to potentially provide some administrative support at the event.

Applicant 7

Applicant	Grant Type	Project	Amount requested
Applicant 7 Northam Men's Shed	Community Program & Events	Men's Health and Wellbeing Activities	\$2,000
		Total Project Cost	\$5,240

**RECOMMENDATION**

**That the Community Grants Assessment Committee approve a grant to Northam Men's Shed of \$2,000 for Men's Health and Wellbeing Activities.**

Discussion was held around some of the men's health services/initiatives listed in their application being provided free of charge.

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: CCAG.10**

**Moved: Cr Della**

**Seconded: Cr Williams**

**That the Community Grants Assessment Committee approve a grant to Northam Men's Shed of up to \$2,000 for Men's Health and Wellbeing Activities.**

**CARRIED 3/0**

Reason for Change to Officer Recommendation

The Committee formed the view that some of the items listed in their application can be provided free of charge. Officers are to liaise with the group to determine free of charge and chargeable services/initiatives.

It was raised that an invoice has been received from a group which was normally provided funding through the sponsorship categories. It was determined that Officers would advise the group that this funding avenue is no longer current and an application must be made through this process.

Community Grants Assessment Committee Meeting Minutes  
3 December 2020



Attachment 1

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Application 6 – Avon Valley Creators Collective	
Project Summary	<b>Twilight @ Gordon Place Markets</b> Twilight @ Gordon Place is an intimate, artisan market under the stars – showcasing quality handmade products, and providing an opportunity for the community to come together, connect with each other and be involved in a special event. Stallholders are predominately sourced from the local region to highlight talent in our community. Surrounding local businesses bordering Gordon Place are encouraged and supported to open during the Market, so as to allow attendees to have additional opportunities to explore what is available in our town.
Project/Event Date	19 December 2020
Applicant	Avon Valley Creators Collective Lisa McDonald
Amount requested	\$5,000
Quotes to support request	Not provided.
Financial Statements	Not provided.
Detailed Project budget	<b>Total Budget - \$6,675</b> Administration expenses - \$200 Advertising - \$600 Entertainment - \$550 Event Equipment - \$500



Community Grants Assessment Committee Meeting Minutes  
3 December 2020

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>Miscellaneous Incidentals - \$100</p> <p>Promotional Signage - Market Feather Banners (3) - \$1055</p> <p>Staff - Administration - \$2,000</p> <p>Staff - Event (4) - \$1,120</p> <p>Supplies / Consumables</p>
<b>Assessment Criteria</b>	
Not-for-profit community organisation or sporting club	No
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	<p><b>c) Community</b></p> <p>iii) Medium term actions</p> <p>(1) Support &amp; plan community events for recovery phase:</p> <p>(a) Northam Weekend Markets (monthly)</p> <p>(b) Local events to support local suppliers, businesses etc. where possible</p> <p>(c) Northam Agricultural Show (September 2020)</p> <p>(d) Wundowie Iron Festival (October 2020)</p> <p>(e) Christmas on Fitzgerald (December 2020)</p> <p>(f) Bakers Hill Community Fair (December 2020)</p> <p>(g) Northam Motor Sport Festival (April 2021)</p> <p>(h) Avon Descent (August 2021)</p> <p>(i) Conflim 2021 World Women's Ballooning Championships (September 2021)</p>
Aligns with Shire of Northam Strategic Community Plan	<p><b>OUTCOME 1.3</b> Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.</p> <p><b>Objective:</b> Improve and expand the retail and hospitality offerings in Northam.</p>

Community Grants Assessment Committee Meeting Minutes  
3 December 2020

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.</p> <p>Objective: Facilitate the provision of varied cultural and artistic activities.</p>
Procuring from local suppliers	<p>Details not provided.</p> <p>Local suppliers are participating/benefiting from the markets.</p>
Acquitted previous funding	N/A
Responds to community need resulting from COVID-19	<p>It has been identified there are a lack of events/trading over the weekend within the town, by conversations with members of the local community. The Covid crisis had already created a sense of isolation for many individuals and the opportunity to utilize an area of the town, to promote community engagement and bring a sense of enjoyment was an important one.</p> <p>The community will benefit by being apart of a local event, organized by locals for locals, who are passionate about community inclusion and collaborating with local business to promote the town to the wider community. The community also are given a sense of responsibility by voting on the best Stallholder during the Market, which thus creates further engagement between Vendors and the Attendees.</p>
Comment	<p>The Gordon Place Twilight Markets align with the Shire's objective of activating the Northam CBD and livens up Gordon Place. The inaugural twilight markets hosted by the Avon Valley Creators Collective proved they are capable of running a community event at a highly professional level.</p>



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3 December 2020



# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	<p>Overwhelmingly positive community feedback was received.</p> <p>The Avon Valley Creators Collective do not fit the criteria of being a not for profit community organisation, however they do not make any profit from this event. It is put on purely for the benefit of the Northam community and local creators. The inaugural markets were hosted for the community at their own expense.</p>
--	--

Attachment 2

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Application 7 – Northam Community Men's Shed Inc.	
Project Summary	<p><b>Men's Health &amp; Wellbeing Activities</b></p> <p>A series of ten free men's health and wellbeing activities to be held throughout 2021 on the last Wednesday of each month between February and November.</p> <p>Sessions will be presented by a health professional or health promotions officer. Sessions will include:</p> <ul style="list-style-type: none"><li>• Prostate &amp; bowel cancer</li><li>• Continence</li><li>• Dementia</li><li>• Diabetes</li><li>• Cardio-vascular disease</li><li>• Addictions, gambling, alcohol, drugs &amp; smoking</li><li>• Nutrition &amp; diet</li><li>• Mental health first aid (2 day workshop)</li><li>• Resilience, self-care, mindfulness</li><li>• Hearing</li></ul>
Project/Event Date	1 February 2021 – 24 November 2021
Applicant	Northam Community Men's Shed Inc. Fred Singleton
Amount requested	\$2,000
Quotes to support request	Mental Health First Aid 2 day workshop – \$3,400
Financial Statements	Not provided

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3 December 2020

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Detailed Project budget	<b>Total Project Budget - \$5,240</b> Income - \$2,500 Australian Men's Shed grant Expenditure Mental Health First Aid - \$3,400 The Listening Shed - \$380 Men's health teardrop banner (with Shire acknowledgement) - \$360 Catering - \$1,100
<b>Assessment Criteria</b>	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	COMMUNITY iii) Medium term actions (1) Support & plan community events for recovery phase;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objective: Provide a range of quality activities for specific demographics, including seniors and youth;
Procuring from local suppliers	Local catering. Other not specified.



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3 December 2020

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

Acquitted previous funding	Yes
Responds to community need resulting from COVID-19	<p>Northam Men's Shed was adversely affected by COVID-19 as their membership comprises of those who were most vulnerable. All their members are aged between 63 – 90 years old. Their regular activities and meetings were cancelled for over 3 months and during this time their financial situation went backwards. Despite this once they were able to meet again they continued their regular outings and activities.</p> <p>Membership has dropped 30% since COVID-19 outbreak.</p> <p>These workshops will target priority groups including,</p> <ul style="list-style-type: none"> <li>• Men living with mental illness</li> <li>• Men living in rural communities</li> <li>• Men in low socio-economic circumstances</li> <li>• Men with disabilities</li> </ul> <p>Workshops will be delivered adhering to current COVID regulations.</p>
Comment	<p>This project is targeted at vulnerable members of our community and the organisation has demonstrated that they have experienced hardship as a result of COVID-19. They have other funding confirmed and are also contributing their own cash.</p> <p>The application meets the eligibility requirements for the Community Program &amp; Event grant, however as the project is yearlong they will require an exemption to having to provide an acquittal at the grant at the end of the 2020/21 financial year.</p>

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**11. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**12. DATE OF NEXT MEETING**

To be confirmed.

**13. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 4.20pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 3 December 2020 have been confirmed as a true and correct record."

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## **11.2 NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 17 NOVEMBER 2020**

### **Receipt of Minutes:**

#### **RECOMMENDATION**

**That Council receive the minutes from the Nyoongar Cultural Advisory Group meeting held on 17 November 2020.**

### **Adoption of Recommendations:**

#### **RECOMMENDATION**

##### **That Council:**

- 1. Receives the Bilya Koort Boodja update as presented;**
- 2. Implement the following initiatives in order to more strongly engage with the youth in our region;**
  - a. Continue to market the Bilya Koort Boodja to schools throughout the Western Australia.**
- 3. In accordance with the Reconciliation Action Plan, include an acknowledgement of country prior to every Council meeting;**
- 4. Accepts the update of the Shire of Northam Reflect RAP 2020-2021; and**
- 5. Contribute \$2,200 including GST towards the Shire of Northam Naidoc events.**

**Attachment 1 – Minutes from the Nyoongar Cultural Advisory Group Meeting  
held on 17 November 2020**



**Shire of Northam**

**Minutes**

**Nyoongar Cultural Advisory  
Group Meeting  
17 November 2020**



Nyoongar Cultural Advisory Group Meeting Minutes  
17 November 2020



**DISCLAIMER**

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

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## 1. DECLARATION OF OPENING

The Presiding Member, Cr M P Ryan declared the meeting open at 3:10pm

## 2. ATTENDANCE

### Committee:

Presiding Member  
Shire President  
Councillor  
Davis Family  
Davis Family  
Ryder Family  
McGuire Family  
Garlett Family  
ATSI Representative

M P Ryan  
C R Antonio  
A J Mensheli  
Kathy Davis  
Jermaine Davis  
Joan Parfitt  
Deborah Moody  
Kirk Garlett  
Brenda DeAtta

### Staff:

CEO  
BKB Centre Coordinator  
Community Development Officer  
Executive Assistant to the CEO

J B Whiteaker  
M Winmar  
J Hawkins  
A C McCall

### Other:

Kickett Family

Janet Kickett

### 2.1 APOLOGIES

McGuire Family  
Stack Family  
Moody Family  
Kickett Family  
ATSI Representative  
Stack Family

Maria Nickels  
Kate Stack  
Donna Moody  
Boyd Kickett  
Yvonne Kickett  
Elizabeth Stack

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT

Slater Family

Agnes Lockyer

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### 3. DISCLOSURE OF INTERESTS

Nil.

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

As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with whom the Councillor / Committee Member is closely associated, has a direct 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.

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**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD ON WEDNESDAY 15 SEPTEMBER 2020**

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: NCAG:10

Moved: Cr Attila Mencshelyi

Seconded: Mr Jermaine Davis

That the minutes of the Nyoongar Cultural Advisory Group meeting held on Wednesday 15 September 2020 be confirmed as a true and correct record of that meeting.

**CARRIED 9/0**



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5. COMMITTEE REPORTS

5.1 BILYA KOORT BOODJA UPDATE

<b>File Reference:</b>	2.1.3.2
<b>Reporting Officer:</b>	BKB Centre Coordinator Michelle Winmar
<b>Responsible Officer:</b>	CEO Jason Whiteaker
<b>Officer Declaration of Interest:</b>	Nil.
<b>Voting Requirement:</b>	-
<b>Press release to be issued:</b>	Nil.

BRIEF

For the BKB Centre Coordinator to present an update on the Bilya Koort Boodja to the Committee.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Bilya Koort Boodja is the Aboriginal Interpretive Centre in the Shire of Northam, offering visitors a visual and immersive experience into Aboriginal culture, heritage and traditions through various displays and events.

A.1 Visitor Numbers

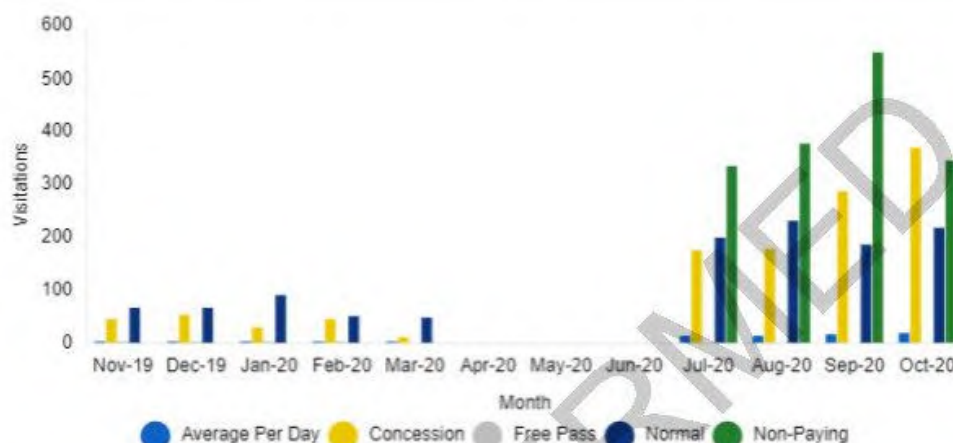
September & October 2020 has seen a slight increase in the number of visitations to the Centre, this is on the back of increased regional tourism numbers generally.

Month	BKB visitations - Normal	BKB Visitations - Free Pass	BKB Visitations - Concession	BKB Visitations - Average per day	BKB Entry Fees
Aug-20	231	0	179	13.22	3,205
Sep 20	187	0	287	15.8	3,305
Oct 20	217	0	370	18.93	4,020
Nov 20					
Dec 20					
Jan 21					
Feb 21					

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Mar 21					
Apr 21					
May 21					
Jun 21					



## A.2 Programed Activities

A critical element to the BKB and future success is providing weekend activities and engagement for both locals and tourists. With this in mind a program of activities has been developed and implemented for the Centre.

While the activities are being underwritten by the Centre, numbers of attendees is fairly low. BKB staff are working on identifying WA State Government Funding to assist in the program delivery as the Council allocated budget is only limited in this area.

Date	Activity	Attended
17 <sup>th</sup> Oct	Facepainting	2
24 <sup>th</sup> Oct	Boomerang Painting	9
31 <sup>st</sup> Oct	Bushfoods Workshop	2
7 <sup>th</sup> Nov	Yoga & Mindfulness	7

## A.3 Marketing

The consulting firm FORM have been engaged to assist the BKB in further developing the product and marketing for the Centre. Their official engagement began early September with a teleconference to discuss the terms of their engagement and expectations. FORM have been working on a range of marketing assets. A number have been completed and will be

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presented at the meeting. A reminder that their scope of engagement includes:

- Development of marketing plan
- Development of assets:
  - Brochure content & design
  - Video package (allowing for online and social media marketing)
  - Printing
  - Maps distribution
  - BKB Media Kit

The second phase will be the delivery of more extensive marketing across Western Australia once the above has been completed

## B. CONSIDERATIONS

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

Theme Area 4: Environment and Heritage  
Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity  
Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

### B.2 Financial / Resource Implications

Total Operating Expenditure Budget	\$572,116
Projected YTD Budget Expenditure	\$192,101
YTD Actual Expenditure	\$206,210
Total Operating Revenue Budget	\$ 82,700
Projected YTD Budget Revenue	\$ 21,503
YTD Actual Revenue	\$ 39,667

There is a level of concern as while the current expenditure is in line with budget expectations, there is a significant commitment to the ongoing programs which will begin to impact this position. In saying this the actual year to date revenue is significant higher than projected, which reflects the increased visitations.

### B.3 Legislative Compliance

Nil.

### B.4 Policy Implications

Nil.



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**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The Centre fails to reach financial sustainability	Possible (3) x Medium (3)= 9 (Medium)	Development of marketing plan to promote centre  Secure external funding
Health & Safety	N/A		
Reputation	The Centre fails to provide an experience that delivers expectation	Possible (3) x Medium (3)= 9 (Medium)	Ensure weekend activities are in place
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

**C. OFFICER'S COMMENT**

There have been a number of visitor groups to the Centre for Sept & Oct including;

- We have had the following visitor groups including;
  - Bus Tour Operator visits: 113 people (3 company's)
  - Schools: 116 students (5 schools)
  - Universities: 102 students (non-entry/activity Riverwalk)
  - Agencies: 32 (paid entry)
- Governor of WA has visited the Centre and promoted it widely through the media.
- OneIT are working to finalise the on-line shop.
- Interviewing 5 applicants for BKB casuals.
- BKB shop is selling well and we have sold 6 paintings in last 2 months.
- NADOC day will be held on Tues 24<sup>th</sup> Nov 2020 – See Flyer

There have been some discussions with Jermaine Davis around engaging youth more actively in the centre. This matter would be worth the Committee discussing in more detail to identify potential opportunities.



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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: NCAG:11**

**Moved: Ms Kathy Davis**

**Seconded: Cr Attila Mencshelyi**

**That Council;**

- 1. Receives the Bilya Koot Boodja update as presented;**
- 2. Implement the following initiatives in order to more strongly engage with the youth in our region;**
  - a. Continue to market the Bilya Koot Boodja to schools throughout the Western Australia.**

**CARRIED 9/0**

Ms Michelle Winmar spoke to the report.

Promotion

Discussion was held around marketing being increased locally. The committee discussed using radio as a method of marketing to attract walk ups on the day and also promoting through school newsletters. Liaising with local businesses was also discussed to encourage them to promote the Centre. The possibility of holding a Chamber of Commerce Business after Hours function at the Centre was discussed where this item could be raised.

Cr Ryan advised he would follow this up with the Chamber of Commerce.

Mr Jermaine Davis will investigate the possibility of holding a concert on a summer evening.

It was advised that FORM are working on assets to send to media organisations in addition to other marketing material. It is anticipated that this will be finalised by the end of the month.

The Governor is visiting on 18 November and staff will request that he continue to promote the centre.

BKB Staff will be attending social media training in the coming weeks which will assist in marketing the centre on these platforms.

Visitations

It was outlined that the Centre is now on several bus tours itineraries. There has also been a number of schools which have attended the Centre. Staff are continuing to market BKB to the schools.

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Programmes

Discussion was held around the programs to be held at the centre. It was advised that art and jewellery workshops will be held in the near future however information was sought from the committee on possible future programs. Ms Janet Kickett will liaise with her ladies craft group in relation to them holding their sessions at the centre.

It was advised that there will be activities on at the Centre during the Christmas on Fitzgerald event.

Engaging dis-engaged youth was discussed. Mr Jermaine Davis and Michelle Winmar will investigate holding a cultural awareness workshop at the BKB with them.

Ms Jaime Hawkins left the meeting at 3:28pm and returned at 3:29pm.

Financials

It was outlined that the Centre currently has over budget expenditure, however primarily this is relating to the purchase / replacement of stock, which has also related to an increase in sales, offsetting the addition expenses. Ms Michelle Winmar detailed some of the bestselling products. Discussion was held around promoting these for Christmas gifts throughout the community.

Mr Jonathan Ryan entered the meeting at 3:38pm and left at 3:38pm.

Staff

It was advised that recruitment is currently underway for casual staff. The committee was asked to notify Ms Michelle Winmar for any potential candidates. Discussion was held around recruiting non-Nyoongar applicants however it was agreed that the BKB should be promoting Nyoongar employment. It was also noted that they must reside within the Shire of Northam.

One (1) unknown person entered the meeting at 3:40pm and left at 3:40pm.

Mr Jason Whiteaker left the meeting at 3:49pm and returned at 3:49pm.



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## 5.2 RECONCILIATION ACTION PLAN (RAP) UPDATE

<b>File Reference:</b>	2.1.3.7
<b>Reporting Officer:</b>	Community Development Officer Jaime Hawkins
<b>Responsible Officer:</b>	Jason Whiteaker, CEO
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Nil

### BRIEF

For the Community Development Officer to present an update on the Reconciliation Action Plan (RAP) to the Committee.

### ATTACHMENTS

Attachment 1: Shire of Northam Reflect RAP 2020-2021 Actions

### A. BACKGROUND / DETAILS

The Shire of Northam Reflect RAP was developed by the previous RAP Working Group and was endorsed by Reconciliation Australia in 2019.

A RAP is a strategic document that supports an organisation's business plan. It includes practical actions that will drive an organisation's contribution to reconciliation both internally and in the communities in which it operates. There are four stages of a RAP, reflect, innovate, stretch and elevate. The Shire of Northam is at the first reflect stage.

A Reflect RAP is primarily a scoping document. The Reflect RAP clearly sets out the steps the Shire should take to prepare for reconciliation initiatives in successive RAPs. Committing to a Reflect RAP allows the Shire to spend time scoping and developing relationships with Aboriginal and Torres Strait Islander stakeholders, deciding on our vision for reconciliation and exploring your sphere of influence, before committing to specific actions or initiatives. This process will help to produce future RAPs that are meaningful, mutually beneficial and sustainable.

The Reflect Reconciliation Action Plan (RAP) June 2020-June 2021 has been included as an attachment in this agenda.

### B. CONSIDERATIONS

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

Theme Area 4: Environment and Heritage  
Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity  
Objective: There is a strong, respected and valued Aboriginal community and culture in 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**

The previous RAP Working Group were consulted in developing the Shire's RAP.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Shire of Northam is seen as not of supportive reconciliation	Unlikely(2) x Minor(2) = Low (4)	Shire develops RAP in consultation with RAP Working group and endorsement of Reconciliation Australia
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

**C. OFFICER'S COMMENT**

The Shire of Northam Reflect RAP was endorsed by Reconciliation Australia in June. Since then Shire staff and Council have been working towards the actions outlined in the plan.

The following update is presented by the Community Development Officer on the latest actions implemented within the RAP.



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The BKB Coordinator is working to identify and develop a list of Aboriginal and Torres Strait Islander people and organisation to connect with on our reconciliation journey. Input from this committee and the Elders is to be sought.

The BKB Coordinator and Community Development Officer are working with the executive managers to ensure that staff are aware of their duties and responsibilities within the RAP.

The BKB Coordinator is liaising with the Councils Human Resources Manager to,

- Capture baseline data on Aboriginal and Torres Strait Islander employment within the Shire
- Explore pathways to increase ATI employment, traineeships and work experience opportunities, and
- Conduct a review of the cultural awareness training needs within the Shire.

The BKB have been working with an interagency group across Northam to plan and implement a NAIDOC Week event. Staff and Councillors are being encouraged to participate in this event. Representatives of Shire staff and Council attended external NAIDOC Week events, including the Northam Police Flag Raising Ceremony.

The Community Development Officer and former Executive Manager of Community Services participated in an online workshop on dual naming of significant landmarks with the English and Nyoongar names. Further exploration is required with the Nyoongar Cultural Advisory Group and potential funding for dual naming projects to be sought.

The Bilya Koort Boodja are continuing to support and promote Aboriginal and Torres Strait Islander businesses through the sale of merchandise and other means.

Internal systems and process have been put in place to track and measure the implementation of the RAP actions and activities.

Advice and assistance is sought from the Nyoongar Cultural Advisory Group to assist with the following actions from the RAP:

- Development of a list of local Traditional Owners of land and water within the Shire of Northam.
- Development of a list of respected Elders who can perform Welcome to Country for the Shire of Northam.

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**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: NCAG:12**

**Moved: Ms Kathy Davis**  
**Seconded: Cr Attila Mencshelyi**

**That Council, in accordance with the Reconciliation Action Plan, include an acknowledgement of country prior to every Council meeting.**

**CARRIED 9/0**

**RECOMMENDATION / COMMITTEE DECISION**

**Minute No: NCAG:13**

**Moved: Ms Kathy Davis**  
**Seconded: Mr Kirk Garlett**

**That Council accepts the update of the Shire of Northam Reflect RAP 2020-2021.**

**CARRIED 9/0**

Ms Hawkins provided an overview of the report.

Information was sought from the committee in relation to other organisations we can connect with. The following suggestions were made:

- Agencies which form part of the NAIDOC committee; and
- Any other local organisations (including businesses and not-for-profit) that are also doing a RAP;

It was advised that staff will liaise with the Chamber of Commerce to see if they are aware of any small businesses who have RAP's or may be interested in developing RAP's. It was raised that it may be a possibility to invite them to a business after hours at the Centre to discuss. Cr Michael Ryan will raise with Chamber of Commerce and then liaise with Ms Jaime Hawkins and Ms Michelle Winmar.

Ms Michelle Winmar left the meeting at 3:54pm and returned at 3:55pm.

Discussion was held around dual naming for key natural features. The following were identified:

- The river; and
- The Northam townsite.



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It was requested that the committee identify the following to present to the next meeting with this being the focus of the next meeting:

- Additional sites for potential dual naming; and
- Identifying sites of importance including those which are sacred. It was noted that sacred sites would be acknowledged however not promoted.

It was raised that the former Department of Aboriginal Affairs held a record of significant sites and this can be used for the committee to identify any gaps.

Discussion was also held around naming streets with Nyoongar language and recommending to Council words to be added to the list for street names. It was noted that this wouldn't be names of families and more so Nyoongar language.

Information was sought from the committee to develop a list of respected elders (over 50) which can do a welcome to country. The following elders were identified:

- Paul Parfitt
- Deborah Moody
- Patricia Davis
- Maria Nickels
- Julie Wynne / Moody
- Tanya Mckiwa
- Shirley Slater
- Frank Davis

Discussion was held around including an acknowledgement of country at Council meetings and a motion was put forward.

It was requested that the aboriginal flag be in the Council Chambers for Council meetings. Mr Jason Whiteaker advised he will ensure this occurs however noted that meetings are not currently being held in the Council Chambers.

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Attachment 1 – Shire of Northam Reflect RAP 2020-2021 Actions





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## Acknowledgement of Country

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



Artwork: Ballardong Boodja by Bradley Kickett  
Front cover L-R: Cody Kickett, Hayden Kickett, Kieryn Kickett, Jezeel Kickett, Juvarna Winmar. Photograph by Michelle Blackhurst

## Warning

Aboriginal & Torres Strait Islander readers are advised that this document may contain images and artworks of people who have passed.

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## Message from the President

Councillor Chris Antonio

It has been a privilege to have been involved with the process of developing the Shire of Northam's first Reconciliation Action Plan.

I am now delighted to be able to present the Shire of Northam's Reflect Reconciliation Action Plan. The Reconciliation Action Plan Working Group has provided valuable insight into the development of this plan.



The plan provides a positive guide and vision toward a positive future vision of conciliation and partnership between the Shire of Northam and our community.

Our long and vibrant history needs to continue to be recognised and celebrated. With the opening of Bilya Koort Boodja – Centre for Nyoongar Culture & Environmental Knowledge - in August 2018, the celebratory events during the past two years in National Reconciliation Week, and proudly flying the Aboriginal Flag at Shire localities, the Shire of Northam has demonstrated steps toward reconciliation.

Ongoing objectives of the Reconciliation Action Plan include establishing partnerships to be able to provide traineeship and general employment opportunities, both within the Shire of Northam and the wider business community. Additionally, the Shire of Northam continues to develop an understanding of procurement and promotion of Aboriginal and Torres Strait Islander owned businesses.

I look forward to the continued development, working together, and action of this plan.

Chris Antonio  
Shire President – February 2020



Photograph by Navigator Photographix



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## Our Vision for Reconciliation

The Shire of Northam is proud to be embarking on the journey towards reconciliation. As an organisation we are committed to increasing our understanding and respect for Aboriginal and Torres Strait Islander cultures, and seek to capitalise on our unique position as a local government authority to be able to publicly acknowledge and celebrate the cultures, histories and achievements of Aboriginal and Torres Strait Islander people within the Shire of Northam.

We believe that reconciliation must live in the hearts, minds and actions of all our community as we move forward, creating a community strengthened by respectful relationships between the wider local community and Aboriginal and Torres Strait Islander peoples.

## Our Business

The Shire of Northam is located within the picturesque Avon Valley and is the key administration, business, industry and service centre for the broader Avon Region. It covers a diverse 1,443km<sup>2</sup> of natural environment, rich agricultural land, small country towns and the historic regional centre of Northam. The western boundary lies 60 kilometres east of Perth and the town site of Northam is a further 35 kilometres east. The Shire delivers local government services to more than 11,500 residents, around 6% of whom identify as Aboriginal and/or Torres Strait Islander peoples (ABS, 2016). In addition to the town of Northam, key localities include Bakers Hill, Clackline, Grass Valley, Spencers Brook and Wundowie.

Northam is renowned as being among one of Western Australia's first settlements following British colonisation, but of course its history stretches back long before this time with the Nyoongar people having walked the lands of the Avon Valley and holding a deep spiritual connection with its waters and land. This is reflected by the numerous significant sites registered within the Shire boundaries. The Shire of Northam is located on Whadjuk and Ballardong Nyoongar country.

The Shire employs approximately 115 people working across the many services it provides. Of these 10 of them identify as Aboriginal and/or Torres Strait Islander peoples.

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## Our Reconciliation Action Plan

The Shire of Northam have been working towards building relationships with the areas Traditional Owners and celebrating Aboriginal Culture and achievements for several years. This culminated in the development of an Aboriginal and environmental interpretive centre, which opened in August 2018. The planning and development of the Centre was overseen by local Aboriginal Elders, who formed the Aboriginal Advisory Group. The Aboriginal Advisory Group choose to name the centre, "Bilya Koort Boodja, Centre for Nyoongar Culture & Environmental Knowledge". Bilya Koort Boodja, translates from the Nyoongar language to River Heart Lands.

It became apparent through the development of the Bilya Koort Boodja Centre that the Shire of Northam needed to affirm its commitment towards reconciliation through a Reconciliation Action Plan. In November 2017, Council resolved to establish the RAP Working Group to advise and assist Council to establish its first Reconciliation Action Plan. The RAP is championed internally by the CEO and Executive Managers with guidance and support provided by the RAP Working Group comprising of:

- Councillor Michael Ryan – Chairperson
- Kathy Davis – Respected Elder & Aboriginal Community Representative
- Deborah Moody – Respected Elder & Aboriginal Community Representative
- Brenda DeAtta – Aboriginal Community Representative
- Rueben Kickett – Aboriginal Community Representative
- Councillor Attila Mencshelyi – Council Representative
- Councillor Chris Antonio – Council Representative
- Jason Whiteaker, Shire of Northam Chief Executive Officer - Ex-Officio Member
- Ross Rayson, Shire of Northam Executive Manager Community Services - Ex-Officio Member
- Jaime Hawkins, Shire of Northam Community Development Officer – Ex-Officio Member





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This Reflect RAP is a public declaration of Council's dedication to achieving meaningful engagement with the local Aboriginal and Torres Strait Islander communities. It provides a framework to guide the Shire in scoping and developing relationships with the Aboriginal and Torres Strait Islander community and a vision for reconciliation to aspire towards. As we achieve the outcomes set out in this Reflect, we will be better positioned to produce future RAPs that are meaningful, mutually beneficial and sustainable.



Photograph by Michelle Blackhurst

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## Our Current Partnerships & Activities

Over the years the Shire of Northam have built working relationships with and supported various Aboriginal & Torres Strait Islander organisations. As the Bilya Koort Boodja Centre continues to increase its capacity and expand its programs it is anticipated that further partnerships will develop. The Aboriginal Advisory Group for the Bilya Koort Boodja continue to meet with the Shire regularly to oversee the activities of the centre.

The Shire currently contracts the Wheatbelt Natural Resource Management, Aboriginal Rangers for ground keeping and maintenance of the Northam Cemetery and other outdoor locations within the Shire. Council also works in partnership with the Northam Aboriginal Men's Shed to maintain tracks and trails around the Avon River and provides them with financial support through our Community Grants Program.

In 2018 the Shire hosted its inaugural Reconciliation Morning Tea in the Northam town centre to commemorate National Reconciliation Week. This event was initiated by the RAP Working Group and was well attended by various community organisations, government departments, and the wider community. We were extremely fortunate to have several local businesses support the event with donations and bush foods supplied by the Northam Aboriginal Yorga's Group. The morning tea was again held during the 2019 National Reconciliation Week, this time incorporating a reconciliation walk. The intention is that this will become an ongoing annual event. In previous years Council has partnered with other organisations and businesses to deliver community NAIDOC Week events and activities.



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Over the next 12 months the Shire of Northam commits to:

## Relationships



Action 1 Continue to develop the RAP Working Group

Deliverable	Timeline	Responsibility
1.1 Ensure Aboriginal & Torres Strait Islander peoples are always represented on the RAP Working Group.	June 2020	Executive Manager Community Services / Community Development Officer
1.2 The RAP Working Group oversees the development, endorsement and implementation of the RAP.	June 2020	Executive Manager Community Services / Community Development Officer
1.3 The RAP Working Group meets a minimum of twice per year to monitor the implementation of the RAP.	July 2020 November 2020	Executive Manager Community Services / Community Development Officer
1.4 Ensure Membership of the RAP Working Group and the RAP Working Group Terms of Reference are reviewed in line with all Committees of Council.	June 2020	Executive Manager Community Services / Community Development Officer

Action 2 Build internal & external relationships

Deliverable	Timeline	Responsibility
2.1 Identify and develop a list of Aboriginal & Torres Strait Islander Elders, people, communities and organisations within the Shire of Northam or sphere of influence that we could approach to connect with on our reconciliation journey.	September 2020	BKB Coordinator
2.2 Develop a list of RAP organisations and other like-minded organisations that we could approach to connect with on our reconciliation journey.	September 2020	BKB Coordinator



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**Action 3** Participate in and celebrate National Reconciliation Week (NRW)

Deliverable	Timeline	Responsibility
3.1 Support and/or deliver an annual NRW event in collaboration with the local Aboriginal & Torres Strait Islander community.	27 May – 3 June 2021	Executive Manager Community Services / Community Development Officer / Events Coordinator
3.2 Register Shire of Northam NRW events on Reconciliation Australia's NRW website.	April 2021	Community Development Officer
3.3 Encourage Shire of Northam Councillors and Staff to attend NRW events.	27 May – 3 June 2021	Chief Executive Officer / All Executive Managers
3.4 Distribute and promote NRW fact sheets and other resources to Councillors, Staff and the wider community.	27 May – 3 June 2021	Community Development Officer / Community Services Administration Officer
3.5 Ensure our RAP Working Group participates in an external event to recognise and celebrate NRW.	27 May – 3 June 2021	Chief Executive Officer / Executive Manager Community Services

**Action 4** Raise internal awareness of Council's RAP

Deliverable	Timeline	Responsibility
4.1 Ensure that all employees have an understanding of the Council's RAP commitment and how each department can contribute.	July 2020	All Managers
4.2 Develop and implement a plan to engage and inform key internal stakeholders of their responsibilities within our RAP.	July 2020	Executive Manager Community Services / Community Development Officer





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*Action 5* Promote positive race relations through anti-discrimination strategies

Deliverable		Timeline	Responsibility
5.1	Research best practice and policies in areas of race relations and anti-discrimination.	November 2020	Human Resources Coordinator
5.2	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	January 2021	Human Resources Coordinator



Artwork: Wardong and Manidj by Kirk Garlett

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## Respect



**Action 6** Investigate Aboriginal & Torres Strait Islander cultural learning and development for Council

Deliverable	Timeline	Responsibility
6.1 Capture data and measure our staff's current level of knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories and achievements	September 2020	BKB Coordinator / Human Resources Coordinator
6.2 Conduct a review of cultural awareness training needs within the Shire of Northam.	September 2020	Human Resources Coordinator / BKB Coordinator
6.3 Develop a project plan for increasing staff's knowledge and understanding of Aboriginal & Torres Strait Islander cultures, histories and achievements.	November 2020	BKB Coordinator



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Action 7 Participate in and celebrate NAIDOC Week

Deliverable	Timeline	Responsibility
7.1 Raise awareness and share information amongst Councillors, Staff and the wider community about the meaning of NAIDOC Week	November 2020	BKB Coordinator
7.2 Encourage Councillors and staff to participate in local NAIDOC Week events	November 2020	CEO / Executive Management / BKB Coordinator
7.3 Support and/or deliver a local NAIDOC Week event	8 November – 15 November 2020	BKB Coordinator / Community Development Officer / Events Coordinator
7.4 Ensure the RAP Working Group participates in an external NAIDOC Week event	8 November – 15 November 2020	Community Development Officer

Action 8 Raise internal understanding of Aboriginal & Torres Strait Islander cultural protocols

Deliverable	Timeline	Responsibility
8.1 Identify and develop a list of local Traditional Owners of land and water within the Shire of Northam	August 2020	BKB Coordinator / RAP Working Group
8.2 Identify and develop a list of respected local Elders who can perform Welcome to Country for the Shire of Northam	August 2020	RAP Working Group / BKB Advisory Committee / BKB Coordinator
8.3 Raise awareness of Aboriginal & Torres Strait Islander cultural protocols for Council and Staff, including understanding the meaning and significance of Welcome to Country and Acknowledgement of Country	August 2020	BKB Coordinator / RAP Working Group

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**Action 9** Publicly acknowledge and celebrate Aboriginal & Torres Strait Islander cultures, histories and achievements.

Deliverable	Timeline	Responsibility
9.1 Investigate the opportunity for Council to explore ways of appropriately acknowledging Traditional Owners of the local area, including Acknowledgement of Country in all meetings of Council, displaying an Acknowledgement in Council buildings, Council signage, and employee email signatures etc.	October 2020	RAP Working Group / CEO
9.2 Investigate flying the Aboriginal & Torres Strait Islander flags at Administration and other Council buildings.	September 2020	Governance Officer
9.3 Investigate opportunities for Aboriginal & Torres Strait Islander artworks to be displayed in Council facilities and to be commissioned as public art works.	August 2020	Community Development Officer / Art Advisory Committee
9.4 In consultation with local Traditional Owners, investigate the opportunity to incorporate dual naming, with the English and Nyoongar name to be printed on signage at significant landmarks.	December 2020	Manager Tourism & Events / Community Development Officer / RAP Working Group



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## Opportunities



**Action 10** Investigate opportunities for Aboriginal & Torres Strait Islander employment and retention within Council

Deliverable	Timeline	Responsibility
10.1 Capture baseline data on Aboriginal & Torres Strait Islander employment & retention within the Shire of Northam to inform future employment.	July 2020	Human Resources Coordinator
10.2 Investigate Aboriginal & Torres Strait Islander employment pathways for people to seek employment, traineeships and work experience within the Shire of Northam	October 2020	Human Resources Coordinator
10.3 Develop a plan to increase Aboriginal & Torres Strait Islander employment within the Shire of Northam	November 2020	Human Resources Coordinator

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Action 11 Investigate Aboriginal & Torres Strait Islander supplier diversity.

Deliverable	Timeline	Responsibility
11.1 Develop an understanding of the mutual benefits of procurement from Aboriginal & Torres Strait Islander owned businesses	February 2021	Executive Manager Engineering Services/ Executive Manager Corporate Services/ Procurement Officer
11.2 Review Council's Procurement Policy to ensure that there are no barriers for procuring goods and services from Aboriginal & Torres Strait Islander businesses	January 2021	Executive Manager Corporate Services / Executive Manager Engineering
11.3 Promote Aboriginal & Torres Strait Islander businesses within the Shire of Northam	August 2020	BKB Coordinator
11.4 Support and/or create opportunities for Aboriginal & Torres Strait Islander business development within the Shire of Northam	January 2021	Executive Manager Community Services / BKB Coordinator
11.5 Develop a business-ease for procurement from Aboriginal and Torres Strait Islander owned businesses	January 2021	BKB Coordinator / Procurement Officer

Photographs by Michelle Blackhurst



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## Governance & Tracking Progress



Action 12 Build Support for Council's RAP

Deliverable	Timeline	Responsibility
12.1 Define resource needs for RAP development and implementation	July 2020	Executive Manager Corporate Services / Community Development Officer
12.2 Define systems and capability needs to track, measure and report on RAP activities	July 2020	Executive Manager Corporate Services / Community Development Officer
12.3 Complete the annual RAP Impact Measurement Questionnaire and submit to Reconciliation Australia	September 2020	Executive Manager Corporate Services / Community Development Officer
12.4 Include information on the implementation of the RAP in Council's annual report	April 2021	Executive Manager Corporate Services / Community Development Officer



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Action 13 Review and Refresh RAP

Deliverable	Timeline	Responsibility
13.1 Review the progress of the RAP with the RAP Working Group	January 2021	Executive Manager Corporate Services / Community Development Officer
13.2 Draft and refresh a new RAP for the Shire of Northam based learning, achievements and challenges experienced in the previous RAP	January 2021	Executive Manager Corporate Services / Community Development Officer
13.3 Submit draft of new RAP to Reconciliation Australia	March 2021	Executive Manager Corporate Services / Community Development Officer



**BILYA KOORT BOODJA**  
CENTRE FOR NYOONGAR CULTURE  
& ENVIRONMENTAL KNOWLEDGE



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## Contact Details

Community Development Officer  
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[www.northam.wa.gov.au](http://www.northam.wa.gov.au)

This RAP is available in alternative formats upon request.





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### 5.3 NAIDOC WEEK FUNDING

File Reference:	2.1.3.7
Reporting Officer:	N/A
Responsible Officer:	N/A
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Nil

#### BRIEF

For the Committee and Council to consider making a financial contribution to the Shire of Northam Naidoc event.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Item raised for discussion by Donna Moody.

Robyn Davis is organising a Naidoc event for the Shire of Northam. This will be held on Tuesday, 24<sup>th</sup> November 2020.

There is approximately \$6,500 raised from a range of agencies. The Northam Naidoc Committee is requesting the Shire contribute \$2,000 towards the event.

#### B. CONSIDERATIONS

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

Theme Area 4: Environment and Heritage  
Outcome 4.2: Northam honours, and is recognised for, its unique heritage and cultural identity  
Objective: There is a strong, respected and valued Aboriginal community and culture in the Shire of Northam

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

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

##### B.3 Legislative Compliance

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Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council is seen to not support Naidoc Week.	Medium (3) x Possible (3) = Moderate (9)	Make a financial contribution to the Naidoc Week event.
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

**C. OFFICER'S COMMENT**

Nil.

**RECOMMENDATION / COMMITTEE DECISION**

Minute No: NCAG:14

Moved: Kathy Davis

Seconded: Deborah Moody

That Council contribute \$2,200 including GST towards the Shire of Northam Naidoc events.

**CARRIED 9/0**

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**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

2<sup>nd</sup> February 2021 at 3:00pm.

**8. DECLARATION OF CLOSURE**

There being no further business, the Presiding Member Cr M P Ryan declared the meeting closed at 4:26pm.

"I certify that the Minutes of the Nyoongar Cultural Advisory Group Committee meeting held on Tuesday, 17 November 2020 have been confirmed as a true and correct record."

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

\_\_\_\_\_  
Date



## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Council Meeting Dates 2021

<b>File Reference:</b>	2.1.3.1
<b>Reporting Officer:</b>	Alysha McCall, Executive Assistant – CEO
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes (public notice)

#### BRIEF

The purpose of this report is for Council to endorse the meeting schedule for the twelve month period from January 2021 through to December 2021. This schedule includes Forum, Ordinary and Strategic meetings of Council.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

It is a requirement under the Local Government Administration Regulations for a Local Government to give public notice of the dates and times of its Ordinary and Committee Meetings that are open to members of the public.

Council Forum meetings are generally held on the second Wednesday of each month, followed by the Ordinary meeting on the third Wednesday of the month. The January 2020 Forum and Ordinary meetings were held in the fourth week of the month with the Forum on the Monday and Ordinary meeting on Wednesday, this was due to the Christmas and New Year period. In addition, Council holds a Strategic Council Meeting quarterly in the months of February, May, August and November.

In 2020, Council meetings were scheduled in the Council Chambers with a meeting being held in Bakers Hill, Wundowie and Grass Valley. However as a result of COVID-19, some meetings were held by electronic means and then subsequently held at the Northam Recreation Centre to ensure compliance with the social distancing requirements.

## B. CONSIDERATIONS

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

Theme Area 6: Governance and Leadership.

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

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

### B.2 Financial / Resource Implications

For the 2020/21 financial year, in accordance with the provisions of s5.99 of the Local Government Act 1995. Councillors receive a flat annual Meeting Attendance Fee of \$19,750 and the President receives \$23,600. This amount is not affected by the number of meetings attended. Councillors are, however, entitled to claim travel costs to meetings and other authorised events.

### B.3 Legislative Compliance

Local Government Act 1995 – s1.7;

Local Government (Administration) Regulations, Reg 12.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

Communication Plan, Section 3 – Involve, Action 3.2:

Hold three Council meetings annually at Shire localities outside of the Northam town site to allow Shire representatives to meet regularly with communities in informal settings that provide a platform for open dialogue.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Council does not encourage active participation in Council meeting processes.	Medium (3) x Possible (3) = Moderate (9)	Council schedule a meeting in Bakers Hill, Grass Valley and Wundowie.
Service Interruption	Nil.		
Compliance	Non-compliance with the Local	Minor (2) x Rare (1) = Low (2)	This report to Council and the associated decision

	Government Act 1995 with respect to setting meeting dates and providing the necessary notice.		ensures compliance with the Act and Regulations. Public notice is to be given after the Council has set the 2020 Council meeting dates, progress towards completing this activity can be monitored through Motion Tracker.
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

Given that there are social distancing requirements in place at the time of writing this report, Officers are recommending that the meetings for the first part of 2021 be held at the Recreation Centre as it is not known when these restrictions may ease. It should however be noted that if the restrictions are not eased by June 2020, Council may be required to change the meeting location for some of its meetings.

### RECOMMENDATION

#### That Council:

1. Advertise that its Forum and Ordinary Meetings of Council for 2021 will be held as follows:

Forum	Ordinary	Location
20 January 2021	27 January 2021	Northam Recreation Centre
10 February 2021	17 February 2021	Northam Recreation Centre
10 March 2021	17 March 2021	Northam Recreation Centre
14 April 2021	21 April 2021	Northam Recreation Centre
12 May 2021	19 May 2021	Northam Recreation Centre
9 June 2021	16 June 2021	Northam Recreation Centre
14 July 2021	21 July 2021	Grass Valley Hall
11 August 2021	18 August 2021	Shire of Northam Council Chambers
8 September 2021	15 September 2021	Bakers Hill Recreation Centre
13 October 2021	20 October 2021	Shire of Northam Council Chambers
10 November 2021	17 November 2021	Wundowie Hall
8 December 2021	15 December 2021	Shire of Northam Council Chambers

2. Schedule a Strategic Meeting quarterly in the months of February, May, August and November, on the following Wednesday of the Ordinary Council Meeting; and
3. Endorse that all meetings are to commence at 5:30pm.



### 12.1.2 Demolition of the Former Northam Playgroup Building

<b>File Reference:</b>	A15922
<b>Reporting Officer:</b>	Alysha McCall, Executive Assistant – CEO
<b>Responsible Officer:</b>	Jason Whiteaker, CEO
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider the demolition of the Former Northam Playgroup building.

#### ATTACHMENTS

Attachment 1: Schedule of Submissions.

#### A. BACKGROUND / DETAILS

At the Ordinary Council meeting held on 21 October 2020, Council resolved the following:

##### RECOMMENDATION/COUNCIL DECISION

**Minute No: C.4064**

**Moved: Cr Ryan**

**Seconded: Cr Tinetti**

**That Council:**

1. Requests the Chief Executive Officer to undertake public consultation with respect to the proposed demolition of the former Northam Playgroup Building located at Bernard Park, Lot 400 Minson Avenue, Northam;
2. Subject to there being no significant objections to the proposed demolition, authorises expenditure of up to \$25,000 (ex GST), for the demolition of the former Northam Playgroup Building located at Bernard Park, Lot 400 Minson Avenue, Northam; and
3. Incorporates the demolition and site rehabilitation costs into the 2020/21 mid-year budget review process.

**CARRIED 10/0  
BY ABSOLUTE MAJORITY**

Officers have now completed the consultation period and are presenting the submissions to Council to make a determination on the future of the building.

## **B. CONSIDERATIONS**

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

Theme Area 5: Infrastructure and Service Delivery.  
Outcome 5.3: To have a 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**

In order for the building to be compliant as a public building, Council would be required to allocate approximately \$114,765 (including contingency).

In the 2020/21 Annual Budget, Council allocated a total of \$3,020 for repairs and maintenance. The breakdown is as follows:

- Air-conditioning Maintenance \$100
- Roof & Gutter Maintenance \$200
- Weed & Pest Control \$120
- Carpentry Repairs \$500
- Electrical Repairs \$500
- Plumbing Repairs \$1,000
- Fire Control \$100
- General Building Maintenance \$500

In addition, \$15,000 has been allocated in the 2020/21 budget to render the building.

The cost to demolish the building would be approximately \$20,000 plus GST and it is estimated that an additional \$10,000 would be required to turf and reticulate the area. Should Council resolve to proceed with the demolition it is recommended that the annual maintenance budget and render of the building be reallocated and any additional funds required be identified through the mid-year budget review process.

Advertising expenses calling for expressions of interest and also the potential disposal of property may also be applicable.

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

The building currently does not comply with the requirements for a public building under the *Health Act 1911 & Health (Public Buildings) Regulations 1992*.

There is also non-compliance in relation to disability access under the Disability Discrimination Act 1992 due to the building access ramp being on a steep incline which is not compliant with current standards.

The current kitchen is non-compliant under the Food Act 2008 and would require upgrade.

Should Council resolve to dispose of the property through lease, section 3.58 of the *Local Government Act 1995 – Disposing of Property* will apply.

#### B.4 Policy Implications

Council policy A 8.5 Management of Council Property Leases applies to all commercial entities, community groups, not for profit organisations and government organisations.

Delegated authority reference F06 – Disposal of Property by Lease or Licence allows for the disposal of property within the parameters detailed in the Delegated Authority Register.

#### B.5 Stakeholder Engagement / Consultation

Refer to Attachment 1 for the submissions received as a result of the public consultation.

#### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Future financial requirements for building unknown.	Minor (2) x Possible (3) = Moderate (6)	Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and aligned with long term financial plan.
	Financial exposure should Council determine to lease the building.	Medium (3) x Almost Certain (5) = High (15)	Identify available funds and budget for the required maintenance.



Health & Safety	Liability exposure should Council determine to lease the building without completing the necessary building maintenance.	Extreme (5) x Possible (3) = High (15)	Ensure the required maintenance work is incorporated into the building asset management plan
Reputation	Potential negative perception from the community should Council resolve to demolish the building.	Minor (2) x Possible (3) = Moderate (6)	Clearly communicate reasons for demolition to the community.
Service Interruption	Nil.		
Compliance	Various compliance issues should the building be used as a public building.	Medium (3) x Possible (9) = Moderate (9)	Complete the required maintenance.
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

Officers have presented this matter to make a determination as there has been four submissions received.

Although there has been an expression of interest to use the building, it is believed that there are better suited locations for this group, e.g. Create 298.

Given the significant capital costs associated with bringing the building up to a suitable standard, Officers are recommending the demolition of the building.

### RECOMMENDATION

**That Council demolish the former Northam Playgroup Building located at Bernard Park, Minson Avenue, Northam.**

### Attachment 1 – Schedule of Submissions

<b>SCHEDULE OF SUBMISSIONS</b> <b>Demolition of the Former Northam Playgroup Building, Bernard Park, Northam</b>		
<b>No.</b>	<b>Name</b>	<b>Submission</b>
1	Volunteering WA, Tanya Richardson	I was wondering if you think the old playgroup building might be suitable for us as a new hub and if so if I could arrange to have a look through it. We need somewhere accessible first and foremost. If suitable, I could then talk to VWA about putting a submission in.
2	Fiona Brayshaw	<p>As a community member, I approve the demolition of the playgroup. However, I do request that a playgroup-toy library-Mother's group precinct be considered in any new community buildings and initiatives.</p> <p>It is a big blow to the community to lose the playgroup. As far as mental health for new parents, playgroup's and similar activities are vital for connection with peers. I made life long friends at playgroup whom have saved me in many child related emergencies and problems.</p> <p>Having a building that holds playgroup, toy library and mother's groups allows for just one committee to run all three (or more) community groups. As there is a major shortage of volunteers, this could be a huge help to our Northam community.</p>
3	Michelle Tingley	<p>I have been a Business Consultant for over 20 years and during the pandemic I had the wonderful opportunity of consulting on and opening an Op Shop and Cafe in Middle Swan.</p> <p>During that time it came to my attention how difficult it is for some people to not only volunteer, but also to find a job due to life circumstances.</p> <p>I wanted to put forward the idea of using the building as an Op Shop that employs not only volunteers, but people with disabilities.</p> <p>Just as they do down south, where they turn old houses into Op Shops, the premise could be used to help those struggling to find work. There are so many people who can only work during school</p>

<b>SCHEDULE OF SUBMISSIONS</b> <b>Demolition of the Former Northam Playgroup Building, Bernard Park, Northam</b>		
<b>No.</b>	<b>Name</b>	<b>Submission</b>
		<p>hours, and there are even more people who through no fault of their own are unable to find employment.</p> <p>The location is ideal, with many families visiting the nearby playgrounds, and not only would it provide employment it would also provide the service of providing discounted/affordable goods to those in need. The possibility of adding emergency care, food assistance etc... is also there.</p> <p>Before the building is demolished I truly think that it would be worthwhile considering the benefits it could bring to the community in its current form.</p> <p>I would very much love to discuss the possibility of turning the building into a viable business that has a positive influence within the immediate community.</p>
4	Northam & Districts Historical Society	<p>Shire President &amp; Councillors,</p> <p>On behalf of the Northam &amp; Districts Historical Society, we would like to submit to the Council that the Shire Council retain the former Northam Playgroup Building in Bernard Park, and seek expressions of interest for its future use, rather than demolishing the building.</p> <p>The building was built by the Apex Club of Northam in 1962/63 as a "Women's Rest Centre" and was opened in January 1963 by the former Mayor of the Northam Town Council, Mr A. H. (Horrie) Rushton, with the intended users being women and children from Northam, the Northam Shire, and other nearby towns as a respite centre when doing their weekly shopping.</p> <p>The building was handed over to the Town of Northam on completion, for the Town Council to operate.</p> <p>This was at a time when most households had only one vehicle, and many women with their children walked to the CBD to do their shopping. Apex Clubs apparently built at least one other</p>



<b>SCHEDULE OF SUBMISSIONS</b> <b>Demolition of the Former Northam Playgroup Building, Bernard Park, Northam</b>		
<b>No.</b>	<b>Name</b>	<b>Submission</b>
		<p>Women's Rest Centre in Bunbury in the late 1950s, which appears to have been the inspiration for building one in Northam.</p> <p>The building was financed by the Town of Northam, the Shire of Northam, the Lotteries Commission, the Rotary Club of Northam and a number of smaller donors, and "in kind" support from various local businesses, at a cost of £3,621/3/10, and over 3,500 volunteer "service" hours by Apexians.</p> <p>Mrs. J. Allardyce was employed as the first Centre attendant. The Centre was open from 10:30 a.m. to 4:00 p.m. Monday to Friday, and from 9:30 a.m. to 12:00 noon on Saturdays. Initially, there was a fee charged for the use of the centre, but this was soon waived by the Town Council to encourage women to use the facility.</p> <p>Towards the end of 1963, the Town Council, and the Northam Apex Club, was concerned about the operating loss. Despite the positive reports from the women who used it, it doesn't appear to have reached its potential.</p> <p>Unfortunately, the lack of written records available at this time does not indicate when it ceased to be used as a Women's Rest Centre.</p> <p>Newspaper Reports from 1965 indicate that the building was being used by the Spastic Welfare Association, probably as a play group centre, and oral histories state that the building was used by the Slow Learning Children's Group of W.A. in the 1970s, again as a play centre or what we may now call "respite care".</p> <p>It is not known exactly how long the building was used by the Northam Playgroup, but it would have been for at least 20 years.</p> <p>With regard to the statements in the Council minutes of 21 October 2020, that the building is not currently earthquake code compliant, we note that the building has already withstood the 1968 Meckering earthquake, and we feel sure that there are many public and private buildings in</p>

SCHEDULE OF SUBMISSIONS		
Demolition of the Former Northam Playgroup Building, Bernard Park, Northam		
No.	Name	Submission
		<p>Northam that would not meet the current earthquake standards, and would query whether there is a requirement to retroactively upgrade older buildings to the current standards?</p> <p>This building would probably be the first public building in Northam built specifically for the use of women and children, and it's latter use by disabled children, and then as a playgroup means it is an important building in the social history of Northam.</p> <p>We strongly believe that the Shire should seek expressions of interest for alternate uses of the building by community groups, such as the Cubs and Scouts. Because of its location, and close proximity to Bernard Park and the playgrounds, it may be be suitable for a private family day care centre.</p>

## 12.2 ENGINEERING SERVICES

### 12.2.1 RFT 15 of 2020- – Former St John’s Site Public Open Space Development

<b>File Reference:</b>	A12545
<b>Reporting Officer:</b>	Chan Vyas, Project Development Engineer
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to award the works identified in RFT 15 of 2020 for the development of the former St John Ambulance Site (108 Wellington Street East, Northam) as a Public Open Space.

#### ATTACHMENTS

- Attachment 1: Layout Plan.
- Attachment 2: Evaluation Matrix (Local supplier price preference applied) (Provided as separate confidential attachment).
- Attachment 3: Evaluation Report (Provided as separate confidential attachment).

---

#### A. BACKGROUND / DETAILS

This Public Open Space development project was adopted by Council on 20<sup>th</sup> July for inclusion in the 2020/2021 annual budget.

A tender for these works was prepared and advertised from 31<sup>st</sup> October 2020 to 18<sup>th</sup> November 2020 to seek a suitably qualified contractor to complete the works.

#### B. CONSIDERATIONS

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

Theme Area 5: Infrastructure and Service Delivery.

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

Objective:

- 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.

## B.2 Financial / Resource Implications

The 2020/21 annual budget made the following budget provisions for the project:

Job # 6438      St John Ambulance Site Improvements      **\$250,000 ex gst**

## B.3 Legislative Compliance

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

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

## B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

## B.5 Stakeholder Engagement / Consultation

The following major stakeholders have been engaged and are supportive of proposed POS development works.

- DSR
- RSL
- Purslowe Tinetti Funerals
- WA Police
- St John Ambulance

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of works exceed budget allowance	Unlikely (2) x Medium (3) = Moderate (6)	The contract will be monitored closely. Cost variations to be scrutinised or adjusted as necessary.
Health & Safety	OSH Incident	Unlikely (2) x Minor(2)= Low(4)	Compliance with OSH policy and standard process/procedures as part of the contract.
Reputation	Customer complaints	Unlikely (2) x Medium (3) = Moderate (6)	Complaints management protocol for swift resolution



			under contract, and ongoing works supervision.
Service Interruption	Delay in project delivery	Unlikely (2) x Medium (3) = Moderate (6)	Works programme will be monitored, and followed. As a part of contract.
Compliance	Substandard work	Unlikely (2) x Minor (2) = Low (4)	Quality assurance standards to be complied with as part of the contract.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

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

- Phase3 Landscape Construction Pty Ltd
- Eight St Pty Ltd T/A Linga Construction
- Oasis Corporation Pty Ltd

A full report on the procurement process and tender evaluation is provided in the confidential attachments.

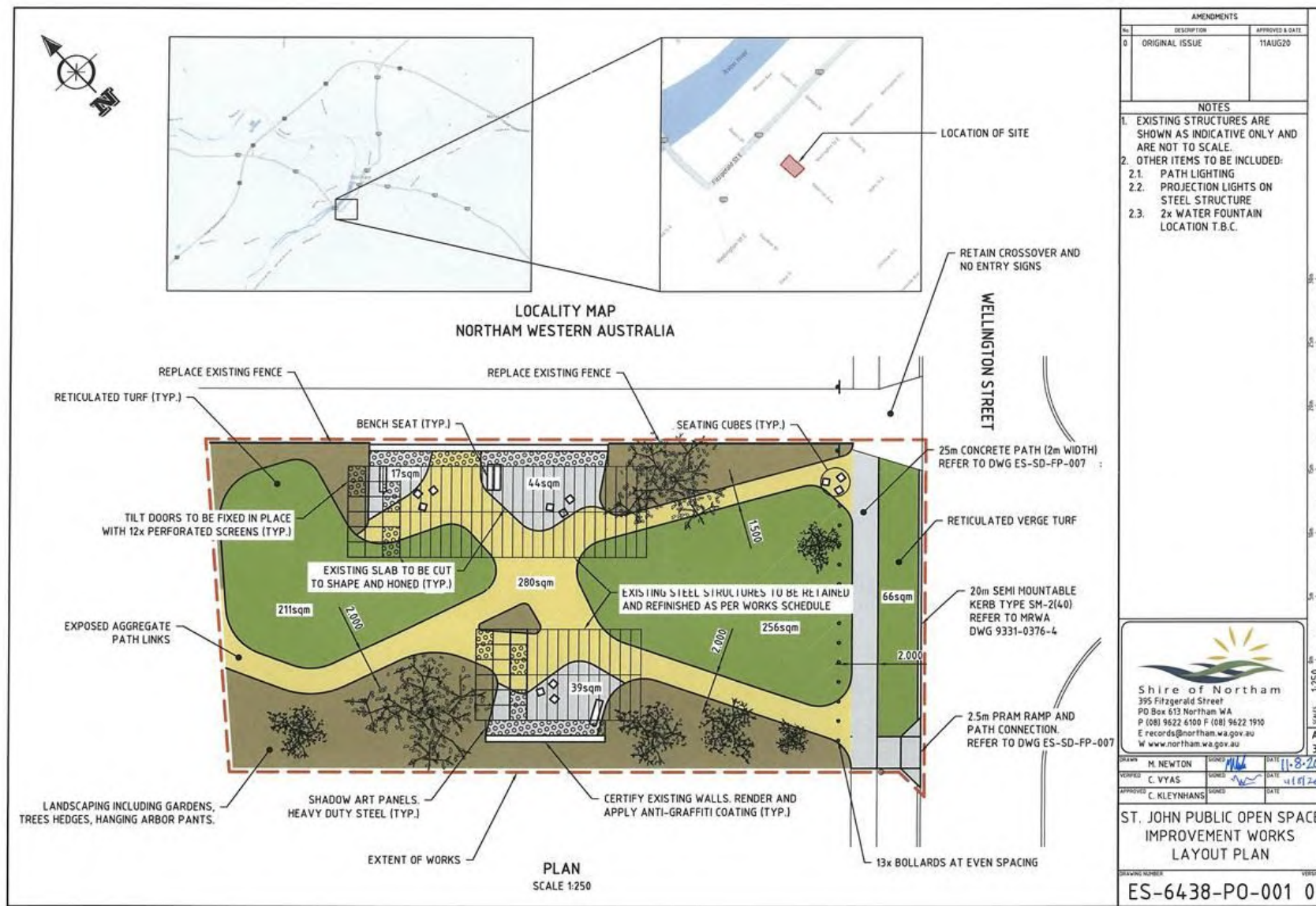
Staff are recommending Oasis Corporation Pty Ltd as the preferred supplier to complete these works.

### RECOMMENDATION

#### That Council:

1. Award RFT 15 of 2020 Development of 108 Wellington Street, Northam - Public Open Space (formerly known as the Old St John's Site) to Oasis Corporation Pty Ltd.
2. Authorise the CEO to execute the contract with Oasis Corporation Pty Ltd for the sum of \$245,952 plus GST and approve any variations within 10% of the available budget.

## Attachment 1



### 12.2.2 RFT 10 of 2020 - Construction of the new Shire Operations Centre Administration Building

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Shane Moorhead Building Maintenance & Project Supervisor
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

**NOTE: FINAL ASSESSMENT BEING UNDERTAKEN EALY NEXT WEEK AND WILL BE PROVIDED PRIOR TO THE FORUM MEETING**

For Council to consider tenders received in response to the Request for Tender 10 of 2020 – Supply and Construct Operations Centre Administration Building. This report provides details of the tenders received and identifies a recommended tenderer to complete the works

#### ATTACHMENTS

- Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda and minutes).
- Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda and minutes).

#### A. BACKGROUND / DETAILS

Redevelopment of the existing Shire of Northam's Works Depot has been identified and endorsed in the 2020/21 budget.

As part of this redevelopment a new works administration building is required to be constructed, which due to the estimated value, a Request for Tender 10 of 2020 was advertised to find a suitable contractor to deliver the project.

A full report on the procurement process and tender evaluation is provided in the separate confidential Attachments.

#### B. CONSIDERATIONS

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

Theme Area: Infrastructure and service delivery

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

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

### B.2 Financial / Resource Implications

This project was included in the 2020/21 Annual Budget with an allocation of \$2,000,000.

### B.3 Legislative Compliance

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

### B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

### B.5 Stakeholder Engagement / Consultation

During the planning of this project extensive consultation has been performed with operational staff to ensure the new site is fit for purpose.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	not achieving value for money with the construction	Possible (3) x Medium (3) = Moderate (9)	Have a defined scope of works and run a tender in line with local government guidelines.
Health & Safety	Currently working with poorly designed and aging infrastructure can create hazards	Possible (3) x Medium (3) = Medium (9)	Building an admin building that is fit for purpose, and lends itself to up to date operational requirements.
Reputation	N/A		
Service Interruption	Engineering services being split over 2 x buildings and many staff off site can create unnecessary delays in	Likely (4) x Minor (2) = Moderate (8)	Build a suitably sized Works administration building on site that will allow all Engineering staff to be located.



	communication and supervision		
Compliance	-	-	-
Property	-	-	-
Environment	-	-	-

### C. OFFICER'S COMMENT

In response to the advertised tender, 5 submissions were received, of which 3 were compliant:

1. ....
2. ....
3. ....
4. ....
5. ....

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

### RECOMMENDATION

#### That Council:

1. Endorse the award of RFT 10 of 2020 to Supply and Construct Operations Depot Admin Building to the preferred supplier, being .....
2. Authorise the CEO to execute the contract with ..... for the sum of \$..... plus GST and approve any variations up to a maximum of 10% of the contract sum.

**12.2.3 Job 3509 – Revised project scope and funding for the upgrade of the runway, taxiway and threshold lighting, Northam Airport (Airport Infrastructure)**

<b>File Reference:</b>	A441
<b>Reporting Officer:</b>	Chan Vyas, Project Development Engineer
<b>Responsible Officer:</b>	Clinton Kleynhans, Executive Manager Engineering Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

**BRIEF**

For Council to approve the revised project scope and allocate an additional \$89,453.00 to upgrade the runway, taxiway, and threshold lighting infrastructure at the Northam Airstrip, Withers Street, Northam.

**ATTACHMENTS**

- Attachment 1: RADS Grant Agreement.  
Attachment 2: Northam Aerodrome–Lighting System Condition Assessment (Runway, taxiway and threshold).

**A. BACKGROUND / DETAILS**

The project initiated from the Northam Airport Master Plan. The Plan recommended upgrading the existing above ground runway, taxiway, and threshold light fixtures/fittings at the Northam Airstrip which required frequent maintenance. This formed the scope of the project which was estimated to cost \$99,578.

This project is co-funded by the Shire of Northam and the Department of Transport under the Regional Airport Development Scheme on a 50%-50% basis (Attachment 1), and as such was budgeted accordingly.

As part of the project risk management strategy, a condition assessment report was prepared to check the condition of the existing underground cabling infrastructure. This was to ensure that the existing underground cabling infrastructure is in a sound condition and supportive of upgrading above ground light fittings/fixtures.

The condition assessment report has been included as Attachment 2 of this report. The report has identified that the existing underground cabling infrastructure is in a poor condition and does not comply with the relevant Australian Standards. The report therefore recommends replacing the underground cabling infrastructure as it is not suitable to upgrade the above ground lights fixtures/fittings. It is recommended that a Pilot Activated Lighting system be installed together with the above ground lights fittings/fixtures. The report also recommends that the runway lights be installed at 60m spacing in accordance with current Australian Standards. The existing runway lights are currently installed at 90m spacing.

The additional scope of works as identified in the condition assessment report is to ensure that upgraded assets are in compliance with the relevant Australian Standards, as this was not identified in the Northam Airport Master Plan it was not budgeted. The revised project cost, to accommodate the additional work is \$261,031.00. This equates to \$253,531.20 for the works associated with underground cabling infrastructure including the above ground light fittings/fixtures, plus \$7,500.00 for replacing the existing Pilot Activated lighting system/unit. Attachment 2 provides a detailed scope and costings. The original project budget was \$99,578.00 and therefore the project requires \$161,453.00 additional funding.

Since the project is co-funded with the Department of Transport under a RADS grant arrangement. Officers have explored securing additional funding from the Department of Transport to accommodate the additional works. Officers advised the Department of Transport of the above situation and they have confirmed that an additional \$72,000.00 can be allocated to accommodate the change in scope in order to deliver the project. Therefore, subject to Department of Transport contributing an additional \$72,000.00, the revised project funding arrangements is anticipated to be as follows:

	RADS Contribution	SON Contribution	Total Project Cost
Original project cost	\$49,789.00	\$49,789.00	\$99,578.00
Additional cost to replace cabling and other minor works. (Shortfall)	\$72,000.00	\$89,453.00	\$161,453.00
Anticipated project cost	\$121,789.00	\$139,242.00	\$261,031.00

## B. CONSIDERATIONS

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

Theme Area 5: Infrastructure and Service Delivery.

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

Objective:

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

## B.2 Financial / Resource Implications

It is recommended that Council allocate an additional \$89,523.00 to Job 3509 as part of the mid-year budget review process;

Job#3509	Approved Budget	\$49,789 ex gst
	Additional funding to be sourced from the savings on other jobs/projects or reserve	\$89,523 ex gst
<b>Total</b>		<b>\$139,242 ex gst</b>

## B.3 Legislative Compliance

N/A

## B.4 Policy Implications

N/A

## B.5 Stakeholder Engagement / Consultation

- The Northam Aero Club has been consulted for the lighting condition assessment report as prepared by the Consultant. Upon reviewing the report, the Northam Aero Club has confirmed that the Lighting System Condition Assessment report is a fair representation of the existing runway, taxiway, and threshold lighting condition at Northam Airstrip.
- The Department of Transport has also been consulted, who has confirmed availability of an additional \$72,000.00 grant funding for the project.

## B.6 Risk Implications

N/A

## C. OFFICER'S COMMENT

The additional works as identified and costed in the condition assessment report is consistent with current industry practice and is necessary works. The Council should therefore take advantage of the available RADS grant funding to upgrade/renew the runway, taxiway, and threshold lighting infrastructure which currently requires frequent maintenance and is non-compliant with current industry standard.



## **RECOMMENDATION**

### **That Council:**

- 1. Approve the scope of works as identified in the Northam Aerodrome Lighting System Condition Assessment Report for Job 3509, to include additional works to complete the project in compliance with current industry standards.**
- 2. Allocate an additional \$89,523 to be identified in the 2020/2021 mid-year budget review.**

## Attachment 1 - RADS Grant Agreement



Government of Western Australia  
Department of Transport

### FUNDING DEED

between

THE MINISTER FOR TRANSPORT  
FOR AND ON BEHALF OF THE CROWN IN RIGHT  
OF THE STATE OF WESTERN AUSTRALIA

and

Shire of Northam

under

the Regional Airports Development Scheme (RADS) 2019-21

to

Upgrade Runway Edge and Taxiway Lighting

at

Northam Airport

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**THIS FUNDING DEED ("DEED") IS MADE**

**BETWEEN:**

**THE MINISTER FOR TRANSPORT FOR AND ON BEHALF OF THE CROWN IN RIGHT  
OF THE STATE OF WESTERN AUSTRALIA ("MINISTER")**

**AND**

**SHIRE OF NORTHAM**

on \_\_\_\_\_ day of \_\_\_\_\_ 2019

*this is the Execution Date which is the date when the last Party (duly authorised delegate of the Minister) executes this Deed.*

**RECITALS**

- A. The State of Western Australia has established a scheme (Regional Airports Development Scheme) to provide funding assistance to airport owners or airport lease holders for the purpose of improving regional air services and safety for aviation infrastructure.
- B. The Organisation is an airport owner or airport lease holder and has requested that the Minister provide it with funding pursuant to the Regional Airports Development Scheme as a contribution to the costs of the Project.
- C. The Minister has agreed to contribute funding towards the Project subject to the terms and conditions set out in this Deed.



**THE PARTIES AGREE AS FOLLOWS:**

**1 DEFINITIONS AND INTERPRETATION**

**1.1** In this Deed, unless the context otherwise requires, the following definitions apply:

Definition	Interpretation
<b>Acquittal Date</b>	means the date the Minister deems the Project and all associated administrative requirements have been completed and finalised to his or her satisfaction.
<b>Administrative Costs</b>	means costs and expenses incurred for the general administration (e.g. financing, accounting, contracting, marketing, advertising, production operations, industrial relations, insurance) of the Organisation as a whole and not expenses specifically related to the Project.
<b>Deed / Funding Deed</b>	means this Funding Deed, including any Schedules.
<b>Airport Site / Project Site</b>	means the airport or the premises where the Project works are to be undertaken in accordance with this Deed.
<b>Approved Project Plan</b>	means a documented plan to complete the Project works as described in Schedule 1.
<b>Auditor / Accountant</b>	means an accountant who is a current member of the Institute of Chartered Accountants in Australia, CPA Australia (Certified Practising Accountants) or the Institute of Public Accountants, and who is independent of the Organisation.
<b>Auditor General</b>	means the Auditor General for the State of Western Australia.
<b>Audited Financial Statement of Income and Expenditure</b>	means a full financial report of the Organisation's utilisation of the Grant, in accordance with the Project Budget, for the implementation and delivery of the Project, which has been examined and certified by an Auditor.

Definition	Interpretation
<b>Authorisation</b>	includes a consent, permit, licence, approval, Deed, certificate, authority or exemption from, by or with a State or Commonwealth jurisdiction or required under any law or statute and all conditions attached to an Authorisation, and includes Australian Standards applicable to a Project.
<b>Business Day</b>	means a day other than a Saturday, Sunday or public holiday in Western Australia.
<b>Commonwealth</b>	means the Crown in right of the Commonwealth of Australia.
<b>Confidential Information</b>	includes, but is not limited to, any information relating to business affairs and processes of the Parties, obtained by virtue of this Deed, which would not otherwise be available to the general public and all information marked as confidential as well as information which by its nature is confidential, is known to be confidential or which Party receiving the information from the other Party ought to have known was confidential and includes all such information that may be in the possession of the Party's employees, agents and contractors.
<b>Eligible Project Costs</b>	means the costs incurred by the Organisation in undertaking and completing the Project as verified by the provision of financial records and invoices.
<b>Event of Default</b>	means any event mentioned in Clause 23 and Clause 26.
<b>Execution Date</b>	means the date when the last Party executes this Deed by authorised signatories and witnesses.
<b>Grant</b>	means the lesser of: <ul style="list-style-type: none"> <li>(a) \$49,789 (ex GST); or</li> <li>(b) 50 per cent of the total Eligible Project Costs of the Project excluding all costs set out in Clause 9.8 and Other Contributions including any in-kind contributions made by the Organisation, provided that the Organisation in carrying out the Project is obliged to use products of a high standard that meet Australian Standards and provided that if after entering into this Deed, the Organisation receives further grants or funds from other State or Commonwealth Government agencies for the purposes of the Project, the Grant may be reduced at the discretion of the Minister.</li> </ul>

Definition	Interpretation
<b>Insolvency Event</b>	means any event leading to the insolvency of the Organisation as set out in Clause 26.
<b>Maintain</b>	means to repair, alter and replace.
<b>Maintenance</b>	means the act of maintaining or the work of keeping something in proper condition by repairing, altering and replacing.
<b>Maintenance Expenses</b>	means the costs and expenses relating to the operation and maintenance of the Project Site, administration expenses, insurance premiums and other necessary and incidental expenses relating to the implementation of this Deed.
<b>Markup</b>	means the difference between the cost of a good or service and its selling price, whether expressed as a percentage or a fixed amount.
<b>Milestone</b>	means a significant event in the Project proposed in the Approved Project Plan described in Schedule 1 (if any) and identified as the completion of a major deliverable which may be eligible for payment as agreed by the Minister.
<b>Minister</b>	means the Minister for Transport for and on behalf of the Crown in right of the State of Western Australia, for the time being having responsibility for the <i>Transport Co-ordination Act 1966</i> , and includes successors in title including any ministerial titular changes, and where the context permits includes the Minister's officers or employees, including officers of the department or authority for the time having responsibility to the Minister for Transport, and any person acting with or under the authority of the Minister, or the department whether expressed or implied.
<b>Organisation</b>	means Shire of Northam for the time being having responsibility for the care, control and management of the Project and includes its officers, employees, agents, volunteers, subcontractors, and successors.
<b>Other Contributions</b>	means financial or in-kind resources, which can include matters such as the provision of labour (with in-kind resources valued at market rates) for the Project, other than the Grant.
<b>Overheads</b>	means operating expenses incurred by the Organisation and costs not directly relating to the Project (including, but not limited to, costs of rent, insurance, and taxes).



Definition	Interpretation
<b>Party</b>	means the Organisation or the Minister as the context requires.
<b>Parties</b>	means both the Organisation and the Minister.
<b>Plant or Equipment</b>	means Plant or Equipment that has been used by the Organisation to carry out the Project.
<b>Project</b>	means to upgrade runway edge and taxiway lighting at the Airport Site.
<b>Project Budget Estimate</b>	means the budget set out at Schedule 1, prepared by the Organisation which itemises the costs of undertaking the Project.
<b>Project Completion Date</b>	means the date the Project has been completed, which must be no later than 10 / 05 / 2021
<b>Project Documentation</b>	means the documents set out in clause 9.4.
<b>Project Management Costs</b>	means costs incurred for the administration of the works incidental to the Project, which costs, subject to clause 9.8(i) do not form part of the Grant.
<b>RADS</b>	means Regional Airports Development Scheme.
<b>Schedule</b>	means the Schedule to and forming part of this Deed.
<b>State</b>	means the Crown in right of the State of Western Australia.
<b>Term</b>	means the duration of this Deed as set out in Clause 3.
<b>Termination Date</b>	means the date the Organisation advises the Minister of the termination of the Project or the date this Deed is terminated in the events set out in Clauses 24, 25 and 26.

1.2 In this Deed, unless inconsistent with the context or subject matter:

- (a) headings are used for convenience and do not affect the interpretation of this Deed;
- (b) a reference to a clause is a reference to a clause in this Deed;



- (c) words importing the singular include the plural (and vice versa), words denoting a given gender include all other genders, and words denoting individuals include corporations (and vice versa);
- (d) references to currency are references to Australian currency unless otherwise specifically provided; and
- (e) a reference to a statute or other law includes regulations under it and amendments, consolidations, re-enactments and replacements of any of them.

## **2 PURPOSE AND ADMINISTRATION OF THIS DEED**

- 2.1 The purpose of the Funding Deed is to set out the terms and conditions under which the Minister will provide the Grant, including agreed Project outcomes and payment schedules to cover some of the costs of a Project.
- 2.2 The powers and duties of the Minister under this Deed may be administered, exercised and performed on the Minister's behalf by the Director General of the Department of Transport or as sub-delegated.

## **3 TERM**

- 3.1 The Term of this Deed is from the Execution Date to the Acquittal Date.
- 3.2 All common law rights and obligations of the Parties will continue after the expiration or earlier termination of this Deed.

## **4 FAILURE TO USE GRANT MONIES BY CERTAIN DATE**

If the Organisation does not expend the Grant for the purpose of the Project by the date(s) set out in Schedule 1, Item 3, the Minister may, at his or her absolute discretion, withdraw the Grant in part or in its entirety.

## **5 VARIATIONS**

- 5.1 Any variation to this Deed must be made in writing duly executed by both Parties.
- 5.2 Any requests for variations to Schedule 1 including Project activities and costs must be submitted at least sixty (60) days before the Project Completion Date unless otherwise approved by the Minister.

## **6 RELATIONSHIP BETWEEN THE PARTIES**

The Parties agree that nothing in this Deed is intended or should be construed as creating a contract of employment, an agency, a partnership, a joint venture or a fiduciary relationship between the Parties.

**7 GOODS AND SERVICES TAX (GST)**

7.1 For the purposes of this clause:

- (a) **Additional amount, recipient and supplier** have the meanings given in Clause 7.3;
- (b) **GST Act** means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
- (c) Any terms used in Clause 7 that are defined in the GST Act have the same meanings as in the GST Act.

7.2 All prices or other amounts fixed or determined under, or referred to in, this Deed are exclusive of GST, except where expressly provided to the contrary in a particular provision of this Deed.

7.3 Subject to Clause 7.4, if GST is or becomes payable by a Party (**supplier**) in relation to any supply that it makes under, in connection with or resulting from this Deed, the Parties agree that, in addition to any consideration provided by a Party (**recipient**) for that supply, the recipient must pay to the supplier the amount of any GST for which the supplier is liable in relation to that supply (**additional amount**) at the same time as the relevant consideration or any part of it is provided.

7.4 The obligation to pay the additional amount only arises once the supplier has issued a tax invoice (and any adjustment note) to the recipient in respect of the additional amount.

7.5 If, under this Deed, one Party is required to pay an amount to reimburse or compensate the other Party for any cost or liability incurred by that other Party, the amount to be reimbursed or compensated excludes any GST component of that cost or liability for which that other Party is entitled to claim an input tax credit.

**8 GRANT VALUE AND USE OF GRANT**

8.1 The value of the Grant is exclusive of GST.

8.2 The Organisation will use the Grant solely for the purpose of undertaking and completing the Project and for no other purpose.

8.3 The Organisation may use the Grant to hire equipment, machinery and labour to complete the Project.

8.4 The Organisation will not use the Grant to purchase, acquire or create any asset (such as purchases of equipment or machinery), apart from those detailed in Schedule 1 if any, without the Minister's prior written approval.

8.5 Any approved purchases of assets with the Grant must be for the exclusive purposes of the Project and for the duration of the Deed. The Organisation will establish and

comply with its own procedures and arrangements for purchasing, installing, recording, maintaining and insuring all items of equipment purchased with the Grant. The ownership of any asset purchased wholly or partly with the Grant will be vested in the Organisation, located on its site.

- 8.6 The Organisation will not use the Grant for any costs set out in Clause 9.8.

## **9 PAYMENT OF GRANT**

- 9.1 Payments pursuant to the Grant will only be made to the Organisation, not to an individual.

- 9.1A Before payment of the Grant the Organisation will be obliged to provide the information in the special conditions of the Grant as set out in Item 4 of Schedule 1, if relevant.

- 9.2 Payment of the Grant may be made in one, or several separate instalments (Milestones) in accordance with Schedule 1 or in accordance with any variations issued by the Minister from time to time.

- 9.3 At the end of each Milestone, or a single Milestone, if there is only one Milestone, the Organisation is to provide an itemised statement of costs to date certified by the Chief Executive Officer of the Organisation together with relevant evidence as set out in Clause 9.4.

- 9.4 No Milestone payment will be made unless the Organisation notifies the Minister of the completion of the Project in accordance with clause 15.3, and the Organisation provides the following Project Documentation demonstrating, to the satisfaction of the Minister, that the Project works have been completed:

- (a) letter of standards assurance written on the Organisation's letterhead and signed by the Organisation's Chief Executive Officer or Director. The letter of standards assurance must outline the Project commencement date, Project Completion Date, the total Eligible Project Cost, the cost being claimed from RADS, the installation of the RADS sign, and if applicable, the funds received by the Organisation from other sources;
- (b) photographic evidence of the completed Project works and full final copies of studies undertaken as part of the Project;
- (c) photographic evidence of the installed RADS sign, as provided by the Minister pursuant to clause 19;
- (d) financial records showing the total Eligible Project Cost expended for the Project including copies of invoice(s), the signed authority to pay the invoice(s) and payment receipts relating to any Project works;



- (e) employment records including wages or salaries and payments relating to any person employed, contracted or retained in relation to the Project;
  - (f) records of any variations to the Project or this Deed;
  - (g) any report or other documentation relating to the Project or any works (if applicable); and
  - (h) other Contributions, including contributions or in-kind contributions to the Project by the Organisation itself or received from third parties.
- 9.5 Unless otherwise agreed to in writing between the Parties, all Project Documentation pursuant to Clause 9.4 must be provided by the Organisation by no later than one week after the Project Completion Date and addressed to:
- Aviation Branch  
Department of Transport  
PO Box C102  
Perth WA 6839
- 9.6 The Minister will advise the Organisation in writing of any variation to the payment and the grounds for the variation.
- 9.7 Notwithstanding any variations to payment, the total amount of the Grant paid or payable to the Organisation under the Deed will not exceed the amount of the Grant.
- 9.8 Unless otherwise approved by the Minister, the Grant will not be paid to the Organisation for the following:
- (a) 'landside' infrastructure such as car parks, access roads, landscaping or power/water connection, works or fuel storage facilities, hangars and commercial developments;
  - (b) the purchase or repair of motor vehicles, heavy plant and equipment;
  - (c) ongoing aerodrome operating or running costs;
  - (d) depreciation costs;
  - (e) Administrative Costs;
  - (f) audit costs;
  - (g) Markups on salaries or goods, where the works are undertaken by the Organisation;
  - (h) contingency costs;
  - (i) Project Management Costs unless satisfactory proof is provided that a professional consultant was engaged directly on the Project;
  - (j) Overheads;



- (k) replacement of capital spending plans for developments that would occur in any event unless otherwise directed by the Minister;
- (l) costs associated with the removal of vandalism activities;
- (m) retrospective costs for Project works commenced, undertaken and/or completed by the Organisation prior to the Execution Date; and
- (n) costs not directly related to the Project unless otherwise approved by the Minister.

9.9 Except as otherwise provided in this Deed and subject to the Grant being applied by the Organisation in accordance with this Deed, the Organisation is not liable to repay the Grant or a proportion of the Grant to the Minister unless the Organisation receives further grants or funds from other sources for the purposes of the Project and the Minister, in the Minister's absolute discretion, determines that the Grant may be reduced by the amount of such other grant or funds received by the Organisation.

## 10 REPORTING

10.1 The Organisation must:

- (a) keep and maintain proper, accurate, complete and up-to-date records to the satisfaction of the Minister of all work undertaken and monies expended in the course of and in connection with the Project;
- (b) ensure its financial documents and records enable all income and expenditure related to the Grant to be identified in the accounts of the Organisation;
- (c) keep and maintain accurate and complete up-to-date records of communications and events that affect, relate to or impact on the management or delivery of the Project; and
- (d) ensure that all records are available for inspection at all times upon request by the Minister.

## 11 NOTICES

11.1 Any notice or other communication that may or must be given under this Deed:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice; and
- (c) must be hand delivered, sent by prepaid post, facsimile or email to the Party receiving the notice as set out in Item 5 of Schedule 1.

## **12 MONITORING OF WORKS**

- 12.1 The Organisation agrees that all work undertaken to complete the Project may be subject to monitoring and inspection on site by the Minister or the Minister's authorised delegates at any time.
- 12.2 The Organisation will permit the Minister or the Minister's authorised delegates reasonable access to the Airport Site or Project Site, where:
- (a) the actual Project works are undertaken;
  - (b) employment records including wages or salaries and payments relating to the Grant and/or Project are housed, stored or in active use, including hard-copy and electronic records;
  - (c) financial records regarding the Project are housed, stored or in active use, including hard-copy or electronic records; and
  - (d) records of invoice(s) and the signed authority to pay the invoice(s) are located.

## **13 AUDITS**

- 13.1 The Organisation agrees that:
- (a) the Minister may conduct audits of this Deed or any matter done or to be done under or in relation to it by appointing an Auditor in relation to the matters specified by the Minister, the costs of which will be borne by the Organisation;
  - (b) the Auditor General may conduct audits of this Deed or any matter done or to be done under or in relation to it or the Project (as provided for in the *Financial Management Act 2006* and the *Auditor General Act 2006*); and
  - (c) the Organisation will provide all reasonable access to any Airport Site or Project Site or other place and all reasonable assistance to locate and provide access to financial records and other documents and records necessary to carry out any such audit under Clause 13 and in order to verify compliance by the Organisation with this Deed.

## **14 CONSTRUCTION OF PROJECT, MAINTENANCE AND COMPLIANCE**

- 14.1 The Organisation is responsible for the Project including ensuring that the Project is undertaken in compliance with all Authorisations.
- 14.2 The Organisation will Maintain the Airport Site or Project Site and will be responsible for ensuring that the Airport Site or Project Site is kept free of obstructions by such reasonable and usual methods as the Organisation may determine.

- 14.3 The Organisation is responsible for all Maintenance Expenses.
- 14.4 The Organisation must at all times undertake the Project works in compliance with all State and Commonwealth Government legislation, and comply with any directions given by any appropriately authorised State or Commonwealth jurisdiction relating to the Maintenance of the Airport Site or Project Site.
- 14.5 The Organisation warrants that its employees, agents and contractors are competent and have all the necessary skills, training and qualifications to carry out the Project and will comply with this Deed.
- 14.6 The Organisation will at all times ensure the Project is performed and carried out in a conscientious, expeditious and professional manner by all persons involved in the Project.
- 14.7 The Organisation will pay all costs of, and has sole responsibility for, all facilities, employees, contractors and consultants engaged or utilised by the Organisation in respect of the Project.
- 14.8 The Organisation must:
- (a) at all times duly perform and observe its obligations under this Deed and promptly inform the Minister of any occurrence, which might adversely affect its ability to do so in a material way;
  - (b) undertake its responsibilities under this Deed with integrity, good faith and probity in accordance with good corporate governance practices;
  - (c) at all times comply with all State and Commonwealth statutes, laws and local laws, including but not limited to the *Civil Aviation Act 1988* (Cth) and the *Civil Aviation (Carriers Liability Act) 1961* (WA);
  - (d) not damage the Project infrastructure or suffer the Project infrastructure to be damaged;
  - (e) co-operate fully with the Minister in the administration of this Deed;
  - (f) upon reasonable notice, provide the Minister with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the Minister in order to verify compliance by the Organisation with this Deed; and
  - (g) promptly inform the Minister if it receives further grants or funds from other sources or third parties for the purposes of the Project.



**15 COMPLETION OF PROJECT**

- 15.1 The Project must be completed by the Project Completion Date. If the Project is not completed by the Project Completion Date, and the Minister has not provided an extension in accordance with clause 15.2 below, the Deed will be terminated in accordance with clause 24.3.
- 15.2 The Organisation may provide the Minister with a written request to extend the Project Completion Date. Such a request must state why the extension is required, and provide an amended timetable for the Project works, including a revised expected Project Completion Date. The Minister has absolute discretion to accept or decline the request and to determine the period and conditions of the extension. The Minister will provide a decision in writing to the Organisation.
- 15.3 The Organisation will notify the Minister in writing of the completion of the Project and will provide all Project Documentation for the Eligible Project Costs incurred by the Organisation in carrying out the Project.
- 15.4 The Minister may, as soon as practicable after receiving notice pursuant to Clause 15.3, inspect the works to determine whether the Project has been completed to the satisfaction of the Minister.
- 15.5 If the Minister determines pursuant to Clause 15.4 that the Project has not been completed to the satisfaction of the Minister, the Minister may direct the Organisation in writing to attend to those aspects of the Project which do not satisfy the Minister, and the Organisation must immediately take all necessary steps to ensure those aspects of the Project are addressed to the satisfaction of the Minister.

**16 ACQUITTING THE PROJECT**

- 16.1 The Organisation will, at its expense, provide the Minister within sixty (60) days of the receipt of the final Milestone payment, an independently Audited Financial Statement of Income and Expenditure for the Project. The Audited Financial Statement of Income and Expenditure must:
- (a) set out the Project revenue and expenses in accordance with the Project budget, including, where the Minister deems appropriate, all invoices and receipts of payment;
  - (b) confirm the Project's financial accounts as true and accurate;
  - (c) confirm that the entire Grant was spent by the Organisation and applied to the approved Project purpose in accordance with this Deed;
  - (d) when the grant exceeds \$10,000 be certified by an Auditor or Accountant who is independent of the Organisation; and
  - (e) be certified by the president or CEO of the Organisation.



- 16.2 The Project will be acquitted on the date the Minister notifies the Organisation that he or she is satisfied with the information as provided in Clause 16.1 (the Acquittal Date).
- 16.3 In the event that the Minister reasonably considers that the Audited Financial Statement of Income and Expenditure may be incomplete or inaccurate in any material respect the Minister may arrange for an audit to be carried out in accordance with Clause 13.
- 16.4 In the event the Minister makes an overpayment the Organisation must
- (a) notify the Minister in writing of the overpayment immediately after it becomes aware of the overpayment; and
  - (b) repay to the Minister the full amount of the overpayment
- within 10 Business Days after it becomes aware of the overpayment.
- 16.5 If the Minister discovers an overpayment to the Organisation, the Minister may notify the Organisation and the Organisation must repay the full amount of the overpayment within 10 Business Days after receipt of the Minister's notice.
- 16.6 The Organisation may apply to the Minister for an extension of time to provide the Audited Financial Statement of Income and Expenditure which extension is at the Minister's discretion. Any such extension granted will be confirmed in writing.
- 16.7 At any time up to seven years after the Project Completion Date, the Organisation may be required to provide:
- (a) original invoices, receipts or other documents which account for the expenditure of the Grant; and/or
  - (b) a statutory declaration made in accordance with the *Oaths, Affidavits and Statutory Declarations Act 2005* accounting for the expenditure of the Grant.

## 17 CONFIDENTIALITY

- 17.1 The Organisation must make no written or oral announcements or representations to anyone including the media regarding the amount of the Grant provided by the Minister without the written authorisation of the Minister.
- 17.2 The Parties must treat as confidential any Confidential Information or other information that comes into their possession in relation to each other as a result of this Deed and will not disclose this information to any person other than those of its employees, officers, agents and legal and financial advisers who legitimately and reasonably require such Confidential Information in order to properly discharge the duties:
- (a) which they were employed or engaged to discharge; and

- (b) which they would ordinarily and reasonably be expected to discharge on account of such employment or engagement; unless:
    - (i) required to do so under or pursuant to a provision of a statute, law, regulation, local law or ordinance in operation in Australia from time to time; or
    - (ii) required to do so by virtue of an order or direction given to it by or on the part of the Parliament of the State or by Court or Tribunal of the relevant jurisdiction.
- 17.3 The Parties agree that they will use their best endeavours to ensure that their officers, employees, agents, contractors and legal and financial advisers comply with the obligations of confidentiality specified in Clause 17.2.
- 18 PUBLIC ACCESS**
- 18.1 The Organisation will allow unrestricted public access to and public use of the airport facilities in the Airport Site for a period of two years from the Project Completion Date and will not do or suffer to be done anything which may interfere with such public access and use.
- 18.2 The Organisation warrants that there is nothing that would prevent it providing public access as required by Clause 18.1, and acknowledges that a failure to provide public access is a breach of this Deed.
- 19 PUBLIC ACKNOWLEDGEMENT OF FUNDING**
- 19.1 The Minister will make available, at the Minister's expense, signage acknowledging the RADS. The RADS sign will be sent to the Organisation at the Minister's expense and installed by the Organisation at its own expense. The RADS sign provided by the Minister must be displayed for a period of two years from the date the Project commences in a prominent public area at the relevant Airport Site or Project Site that must be two metres above the ground, and any additional signs provided by the Organisation must also refer to the contribution towards the Project made by the Regional Airports Development Scheme.
- 19.2 Photographic evidence of the RADS sign and confirmation in the letter of standards assurance must be supplied to the Minister.
- 19.3 Any RADS sign installed at the Airport Site or Project Site, that is in good condition but out of date or no longer suitable and/or applicable is to be disposed of in an environmentally friendly fashion by the Organisation and replaced with a new one at the Minister's expense.



- 19.4 Any RADS sign installed at the Airport Site or Project Site that is no longer suitable due to damage in any form must be disposed of in an environmentally friendly fashion by the Organisation and replaced with a new one at the Organisation's expense.
- 19.5 In the event the RADS sign was lost due to negligence by the Organisation a new sign will be provided by the Minister at the Organisation's expense.
- 19.6 At the end of the signage installation requirement the Organisation must dispose of all RADS signs in an environmentally friendly fashion.
- 19.7 The Organisation agrees that the name of the Airport Site or Project Site, the Grant and details of the Project works may be published on the Minister's and Department of Transport's websites.
- 19.8 The Organisation agrees to seek the Minister's permission prior to making any media announcement regarding its Grant.
- 19.9 The Organisation will not use any State Government logos, issue or participate in any media release or publicity in relation to the Project without the prior written approval of the Minister.
- 19.10 The Organisation will appropriately recognise the RADS in all publications, articles, signs, posters, promotional and advertising materials, and activities by it or on its behalf as well as in all public announcements at forums, conferences and openings.

## **20 DEALINGS WITH THE AIRPORT SITE / PROJECT SITE**

- 20.1 The Organisation will not, subject to Clause 20.2, 20.3, and 20.4 within two years from the Project Completion Date, sell, transfer, lease, mortgage, or otherwise dispose of, encumber or part with possession of the Project Site, any part thereof or any interest the Organisation has in or in respect of the Project Site or any part thereof.
- 20.2 The Organisation hereby covenants and agrees that it will not, subject to Clause 20.3 within two years from the Project Completion Date, sell, transfer, mortgage or part with possession of its respective share of the Project Site or any interest therein respectively unless the Organisation first procures from the lessee, mortgagee or other person entitled to the possession thereof (but in the case of the mortgagee to become effective only in the event of entering into his possession under his mortgage or exercising his other powers and remedies thereunder) a Deed of Covenant with the Minister (in a form approved by it) to observe and perform the terms and conditions of this Deed.
- 20.3 The Organisation covenants and agrees to immediately notify the Minister of its intention to sell, transfer, lease, mortgage or otherwise dispose of or part possession with the Project Site, and of its need to obtain the Minister's approval to such

transaction, and the need for the Minister to sign the approved Deed of Covenant in Clause 20.2

- 20.4 Depending on the size of the committed Grant, the Organisation will not dispose of the property at the Airport Site or Project Site after the RADS Project Completion Date for a certain period of time as indicated below.

Grant Range	Number of Years
\$0 - \$200,000	2 years
\$200,001 - \$500,000	5 years
\$500,001 and above	8 years

## 21 LIMITATION OF LIABILITY

- 21.1 Neither the Minister nor any department, agency, instrumentality or emanation of the State (and any Minister, officer, or employee of any of them) shall be:
- (a) liable, in negligence or otherwise, for the success or otherwise of the Project;
  - (b) responsible for any losses or financial shortfalls encountered by the Organisation in connection with, or by undertaking, the Project; or
  - (c) liable for any losses or financial shortfalls sustained by the Organisation in the event that termination of this Deed results in or triggers the termination of other deeds or agreements the Organisation has with third parties.
  - (d) Neither the Minister, nor the Minister's authorised delegates will be liable to pay compensation when this Deed has been ended, in total or in part.

## 22 INSURANCE AND INDEMNITY

- 22.1 It is the onus and responsibility of the Organisation to ensure that during the continuance of this Deed and at all times thereafter it will maintain and keep current, public liability insurance appropriate that is proportionate to the maximum level of potential loss related to the operation of the Airport Site or Project Site, and the nature of the Project subject of this Deed. The Organisation is to ensure that such insurances will cover all claims and losses howsoever arising or caused, including but not limited to those in respect of any injury of, or illness to, or death of, any person, any loss, damage or destruction to any property, claims risks and events covered under the indemnities provided by the Organisation to the Minister under this clause.
- 22.2 The Organisation must not, and is not to permit any person to, do anything which adversely affects the continuation, validity, extent of cover or ability to make a claim under the insurance policies.



- 22.3 The Organisation will notify the Minister immediately if an event occurs which does give rise or might give rise to a claim under the insurance policies or which could prejudice the insurance policies.
- 22.4 The Organisation will ensure that all premiums in respect of insurance policies and renewals of insurance policies are paid punctually.
- 22.5 If requested by the Minister, the Organisation will provide a copy of all policies, certificates of currency and receipts for premiums in connection with all insurance cover referred to above.
- 22.6 The Organisation will indemnify and keep indemnified the Minister from and against all actions, claims, costs, proceedings, suits and demands whatsoever which may at any time be brought, maintained or made against the Minister in respect of any loss whatsoever, injury or damage of, or to, any kind of property or thing and any death of, or injury or illness sustained by, any person arising out of, or in connection with, whether directly or indirectly, this Deed, the Grant, the Project or any act, neglect, omission or default by the Organisation or any employee, agent or contractor of the Organisation
- 22.7 The provisions of clause 22.6 survive termination of this Deed.

### **23 INTERVENTION AND DEFAULT**

- 23.1 The Minister has the right to intervene at any time in the practical operation of the Project to ensure that the objectives and expected outcomes of the Project are achieved.
- 23.2 An Event of Default occurs if:
- (a) the Minister is of the reasonably held view that all or any part of the Grant is not being used, or has not been, applied with competence, efficiency and diligence;
  - (b) the Minister is of the reasonably held view that the Organisation has spent or committed, or will spend or commit, all or part of the Grant:
    - (i) for a purpose or purposes inconsistent with or contrary to the Approved Project Plan or the Project;
    - (ii) imprudently or in an unreasonable fashion having regard to the purpose of this Deed; or
    - (iii) on goods, services or goods and services for which the Organisation has paid or will pay a price which is unreasonably high.
  - (c) for any reason whatsoever the Organisation is unable or unwilling to commence, continue or complete work on the Project;

- (d) in respect of the Organisation, a commissioner is appointed under the *Local Government Act 1995*, or the Local Government Council is removed from office as a result of maladministration in terms of the *Local Government Act 1995*, or if an Insolvency Event occurs in respect of the Organisation;
- (e) the Organisation breaches this Deed and does not fully and properly rectify the breach within 28 Business Days or a period otherwise agreed from receipt of a written notice from or on behalf of the Minister specifying the breach and calling upon the breach to be rectified;
- (f) the Organisation breaches or is likely to breach an agreement or Deed it has with a third party which will or is likely to result in the Project being jeopardised or adversely affected;
- (g) the Organisation does not promptly inform the Minister of any occurrence which may adversely affect the Project in a material way or the ability of the Organisation to deliver the Project;
- (h) the Organisation does not act with integrity, good faith and probity in accordance with good corporate governance practices;
- (i) the Organisation attempts to sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers under this Deed;
- (j) the Organisation does not comply with all State or Commonwealth statutes or other laws;
- (k) the Organisation does not reasonably co-operate with the Minister in the administration of this Deed;
- (l) the Organisation refuses upon reasonable notice to provide the Minister with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property for the purpose of audit and inspection by the Minister in order to verify compliance by the Organisation with the Project and this Deed;
- (m) the Organisation proceeds with work without obtaining confirmation that the Minister has confirmed that the Approved Project Plan is acceptable;
- (n) the Organisation does not achieve the Milestone/s by the times and in accordance with any other stipulations set out in Schedule 1;
- (o) any portion of the Project has not been completed pursuant to the terms of this Deed;
- (p) the Project is not completed by the Project Completion Date;

- (q) the Organisation does not provide the Audited Financial Statement of Income and Expenditure within 60 days or such other time agreed to by the Minister; or
- (r) the Organisation fails to advise the Minister if the Organisation has received, or is expected to receive any private, or any other State or Commonwealth government grants for the Project.

## **24 CONSEQUENCES OF EVENT OF DEFAULT**

- 24.1 If an Event of Default occurs, or it is considered by the Organisation as likely to occur or would be considered by a reasonable person as likely to occur, then the Organisation must immediately notify the Minister of the occurrence or likely occurrence and must thereafter consult with the Minister with respect to this Deed and its possible termination.
- 24.2 If an Event of Default occurs, the Minister may, in his absolute discretion, suspend payment of the Grant. The Minister may continue to suspend payment of the Grant until such time as the Minister is satisfied, in his absolute discretion, that the Organisation has rectified the Event of Default.
- 24.3 If an Event of Default occurs or the Minister is otherwise entitled to terminate this Deed, including for termination for convenience, then:
  - (a) the Minister has no further obligation to pay the Organisation any part of the Grant which has not yet been paid to the Organisation; and
  - (b) the Organisation must immediately take all action necessary to cease further expenditure of the Grant; and
  - (c) upon demand by the Minister, the Organisation must immediately repay to the Minister the Grant less costs in respect of the Approved Project Plan:
    - (i) already properly incurred by the Organisation; and
    - (ii) not yet paid by the Organisation but which are due and payable, provided that in respect of such costs, the Organisation has provided to the Minister within 10 Business Days after the Minister's demand:
      - (A) documentary evidence that such costs were properly incurred in accordance with this Deed; and
      - (B) in respect of costs referred to in clause 24.2(c)(i) documentary evidence that the Organisation has paid such costs.



- 24.4 If an Event of Default involves expenditure of the Grant contrary to this Deed, then upon demand by the Minister, the Organisation must immediately repay to the State all amounts of the Grant improperly spent or committed.
- 24.5 If this Deed is terminated under any provision of this Deed the Minister will cease to have any obligation to the Organisation.

**25 MINISTER'S DISCRETION**

The Minister may terminate this Deed by providing notice in writing to the Organisation if, in the opinion of the Minister exercisable in his or her absolute discretion, the Project is no longer necessary for any reason, including due to a change in State or Commonwealth government policy, and the Deed is then terminated from the date specified in that notice.

**26 INSOLVENCY EVENT**

- 26.1 This Deed may be terminated in writing by the Minister at any time if any of the following events occur (each an Event of Default):
- (a) an application is made to a court for an order that a corporation be wound up or an order is made that a corporation be wound up;
  - (b) an application is made to a court for an order appointing a liquidator or provisional liquidator in respect of a corporation or one of them is appointed, whether or not under an order;
  - (c) an administrator is appointed in respect of a corporation or a receiver, or a receiver and manager, is appointed to any of the corporation's assets;
  - (d) a meeting is convened or a resolution is passed to appoint an administrator in respect of a corporation;
  - (e) a corporation enters into, or resolves to enter into, a scheme of arrangement or composition with, or assignment for the benefit of, all or any class of its creditors, or it proposes a reorganisation, moratorium or other administration involving any of them;
  - (f) a corporation resolves to wind itself up, or otherwise dissolve itself, or gives notice of intention to do so or is otherwise wound up or dissolved;
  - (g) a corporation is or states that it is unable to pay its debts when they fall due or is otherwise insolvent or deemed to be insolvent under the *Corporations Act 2001*;
  - (h) a corporation takes any steps to obtain protection or is granted protection from its creditors under any applicable legislation;



- (i) a corporation fails to comply with a statutory demand for payment of any debt within the time specified in any statute;
- (j) a person becomes an insolvent as defined in the *Corporations Act 2001* or action is taken which could result in that event;
- (k) dissolution or partial dissolution of a regional local government at the direction of the Minister (for the time being having responsibility for the *Local Government Act 1995*) or in accordance with the establishment Deed; or
- (l) anything analogous or having a substantially similar effect to any of the events specified above happens under the law of any Australian jurisdiction.

## **27 WAIVER**

- 27.1 No right under this Deed will be deemed to be waived except by notice in writing signed by each Party.
- 27.2 A waiver by either Party pursuant to Clause 28.1 will not prejudice that Party's rights in respect of any subsequent breach of this Deed by the other Party.
- 27.3 Subject to Clause 27.1, any failure by either Party to enforce any clause of this Deed, or any forbearance, delay or indulgence granted by one Party to the other Party will not be construed as a waiver of rights under this Deed.

## **28 ENTIRE DEED**

This Deed (including Schedules) constitutes the entire Deed between the Parties and supersedes all prior communications, negotiations, arrangements and Deeds, whether oral or written, between the Parties with respect to the subject matter of this Deed.

## **29 GOVERNING LAW**

This Deed is governed by and construed in accordance with the laws for the time being of Western Australia and the Parties hereby submit to the jurisdiction of the courts of Western Australia and all courts having jurisdiction to hear and determine appeals therefrom.

## **30 COSTS**

- 30.1 The Organisation must bear and is responsible for all or any duty payable on or in respect of this Deed pursuant to the *Duties Act 2008*.
- 30.2 Each Party must pay its own legal and other costs relating to the preparation of this Deed.

Executed as a Deed by the Parties hereto:

**For and on behalf of the Minister:**

By the duly authorised delegate of the Minister.

Peter Ryan Director Aviation Department of Transport	
	(Signature)
Date	
in the presence of	(Date)
(Name and Position Title)	(Signature)

**For and on behalf of the Organisation:**

Signed for and on behalf of the

Shire of Northam <i>Signed by the Chief Executive Officer pursuant to section 9.49A of the Local Government Act 1995</i>	
JASON WHITEAKER Chief Executive Officer	(Signature)
Date	5.9.2019
in the presence of	(Date)
Colin Young EMCS	(Signature)
(Name and Position Title)	

## SCHEDULE 1 Approved Project Plan – Northam Airport

1. **Approved Purpose of Grant / Project** – to upgrade runway edge and taxiway lighting

2. **Project Activity Plan**

**Start Date:** 1 September 2019 **Project Completion Date:** 10 May 2021

Project Activity Description Major activity components	\$ Organisation contribution ex GST	\$ Other contribution ex GST (eg RAUP, RfR)	\$ RADS Grant contribution ex GST	\$ Total contributions ex GST
Upgrade existing runway edge, taxiway, threshold and TWI lights to LED	49,789	0	49,789	99,578
<b>Total (ex GST)</b>	<b>\$49,789</b>	<b>0</b>	<b>\$49,789</b>	<b>\$99,578</b>

3. **Project Budget**

Payment Milestone(s) if applicable	Activity	Final date by which the Grant can be paid under clause 4	\$ Payment of RADS Grant ex GST
1	Upgrade runway edge and taxiway lighting	10 May 2021	49,789
<b>Total</b>			<b>\$49,789</b>

4. **Special conditions of Grant**

Nil.

5. **Notice addresses**

<b>Minister</b>	Department of Transport Aviation Branch GPO Box C102 Perth WA 6839  Facsimile: (08) 6551 6949 Email: <a href="mailto:rads@transport.wa.gov.au">rads@transport.wa.gov.au</a>	<b>Organisation</b>	Shire of Northam PO Box 613 Northam WA 6401  Facsimile: (08) 9622 1910 Email: <a href="mailto:records@northam.wa.gov.au">records@northam.wa.gov.au</a>
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**Attachment 2 - Northam Aerodrome–Lighting System Condition Assessment  
(Runway, taxiway and threshold)**



## **NORTHAM AERODROME - AIRPORT LIGHTING SYSTEM CONDITION ASSESSMENT**

Version	Issue date	Author	Reason for change
0	4/11/2020	C CUNNINGHAM	Initial Issue

### **PREPARED FOR**

Chan Vyas  
Projects Development Manager  
Shire of Northam

Reference Number: AA 201104

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## NORTHAM AERODROME RUNWAY LIGHTING SYSTEM CONDITION ASSESSMENT

### 1 BACKGROUND

A site inspection was conducted to establish the condition of the runway lighting system and in particular the condition of the primary cable supplying the runway and taxiway lights.

Northam Airport is a registered unlicensed airport and although not required to comply with CASA MOS requirements, the Shire as owner and manager wishes to move toward compliance with any new development works conducted.

The airport caters principally for light aircraft with MTOW of less than 5700kg and outer main gear wheel span of less than 4.5 metres.

### 2 SCOPE OUTLINE

The scope of the assessment is to conduct a single day site visit to examine the condition of the Northam runway lighting system.

The assessment is to address the following elements.

- The condition of the controls system and Mains Isolating Transformer.
- The lighting layout and physical installation.
- The condition of the primary cable and the existing Series Isolating Transformers (SITs).
- A budget price for the works broken down across each of the above elements.

### 3 CONDITION ASSESSMENT

#### 3.1 Control System

##### 3.1.1 Control Panel

The control panel enclosure is a cabinet that houses an electrical distribution board in the top section and the controls including AFRU + PAL unit and Mains Isolating Transformer in the bottom section. The front of the lower section has a cut out for the AFRU + PAL controls interface. The front door is loose and not attached at the hinges.

##### 3.1.2 Control System

The control system is comprised of a Mains Isolating Transformer (MIT) that provides power to the primary runway lighting circuit. The MIT is energised by a manual control switch or by pilot activation through the AFRU+PAL unit which can be activated by pilots using their air-band radio and pressing the push to talk 3 times within a 5 second period.

##### 3.1.3 AFRU+PAL

The AFRU + PAL system operation was tested using a handheld airband radio when on site and responded to the coded radio transmission as required.

- The lighting was activated and timed out after the required 30-minute duty cycle.
- A beep back signal was sent if a transmission exceeding 1 second was received within five minutes of a previous transmission
- The flashing of the IWI during the last 10 minutes of the 30 minute cycle was not observed but it is understood that this is operating correctly.
- The full range of failure modes and messages were not tested.
- The monitoring of the system is not in accordance with the standard arrangement for true monitoring of primary current and is instead activated by a contact when voltage is applied to the MIT.



- The unit is not fitted with a cavity filter which is a normal current ACMA requirement for airband radio licences. The licence for the Northam equipment should be reviewed to determine if this is a current condition of the licence.
- A manual over ride switch is provided to turn on the runway lighting manually.

**Note:** A full evaluation of the AFRU+ PAL was not carried out and some functional tests were not completed. Full evaluation requires specialist equipment and preferably bench testing.

#### 3.1.4 Mains Isolating Transformer

The mains isolating transformer has fixed output voltage with a 1:1 Voltage ratio and provides no voltage taps to permit adjustment of the primary current and is not suitable for retention in an upgraded LED lighting system.

#### 3.1.5 Control Panel Circuit Test Measurements

**Table 1. Control Panel Test Results**

Measurement	Value	Comment
Mains Voltage	240V	
Primary Voltage	240V	
Primary Current	2.1A	Measured at the control panel
Primary Insulation Resistance	<25kΩ	Measured at the control panel

The primary current was measured as 2.1Amps which is approximately one third of the rated current for a standard low intensity system. Later field readings showed that the system was able to operate only because the SIT windings are connected in reverse, secondary is connected in place of the primary and vice versa. Subsequent field testing showed that the primary current fell to 1.75A and the corresponding secondary lamp current was 2.4A. The rated secondary lamp current is 4.0A resulting in a system with low & noncompliant light intensity.

#### 3.2 Runway Lighting Condition & Layout

The lighting layout is as shown on the attached sketch plan Attachment B.

- The lights are at 90 metre longitudinal spacing which is still permitted for non-instrument, non-precision approaches as currently exist at Northam, however if a GPS approach is to be permitted in the future it will be necessary to upgrade to the standard 60metre spacing.
- The threshold pattern is noncompliant with current standards which will require 6 inset lights spaced across both thresholds between the line of runway edge lighting. A special arrangement will be required to accommodate the starter extensions on both runway ends.
- The edge lights are installed at 14.6 metres from the runway centreline and are required to be a minimum of 15.5 metres.
- The lights are on slabs that are 40mm above the surrounding ground and are installed on metal stakes which protrude through the middle of the slab. As the lights slab and stakes are all in the flight strip in order to comply with CASA standard 139.6.18, 6-19, 6-21, the slabs and the stakes are required to be level with the ground surface so as not to create a hazard to an aircraft should it be caused to leave runway and enter the flight strip.
- The lights are not level and many are broken and leaning badly.

#### 3.3 Primary Cable & SITs

The primary cabling is 2.5mm<sup>2</sup> single core double insulated building wire buried direct in ground and is not generally used or suitable for airport lighting systems. Direct burial of primary lighting cable is no longer permitted by the Australian wiring rules AS/NZS 3000-2018. The conductor's small cross section whilst adequate for the current configuration with only 2.1Amps in the primary circuit will result in high system losses and high system voltages if a new system is installed using an accepted industry standard 6.6A primary circuit.





### 3.3.1 Primary Cable

The primary cable insulation resistance was measured at the control panel and was found to be less than 25kΩ when measured with an insulation tester at 500V and 250V.

The circuit was segmented by opening at the locations indicated on the attached sketch plan included at Attachment A and the insulation resistance of each segment was measured and recorded to establish if the low insulation resistance was localised or general across the system. The results are included in Table 2. The cable was joined using AGL heat shrink cable joint kits after completion of the insulation measurements and the circuit checked to ensure it was operational before leaving site.

It was noted that at 2 of the three locations excavated there was significant damage to the primary cable sheath.

Table 2. Primary Cable Insulation Values

OP Location	Insulation Value MΩ		Comment
	A Core	B Core	
Complete Circuit	<25kΩ	<25kΩ	
Feeder	<25kΩ	<25kΩ	Feeder circuit cores from open points back to the control panel both have very low insulation resistance.
Open Point 1	<25kΩ	<50kΩ	
Open Point 2	<25kΩ	<50kΩ	
Open Point 3	<50kΩ	<50kΩ	

There are significant issues that make the re use of the cable in any upgraded system undesirable.

- The insulation has deteriorated to the extent it may not be viable for use in the short to medium term.
- The cable is not suitable for use in a 6.6A series system which is standard for current runway lighting system and all suitable FAA approved SITs are 6.6A to 6.6A. All suitable primary plug and sockets are designed for 6.0mm<sup>2</sup> Copper conductor and would not be easily adaptable to fit the 2.5mm<sup>2</sup> conductor that is currently installed.
- A significantly higher Mains Isolating Transformer voltage would be required for the 6.6A system for the 2.5mm<sup>2</sup> cable than for the 6.0mm<sup>2</sup> cable and the power loss would be more than 1,000 Watts compared to 400Watts.

### 3.3.2 Series Isolating Transformers (SITs)

The SITs were excavated at three locations. They are epoxy encapsulated style with 4.0 Amp secondary and 6.6A primary but as previously noted these connections have been reversed in this installation. This style of SIT is known to exhibit low insulation resistance after being in service for 10 years or more and they are a likely significant contributor to the low insulation resistance of the installation.

Industry practice has changed significantly since the original Northam lighting system was installed. Use of FAA approved 6.6A/6.6A SITs is universally practiced within Australia as these SITs deliver far better performance across the life of the airport lighting system.

## 4 Conclusion and Recommendations

### 4.1 Control System

The control system and its cabinet are functional but at the end of their design life. The monitoring system is not compliant with current standards but this is not considered a major issue.



It is recommended that the replacement of the control system and cabinet be programmed in the short to medium term. At this stage a new AFRU+ PAL unit should be considered and it should be fitted with a cavity filter. Note that this may already be a condition of the ACMA licence for the Northam unit and this should be investigated.

The Mains Isolation transformer is of insufficient size to operate the system at the required intensity and the 4.0A lamps are running at 2.4A which is just above half their design current which means the lighting system will be operating well below its design intensity. A larger multi tapped adjustable MIT will be required to address this issue and to bring the lamp current up to a suggested minimum of around 85% of rating (3.5A).

#### 4.2 Runway Lighting System Condition & Layout

The runway lighting installation condition is very poor and not compliant with current standards.

- Many lights are broken,
- Slabs and the mounting stakes are installed above the natural surface in the graded runway strip and are noncompliant with grading requirement from a safety perspective as they present a non-frangible buried vertical face to aircraft wheels in the runway direction, in soft ground conditions.
- The lights are on an alignment that is 14.2 metres from the runway centreline and current standards require a minimum of 15.5 metres for runway widths less than 30 metres.
- The longitudinal spacing of the system is 90 metres which is acceptable for non instrument non precision approach operations. However if the airport wishes to consider introduction of GPS approaches in the future it will need to adopt the 60metre longitudinal spacing.

The runway lighting system needs immediate repair or upgrade to correct the noted non compliances. A decision is required to determine if the lighting spacing should be retained at 90 metres or upgraded to 60 metres to allow future GPS approaches.

#### 4.3 Primary Cable and SITs

The primary cable system is seriously degraded and is not in accordance with industry practice.

- Primary circuit insulation values are extremely low including the feeders from the control panel. All segments tested were below 50KΩ.
- The primary circuit is direct buried and not compliant with current Australian Wiring Rules AS 3000-2018 for low voltage systems.
- Conductor cross section is 2.5mm<sup>2</sup> and not compatible with standard 6.6A/6.6A FAA standard lighting systems which use 6.0mm<sup>2</sup> conductors and are almost universally used in runway lighting systems throughout Australia.
- SITs are epoxy encapsulated and know to be prone to insulation failure.

The primary cable represents a significant risk of system failure and is not considered suitable for retention in any planned system upgrade. It should be replaced as soon as possible in any upgrade program.

### 5 Budget Price Schedule

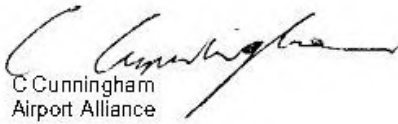
The budget price schedules are included in Attachment C.

Two schedules are included, one for retaining the existing 90 metre spacing and the other for upgrading to 60metre longitudinal spacing.





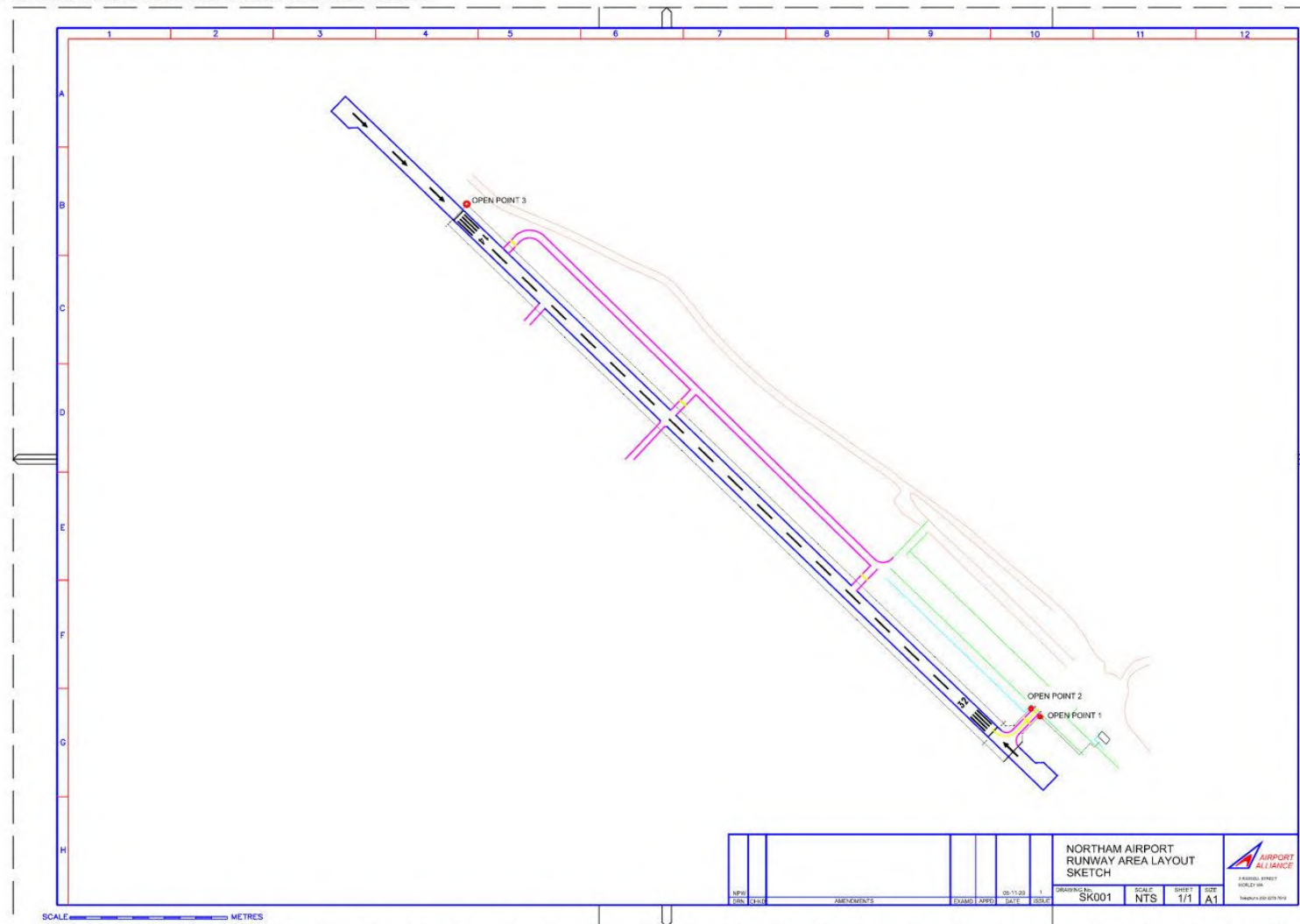
A sketch is included with Attachment C for layout with 60metre spacing of runway lights and with a compliant threshold suitable for use with runway starter extensions as currently exist on both ends of the Northam runway. The starter extensions are not lit in this case but can be if required.



C Cunningham  
Airport Alliance

CPENG NPER 116679

ATTACHMENT A: INSULATION TEST OPEN POINT LOCATIONS

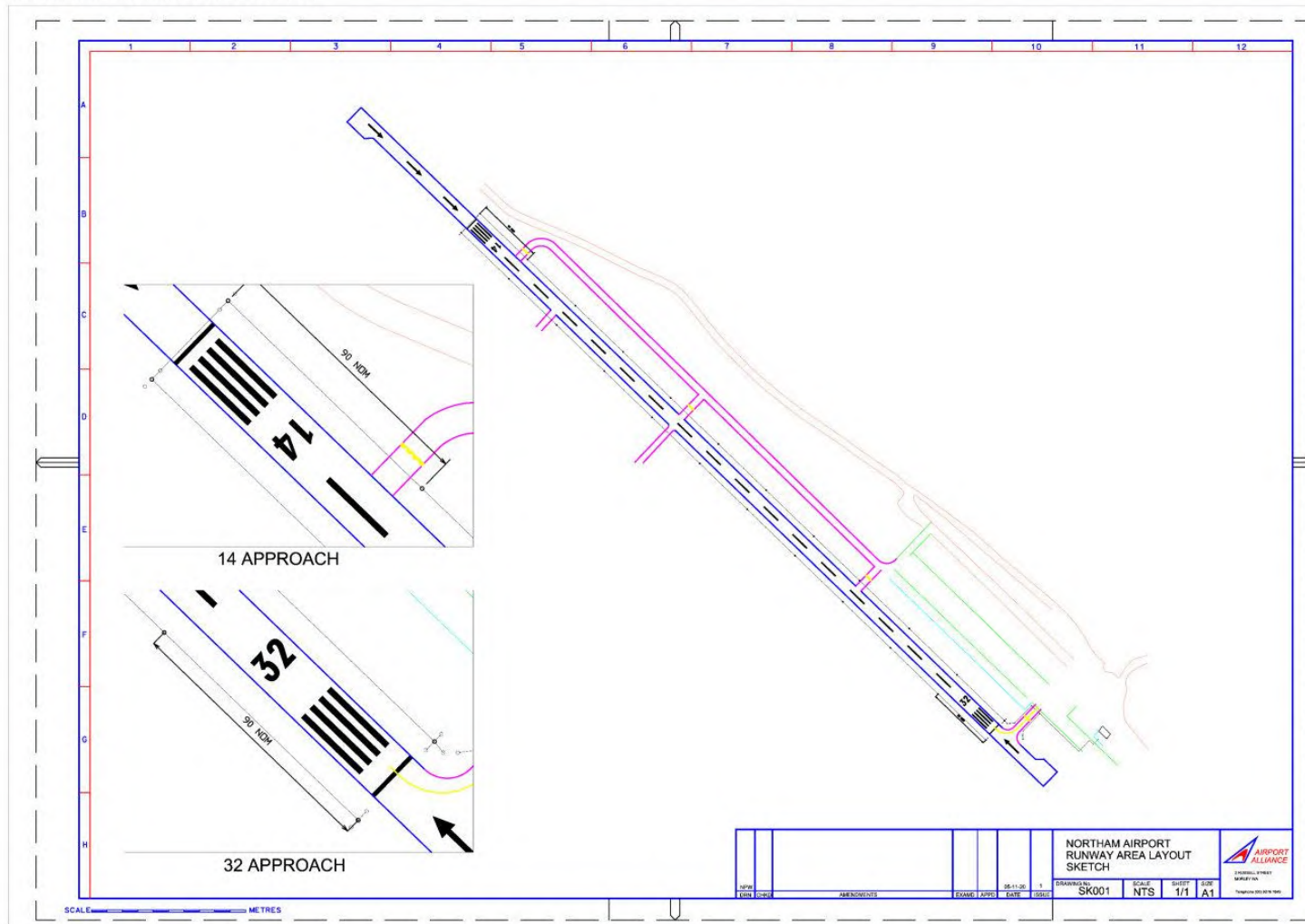


Northam Aerodrome AGL Condition Assessment

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ATTACHMENT B EXISTING LAYOUT SKETCH





**ATTACHMENT C BUDGET ESTIMATE PRICE SCHEDULE AND CONCEPT SKETCH PLAN**  
**PRICE SCHEDULE: 90 METRE RUNWAY LIGHT SPACING**

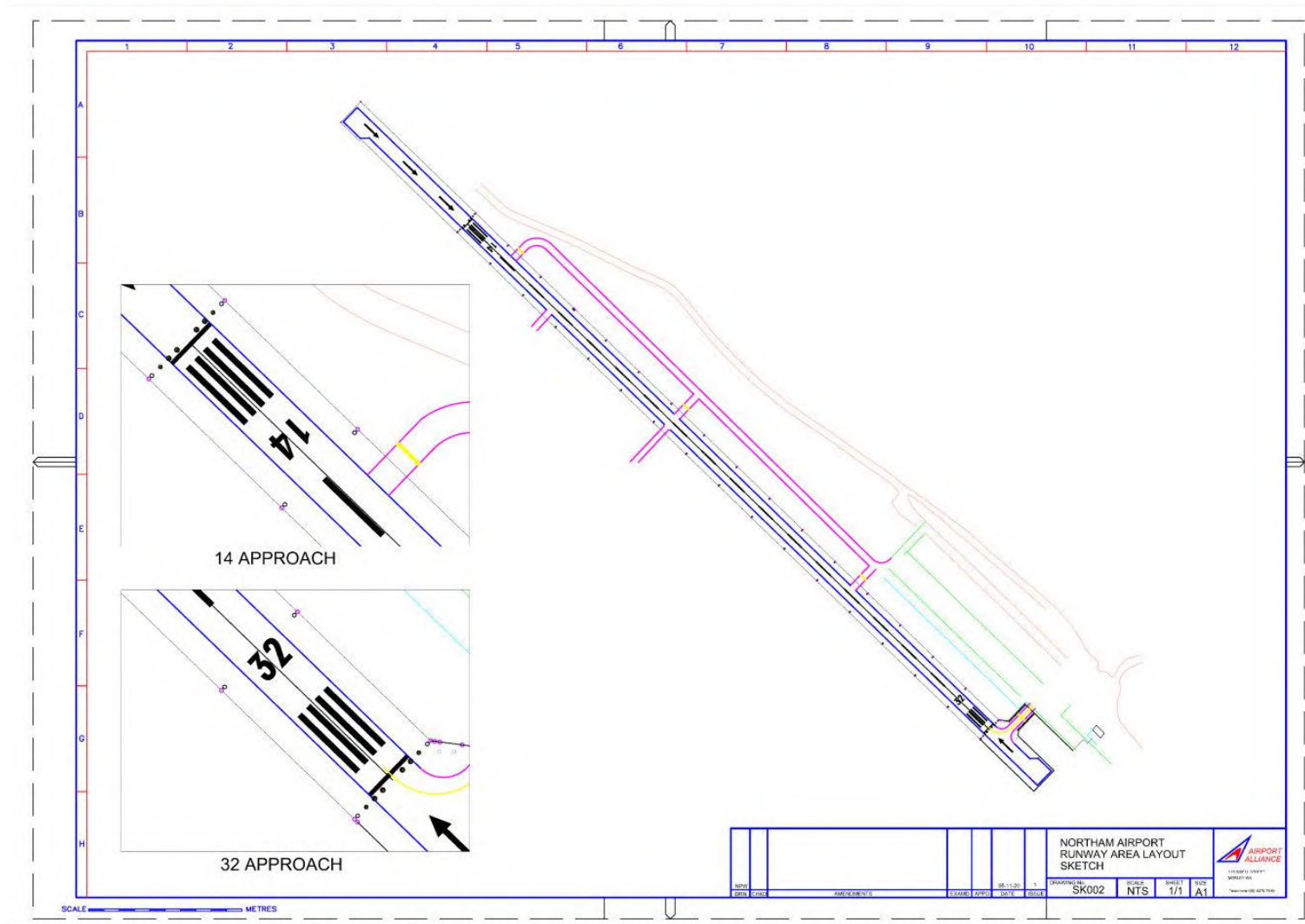
INDIRECT COSTS				
Item	Description	No	Unit	Price
P1	Mobilisation to site (including personnel and constructional plant)	1	Lot	\$4,640.00
P2	Demobilisation from site (including personnel and constructional plant)	1	Lot	\$6,040.00
P3	Accommodation and Meal Allowance	1	Lot	\$15,950.00
		Sub Total Indirect		\$26,630.00
DIRECT				
D1	Supply and Install new LED AGL Light Fittings with new bases (inc LED MIT & SITs)	1	Lot	\$63,754.80
D2	Supply and Install New MIT in existing Control Panel	1	Lot	\$3,130.00
		Sub Total		\$66,884.80
D3	Supply and Install New Conduit and Pit System	1	Lot	\$96,240.00
D5	Supply install connect and commission new primary cable & SITs in Duct and Pit System	1	Lot	\$39,294.00
D6	Survey Layout & Ascon Documentation	1	Lot	\$7,020.00
		Sub Total		\$46,314.00
		Sub Total Direct		\$209,438.80
		Total		\$236,068.80
	OPTIONS			
OP1	New AFRU + PAL In new Rack Enclosure with compliant true monitoring	1	No	\$7,500
OP2	New airband cavity filter installed	1	No	\$1,500
OP3	New control cabinet Exc AFRU + PAL and cavity filter but with space for fitting	1	No	\$9,500





**PRICE SCHEDULE: 60 METRE RUNWAY LIGHT SPACING**

INDIRECT COSTS				
Item	Description	No	Unit	Price
P1	Mobilisation to site (including personnel and constructional plant)	1	Lot	\$ 4,640.00
P2	Demobilisation from site (including personnel and constructional plant)	1	Lot	\$ 6,040.00
P3	Accommodation and Meal Allowance	1	Lot	\$ 15,950.00
		Sub Total Indirect		\$26,630.00
DIRECT				
D1	Supply and Install new LED AGL Light Fittings with new bases (inc LED MIT & SITs)	1	Lot	\$74,119
D2	Supply and Install New MIT in existing Control Panel	1	Lot	\$3,130
		Sub Total		\$77,249
D3	Supply and Install New Conduit and Pit System	1	Lot	\$97,800
D5	Supply install connect and commission new primary cable & SITs in Duct and Pit System	1	Lot	\$44,292
D6	Survey Layout & Ascon Documentation	1	Lot	\$7,560
		Sub Total		\$51,852
		Sub Total Direct		\$226,901.20
		Total		\$253,531.20
	OPTIONS			
OP1	New AFRU +PAL In new Rack Enclosure with compliant true monitoring	1	No	\$7,500
OP2	New airband cavity filter installed	1	No	\$1,500
OP3	New control cabinet Exc AFRU + PAL and cavity filter but with space for fitting	1	No	\$9,500



ATTACHMENT D: PHOTOGRAPHIC RECORD OF INSPECTION



Image 1: Control Panel Front



Image 2: Control Panel – Electrical Distribution Board



Image 3: Control Panel MIT – No Adjustment Taps



Image 4: Control Panel Door-Circuit Diagram





**Image 6: Non compliant Threshold/End Pattern**



**Image 8: Broken Light Fitting**





Image 9: Epoxy Encapsulated SITs



Image 10: Reconnection after Insulation Tests

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Proposed Extractive Industry – 324 Horton Road, Woottating

<b>Address:</b>	Lot 13 (324) Horton Road, Woottating
<b>Owner:</b>	P & S Curtis
<b>Applicant:</b>	B & J Catalano
<b>File Reference:</b>	P20079 / A2245
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

An application has been received to obtain development approval to use a portion of 324 Horton Road, Woottating for the purposes of an extractive industry to extract 207,000 tonnes of laterite gravel over a 5 year period.

Community consultation has been conducted in accordance with the provisions of LPP20 and 4 submissions have been received, including responses from Main Roads WA and the Shire of Mundaring.

If development approval is granted, then an application for an Extractive Industry Licence will need to be obtained in accordance with the provisions of the Shire's Local Laws prior to the commencement of any extraction activities.

#### ATTACHMENTS

- Attachment 1: Locality Plan
- Attachment 2: Application document
- Attachment 3: Statutory Assessment
- Attachment 4: Schedule of Submissions

---

#### A. BACKGROUND / DETAILS

The subject property is zoned Rural under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS6), has an area of 133 hectares and is located on Horton Road, Woottating on the Shire's western boundary.

The property is owned and occupied by Pure Earth and contains their composting facility on the south-east portion of the lot.

It is proposed to extract approximately 207,000 tonnes of laterite gravel from an area totalling 12.2 hectares in 3 stages over a period of 5 years in an area located north of the composting facility. The 1<sup>st</sup> stage will cover an area of 3.5 hectares, the second 5 hectares and the 3<sup>rd</sup> 3.7 hectares.

The application describes the activities involved in the extractive industry as:

- Extraction of gravel from an area of 12.2ha as shown in Figures 3. Stage 1, 2 and 3 will involve extraction of approximately 207,000 tonnes of gravel.
- Topsoil will be removed from the extraction area prior to the commencement of each stage, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than two metres.
- A bulldozer will rip and blade gravel into stockpiles. A mobile crushing and screening plant will be used on site for approximately four weeks per year, dependent on the size of the campaign. Trucks will enter the excavation area via Horton Road off Great Southern Highway and be loaded from product stockpiles by a front-end loader.
- Excavation will result in a reduction in ground level of between 1m to 1.5m.
- Topsoil will be replaced over exhausted stages of the excavation and seeded with pasture species on a progressive basis prior to the commencement of winter.
- Ongoing monitoring and maintenance will be undertaken until the rehabilitation completion criteria have been met.

It is proposed to utilise the existing Purearth traffic route arrangements for haulage, which is using Carter Street onto the Great Eastern Highway. The existing internal roads will also be used to access the extraction site. It is estimated that there will be a maximum of 8 loaded truck movements per day, 22 days per month, dependent on demand. Operating hours are proposed to be Monday to Friday 7:00 am to 6:00 pm and Saturdays 7:00 am to 12:00 noon.

An Environmental Management Plan has been submitted in support of the application and addresses matters, such as flora and fauna impacts, dust, water and noise management.

Refer to Attachment 1 for the Application and Environmental Management Plan.



## B. CONSIDERATIONS

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

Theme Area: Governance & Leadership

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

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

Effective and efficient two-way communication between the Shire of Northam and stakeholders;

### B.2 Financial / Resource Implications

The application fee has been paid by the Applicant. A bond will be required to be lodged prior to the issue of the Extractive Industry Licence to ensure that the site is rehabilitated as per the Shire's adopted Fees and Charges.

### B.3 Legislative Compliance

An assessment of the relevant provisions of Local Planning Scheme No. 6, including the Deemed Provisions, State Planning Policy 2.4 – Basic Raw Materials, Local Planning Policies 20 – Advertising of Planning Proposals and 21 – Extractive Industries has been carried out. Refer to the Statutory Assessment (Attachment 3).

The assessment shows that the extractive industry is consistent with the objectives of the zone and that potential impacts on the amenity and environment can be appropriately managed as outlined in the submitted Environmental Management Plan.

### B.4 Policy Implications

There are no policy implications associated with this proposal.

### B.5 Stakeholder Engagement / Consultation

Community and stakeholder consultation has been conducted in accordance with the requirements of Level 4 of LPP20 – Advertising of Planning Proposals, which included surrounding landowners within a radius of 5 kilometres of the site, Main Roads WA and the Shire of Mundaring.

In response, 4 submissions were received. The issues raised in the submissions have been considered in the assessment of this proposal. Refer to the Schedule of Submissions for details (Attachment 4).

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
---------------	-------------	-----------------------------------	-------------------

Financial	Bond is not paid.	Minor (2) x Unlikely (2) = Low (4)	Ensure bond is paid prior to issue of the El Licence.
Health & Safety	Nil	Nil	Nil
Reputation	Nil	Nil	Nil
Service Interruption	Nil	Nil	Nil
Compliance	Non-compliance with conditions.	Minor (2) x Unlikely (2) = Low (4)	Conditions to be regularly monitored.
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

### C. OFFICER'S COMMENT

The Western Australian Planning Commission's Basic Raw Materials (BRM) Fact Sheet recommends that the following issues be considered in determining an application for an extractive industry:

- management of air, water, noise and visual impacts;
- location and stability of excavations, stock piles and overburden dumps;
- amenity of adjacent land uses in the local community; and
- rehabilitation of the land consistent with its long-term future use.

As demonstrated in the Statutory Assessment, all of these issues have been satisfactorily addressed in the Environmental Management Plan.

Impacts from dust to sensitive land uses can be reduced through vegetation screens, 'best practice' site management practices, and appropriate buffers. Residents are approximately 1.5km from the site, which provides a buffer from site operations. Trucks will need to be covered and suppression measures will need to be used on the site access to ensure that dust generated from haulage activities does not impact on residents.

Noise from BRM extraction is subject to the *Environmental Protection Act 1986* and the *Environmental Protection (Noise) Regulations 1997*. An acoustic report at this stage hasn't been prepared in conjunction with the proposal and it is recommended that should noise complaints be received and attributed to the operation, a noise assessment will be required.

In regards to traffic generation and impacts as a result of the development, it is proposed to utilise the existing Pureearth arrangements to cart onto the Great Eastern Highway together with their internal access. The development will result in an additional 8 loaded truck movements per day for up to 22 days per month during operations, which is unlikely to impact local traffic movements particularly considering the low density nature of the locality.

Concerns have been raised in the submissions in regards to dust and noise emissions and traffic impacts resulting from the operation of the extractive industry. Conditions have been recommended to address these concerns.

## **RECOMMENDATION**

### **That Council:**

- 1. APPROVE the development application (ref: P20079) to conduct an Industry – Extractive at Lot 13 (324) Horton Road, Woottating in accordance with the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:**
  - 1.1. The development hereby permitted must substantially commence within two years from the date of determination.**
  - 1.2. This development approval is valid for a period of five (5) years from the date of the issue of the Extractive Industry Licence with an option to extend for a further five (5) years with prior local government approval.**
  - 1.3. Development may be carried out only in accordance with the details of the application as approved herein and the approved Environmental Management Plan.**
  - 1.4. Hours of operation of the extractive industry shall be limited to Monday to Friday 7:00 am to 6:00 pm and Saturdays 7:00 am to 12 noon. No works is permitted outside these hours or on public holidays without the prior approval of the local government.**
  - 1.5. The approved Environmental Management Plan shall be implemented for the duration of the extractive industry to the satisfaction of the local government.**
  - 1.6. Vehicular access to and from the extractive industry hereby permitted shall be via the Great Eastern Highway only. There is to be no direct vehicular access from the Great Southern Highway to the extractive industry hereby permitted.**
  - 1.7. All car parking/loading areas, and vehicle access and circulation areas are to be maintained and available for car parking/loading, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government.**
  - 1.8. Prior to the commencement of any works, a detailed survey plan, including contours, shall be prepared by a suitably qualified person and submitted to the local government to establish baseline data for the subsequent annual reporting.**
  - 1.9. Prior to the commencement of any works, the approved extraction area is to be clearly demarcated onsite to the approval of the local government and approved markers indicating the extent of the area are to remain in place for the duration of the operations.**
  - 1.10. Prior to the commencement of any works, a Bushfire Management Plan shall be prepared by a suitably qualified person and submitted to the local government for approval.**



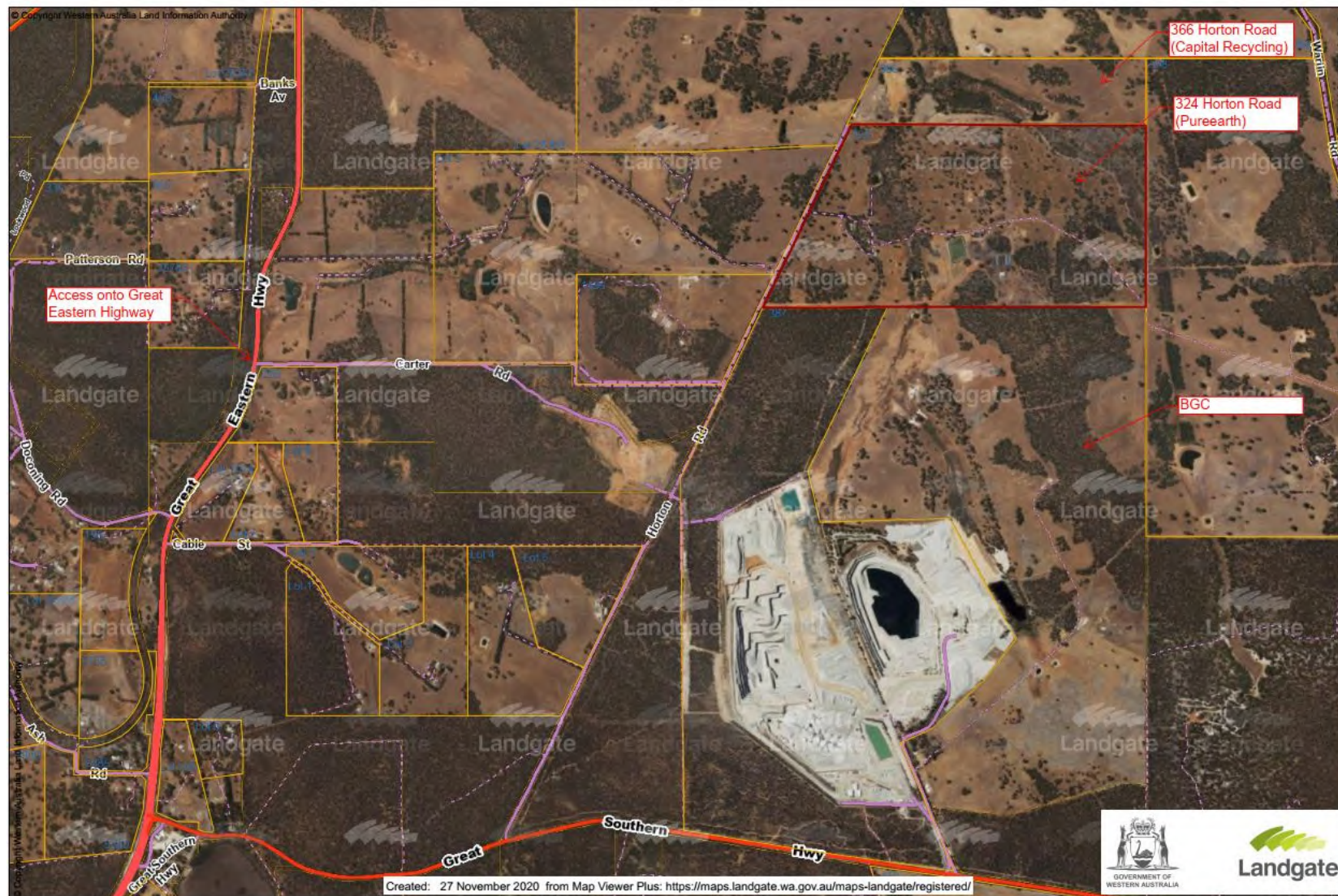
- 1.11. Prior to the commencement of any works, the recommendations in the approved Bushfire Management Plan shall be implemented to the satisfaction of the local government.
- 1.12. Prior to the commencement of any works, measures shall be taken to ensure that vegetation worthy of retention is identified and protected during works to the satisfaction of the local government.
- 1.13. Prior to the commencement of any works, the Applicant shall establish a rehabilitation bond of \$42,700.00 and such bond, security or bank guarantee to be unconditional (no expiry date) in favour of the Shire of Northam.
- 1.14. A road maintenance contribution of 50 cents per tonne for the contribution to the maintenance of Horton Road shall be paid annually.
- 1.15. Should any complaints be received (e.g. noise or vibration), the Applicant is to employ suitably qualified personnel to prepare an assessment to recommend mitigation strategies, which shall be submitted to the local government for approval prior to implementation.
- 1.16. Prior to the commencement of any works, the Applicant shall submit evidence that consultation with the Shire of Mundaring has occurred in regards to the use of Carter Road as part of the approval haulage route.
2. Delegate authority to the Chief Executive Officer to issue the Extractive Industry Licence to B & J Catalano to operate an extractive industry at Lot 13 (324) Horton Road, Woottating, subject to the following conditions:
  - 2.1. The extractive industry licence is valid for a period of five (5) years from the date of the issue of the Extractive Industry Licence with an option to extend for a further five (5) years with prior local government approval.
  - 2.2. Development may be carried out only in accordance with the details of the application as approved herein, the approved Environmental Management Plan and the Shire of Northam *Extractive Industries Amendment Local Law 2018*.
  - 2.3. Hours of operation of the extractive industry shall be limited to Monday to Friday 7:00 am to 6:00 pm and Saturdays 7:00 am to 12 noon. No works is permitted outside these hours or on public holidays without the prior approval of the local government.
  - 2.4. The approved Environmental Management Plan shall be implemented for the duration of the extractive industry to the satisfaction of the local government.
  - 2.5. Vehicular access to and from the extractive industry hereby permitted shall be via the Great Eastern Highway only. There is to be no direct vehicular access from the Great Southern Highway to the extractive industry hereby permitted.

- 2.6. All car parking/loading areas, and vehicle access and circulation areas are to be maintained and available for car parking/loading, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government.
- 2.7. Prior to the commencement of any works, a detailed survey plan, including contours, shall be prepared by a suitably qualified person and submitted to the local government to establish baseline data for the subsequent annual reporting.
- 2.8. Prior to the commencement of any works, the approved extraction area is to be clearly demarcated onsite to the approval of the local government and approved markers indicating the extent of the area are to remain in place for the duration of the operations.
- 2.9. Prior to the commencement of any works, a Bushfire Management Plan shall be prepared by a suitably qualified person and submitted to the local government for approval.
- 2.10. Prior to the commencement of any works, the recommendations in the approved Bushfire Management Plan shall be implemented to the satisfaction of the local government.
- 2.11. Prior to the commencement of any works, measures shall be taken to ensure that vegetation worthy of retention is identified and protected during works to the satisfaction of the local government.
- 2.12. Prior to the commencement of any works, the Licensee shall establish a rehabilitation bond of \$42,700.00 and such bond, security or bank guarantee to be unconditional (no expiry date) in favour of the Shire of Northam.
- 2.13. The Licensee shall pay a road maintenance contribution of 50 cents per tonne for the contribution to the maintenance of Horton Road.
- 2.14. Should any complaints be received (e.g. noise or vibration), the Licensee is to employ suitably qualified personnel to prepare an assessment to recommend mitigation strategies, which shall be submitted to the local government for approval prior to implementation.
- 2.15. Prior to the commencement of any works, the Licensee shall submit evidence that consultation with the Shire of Mundaring has occurred in regards to the use of Carter Road as part of the approval haulage route.
- 2.16. The licensee shall have at all times a current public liability insurance policy taken out in the joint names of the licensee and the local government indemnifying the licensee and the local government for a sum of not less than \$10,000,000 in respect of any one claim relating to any of the excavation operations.



## Attachment 1 – Location Plan

324 Horton Rd, Woottating





**Attachment 2 - Application document**



**EXTRACTIVE INDUSTRY APPLICATION  
&  
ENVIRONMENTAL MANAGEMENT PLAN (EMP)**

**LOT 13 ON DEPOSITED PLAN 87525,  
(324 HORTON ROAD), WOTTATING**

September 2020

B&J Catalano  
South Western Highway  
Brunswick Junction  
W.A 6224  
Ph: (08) 9726 8100  
Fax (08) 9726 1575



## Extractive Industries Licence Application and Environmental Management Plan

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LOT 13 ON DEPOSITED PLAN 87525,  
(324 HORTON ROAD), WOOTTATING



REPORT PREPARED BY  
LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD

Location: Lot 13 on Deposited Plan 87525  
(324 Horton Road) Woottating

Report type: Extractive industries Licence Application and Environmental  
Management Plan (EMP)

Version Reference: 0.2

Date: September 2020

Prepared by Lundstrom Environmental Consultants Pty Ltd for B&J Catalano Pty Ltd

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Appendix 3: Weed Management Plan

Appendix 4: Water Management Plan

Appendix 5: Dust Management Plan

Appendix 6: Dieback Management Guideline

## 1 INTRODUCTION

### 1.1 GENERAL DESCRIPTION OF THE PROPOSAL

The purpose of this report is to provide all the necessary information required in support of a Development Approval (DA) application and an Extractive Industries Licence (EIL) (Appendix 1) by the proponent, B & J Catalano Pty Ltd for 324 Horton Road, Woottating, Shire of Northam.

The report sets out the details for the extraction of laterite gravel within an area of 12.2ha on the property. It also provides an environmental assessment of the proposal and the proposed rehabilitation plan for the site.

### 1.2 PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

Land Description:	Lot 13 on Deposited Plan 87525
Volume:	2026
Folio:	553
Area:	133ha
Ownership:	Paul Guy Curtis & Sean Thadeus Curtis

The property is located approximately 54 km north-east of the Perth Central District and 5 km north-east of the Lakes. It is accessed from Horton Road off the Great Southern Highway.

Figure 1 shows the regional location of the property.

A letter of authorisation from the landowners is included in Appendix 2.

## 2 PLANNING ISSUES

### 2.1 PRESENT LAND USE

Lot 13 on Horton Road consists of remnant native vegetation after being cleared for presumably grazing purposes in the early 1980s. Remnants of native vegetation in the cleared paddocks and parts of proposed extraction area have persisted on the site since the initial clearing. The property has been used for grazing.

A 26ha portion of the property, as described on its Certificate of Title, was registered as Memorial Land on 30/4/1999 under Memorial H094865 (attached in Appendix 2) under the Soil and Land Conservation Act 1945 Section 30B. The covenant stipulates that the proprietors of the property recognise the value of sound land management and the value of protecting areas within the land described in Memorial H094865. Under this agreement, parts of this property (totalling 26ha) are to be retained and protected as native vegetation and adequately fenced to exclude all access of livestock by 28 February 2002 to promote growth of native vegetation.

These pockets of land on the property described by Document Memorial H094865 are not part of the application area (Figure 2). In accordance with the Shire's guideline sets out in the Local Planning Scheme No 6, Local Planning Policy No.21, the proposed extraction area also has a separation distance of 50m from the nearest pocket of land covenanted by the Document on the east side of the Property.

A compost manufacturing company (River Nominees Pty Ltd, trading as Purearth Composting) is operating on the southeast part of Lot 13 under Department of Water and Environmental Regulation (DWER) Licence number L8769/2013/1. Surrounding land uses comprise rural lots and extractive industries. A basic raw material screening facility owned by Fairfield Holding Pty Ltd / TA Capital Recycling with a Licence Number L8797 / L9251 is operating immediately adjacent to the northern Lot boundary. Voyager II Quarry of BGC Quarries Pty Ltd is situated approximately 1100 m southwest of the Lot boundary.

Lot 13 does not fall within the Environmentally Sensitive Areas under DWER-046 (Landgate 2020). The property lies within a "Rural" zone as defined by the Shire of Northam's Town Planning Scheme No. 6. Figure 2 shows the site and surrounds and indicates the proposed Extractive Industries Licence (EIL) area covered by this application.



### 3 EXISTING ENVIRONMENT

#### 3.1 CLIMATE

The proposed extraction area is located within the Shire of Northam which experiences a mild, temperate climate with hot, dry summers and cool, wet winters.

The most recent data from the Bureau of Meteorology (BoM) Bakers Hill weather station and the BoM York weather station have been reviewed for this report. The mean 9 am wind speed for the area with the most recent data available from 1971 to 1985 shows that strong wind conditions of 22-27 knots on the Beaufort Scale may occur in January and February. Over the other months of the year, the mean wind speeds record light or moderate conditions. In the afternoon, the wind is lighter with maximum mean 3 pm windspeed of between 13-14 knots during the summer months. The winds are predominantly east to south-east in the mornings and switching to west in the afternoons.

Rainfall data collected from 1964 to 2019 by shows the highest rainfall occurs in July and is generally higher during the months of May to August.

#### 3.2 TOPOGRAPHY AND DRAINAGE

The majority of the property comprises of very gentle to medium slopes of between 3% to 8% with the proposed extraction area having gentle slopes between 6% to 8%. The elevation within Lot 13 ranges between 275m AHD and 305m AHD with the proposed extraction area varying between 295m AHD and 275m AHD. Drainage on the property flows towards the north. Surface runoff management is discussed in section 5.5 of this document.

Two minor ephemeral watercourses flow northward through Lot 13. One is located approximately 450m west of the proposed extraction area, and the other is approximately between 80 to 150 m northeast of it.

The majority of the property lies within the Wooroloo sub catchment of the Swan Avon – Lower Swan hydrographic catchment in the Swan Coastal Basin. The property falls within Surface Water and Groundwater Proclamation Areas under the *Rights in Water and Irrigation Act 1914 (RIWI)*. The property does not fall within a Public Drinking Water Source Area (NationalMap, 2020).

No Environment Protection Policy (EPP) wetlands or lakes exist within the site or within 1000m of the proposed extraction operations (WALIS 2020). The Wooroloo Brook, formed from the confluence of the two minor ephemeral watercourses that flow through the Lot is located approximately 400m north of proposed extraction area.

There are five dams on Lot 13, three are within the compost manufacturing facilities of Purearth and two are located southwest and west of the proposed extraction area, along the western creek.

### 3.3 GEOLOGY AND SOILS

Geologically, the western side of the Shire of Northam consists of laterites of the Darling Scarp overlying granites of the Yilgarn Block. The area from Northam to York consist of Archaean granites, gneisses and migmites with some meta-sediments and volcanic areas (McArthur, 1991).

The soil on the site has been mapped and described in the Yalanbee Subsystem (Ya) as 235WnYa which is described as residual plateau at the top of the landscape shallowly dissected by Pindalup valleys. The soils are predominantly pisolitic gravelly, yellowish brown soils that vary in texture from loamy sands to clays, with pockets of pale sands and areas of outcropping laterite (Northam Land Resources Survey).

### 3.4 GROUNDWATER AND HYDROLOGY

There are no wetlands within the proposed extraction area.

Depth to groundwater information of Lot 13 has been obtained from three monitoring bores located on the property (Table 1). These three groundwater bores were installed to monitor any possible changes in groundwater quality and levels associated with the neighbouring compost manufacturing operations. The groundwater intercepted by these bores is described as a seasonal perched aquifer above the pallid clay zone of the laterite profile. The perched aquifer is reported to be dry during summer and, when present, is between 1m and 3m in thick. The depth to the perched groundwater across the South-eastern part of the Lot ranges from approximately 3.5m to 9m below ground level (mbgl) (DWER, 2020).

Table 1. Monitoring bores on Lot 13 Horton Road

Bore	GIS Coordinates	AHD Levels
Bore 1	439463.48E 6475992.95N	290.99RL ground 291.24RL top of casing
Bore 2	439370.92E 6475948.63N	287.19RL ground 287.52 RL top of casing
Bore 3	439395.05E 6475861.91N	289.15RL ground 289.64RL top of casing

Source: DWER, 200

Depth to the regional groundwater table is approximately 20 mbgl-25 mbgl and its flow is inferred to be north-northeast with a shallow gradient of 0.002. Regional groundwater occurs in a low yielding, fractured rock aquifer located between the pallid clay zone and granite bedrock (DWER, 2020).

Since the groundwater table generally follows the elevation contours of the area, and utilising data from Bore 1, the closest bore to the proposed EIL area, it can be assumed that the highest groundwater levels within the extraction area occur at approximately 3.5m below ground level (for the seasonal perched aquifer) and 20m below ground level (for the regional groundwater table).

Groundwater will not be intercepted by the proposed gravel extraction as mining will only lower the ground level by 1m to 1.5m. The proposed operations will be at least 2m above the highest seasonal water table.



### 3.5 WETLANDS

There is no wetland within nor adjacent to the Property.

### 3.6 VEGETATION

A flora, vegetation and Black Cockatoo habitat assessment was conducted on the proposed extraction area in 2019 (PGV Environmental, 2019). According to search results from DBCA Naturemap Database, there are no threatened ecological communities within a radius of 10km. A search using the Commonwealth Government's Protected Matters Search Tool also resulted in no threatened flora identified as occurring within 5 km of the site.

Native vegetation on the proposed extraction area has been cleared extensively for grazing purposes in the early 1980s. Remnants of native vegetation in the cleared paddocks have persisted.

The property contains stands of trees over weeds and does not contain any areas of good quality native vegetation. As a result, native vegetation condition over the property is rated as 'completely degraded' according to the Keighery scale of Vegetation Condition Rating (Keighery, 1994). The property was severely burnt in May 2019. The fire did not impact on the presence or condition of understory vegetation as there was no native understory present before the fire.

The proposed extraction is mapped as the Murray 2 Vegetation Complex of the Darling Plateau (National Map 2019). This complex is described as: "Open forest of *Eucalyptus marginata* subsp. *thalassica-Corymbia calophylla-Eucalyptus patens* and woodland of *Eucalyptus wandoo* with some *Eucalyptus accedens* on valley slopes to woodland of *Eucalyptus rudis* and *Melaleuca raphiophylla* on the valley floors in semiarid and arid zones" (Shepherd et al., 2001).

There is a small area in the southern part of the property that is mapped in the Yalanbee, Y5 complex, described as "a mixture of open forest of *Eucalyptus marginata* subsp. *Thalassica-Corymbia calophylla* and woodland of *Eucalyptus wandoo* on lateritic uplands in semiarid to perarid zones" (Shepherd et al., 2001)

Lot 13 does not fall within any Environmentally Sensitive Areas under DWER-046 (Landgate 2020). The remnant trees on the site are not considered representative of any intact vegetation complexes. No intact native vegetation occurs on the site. The remnant trees on the site are predominantly Marri (*Corymbia calophylla*) and a few scattered Jarrah (*Eucalyptus marginata*) with two Wandoo trees (*Eucalyptus wandoo*) close to a creek line situated 45m east/west/ of the proposed extraction area. The only other native species recorded on the site was Harsh Hakea (*Hakea prostrata*).

A clearing permit was submitted to the Department of Water and Environmental Regulation (DWER) on 11/08/2020.



### 3.7 FAUNA

A search of the EPBC Protected Matters Database identified the area as potential (unconfirmed) breeding habitat for *Calyptrorhynchus latirostris* (Carnaby's Black-Cockatoo) (DoEE 2019). It is not within the confirmed or unconfirmed roosting areas for Carnaby's Black Cockatoo. The Black Cockatoo habitat assessment conducted in 2019 showed that the property contained four species of foraging habitat trees for Black Cockatoo, with an estimated total canopy coverage of 2.6ha (PGV Environmental, 2019). However, there was no evidence of trees being utilised as roosting by Black Cockatoos. The nearest recorded roosting sites are reported to be around 2.6km to the south west (National Map, 2019).

### 3.8 DIEBACK DISEASE

The area does not fall within forest disease risk area. Dieback mapping has not been undertaken for the site. Due to the large areas of cleared land within the proposed extraction area, the site should be classified as uninterpretable and managed as such.

### 3.9 CURRENT ZONING

The area is zoned as "Rural Areas" in accordance with the Shire of Northam Town Planning Scheme No.6.

### 3.10 EXISTING INFRASTRUCTURE ON THE SITE

Lot 13 is accessed by Horton Road which is a partly sealed public road. Internal roads are unsealed. Some internal roads are utilised by the compost manufacturing company (Purearth) operating in the southern section of the property, adjacent to the proposed extraction area. The composting operation has a couple of structures on site, one is utilised as an admin building with toilet facilities, and the other is a shed for compost mixing. The operation also has 3 dams to manage its effluent.

The property boundary is fenced for cattle grazing. The areas covenanted under Memorial H094865 are also fenced. An internal fence line separates the composting facilities from the proposed extraction area.

## 4 THE DEVELOPMENT PROPOSAL

### 4.1 EXISTING DEVELOPMENT

There has been no previous mining operations on Lot 13.

### 4.2 PROPOSED EXTRACTION ACTIVITIES

It is proposed to extract approximately 207,000 tonnes of gravel from an area totalling 12.2ha in three stages over a period of 5 years using an average gravel thickness of 1m and a specific gravity of 1.7tonnes per m<sup>3</sup>. The first stage will cover an area of 3.5, the second 5ha, and the third 3.7ha. While acknowledging the Shire's guideline to restrict the open pit to 2 hectares (Shire of Northam, 2019), the Proponent proposes to extract from an area larger than 2 ha in each stage because the capacity of equipment used by the Proponent will not efficiently fit into a 2ha plan. The use of larger capacity equipment will shorten the extraction and disturbance times that will enable rehabilitation programs to commence sooner.

An extractive industries licence is required for the purpose of commencing the following activities on the site:

- Extraction of gravel from an area of 12.2ha as shown in Figures 3. Stage 1, 2 and 3 will involve extraction of approximately 207,000 tonnes of gravel.
- Topsoil will be removed from the extraction area prior to the commencement of each stage, with only the area targeted for immediate extraction being open. Topsoil will be stockpiled separately along the edges of the extraction area, with stockpiles being no higher than two metres.
- A bulldozer will rip and blade gravel into stockpiles. A mobile crushing and screening plant will be used on site for approximately four weeks per year, dependent on the size of the campaign. Trucks will enter the excavation area via Horton Road off Great Southern Highway and be loaded from product stockpiles by a front-end loader.
- Excavation will result in a reduction in ground level of between 1m to 1.5m.
- Topsoil will be replaced over exhausted stages of the excavation and seeded with pasture species on a progressive basis prior to the commencement of winter.
- Ongoing monitoring and maintenance will be undertaken until the rehabilitation completion criteria have been met.

Table 2 summarises the stages of the extraction operation and the estimated timeframes for the associated activities.

Extractive Industries Licence Application and Environmental Management Plan

Lot 13 Harton Road, Waattating

Table 2. Stages of the Extraction Operation and Estimated Timeframes

Action	2020		2021		2022		2023		2024		2025	
Clearing – stages 1-3												
Mining – stages 1-3												
Landscape Recontouring – stages 1-3												
Progressive revegetation												
Monitoring and maintenance												



#### 4.3 SITE ACCESS AND EGRESS ROADS

It is proposed to utilise the existing Purearth transport route of Carter St and then Great Eastern Highway and vice versa as access from and to the site. The existing Purearth exit point onto Horton Road and internal roads will also be utilised.

#### 4.4 PROPOSED INFRASTRUCTURE

A weighbridge and staff/contractor's car park will be located immediately south west of the proposed extraction area (Figure 2).

No onsite book-keeping will be performed, therefore site office will not be built nor power supply for office be required. The only power supply required is for the crushers when in operation and this will be supplied by mobile generators and agreement onto Carter

Existing ablution and water closet facilities situated within Purearth Composting Site will be utilised.

Although there are two dams along the creek on the western part of the Lot, water for dust suppression will not be sourced from these dams. Water for dust suppression will be outsourced from other commercially available sources.

No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a "snap-on snap-off, fast-fill and auto shut-off" facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight. No major servicing, which could lead to fuel and oil spills, will take place on the site.

#### 4.5 ESTIMATED TRAFFIC TO BE GENERATED

The following estimates are made for extraction areas stage 1 to 3:

Total annual gravel removal:	69,000 tonnes
Number of working days per month:	22 days
Vehicle payloads (GAVs <sup>1</sup> ):	Truck and Dog (40 tonnes) Road Train (50 tonnes)
Proportional use:	40 tonners (50%) and 50 tonners (50%)

The above factors suggest a maximum of 8 loaded truck movements per day, but this will be dependent on demand. Operating times will be Monday to Friday 0700 hours to 1800 hours and Saturdays 0700 hours to 1200 hours.

<sup>1</sup> General Access Vehicle (Road Traffic Rules and Regulations 2002)

## 5 POTENTIAL ENVIRONMENTAL IMPACTS AND PROPOSED MANAGEMENT

Short term negative environmental impacts are to be expected in the process of all mining actions. However, these can largely be mitigated over the medium to long term provided that operating procedures are in accordance with acceptable standards and that environmental management measures are implemented. The following listed potential impacts are used as a check list to ensure that all potential major impacts are addressed.

### 5.1 FLORA AND FAUNA

Since the majority of the area has been cleared and the site is devoid of intact native vegetation, there will be no significant impact to indigenous flora and fauna. The proposed extraction area boundaries have been planned to avoid stands of trees and remnant vegetation on the property. This includes a separation distance of 50m between the proposed extraction area and the Memorial Land on the east side of the property to further protect remnant native vegetation on the pocket of land.

An investigation of FloraBase showed that there are no known records of flora species protected under the EPBC Act identified as having the potential to occur within the proposed extraction area.

Of the fauna species identified from the EPBC Protected Matters Search Tool (DoEE 2019) as having the potential to occur within the proposed extraction area, only one species, Carnaby's Black Cockatoo (*Calyptorhynchus latirostris*) may use the area as potential foraging and breeding habitat. A targeted Black Cockatoo survey was undertaken for the proposed extraction area in 2019 (PGV Environmental, 2019). Results from the survey indicated that mining will not have a significant impact on the Carnaby Black Cockatoo or the Baudin's Black Cockatoo.

### 5.2 WEEDS

A weed management plan will be implemented as described in Appendix 3 of this report.

### 5.3 ALTERATION OF THE LAND SURFACE

No steep slopes will remain after extraction and this will ensure that the extraction area will blend into the surrounding landscape. The final land surface will be between 1 to 1.5 metres below the original ground level and the edges will be battered back to a gradient of 1:6.

### 5.4 VISUAL IMPACT

Being 700m-900m away from the nearest public road (Horton Road) and situated on the other side of the ridge and a pocket of land with protected remnant native vegetation, the proposed activities will hardly be visible from Horton Road. A portion of the proposed extraction area will be visible for a short stretch along the Lot border to the north. However, this will be significantly less than the existing visual impact created by the Voyager II Quarry south of the Lot boundary.

It is thus concluded that whilst some visual impact will be occurred, this will be acceptable due to the nature of current land uses in the area.

Once rehabilitation has been completed in these areas and pastures established, there will be little evidence that extraction has taken place. Existing remnant vegetation along fence lines in the west and north will be retained to provide an element of screening for the proposed extraction.

## 5.5 WATER

In all extraction operations, the potential exists for impacts to be incurred on surrounding water resources, or by stormwater erosion of exposed areas. This is dependent on the slopes associated with the site, the nature of the ground materials and the proximity of the site to sensitive receptors such as aquifers, wetlands, lakes or rivers.

Management measures to mitigate potential impacts to or from water are contained in the Water Management Plan included as Appendix 4 and summarised below.

### 5.5.1 Water Management

#### 5.5.1.1 Surface Water Management

Surface drainage within the proposed EIL area is to the north towards Chinganning Gully which drains into Worooloo Brook.

There are drainage lines near the EIL area (Figure 3). One dam is located to the west and one to the south-west of the EIL area, along the drainage lines. In accordance with the Shire's guideline sets out in the Local Planning Scheme No 6, Local Planning Policy No.21, the boundaries of the proposed extraction area also have a separation distance of between 80 to 150 m from the nearest water course on the east and north of the property.

The proposed extraction area does not intercept any expressions of surface water such as lakes, wetlands, dams, rivers or creeks, and no surface drainage lines have been identified within the proposed extraction areas.

#### 5.5.1.2 Stormwater Management

Stormwater at this site is not expected to pose a risk of impact to the environment. The pit will be 1 to 1.5 metres below ground level and combined with the gentle slopes of the proposed extraction area, most stormwater will naturally be retained within the pit.

The management of stormwater on this site will be as follows:

- Any surface runoff from unmined areas outside the proposed extraction area will be diverted around the workings by means of topsoil stockpiles placed along the boundaries of the stages acting as diversion banks.



- The runoff generated by direct rainfall onto the working stage will be managed by:
  - Stormwater detention ponds constructed in each stage whilst it is being worked, with all stormwater generated from the active cell being directed to ponds by contour banks. The ponds will serve as effective silt traps in times of high surface runoff.
  - Strategically placed stockpiles to reduce water flow within the extraction area.
- On completion of the extraction stage, contour banks will be constructed across the final landform with an average fall of 0.2% and within a range of 0.1 and 0.4%. The contour banks will be spaced approximately 30m apart.

#### 5.5.1.3 Groundwater Management

The project does not involve abstracting groundwater for operational purposes. No groundwater will be exposed by this development since extraction will only lower the ground level by 1m to 1.5m and depth to the nearest perched groundwater is approximately between 3.5-9 mbgl. The regional groundwater is approximately between 20 mbgl-25 mbgl (See Water Management Plan in Appendix 4).

Due to the low scale nature of the operations, no groundwater contamination is anticipated. Since no fuel or lubricant storage, refuelling nor major servicing will occur on the site, fuel or oil spills are not anticipated.

Contaminated material resulting from any minor spills will be extracted and disposed of offsite at an appropriate landfill facility.

## 5.6 NOISE

The proposed development will generate some operational noise during periods of stripping, crushing and screening, but this will be limited to approximately four weeks per year. Mitigation measures will be implemented which will limit the impact of operational noise.

The site is surrounded by farming land, extractive industry operations and rural small holdings. The closest noise sensitive premises are the compost manufacturing office / facilities located within the Lot, approximately 265m south and southwest of the proposed extraction area. Three residential dwellings are located within the Lot, approximately between 650 – 740m southwest and west of the closest point of the proposed extraction area. These dwellings are not occupied. Two other dwellings within 1000m of the proposed operations are an office and a structure used by the basic raw material screening operation located on 366 Horton Road (Capital Recycling), immediately north of the Lot. Since the dwellings within the 1000m radius of the proposed extraction area are either vacant or parts of rural or extractive industry operations, it can be inferred that the environmental impacts of noise on these premises will be low.

The closest residences to the outer boundaries of the extraction areas are summarised in Table 3 and illustrated on Figure 2.

Three closest dwellings beyond 1000m of the proposed operations are located approximately 1500 m to the west, southwest and southeast of the proposed extraction area. These premises are located outside of the prescribed 1000m buffer required for Category 12 operation (Environmental Protection Authority, 2005).

The following management measures will be implemented to mitigate potential noise impacts:

- Hours of operation will be restricted to between 0700 hours and 1800 hours on weekdays and between 0700 hours to 1200 hours on Saturdays.
- Late model equipment will be utilised with reduced noise level outputs.
- Broad-band reversing warning devices (croakers) will be utilised on heavy machinery and trucks.
- During mining, topsoil will be pushed up in bunds along the edges of the pit and these will serve to attenuate the noise.
- During crushing and screening, gravel stockpiles will be placed around the plant and this will act as an additional buffer
- The crushed material will be stockpiled in a manner that will maximize the buffering of noise that might occur from the loading of trucks after mining operations have ceased
- A complaints register will to be used, with all complaints being formally recorded
- The signage on the gate will include the contact telephone number of the quarry manager to allow for quick reaction to any complaints that might arise.

Table 3. Structures within 1000m of the Proposed Extraction Area

Reference No on Figure 2	Structure Location	Type of Structure	Distance	Direction
S1	324 Horton Road, Woottating	Office	273m	SW
S2	324 Horton Road, Woottating	Compost Mixing Shed	265m	SW
S3	324 Horton Road, Woottating	House	650m	SW
S4	324 Horton Road, Woottating	House	665m	W
S5	324 Horton Road, Woottating	House	734m	W
S6	366 Horton Road, Woottating	House	700m	W
S7	366 Horton Road, Woottating	Basic Raw Material Screening Facilities	450m	NW

## 5.7 DUST

There is potential for dust to be generated from active working areas, stockpiles and unsealed roads under dry, windy conditions. A Dust Management Plan has been prepared to address dust management during the operational and rehabilitation stages of the extraction project and is included in Appendix 5.

A summary of dust control measures to be implemented for the extraction project are given in Table 4.

**Table 4. Summary of Dust Control Measures to be implemented for the Extraction Project**

Activity	Action	Control measure	Result
<b>Daily</b>			
Vegetation clearing and topsoil stripping	Timing of earthworks.	The timing of clearing and stripping will align to periods of high soil moisture and low wind.	Reduced dust generation.
Gravel extraction and product loading.	Visual inspection of site and access road for dust generation that is moving off site.	Water cart application over dust prone areas to reduce dust lift off.	Reduced dust generation.
Product transport.	All loads covered before leaving the property.	Cover loads.	Reduced dust generation from product transport.
<b>As Required</b>			
Training.	Induct all employees and contractors working on site.	Site induction includes awareness of dust generation and management measures to be utilised by all personnel on site.	Activities undertaken to minimise dust generation on site.
Progressive rehabilitation / stabilisation of completed areas.	Undertake progressive rehabilitation to stabilise soil.	Progressive rehabilitation to be undertaken as per Section 6 of this report.	Reduced dust generation from the property.
Dust complaints.	Provide a contact number for any complaints on access signage.	Undertake review of potential complaints and implement appropriate action to reduce dust generation from site.	Reduced dust generation from the property.

## 5.8 DIEBACK

Since the majority of the area to be extracted is cleared, it is not possible to ascertain the dieback status of the area. The area should thus be classified as "uninterpretable" and managed as per the guidelines applicable for this classification (Dieback Working Group 2010).

### 5.8.1 Dieback Management

The following management measures will be put in place to minimise future spread of dieback:

- The site will be fenced at all times.



- Access to the site will be via a single entrance gate.
- All machinery, trucks and other vehicles will arrive in a clean condition free of soil and organic matter that may contain dieback fungus.
- Any soil or plant material brought to site for rehabilitation purposes should be free from dieback sources.
- Employees and contractors working on the site will be informed of the purpose of the above measures and their responsibilities in relation to dieback prevention.
- The site will not be worked during extremely wet periods.

B&J Catalano Pty Ltd has a guideline to manage dieback on its sites. The guideline was developed following the Best Practice set out by the Dieback Working Group (Appendix 6).

## 5.9 HERITAGE SITES

A search of the Department of Planning, Lands and Heritage (DPLH) Aboriginal Heritage Inquiry System (AHIS) shows no registered sites or other heritage places on Lot 13. If during the works, an Aboriginal cultural heritage site is discovered, the Proponent will immediately advise the Department of Aboriginal Affairs and abide by the *Aboriginal Heritage Act 1972*.

## 5.10 ACID SULPHATE SOILS

A search of the CSIRO's Australian Soil Resource Information System (ASRIS) database determined there were no acid sulphate soil (ASS) sites identified in the vicinity of the proposed EIL area with the area being classified as having an 'Extremely Low Probability of Occurrence' of ASS (CSIRO 2020). Therefore, the risk of exposing potentially ASS soils to the atmosphere is inferred to be very unlikely. The proposed extraction area is not associated with wetland environments.

## 6 REHABILITATION

### 6.1 PROPOSED REHABILITATION MEASURES

Rehabilitation of the completed areas will be progressive with most of the area being returned to pastures. The following steps will be implemented:

- Topsoil and overburden will be stripped at the commencement of each extraction stage and will be stored in stockpiles placed along the edges of the operational areas to be used during rehabilitation.
- Areas where compaction has occurred will be ripped.
- Batters will be smoothed to 1:6 and the base of the pit levelled out.
- Stockpiled topsoil and overburden will be spread over the completed areas.
- The area will be planted with pasture species and native vegetation as required by the conditions of the clearing permit.
- Contour banks with an average fall of 0.2% and within a range of 0.1% and 0.4% will be constructed at elevation intervals of approximately four metres.
- Monitoring and maintenance of rehabilitated areas.

The final rehabilitated surface is estimated to be approximately 0.8m lower than the original ground level and blended into the surrounds. This post rehabilitation floor level will result in a separation distance greater than the minimum 0.5m above the historical maximum winter groundwater level recommended by DWER for future land use of pastures (DWER 2019).

Native revegetation will be undertaken in accordance with any clearing permit conditions. A separate management plan for rehabilitation will be prepared once the conditions have been granted

## 6.2 MONITORING AND MAINTENANCE

Monitoring will be carried out on an annual basis to assess:

- the physical stability of the landform in the rehabilitated areas.
- the success of germination of pasture grasses.
- the emergence of weeds.

Monitoring will continue until the completion criteria presented in Section 6.3 have been fulfilled.

Maintenance procedures will be carried out where necessary and will include:

- repair of any erosion damage.
- replanting/seeding areas that may not have regenerated.
- weed control.

## 6.3 COMPLETION CRITERIA

Completion criteria should be set at a high enough standard to ensure that the overall objectives of the rehabilitation have been met. These criteria should allow for efficient reporting and auditing so that rehabilitation works can be tracked and finalised within an appropriate timeframe.

The completion criteria proposed for extractive operations on Lot 13 on Deposited Plan 87525 are presented in Table 5.

Table 5: Closure Criteria and Interim Targets

Criteria	Objective	Interim Targets
1. Safety	The site is safe to humans.	The site is safe to humans during operations
2. Sustainability	The site is sustainable in the long term without additional management inputs.	N/A
3. Suitability	The site is suitable for agricultural purposes.	N/A
4. Visual amenity and heritage	The rehabilitated extraction area blends into the surrounding environment.	N/A
5. Off-site impacts	Significant adverse off-site impacts are prevented.	N/A



Criteria	Objective	Interim Targets
6. Hydrology	<ul style="list-style-type: none"> <li>Site hydrology does not prevent the establishment of desired vegetation.</li> <li>Site hydrology does not reduce the stability of the landform.</li> <li>Stormwater is contained within the site.</li> </ul>	<ul style="list-style-type: none"> <li>Stormwater is contained within the site during operations.</li> <li>Identification and mitigation of any hydrology related issues during operations.</li> </ul>
7. Soils and stability	<ul style="list-style-type: none"> <li>Soil profiles and structures are sufficient to ensure vegetation establishment.</li> <li>The landform is stable.</li> </ul>	<ul style="list-style-type: none"> <li>Topsoil is respread in all rehabilitation areas.</li> <li>Identification and mitigation of potential erosion scars and scours during operations.</li> </ul>
8. Vegetation	<ul style="list-style-type: none"> <li>Pasture grasses cover the entire targeted area.</li> <li>Pasture grass cover is sufficiently resilient to sustain grazing pressure.</li> <li>Successful regeneration of native vegetation over the required area.</li> <li>Native species survival rates to be 1 per 8m<sup>2</sup>.</li> <li>Monitoring will be conducted on an annual basis just prior to the wet season and will include plant survival rates and stability of the constructed batters.</li> <li>Maintenance will include the replacement of plants in all areas that do not meet the interim targets</li> </ul>	<ul style="list-style-type: none"> <li>After one-year pasture grasses cover 30% of target area increasing by 20% per annum thereafter.</li> <li>After the first season at least 50% survival rate of native plants after the following dry season.</li> <li>Successful establishment of 70% of plants after 1 year, 80% by year 3 and 100% by year 7.</li> <li>The existence of at least 1 tree or shrub stem per 8m<sup>2</sup> (on average) after a period of 7 years</li> </ul>
9. Weed	<ul style="list-style-type: none"> <li>Declared pest weeds are absent.</li> <li>The level of weed species should not be detrimental to the pasture grasses.</li> </ul>	<ul style="list-style-type: none"> <li>Weed species removed systematically during operations.</li> </ul>

## 7 REFERENCES

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Shire of Northam (2019). Local Planning Scheme No.6, Local Planning Policy No 21 – Extractive Industry.

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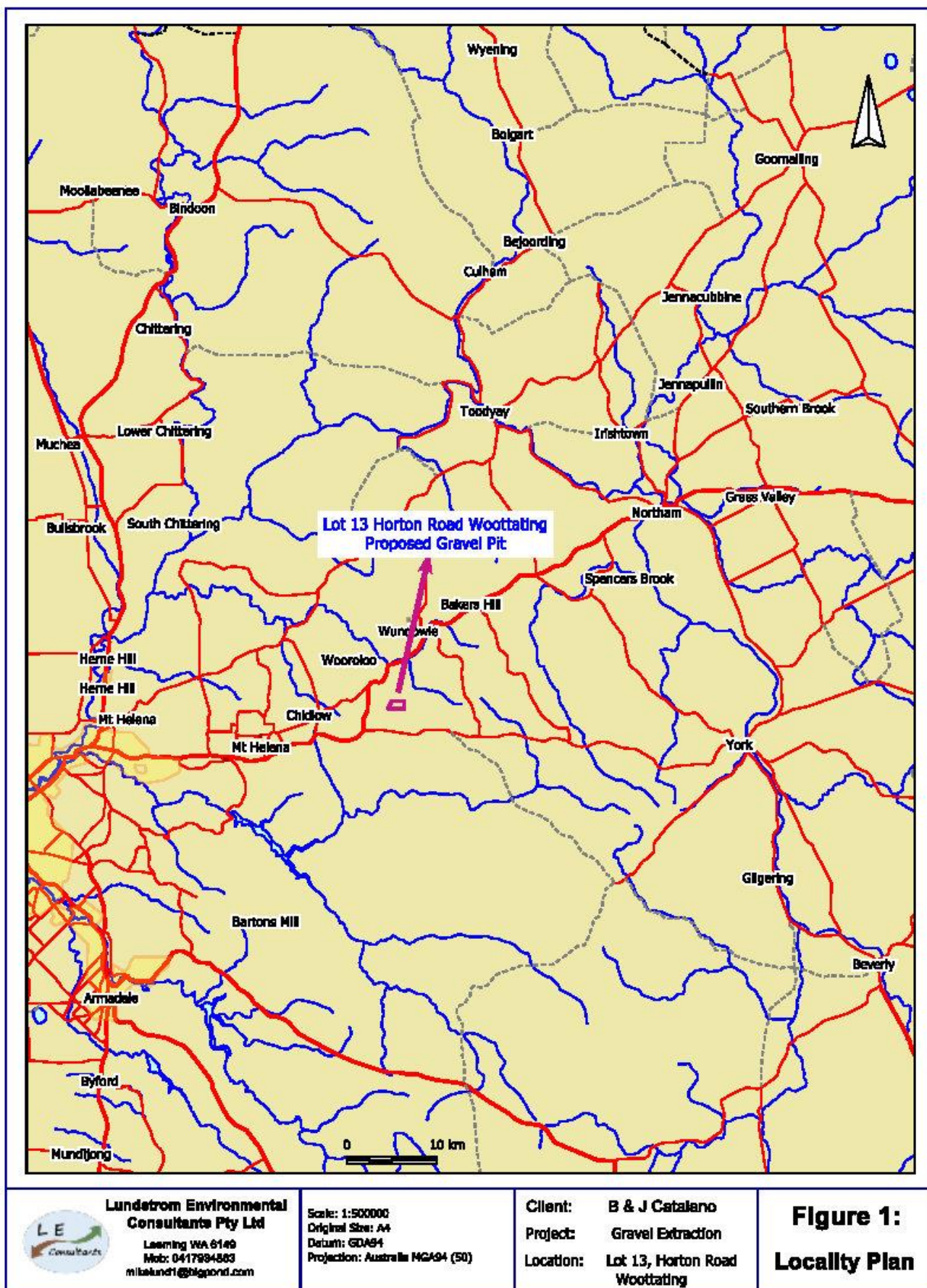
Wilde SA and Low GH (1978). Perth: Western Australia Sheet SH/50-14: Western Australia Geological Survey, 1:250,000 Geological Series Explanatory Notes

Extractive Industries Licence Application and Environmental Management Plan

lot 13 Harton Road, Waattsing

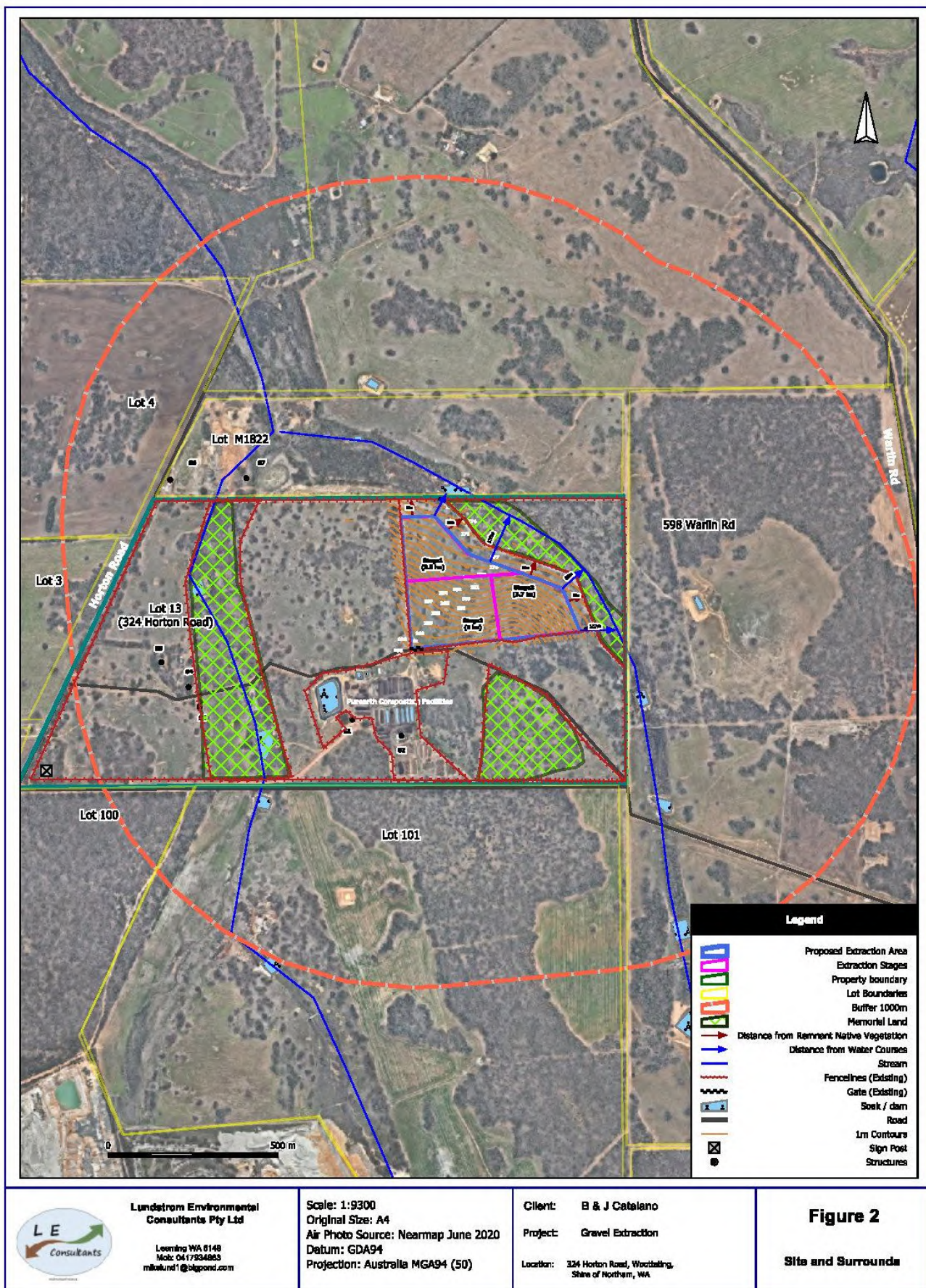


## FIGURES



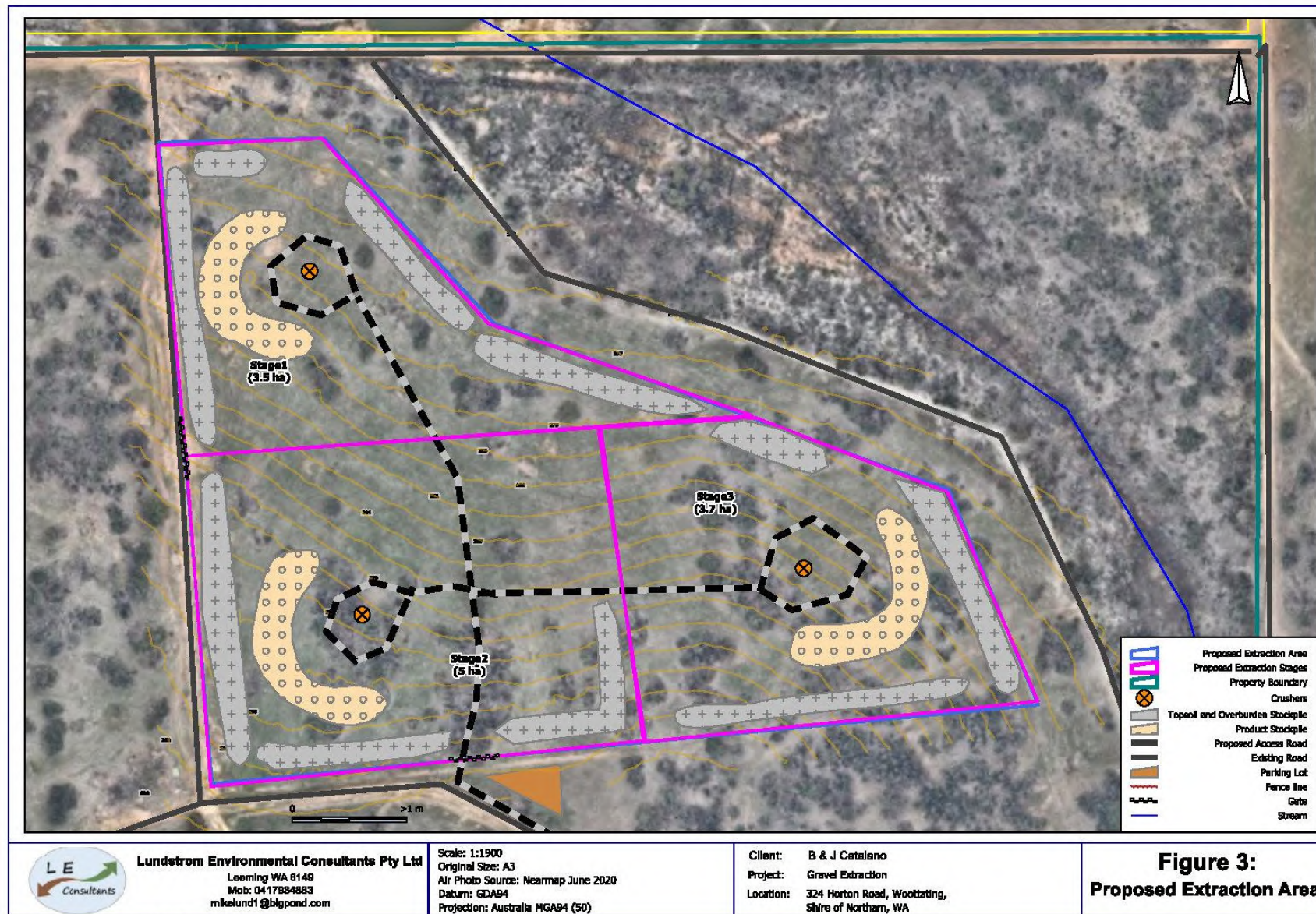
Z:\Catalano\Horton Road\Area4\Drawing\F1 Locality.map 27/08/2020





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**APPENDIX 1**  
**EXTRACTIVE INDUSTRY LICENCE AND DEVELOPMENT APPROVAL**  
**APPLICATION FORMS AND CERTIFICATE OF TITLE**



APPLICATION  
FOR AN EXTRACTIVE INDUSTRY LICENSE

Name:		B&J Catalano		
Address:		Southwest Highway Brunswick Junction		
		6224		
Tel:		Fax:		
(08)9726 8100		(08)9726 1575		
Address of Proposed Excavation:		324 Horton road, Woottating		
Lot No:	Loc No:	Plan No:	CT: Volume	Folio
13	1881	87525	2026	553
Owner: Paul Guy Curtis And Sean Thadeus Curtis				
Address of Owner:		20 Ibis Place, High Wycombe		
Occupier of the Land: Purearth				
Material to be Extracted: Laterite Gravel Products				
Previous Extractive Industry License Issued on:			N/A	
Previous Extractive Industry License Expired on:			N/A	
Conditions of Previous Extractive Industry License: N/A				
Duration of License Sought: 5 Years				
Date of Application: 22/09/2020				
Signature of Applicant:		Clem Catalano		
Signature of Owner/Occupier:		Paul Curtis		
Signature of Existing Licensee (if Applicable): N/A				





395 Fitzgerald Street  
PO Box 613  
NORTHAM WA 6401  
P: (08) 9622 6100  
F: (08) 9622 1910  
Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)  
Website: [www.northam.wa.gov.au](http://www.northam.wa.gov.au)

## DEVELOPMENT APPLICATION FORM

Please ensure all forms are completed correctly and the relevant information is enclosed.

### Office Use Only

#### Comments:

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#### **THIS PACKAGE INCLUDES:**

Application for Development Approval & Schedule of Fees  
Information Checklist for Development Applications

*Package Updated July 2019*



**SHIRE OF NORTHAM**  
APPLICATION FOR DEVELOPMENT APPROVAL

*Planning and Development (Local Planning Schemes) Regulations 2015, Schedule 2 Part 17, 4-8b, 3c*

<b>Owner details</b>		
Name: Paul Guy Curtis & Sean Thadeus Curtis		ABN (if applicable): 38 260 959 585
Postal Address: 325 Dundas road, High Wycombe		Postcode: 6057
Western Australia		
Phone: (08) 6278 2111 (work) (mobile): 0411 156 666 (home):	Fax: (08) 6278 2122	E-mail: info@purearth.com.au
Contact person for correspondence: Paul Curtis		
Signature: 		Date: 1/9/2020
Signature: 		Date: 22/09/2020
The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2-clause 62(2).		

<b>Applicant details (if different from owner)</b>		
Name(s): B&J Catalano		
Postal Address: Southwest Highway, Brunswick Junction		Postcode: 6224
Western Australia		
Phone: (08) 9726 8100 (work) (mobile): 0407 857 026 (home):	Fax: (08) 9726 1575	E-mail: admin@catalano.com.au
Contact person for correspondence: Peter Bennett, peterbennett@catalano.com.au		
The information and plans provided with this application may be made available by the local government for public viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature: 		Date: 22/09/2020

<b>Property details</b>		
Lot No: 13	House / Street No: 324	Location No:
Diagram or Plan No: 87525	Certificate of Title Vol. No: 2026	Folio: 553
Title encumbrances (e.g. easements, restrictive covenants): H094865		
Street name: Horton road		Suburb: Woottating
Nearest street intersection: Great Eastern Highway/Carter Street		
PLEASE FILL IN THE DETAILS ON THE REVERSE		

[cl 86(1)]

Proposed development	
Nature of development:	<input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works and use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for:	<input type="checkbox"/> Works <input type="checkbox"/> Use
Description of proposed works and/or land use:	Extraction of Laterite Gravel and Supporting Facilities
Description of exemption claimed (if relevant):	
Nature of any existing buildings and/or land use:	Rural and Compost Manufacturing Operation
Approximate cost of proposed development:	
Estimated time of completion:	2025

OFFICE USE ONLY	
Acceptance Officer's initials: .....	Date received: .....
Local government reference no: .....	



### DEVELOPMENT APPLICATION CHECKLIST

This checklist has been introduced to make sure that development applications are complete before they are registered as applications. The reasons for requiring complete applications include:

- The information is required under the Deemed Provisions for Local Planning Schemes (i.e. therefore required by law);
- Assessment cannot be carried out by a planning officer until all information is received;
- Complete information reduces delays arising from an incomplete application.

#### FORMS

Application for Development Approval  
The Application Form has been signed by the owner/s of the land  
Copy of Certificate of Title (not older than 3 months)

Please Tick

☒  
☒  
☒

**PLEASE NOTE THAT THE ORIGINAL SIGNATURE IS REQUIRED ON ALL SCANNED DOCUMENTS**

#### FEES

Fee Paid (Please refer to Schedule of Planning Fees)

Please Tick

☐

#### PLANS

One set of electronic plans are required to a scale of not less than 1:500 showing:

Please Tick

- |  |                                     |
|--|-------------------------------------|
| Street names, lot number(s), north point and the dimensions of the site  | <input checked="" type="checkbox"/> |
| A permanent datum point, contour, spot levels and feature survey of the property   | <input checked="" type="checkbox"/> |
| The location and proposed use of any existing buildings to be retained and the location and use of building proposed to be erected on the site   | <input checked="" type="checkbox"/> |
| The existing and proposed means of access for pedestrians and vehicles to and from the site  | <input checked="" type="checkbox"/> |
| The location, number, dimensions and layout of all car parking spaces intended to be provided  | <input checked="" type="checkbox"/> |
| The locations and heights of stabilized embankments e.g. retaining walls   | <input type="checkbox"/>            |
| The location and dimensions of any area proposed to be provided for the loading and unloading of vehicles carrying goods or commodities to and from the site and the means of access to and from those areas | <input type="checkbox"/>            |
| The location, dimensions and design of any landscaped, open storage or trade display areas and particulars of the manner in which it is proposed to develop the same   | <input type="checkbox"/>            |
| Verge and road features including traffic islands, crossovers, trees, stormwater grates and services   | <input type="checkbox"/>            |
| The type of external materials and colours   | <input type="checkbox"/>            |
| Structures and/or buildings on adjoining lots within 3m of the lot boundary  | <input type="checkbox"/>            |
| Plans, elevations and sections of any building proposed to be erected or altered and of any building it is intended to retain.   | <input type="checkbox"/>            |

**Incomplete applications will be suspended until receipt of all required information.**

**Additional information may be required.**

#### TO BE COMPLETED BY APPLICANT

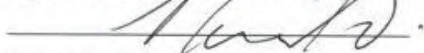
Name of person submitting the application

Mike Lundstrom

Has all information required by this checklist been provided?

Y ☒ N ☐

Signature of person submitting application



**Note: The information is required as part of the process to assess the application and compliance with the checklist does not necessarily mean that the proposal will be approved.**

**TO BE COMPLETED BY SHIRE OF NORTHAM – ADMINISTRATIVE ONLY**

Has all information required by this checklist been provided?

Y ☐

N ☐

Signature of officer processing lodgement of application

\_\_\_\_\_

Date: \_\_\_\_\_

**DISCLAIMER**

- Please note that the Shire of Northam reserves the right to request additional information for specific applications such as truck movement plans, traffic reports and acoustic reports. For larger applications, applicants are encouraged to arrange an appointment with a planning officer prior to lodgement.
- Discussing your development proposal at an early stage can avoid unnecessary delays in the processing of the application. **An appointment to discuss your proposal is necessary.** Appointments can be made by phoning 9622 6134 or 9622 6133. Queries may also be directed to these numbers.
- This publication is intended to provide general information only. Verification with the original local laws, local planning schemes and other relevant documents is required for detailed references.



Shire of Northam Development Application Fees & Charges 2019/20	
<b>Note: All Town Planning Fees are exempt from GST unless otherwise indicated</b>	
1. Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is —	
(a) not more than \$50 000	\$147
(b) more than \$50 000 but not more than \$500 000	0.32% of the estimated cost of development
(c) more than \$500 000 but not more than \$2.5 million	\$1 700 + 0.257% for every \$1 in excess of \$500 000
(d) more than \$2.5 million but not more than \$5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million
(e) more than \$5 million but not more than \$21.5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million
(f) more than \$21.5 million	\$34 196
2. Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	The fee in item 1 plus, by way of penalty, twice that fee
3. Determining a development application for an extractive industry where the development has not commenced or been carried out	\$739
4. Determining a development application for an extractive industry where the development has commenced or been carried out	The fee in item 3 plus, by way of penalty, twice that fee
5. Determining an application to amend or cancel development approval	\$295
6. Determining an initial application for approval of a home occupation where the home occupation has not commenced	\$222
7. Determining an initial application for approval of a home occupation where the home occupation has commenced	The fee in item 6 plus, by way of penalty, twice that fee
8. Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires	\$73
9. Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired	The fee in item 8 plus, by way of penalty, twice that fee
10. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced or been carried out	\$295
11. Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	The fee in item 10 plus, by way of penalty, twice that fee
12. Advertising Costs (where required)	
• Letters of Consultation	\$137 (incl. GST)
• Onsite Sign	\$137 (incl. GST)
• Newspaper Advertisement	On a cost-recovery basis
13. Repurposed or Second-Hand Dwellings	
• Bond or Bank Guarantee	\$31,000 (incl. GST)
14. Extractive Industry Licences	
• Extractive Industry Annual Licence Fee	\$348.00
• Application for New/Renewal of Extractive Industry Licence Fee	\$350.00
• BGC Quarry	\$1,770.00



WESTERN AUSTRALIA



REGISTER NUMBER	
13/D87525	
Duplicate Edition	DATE DUPLICATE ISSUED
2	16/12/2011

RECORD OF CERTIFICATE OF TITLE  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 2026  
FOLIO 553

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts  
REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 13 ON DIAGRAM 87525

REGISTERED PROPRIETOR:  
(FIRST SCHEDULE)

PAUL GUY CURTIS  
SEAN THADEUS CURTIS  
BOTH OF 20 IBIS PLACE, HIGH WYCOMBE  
AS JOINT TENANTS

(T L821214 ) REGISTERED 29/12/2011

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)

1. EXCEPT AND RESERVING METALS, MINERALS, GEMS AND MINERAL OIL SPECIFIED IN TRANSFER 4332/1938.
2. \*H094865 MEMORIAL SOIL AND LAND CONSERVATION ACT 1945. AS TO PORTION ONLY. REGISTERED 30/4/1999.
3. \*L821215 MORTGAGE TO AUSTRALIA & NEW ZEALAND BANKING GROUP LTD REGISTERED 29/12/2011.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2026-553 (13/D87525)  
PREVIOUS TITLE: 1814-480  
PROPERTY STREET ADDRESS: 324 HORTON RD, WOOTTATING.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF NORTHAM

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING L821215

LAND DESCRIPTION	ON	CERTIFICATE OF TITLE	FIELD BOOK	DIA 87525
LOT 12 OF AVON LOCATION 1881	PLAN 16617 DIAGRAM INDEX BH 34(101) 1-7, 1-8 PUBLIC	VOLUME 1814 FOLIO 480	67161	TOTAL AREA 330.5726 ha

LOCAL AUTHORITY: SHIRE OF NORTHAM  
LOCALITY: EAST BEECHINA


SCANLAN SURVEYS PTY.LTD.  
LICENSED SURVEYORS  
P.O.BOX 429, MIDLAND 6056  
PH: 09 250 2261 FAX: 09 274 6206

SURVEYOR'S CERTIFICATE		APPROVED BY	LODGED	SCALE 1:15000
REG 54 I PAUL NAS heretby certify that: (a) this plan of survey is a correct and accurate representation of the survey carried out by me personally/under my own personal supervision, inspection and field check, and recorded in field books lodged for the purposes of this plan of survey. (b) the measurements are in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and in particular regulations 23 and 34 of those regulations, and (c) this survey and this plan of survey are in strict accordance with the requirements of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and the relevant law in relation to which it is lodged.	REG 55D I heretby certify that: (a) this plan is correct and was prepared under my supervision and is the result of calculations from measurements made by me personally/under my own personal supervision, inspection and field check as recorded in the field books lodged for the purposes of this plan. (b) the measurements are in strict accordance with the requirements of the Licensed Surveyors (Guidance of Surveyors) Regulations 1961 and in particular regulations 23 and 34 of those regulations; and (c) this plan of survey conforms with the relevant law in relation to which it is lodged.	STATE PLANNING COMMISSION FILE DPUD 91398 For Chairman DATE 18-11-94 PLANNING AND URBAN DEVELOPMENT 18 NOV 1994 91398	DATE 31.8.94 FEE PAID \$253 ASSESSMENT NO 65786 EXAMINED J. Chernouski 15/9/94 DOCKET PLAN/DIAGRAM 87471 CERTIFIED CORRECT J. Chernouski 16/9/94 F.S.C. No.	ALL DISTANCES ARE IN METRES IN ORDER FOR DEALINGS SUBJECT TO APPROVED 28.12.94 APPROVED OFFICE OF TITLES DIAGRAM 87525

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30 Apr, 1999 13:01:58 Perth



MEMORIAL  
AGRICULTURE WESTERN AUSTRALIA

LODGED BY AGRICULTURE WESTERN AUSTRALIA

ADDRESS Locked Bag 4  
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REFERENCE No.

ISSUING BOX No. 999

PREPARED BY Kelly Holyoake

ADDRESS Office of the Commissioner  
Agriculture Western Australia  
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Bentley Delivery Centre WA 6983

PHONE No. 08 9368 3906

FAX No. 08 9368 3654

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER  
THAN LODGING PARTY.

TITLES, LEASES, DECLARATIONS ETC. LODGED HERewith

1. AGREEMENT TO RESERVE Received Items

2. \_\_\_\_\_

3. \_\_\_\_\_ Nos

4. \_\_\_\_\_


5. \_\_\_\_\_

6. \_\_\_\_\_ Receiving Clerk

EXAMINED

A.T.P.O.  
NE 84 £  
11/5/99

Registered/Lodged pursuant to the provisions of the TRANSFER OF  
LAND ACT 1993 as amended on the day and time shown above and  
particulars entered in the Register.





TO REGISTRAR OF TITLES  
REGISTRAR OF DEEDS AND TRANSFERS  
EXECUTIVE DIRECTOR, DEPARTMENT OF LAND ADMINISTRATION

FORM APPROVAL NO. B1901

AGRICULTURE WESTERN AUSTRALIA  
File No. **941722VO1POQ**

**MEMORIAL**

**SOIL AND LAND CONSERVATION ACT 1945 AS AMENDED  
AGREEMENT TO RESERVE & CONSERVATION COVENANT  
PART 1V A**

DESCRIPTION OF LAND	EXTENT	VOLUME	FOLIO
Portion of Avon Location 1881 and being Lot 13 on Diagram 87525 being part of the land described in Certificate of Title Volume 2026 Folio 553, as delineated in brown in the attached plan.	Part	2026	553

REGISTERED PROPRIETOR OF LAND

**Browndale Farms Pty Ltd. Of Post Office Box 41, Dowerin.**

The within instrument dated the **Nineth** day of **April** 19**99** is:

A) An agreement to reserve or a duplicate or copy thereof under section 30 (b) 1, of the Soil and Land Conservation Act over the Land above described.


OR

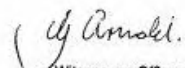
~~B) A Conservation Covenant under section 30 (b) 1, of the Soil and Land Conservation Act over the Land above described.~~

Duration of Agreement or Covenant

In Perpetuity ~~or Limited in Time to the~~ day of 19

Dated this **Nineteenth** day of **April** 19**99**

  
Commissioner / Deputy Commissioner  
of Soil and Land Conservation

  
Witness, an Officer of  
Agriculture Western Australia

**AGREEMENT TO RESERVE**  
**SOIL AND LAND CONSERVATION ACT**  
**SECTION 30**

File: 34172V09P00

The registered proprietors, Browndale Farms Pty Ltd of that land described as Portion of Avon Location 1881 and being Lot 13 on Diagram 87525 on the Certificate of Title Volume 2056 Folio 523, recognise the value of sound land management practices and the value of protecting areas within the land described on this plan.

The proprietors agree with the Commissioner of Soil and Land Conservation that to promote and conserve this area of land to be reserved under Part IVA, Section 30 (1) of the Soil and Land Conservation Act 1945, under the following conditions:

We: **Browndale Farms Pty Ltd**  
[Proprietors of the Land]

Of: **PO Box 181**  
**WOORELOO WA 6556**  
[Normal Postal Address]

Agree to retain 25 hectares in perpetuity as shown on this plan as fenced areas, cross fenced brown and being partly within Portion of Avon Location 1881 and being Lot 13 on Diagram 87525.

The area of land described above is to be adequately fenced to exclude all classes of livestock by 28 February 2002 and be managed in such a way as to retain and preserve the growth of native vegetation.

DIRECTOR: *[Signature]* DATE: 9.4.1989  
DIRECTOR: *[Signature]* DATE: 9.4.1989  
COMPANY SECRETARY: *[Signature]* DATE: 9.4.1989

COMPANY SEAL:

I AM AGREEING TO RESERVE IS TO BE RESERVED AS A RESERVE IN THE UNIVERSITY OF WITTE

Commissioner of Soil and Land Conservation (Proprietor)

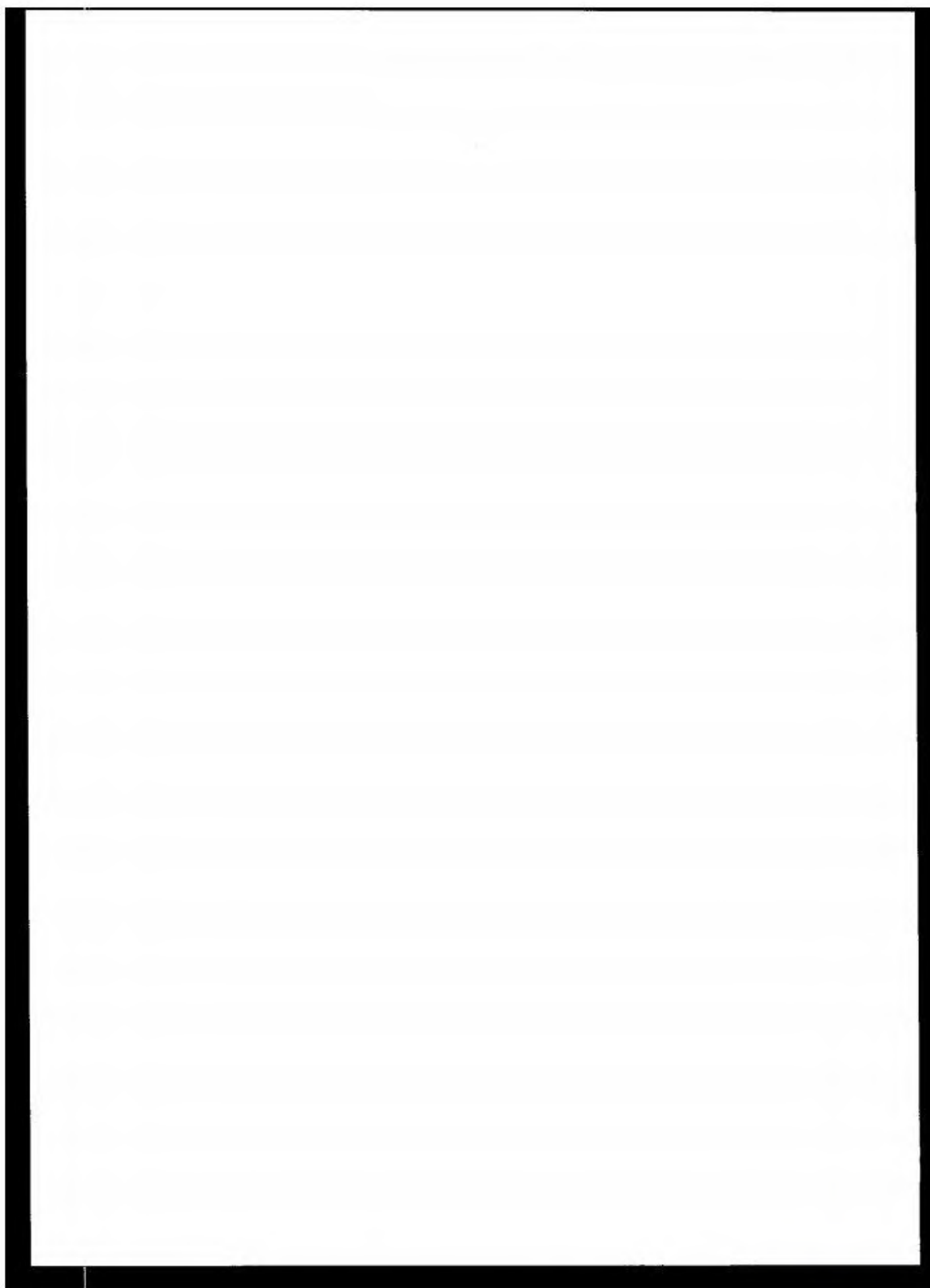
LEGEND:

- ROADS
- WATERWAYS
- DAM
- AREA OF REMAINING VEGETATION - 133.0844 ha
- AREA OF REMAINING VEGETATION - 41.0 ha, 31.4%
- AREA CLEARED - 92.844 ha, 68%
- EXISTING INTERNAL FENCING
- SWAMP
- VEGETATION 19.8 ha, 15%
- AREA TO BE RETAINED AND PROTECTED AS NATIVE VEGETATION 18.18, 15%

SCALE 1:10 000

0 200 400 600 800 1000 METRES

SHIR 12, 1989 41170.40



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**APPENDIX 2**  
**LANDOWNER LETTER OF AUTHORISATION**

325 Dundas Road, High  
Wycombe  
Western Australia

04 August 2020

To whom it may concern,

We, Paul Guy Curtis and Sean Thadeus Curtis of High Wycombe, the registered owner of Lot 13, deposited Plan 87525, 3243 Horton Road, Woottating, hereby grant permission for B & J Catalano Pty Ltd and their consultant, Lundstrom Environmental Consultants Pty Ltd to make applications for all the necessary licenses and permits and authorise them to access and clear native vegetation and extract gravel on this property.

Yours sincerely,



Paul Guy Curtis



Sean Thadeus Curtis

**APPENDIX 3**  
**WEED MANAGEMENT PLAN**





## LUNDSTROM ENVIRONMENTAL CONSULTANTS Pty Ltd

ACN 600 398 945

21 Sellen Court  
LEEMING  
WA 6149

Tel 08 9310 3297 MOB 0417934863  
email: mikelund1@bigpond.com  
www.Lundstrom-Environmental.com.au

### WEED MANAGEMENT PLAN

Prepared for B&J Catalano Pty Ltd  
Lot 13 on Deposited Plan 87525 (324 Horton Road),  
Woottating, Shire of Northam

#### 1. INTRODUCTION

This Weed Management Plan (WMP) has been prepared in accordance with guidelines published by the Department of Agriculture and Food (DAF) (DAF 2014). This WMP should be read in conjunction with the report entitled *"Extractive Industries Licence Application and Environmental Management Plan (EMP) Lot 13 on Plan 87525, 324 Horton Road, Woottating, Shire of Northam, September 2020, prepared for B&J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.*

##### 1.1 locality and ownership

Locality: Lot 13 on Deposited Plan 87525, 324 Horton Road, Shire of Northam  
Ownership: Paul Guy Curtis & Sean Thadeus Curtis

##### 1.2 The development proposal

B&J Catalano Pty Ltd intend to extract 207,000 tonnes of gravel from an area totalling 12.2ha in three stages over a period of 5 years using an average gravel thickness of 1m and a specific gravity of 1.7tonnes per m<sup>3</sup>. The first stage will cover an area of 3.5, the second 5ha, and the third 3.7ha and it is intended to rehabilitate the area back to pastures.

#### 2. RESPONSIBILITIES

B&J Catalano Pty Ltd accepts responsibility for weed management within Zones A and B (as identified in 6.1 of this report) and any areas identified within the conditions of approval set by the Shire of Northam.

#### 3. CURRENT WEED STATUS OF THE PROPERTY

No declared weeds or weeds of local or regional significance are currently present on the properties. It is acknowledged that the proposed ground disturbance will result in the germination of certain weeds, but the species will not be known until emergence.

#### 4. PROPOSED WEED MANAGEMENT ACTIONS

The following is a general description of the actions that will be implemented by B&J Catalano Pty Ltd for weed management:

#### **4.1 Weed Management Zones on the Subject Land**

For the purpose of this WMP, the subject land has been allocated zones as follows:

**Zone A:** This is all the land within the quarry and includes the base of the excavation, roadways and stockpiles of topsoil, overburden and all product stockpiles.

**Zone B:** This is all land that is at natural level and which extends 100 meters beyond the perimeter of the quarry and includes any stockpiles of soil or overburden created by the excavation and throughout the rehabilitated areas.

#### **4.2 Weed Emergence Monitoring**

Monitoring of the emergence of weeds in Zones A and B will be undertaken by an experienced and licenced weed management contractor on a six-monthly basis i.e. after the first seasonal rains and at the end of spring. In addition, B&J Catalano personnel on the site will be instructed to report any infestations that may occur on other occasions. Based on the type of weed that emerges, a control plan will be formulated by the licenced weed management contractor.

#### **4.3 Import and Export of Weeds**

B&J Catalano will ensure that all plant and equipment is clean and free of any soil when moving any equipment to or from the site. B&J Catalano will also ensure that any quarry products imported to the site will be free of weeds.

#### **4.4 Weed Control Program**

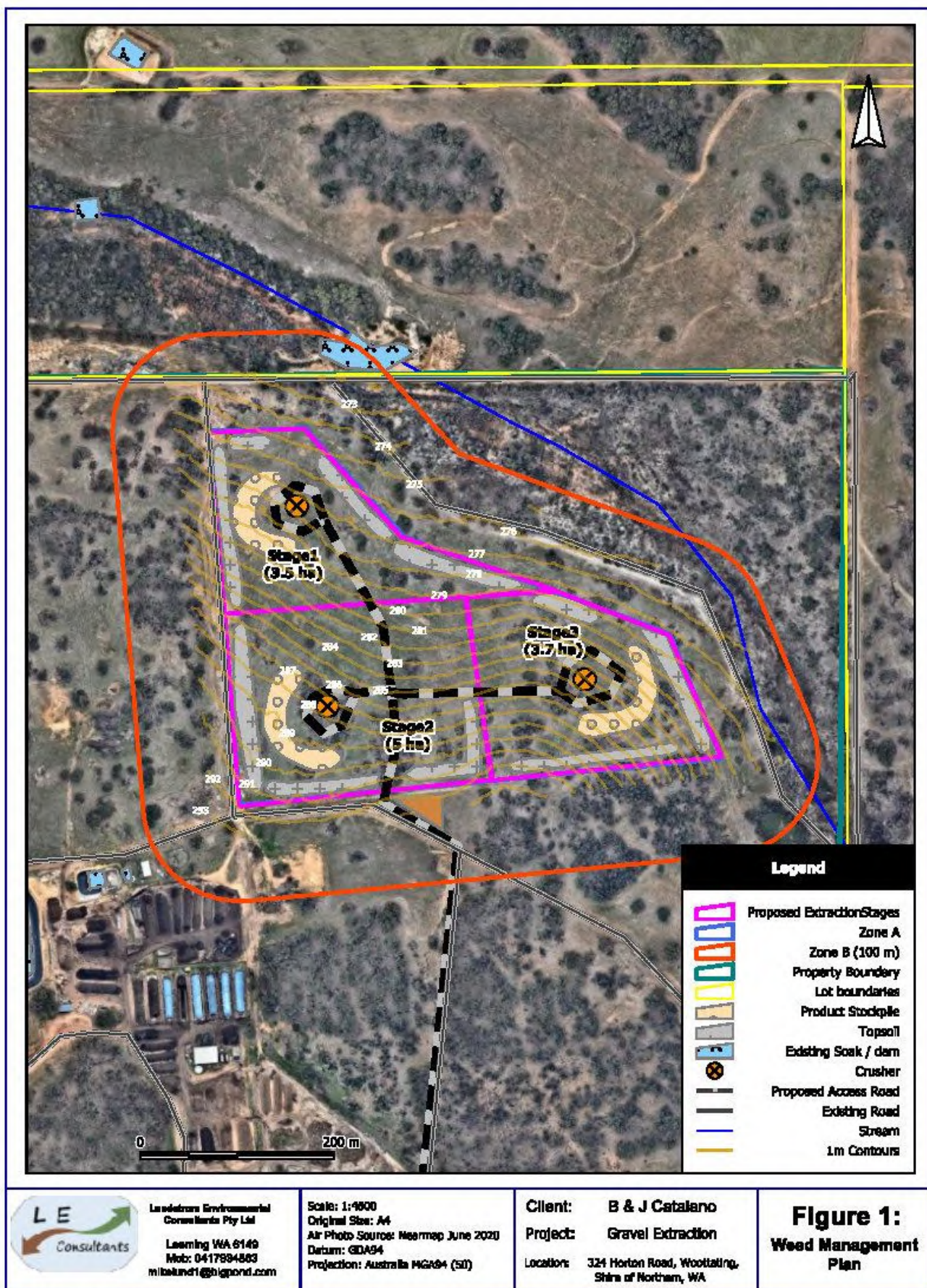
If a weed infestation occurs within Zones A or B, the licenced weed management contractor will apply the appropriate method of control, in accordance with the guidelines published by the DAF, whether chemical or mechanical, at the appropriate time. The weed management contractor will keep a record of all treatments.

#### **5. REFERENCES**

Department of Agriculture and Food (DAF) (2014). Department of Agriculture and Food WA guidelines for weed control procedures for extractive industries licence.

## FIGURE





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**APPENDIX 4**  
**WATER MANAGEMENT PLAN**



## **WATER MANAGEMENT PLAN**

**LOT 13 ON DEPOSITED PLAN 87525,  
(324 HORTON ROAD), WOOTTATING,  
SHIRE OF NORTHAM**

PREPARED FOR

**B & J CATALANO PTY LTD**



BY

**LUNDSTROM ENVIRONMENTAL CONSULTANTS PTY LTD**

mikelund1@bigpond.com

MOBILE: 0417934863



**SEPTEMBER 2020**



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Table 2:	Mean Rainfall Data (mm) for Bakers Hill for Period 1964 to 2019
Table 3:	Surface Water Management Areas and Runoff Volumes

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Figure 1:	Property and Surrounds
Figure 2:	Proposed Stormwater Management

## ANNEXURES

Annexure 1:	Hydrocarbon Spill Response
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## 1. INTRODUCTION

This Water Management Plan (WMP) relates to an Extractive Industries Licence (EIL) application for gravel extraction on Lot 13 on Plan 87525, 324 Horton Road, Woottating, Shire of Northam and should be read in conjunction with the report entitled *"Extractive Industries Licence Application and Environmental Management Plan (EMP) Lot 13 on Plan 87525 324 Horton Road, Woottating, Shire of Northam, September 2020"* prepared for B & J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.

This report provides the following information:

- A description of the property and surrounds indicating the current contours
- A description of the proposed extraction program
- Stormwater and erosion management measures
- A description of the groundwater hydrology in the area
- A description of the proposed final land use after extraction has been completed
- A description of the potential for acid sulphate soil impacts

B & J CATALANO PTY LTD

Lot 13 Horton Road, Woottating  
WATER MANAGEMENT PLAN

## 2. PROPERTY DESCRIPTION, OWNERSHIP AND LOCALITY

Property Description:	Lot 13 on Deposited Plan 87525
Volume:	2026
Folio:	553
Area:	133ha
Ownership:	Paul Guy Curtis & Sean Thadeus Curtis

The property is located approximately 54 km north-east of the Perth Central District, 5 km north-east of the Lakes

Figure 1 shows the Proposed Extractive Industry area and surrounding land



### 3. BACKGROUND

#### 3.1 PRESENT LAND USE

Lot 13 on Horton Road consists of remnant native vegetation after being cleared for presumably grazing purposes in the early 1980s. Remnants of native vegetation in the cleared paddocks and parts of proposed extraction area have been retained on the site since the initial clearing.

Portion of the Property (26ha) as described in its Certificate of Title was registered as Memorial Land on 30/4/1999 (Document Memorial H094865). As per the Covenant of the Certificate, pockets of lands on the property have been and will be retained and protected as native vegetation.

A compost manufacturing company (River Nominees Pty Ltd, traded as Purearth) is operating on the southeast part of the Lot with a Licence number L8769/2013/1. The surrounding area comprises of rural lots and extractive industries. A basic raw material screening facility is operating immediately adjacent to the northern Lot boundary. Voyager II Quarry of BGC Quarries Pty Ltd is situated approximately 1100 m southwest of the Lot boundary.

It does not fall within the Environmentally Sensitive Areas under DWER-046 (Landgate 2020). The property lies within a "Rural" zone as defined by the Shire of Northam's Town Planning Scheme No. 6. Figure 1 shows the site and surrounds and indicates the proposed Extractive Industries Licence (EIL) area covered by this application. There may be some requirements for revegetation associated with the clearing permit.

#### 3.2 TOPOGRAPHY AND DRAINAGE

The majority of the property comprises of very gentle to medium slopes of between 3% to 8% with the proposed extraction area having gentle slopes between 6% to 8%. The elevation within Lot 13 ranges between 275m AHD and 305m AHD with the proposed extraction area varying between 293m AHD and 277m AHD. Drainage on the property flows towards the north. Surface runoff management is discussed in section 5.5 of this document.

Two minor ephemeral watercourses flow northward through Lot 13. One is located approximately 450m west of the proposed extraction area, and the other is approximately 100m east of it.

The majority of the property lies within the Wooroloo sub catchment of the Swan Avon – Lower Swan hydrographic catchment in the Swan Coastal Basin. The property falls within Surface Water and Groundwater Proclamation Areas under the *Rights in Water and Irrigation Act 1914* (RIWI). The property does not fall within a Public Drinking Water Source Area (NationalMap, 2020).

No Environment Protection Policy (EPP) wetlands or lakes exist within the site or within 1000m of the proposed extraction operations (WALIS 2020). The Wooroloo Brook, formed from the confluence of the two minor ephemeral watercourses that flow through the Lot is located approximately 250m north of the Lot boundary and 400m northwest of the proposed extraction area.

There are five dams on Lot 13, three are within the compost manufacturing facilities of Purearth and two are located west and southwest of the proposed extraction area.

### 3.3 GEOLOGY AND SOILS

Geologically, the western side of the Shire of Northam consists of laterites of the Darling Scarp overlying granites of the Yilgarn Block. The Northam-York consist of Archaean granites, gneisses and migmites with some meta-sediments and volcanic areas (McArthur, 1991).

The soil on the site has been mapped and described in the Yalanbee Subsystem (Ya) as 235WnYa which is described as residual plateau at the top of the landscape shallowly dissected by Pindalup valleys. The soils are predominantly pisolitic gravelly, yellowish brown soils that vary in texture from loamy sands to clays, with pockets of pale sands and areas of outcropping laterite (Northam Land Resources Survey).

### 3.4 GROUNDWATER HYDROLOGY

Depth to groundwater information of the Lot has been obtained from three monitoring bores located on the property (Table 1). These groundwater bores were installed to monitor any possible changes in groundwater quality and depth associated with the compost manufacturing operations being undertaken in the south-eastern region of this property. The groundwater resources are described as a seasonal perched unit above the pallid clay zone of the laterite profile. The thickness of the perched aquifer, when present, is expected to range between <1-3 m. The depth to the perched groundwater table across the South-eastern part of the Lot ranges from approximately 3.5 to 9 mbgl (DWER, 2020).

Table 1. Private bores on the property and their location

Bore	GIS Coordinates	AHD Levels
Bore 1	439463.48E 6475992.95N	290.99RL ground 291.24RL top of casing
Bore 2	439370.92E 6475948.63N	287.19RL ground 287.52 RL top of casing
Bore 3	439395.05E 6475861.91N	289.15RL ground 289.64RL top of casing

Source: DWER, 2020

Depth to the regional groundwater table is approximately 20 mbgl-25 mbgl and its flow is inferred to be north-northeast with a shallow gradient of 0.002. It is reported that regional groundwater occurs in a low yielding, fractured rock aquifer located between the pallid clay zone and granite bedrock.

Since the groundwater table generally follows the elevation contours of the area and utilising data from Bore 1 (closest bore to the proposed EIL), it can be assumed the highest groundwater levels within the extraction area occurred at approximately 3.5 m below ground level (for perched groundwater) and 20 m below ground level (for regional groundwater table).

No groundwater will be exposed by this development since mining will only lower the ground level by 1 to 2 metres and the depth to the superficial (perched) groundwater is between 3.5-9 mbgl and the regional ground water depth is between 20 mbgl-25 mbgl (based on the three bores on the property). The proposed operations will be well above the highest seasonal water table.

### 3.5 RAINFALL

The closest rainfall recording station is Bakers Hill located approximately 15 km north west of the Lot and data from this station has been downloaded from the Bureau of Meteorology (BoM). Table 2 shows the average monthly rainfall, and a mean annual rainfall of 597.2 mm for Bakers Hill for the period of 1964 to 2019 (BoM 2020). The wettest months are June, July and August and the driest months are December, February and March. The highest recorded annual rainfall was 790 mm in 2016 and the lowest was 345.7 mm in 1969.

Table 2: Mean Rainfall Data (mm) for Bakers Hill for Period 1964 to 2019

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
20.5	15.6	18.8	30.3	69.1	102.8	110.4	88.7	62.2	33.4	19.8	11.3	597.2

For the design of stormwater management, rainfall intensity has been calculated using the BoM's Intensity Frequency Duration (IFD) data system (BoM 2020), which yields the 2-hour 10% Annual Exceedance Probability (AEP) rainfall event for the property as 31.5mm/hr. The DWER recommends that surface water runoff produced within the mined area from this rainfall event should be contained within the pit (DWER 2019). This aspect is discussed in section 5.2 of this document.



#### 4. THE DEVELOPMENT PROPOSAL

B & J Catalano Pty Ltd intends to extract approximately 207,000 tonnes of gravel over 12.2ha in three stages over a period of 5 years using an average gravel thickness of 1m and a specific gravity of 1.7tonnes per m<sup>3</sup>. The first stage will cover an area of 3.5, the second 5ha, and the third 3.7ha.

Proposed mining actions are as follows:

- The extraction of gravel from an area of 15ha in three stages as shown on Figure 2.
- Prior to extraction taking place, removal of approximately 3ha of native vegetation using mechanical means. Cleared vegetation will be windrowed and redistributed over the cleared area as part of the rehabilitation process.
- Topsoil and overburden will be removed from the extraction area and stockpiled separately along the edges of the extraction area, with stockpiles being no higher than 2m.
- Extraction activity will result in the lowering of the ground level by approximately 1m.
- Crushing and screening will be undertaken in three stages of approximately 69,000 tonnes in each stage, over a period of 5 years.
- There will be no blasting.
- Undertaking rehabilitation in accordance with a revegetation plan which will be prepared in accordance with the Clearing Permit conditions.

Dust management will be undertaken by the use of a water cart to damp down areas that may generate dust from time to time. This will be the only water requirement for the operation, and it is proposed to source the water from commercially available sources.

##### 4.1 REHABILITATION AND FINAL LAND SURFACE LEVELS

Rehabilitation of the completed areas will be progressive with the majority of the area being returned to pastures. The following steps will be implemented:

- Topsoil and overburden will be stockpiled separately on the site to be used during rehabilitation.
- Within the extraction area, all slopes behind the active working face will be contoured to achieve a slope of no more than 1:6 vertical to horizontal. In so doing, care will be taken not to impact fringing vegetation.
- Stockpiled topsoil/overburden will be respread over completed areas.
- The pit floor will be ripped along the contour, at 6m intervals, to a depth of 0.5m to 1m to relieve compaction, improve infiltration, attenuate stormwater runoff and facilitate rapid root penetration.
- Stormwater attenuation embankments will be constructed as discussed in Section 5.2.

B & J CATALANO PTY LTD

Lot 13 Horton Road, Woottating  
WATER MANAGEMENT PLAN

- Rehabilitation work will only be carried out just prior to or during the wet season.
- Regular monitoring and maintenance will be undertaken over the licence period.

The post rehabilitation floor level is estimated to be approximately 0.8m lower than the original ground level. This post rehabilitation floor level will result in a separation distance greater than the minimum 0.5m above the historical maximum winter groundwater level recommended by DWER for future land use of pastures (DWER 2019).

## 5. WATER MANAGEMENT

In all mining operations the potential exists for impacts to be incurred on surrounding water resources, or by stormwater erosion of exposed areas. The water management strategies outlined below will ensure the mitigation of potential impacts.

### 5.1 SURFACE WATER MANAGEMENT

At the closest point, the Wooroloo Brook is approximately 400m northwest of Stage 1 of the proposed extraction area on the eastern side of Horton Road (Figure 1). The DWER guidelines recommend no works to be permitted within the floodplain of a catchment system (DWER 2019). A search using the Floodplain Mapping Tool of DWER shows that no floodplain information was available for the area.

The stormwater management measures described below will ensure that runoff up to and including a 10%, 2 hour duration rainfall event will be contained within the operating stage and not run into the Wooroloo Brook or into the riparian vegetation area associated with the Wooroloo Brook foreshore.

### 5.2 STORMWATER MANAGEMENT

Runoff generated within the extraction areas for the 2-hour 10% Annual Exceedance Probability (AEP) Design Storm<sup>1</sup> has been calculated using the Rational Method with a 2-hour 10% rainfall of 31.5mm/hr obtained from the BoM website (BOM 2020). The runoff coefficient used for the calculation is 0.8 for disturbed areas (DWER 2019). The runoff calculated over the total EIL area over the 2-hour period of the recommended design storm is detailed in Table 3.

Table 3: Surface Water Management Areas and Runoff Volumes

Sub-catchments (Stages)	Extraction Area (ha)	Design Storm Runoff* (m <sup>3</sup> )
1	3.5	882
2	5.0	1,260
3	3.7	932.4
TOTAL	12.2	3,074.4

\* Runoff calculated by Rational Method using a 2-hour rainfall with a 10% Annual Exceedance Probability (AEP) = 31.5mm/2 hour, obtained from Bureau of Meteorology (BOM, August 2020). Runoff coefficients used for Rational Method calculations are 0.8 for disturbed/mined areas and 0.3 for undisturbed/vegetated areas.

Stormwater management structures will be designed to manage this runoff. A single detention pond will be constructed for each of Stage 1, 2 and 3 as shown in Figure 2. The detention ponds will be an average of 2m deep and contour bunds will ensure all runoff is diverted into the ponds. These will serve as effective silt traps in times of high surface runoff. Where possible, topsoil and overburden stockpiles will be used to control stormwater runoff during these periods.

The DWER recommends that runoff from undisturbed areas is diverted away from disturbed areas<sup>1</sup>. Diversion bunds will be constructed along the western and southern boundaries of the extraction boundary to prevent any external run-off from entering the Pits (Figure 2).

<sup>1</sup> As recommended by the DWER Water Quality Protection Note no. 15 (DWER 2019)



No unmanaged surface water runoff from the excavation area, produced by the 2-hour 10% AEP storm, will be allowed to flow into the creeks on the Lot or associated riparian vegetation.

After completion of the extraction phase, the base of the pit will be deep ripped along the contour and the low mounds that this creates will be retained after seeding to serve as erosion control. Surface water detention ponds and cut-off drains will be retained until regenerated vegetation ground cover is sufficient to stabilise the ground surface and prevent erosion.

#### 5.2.1 Contour Bank Design

Basic design parameters for the contour banks to be used for stormwater management on this property have been taken from the Queensland Department of Environment and Resource Management guideline (2004).

Contour bank design is dependent on the following factors:

- Land-use after rehabilitation
- Slope
- Soil erodibility

In this case, post extraction land-use will be pastures and further cultivation is unlikely. The most suitable contour bank type in this situation is "narrow-based" i.e. approximately 4m across.

Slopes range from 6% to 8% throughout the extraction area and it is recommended that contour banks are spaced approximately 45m apart in this situation, with an average fall of 0.2%.

### 5.3 GROUNDWATER MANAGEMENT

No dewatering activities will be undertaken. No groundwater will be exposed by this development since mining will proceed to 2.5 m above the maximum winter high groundwater level, and the final rehabilitated land surface will be 2.7m above the maximum winter high groundwater level. These separation distances are greater than required by the DWER guidelines (DWER 2019).

Furthermore, it is most likely that water tables at the proposed EIL area are at least greater than 3m below the surface in the summer months (from December until commencement of the rains in winter) and hence, well below any excavation levels.

Due to the low scale nature of the operations, no groundwater contamination is anticipated. No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a "snap-on snap-off, fast-fill and auto shut-off" facility. Additionally, a Fuel spill kit will be available on site at all times. The plant will be refuelled each morning, leaving the vehicles almost empty overnight. No major servicing, which could lead to fuel and oil spills, will take place on the site.

B & J Catalano Pty Ltd has a Hydrocarbon Spill Management Plan outlining their procedures for controlling, recovering, treating and reporting hydrocarbon spills (Annexure 2) and this will be implemented in the unlikely event of a spill occurring.

The use of fertilisers will be necessary during the rehabilitation process. At this time, the Department of Agriculture and Food will be consulted as to the appropriate levels of fertiliser requirement. The correct application of these products will serve to control leaching of nutrients into the groundwater.

Herbicides will be used only to establish vegetation. Their use is expected to reduce as vegetation is established. In choosing herbicides, preference will be given to substances that strongly adsorb to soil and have a low potential for leaching into groundwater.

#### 5.4 MONITORING AND MANAGEMENT MEASURES

During the extraction and early rehabilitation phase, the pit will be inspected after every significant rainfall event to check erosion damage. If any repairs are required, this will be attended to immediately.

After pit closure and rehabilitation, monitoring of rehabilitated areas will ensure that any areas requiring remedial work are identified. Monitoring will be carried out on an annual basis to assess:

- The physical stability of the landform in the rehabilitated areas.
- The success of the sown pasture grasses.
- The emergence of weeds.

A more detailed monitoring and maintenance program will be provided in the revegetation plan for the native rehabilitation which will be required as a condition of the clearing permit.

Monitoring will continue until the completion criteria have been fulfilled. Maintenance procedures will be carried out where necessary and may include:

- Repair of any erosion damage.
- Replanting/seeding areas that may not have regenerated.
- Weed control.

## 6. ACID SULPHATE SOILS

ASS and potential acid sulphate soils (PASS) require the oxidation (or presence) of organically deposited pyrite ( $\text{FeS}_2$ ), which is generated in past wetland conditions, these conditions occur in soil types which are peaty, boggy or clayey and have a tendency to be poorly drained. Since the area to be mined is not within a previously wet area, it is unlikely that acid sulphate soils will be encountered.

The CSIRO's Australian Soil Resource Information System (ASRIS) database contains Acid Sulphate Soil (ASS) risk mapping. A search of the database confirmed there were no acid sulphate soil (ASS) sites identified in the vicinity of the proposed EIL area with the area being classified as having an 'Extremely Low Probability of Occurrence' of ASS (CSIRO 2020).

Therefore, the risk of exposing potentially ASS soils to the atmosphere is inferred to be very unlikely. Furthermore, excavations will only be one meter deep and no groundwater will be exposed.

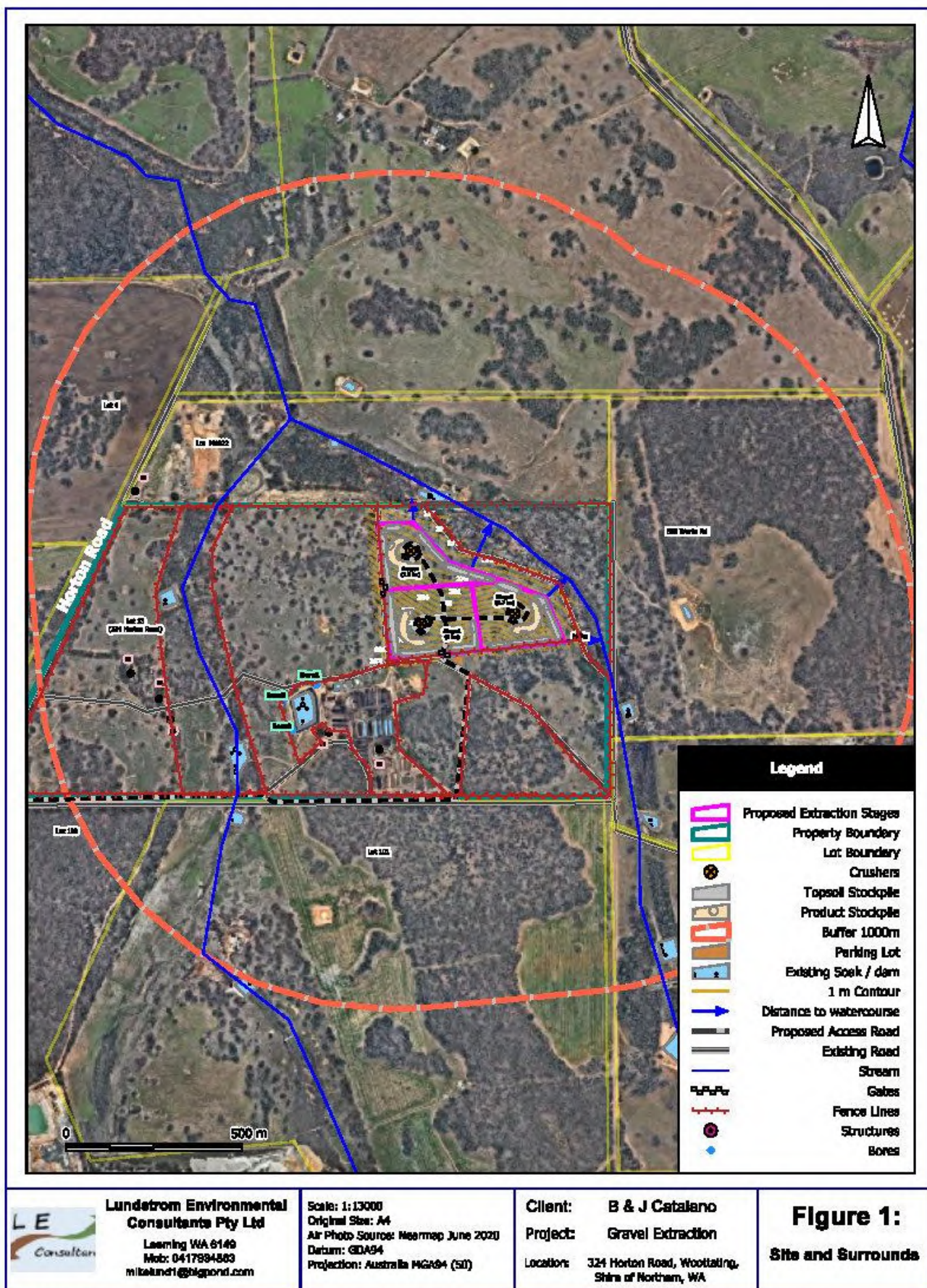


## 7. REFERENCES

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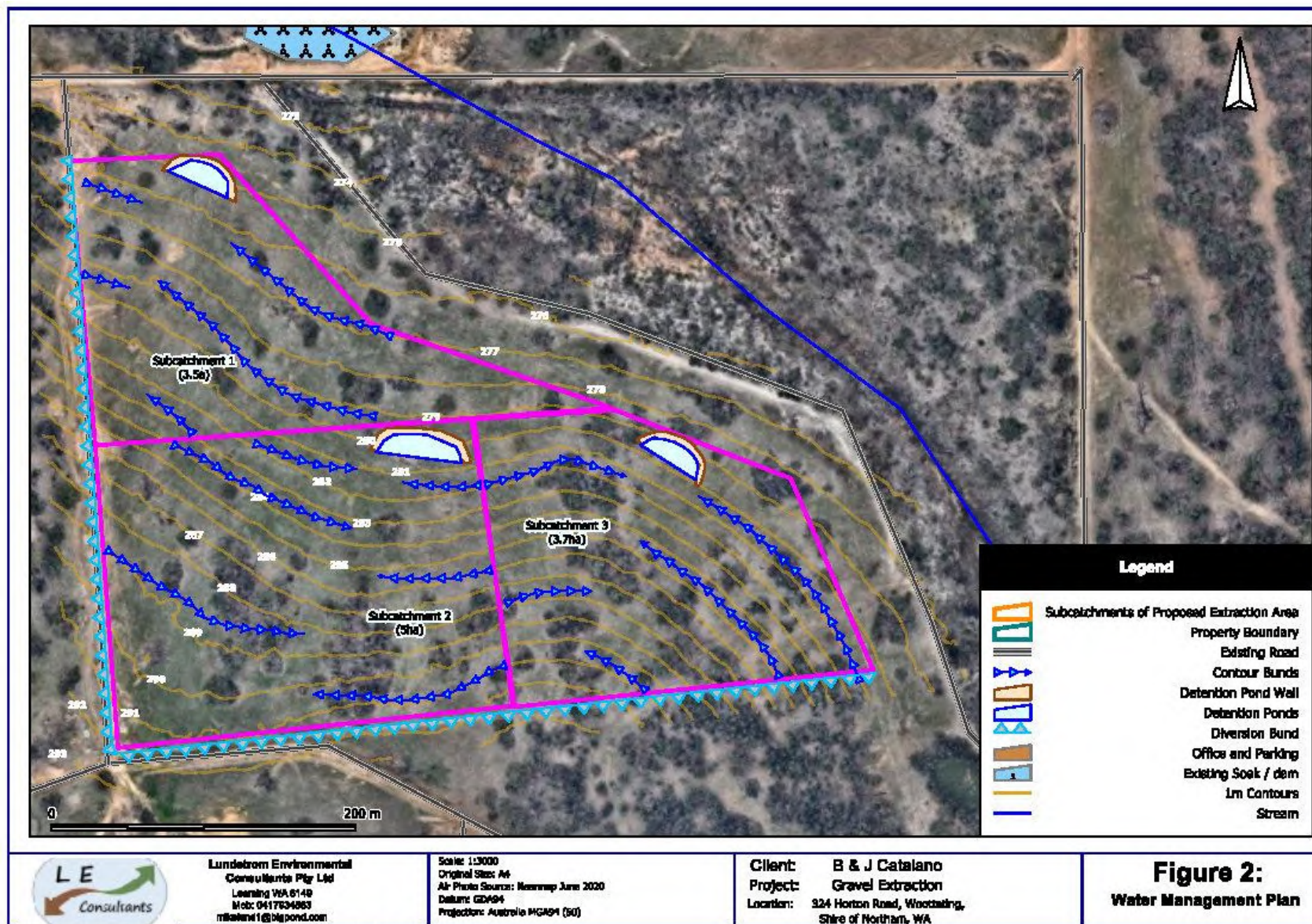
## FIGURES





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## **ANNEXURE 1**

### **Hydrocarbon Spill Management Plan**





SAF-SP-29

## Safety Practice

### SAF-SP-029 HYDROCARBON SPILL RESPONSE

#### PURPOSE

This procedure summarises the safety practice of B & J Catalano to control the personal and environmental hazard posed by hydrocarbon spills. It outlines the correct procedure for controlling, recovering and reporting hydrocarbon spills to ensure compliance with West Australian legislative requirements.

#### SCOPE

This safety practice will apply to all B & J Catalano areas and employees.

#### DEFINITIONS

**MSDS:** Material Safety Data Sheet - A document which describes the properties and use of a substance, i.e., its identity, chemical and physical properties, health hazard information, precautions for use and safe handling information.

**Hydrocarbon:** An organic compound containing only carbon and hydrogen including diesel, oil, petrol, grease, solvent-based degreasers, hydraulic fluids and transformer oils.

**Hydrocarbon Spill:** Any uncontrolled release of hydrocarbon products.

**Bund:** An embankment or wall that may form part or the entire perimeter of a compound. Usually made of concrete, bunds are placed around storage tanks to contain spills.

#### INFORMATION

Under the general and specific provision of duty of care an employer shall, so far as is practicable, provide and maintain a working environment in which his employees are not exposed to hazards existing in the workplace. This requirement includes the hazards associated with hydrocarbon spills.

It is the responsibility of ALL employees and contractors to manage hydrocarbon spills as they occur. Supervisors are accountable if their immediate areas are found to have poor hydrocarbon management practices (this includes the clean-up of minor spills).

Spills involving hydrocarbons have the potential to produce adverse consequences to human health and/or the environment. Environmental spills can lead to contamination of water (both surface and aquifers), soil and habitats. The effect is higher closure costs, loss of a potable resource, death of flora and fauna, requirement for remediation, classification into Western Australia's Contaminated Sites database and prosecution by the Department of Environment and Conservation (DEC).

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SAF-SP-29

This safety practise outlines:

- Action required when a spill is identified
- Techniques to restrict the extent of the contamination
- Techniques to collect spilled material
- Techniques to collect and dispose of contaminated material
- Techniques to treat soils contaminated by hydrocarbon
- Reporting requirements in regard to hydrocarbon spills

## REQUIREMENTS

### 1 Action required when a spill is identified

- 1.1 Isolate the spill area
- 1.2 Identify the spilt substance
- 1.3 Identify hazards and PPE requirements – consult the appropriate MSDS.
- 1.4 If safe to do so, the source of the spill should be restricted or stopped (i.e. shutdown machinery, switch off pumps, close valves).
- 1.5 If suitable equipment is readily available and can be operated in a safe manner, the extent of the spill is to be contained.
- 1.6 Contact immediate Supervisor as soon as possible and advise of spill.

### 2 Techniques to restrict the extent of the contamination

- 2.1 If possible restrict the source of the spill to ensure the flow of hydrocarbon is stopped.
- 2.2 If the spill is occurring outside a containment bund, use earthmoving equipment to construct additional earthen bunds to contain the extent of the flow.
- 2.3 Isolate drains.
- 2.4 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.

### 3 Techniques to collect spilled hydrocarbon

- 3.1 On advice of Environmental Department, pump source material from either or both of the source container or the bunded containment into a safe container.
- 3.2 Use absorbent materials to soak up residual hydrocarbon.
- 3.3 If the spill occurs in an area where a water body has become contaminated, use mini air booms to contain the spread of hydrocarbon on the surface of the water.
- 3.4 Use a skimmer to collect contained hydrocarbon in a triple oil separator or retain on the surface of the water body and pump to a waste oil tank or other safe container.
- 3.5 Hydrocarbon absorbents are to be collected and disposed of as decided by the Environmental Department and according to site requirements.

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## RELATED DOCUMENTS

- a. B&J Catalano Incident Report Form

## REFERENCES

- a. Occupational Safety and Health Act (WA) 1984
- b. Occupational Safety and Health Regulations (WA) 1996
- c. Mines Safety and Inspections Act (WA) 1994
- d. Mines Safety and Inspections Regulations (WA) 1995
- e. Environmental Protection Act 1986
- f. Environmental Protection (Unauthorised Discharges) Regulations 2004
- g. AS 1940 : 2004 Storage and handling of flammable and combustible liquids

## DOCUMENT CONTROL

Approval			
Role	Name	Date	
General Manager	Nunzio Giunta	Sept 2011	
HSE/HR Manager	Doriann Walls	Sept 2011	
Revision Events			
Rev.	Author	Changes	Date
1.0	Nic Henley		May 2011
2.0	Ian Prosser	Definitions / Table 1	March 2012

Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
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**APPENDIX 5**  
**DUST MANAGEMENT PLAN**





## LUNDSTROM ENVIRONMENTAL CONSULTANTS Pty Ltd

ACN 600 398 945

21 Sellen Court  
LEEMING  
WA 5149

Tel 08 9310 3297 MOB 0417934863  
email: mibelund1@bigpond.com  
www.Lundstrom-Environmental.com.au

### **DUST MANAGEMENT PLAN** Prepared for B&J Catalano Pty Ltd Lot 13 on Deposited Plan 87525 (324 Horton Road), Woottating, Shire of Northam

#### **1. INTRODUCTION**

This Dust Management Plan (DMP) has been prepared in accordance with guidelines published by the Department of Environment and Conservation (DEC) (Jan. 2011). This DMP should be read in conjunction with the report entitled "Extractive Industries Licence Application and Environmental Management Plan (EMP) Lot 13 on Plan 87525, 324 Horton Road, Woottating, Shire of Northam, September 2020, prepared for B&J Catalano Pty Ltd by Lundstrom Environmental Consultants Pty Ltd.

The requirement for this DMP is derived from the City of Busselton's District Local Planning Scheme No.21, with specific reference to Section 5 "Rural Areas Land Use and Development Policy".

The objectives of this DMP are as follows:

- To describe the nature of the proposed operation
- To identify any sources of dust that might arise from these operations
- To identify the proximity of any sensitive premises in this regard
- To identify measures that will limit the generation of dust from the operations
- To identify measures that will limit the impact of dust on sensitive premises

#### **2. SITE BACKGROUND**

Locality: Lot 13 on Deposited Plan 87525, 324 Horton Road, Shire of Northam

Ownership: Paul Guy Curtis & Sean Thadeus Curtis

Figure 1 is a recent aerial photograph showing the property and its surrounds. Figure 2 indicates the proposed extraction area covered by this Extractive Industries Licence (EIL) application.

##### **2.1 Land Use**

The property has previously been used for cattle grazing. A compost manufacturing company (River Nominees Pty Ltd, traded as Purearth) is operating on the southeast part the of the Lot with a Licence number L8769/2013/1. The surrounding area comprises of rural lots and extractive industries. A basic raw material screening facility is operating immediately adjacent to the northern Lot boundary. Voyager II Quarry of BGC Quarries Pty Ltd is situated approximately 1100 m southwest of the Lot boundary.

## 2.2 Geology and Soils

Geologically, the western side of the Shire of Northam consists of laterites of the Darling Scarp overlying granites of the Yilgarn Block. The Northam-York consist of Archaean granites, gneisses and migmites with some meta-sediments and volcanic areas (McArthur, 1991).

The soil on the site has been mapped and described in the Yalanbee Subsystem (Ya) as 235WnYa which is described as residual plateau at the top of the landscape shallowly dissected by Pindalup valleys. The soils are predominantly pisolitic gravelly, yellowish brown soils that vary in texture from loamy sands to clays, with pockets of pale sands and areas of outcropping laterite (Northam Land Resources Survey).

Although there will be some uplift of the finer particle components of this soil during stripping and stockpiling operations, this will be limited due to the low proportion of fines. During strong winds the potential exists for fine particles to become airborne especially when they are disturbed by excavation activities and further discussion on mitigation measures in this regard is contained in Section 4 below.

In its in-situ state, the laterite is a cemented, pisolitic material and has no loose fines. However, during the crushing operation very fine particles of less than  $PM_{50}$  are produced as fugitive dust and require suppression as discussed in Section 4. A particle size analysis for crushed laterite from a quarry in the area (Chittering) is as follows:

Gravel (>2.0mm):	58%
Sand (0.063<2.0mm):	33%
Fines (Silt & Clay; <0.063mm):	9%
(The Particle size analysis laboratory report is included as Annexure 1)	

Whilst the analysis presented above does not determine the quantity of  $PM_{50}$  particles, it is estimated that the potential for total suspended particles (TSP) less than  $PM_{50}$  is approximately 1%. Mitigation measures to reduce dust emissions are discussed in Section 4.

## 2.3 Potentially Sensitive Receptors

### 2.3.1 Residential Dwellings

The closest dwellings to the outer boundaries of the extraction areas are identified in Table 1 and mapped on Figure 1.

Table 1: Residential Dwellings within 1000m of the extraction area

Reference No on Figure 1	Structure Location	Type of Structure	Distance	Direction
S1	324 Horton Road, Woottating	Office	273m	SW
S2	324 Horton Road, Woottating	Compost Mixing Shed	265m	SW
S3	324 Horton Road, Woottating	House	650m	SW

Reference No on Figure 1	Structure Location	Type of Structure	Distance	Direction
S4	324 Horton Road, Woottating	House	665m	W
S5	324 Horton Road, Woottating	House	734m	W
S6	366 Horton Road, Woottating	House	700m	W
S7	366 Horton Road, Woottating	Basic Material Screening Facilities	450m	NW

There are seven dwellings (marked as Struc 1 to Struc 7 on Figure 1) within 1000m of the proposed extraction area (measured from the closest point). The closest dwellings, Structure 1 and 2, located between 265m to 273 m from the closest point of the proposed extraction area (Stage 2), are the office and compost mixing shed of Purearth Pty Ltd. Structure 2, 3 and 4 are located within the Lot, between 650m to 740m south west and west of the proposed extraction area. These three properties are unoccupied farmhouses on the Lot, screened by belts of remnant vegetation including those on the Memorial Land. Structure 6 and 7 are located 450m North west and 700m West of the proposed extraction area respectively. These two structures are part of the basic material screening operation located immediately north of the Property.

#### 2.4 Prevailing Winds

The most recent data from the Bureau of Meteorology (BoM) Bakers Hill weather station and the BoM York weather station have been reviewed for this report. The mean 9 am wind speed for the area with the most recent data available from 1971 to 1985 shows that strong wind conditions of 22-27 knots on the Beaufort Scale may occur in January and February. Over the other months of the year, the mean win speeds record light or moderate conditions. In the afternoon, the wind is lighter with maximum mean 3 pm windspeed of between 13-14 knots during the summer months. The winds are predominantly east to south-east in the mornings and switching to west in the afternoons.

Mean 9 am wind speed data and wind roses for Bakers Hill BoM Station and that of 3 pm for York BoM are included in Annexure 2 (Bureau of Meteorology 2020).

The wind data indicates that the closest dwellings that are mostly located on the west, southwest and northwest of the proposed extraction area are not expected to be significantly impacted by the dust emissions in the afternoon. Moreover, the operational activities will be conducted on a campaign basis, mostly occurring in the winter months when wind speed is low. During periods of strong winds careful attention will be paid to dust management actions as described in Section 4 of this report.



### 3. PROPOSED WORKS AND POTENTIAL IMPACTS

B & J Catalano Pty Ltd intends to extract approximately 207,000 tonnes of gravel from an area totaling 12.2ha in three stages over a period of 5 years using a front-end loader, bulldozer and crushing/screening plant. The first stage will cover an area of 3.5, the second 5ha, and the third 3.7ha.

Table 2 provides a description of all activities, their duration, aspect and an assessment of potential for dust impacts.

**Table 2: Aspects and Impacts of Dust Generating Activities**

Activity	Duration	Aspect	Impact
Topsoil Stripping and stockpiling	3 weeks each year in 2021 and 2023	Disturbance of grass and soil exposes ground to wind erosion	Dust may create an amenity issue with nearby residents
Rip and blade laterite to crusher site	3 weeks each year in 2021 and 2023	Actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Crushing, screening and stockpiling of gravel	6 weeks each year in 2021 and 2023	Crushing and screening actions may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Rehabilitation of area	2 weeks each year between 2022 and 2026	Disturbance of topsoil could release dust into the atmosphere	Dust may create an amenity issue with nearby residents
Loading of trucks from stockpiles	5 years at an average of 9 truck movements per day	Loading of gravel may release dust into the atmosphere	Fine red dust may create an amenity issue with nearby residents
Transport of gravel from site	5 years	Dust could escape from the truck in transit	Amenity, health or traffic safety issue

#### 3.1 Plant and Equipment to be used

The list of Equipment to be used is as follows:

D10 Bulldozer  
Caterpillar 980 and 950 front end loaders  
Parker 4230 Crusher (SN1325)  
Finlay Screen 693  
Striker 25m Stacker  
Caterpillar generator set  
Caterpillar 322 Excavator

#### 3.2 Summary of Mining Actions

Proposed mining actions are as follows:

- The extraction of gravel from an area of 12.2ha in three stages as shown on Figure 2.
- Prior to extraction taking place, removal of approximately 3ha of native vegetation using mechanical means. Cleared vegetation will be windrowed and redistributed over the cleared area as part of the rehabilitation process.

- Topsoil and overburden will be removed from the extraction area and stockpiled separately along the edges of the extraction area, with stockpiles being no higher than 2m as shown in Figure 2.
- Extraction activity will result in the lowering of the ground level by approximately 1m.
- Crushing and screening will be undertaken in three stages of approximately 85,000 tonnes in each stage, over a period of 5 years.
- There will be no blasting.
- Undertaking rehabilitation in accordance with a revegetation plan which will be prepared in accordance with the Clearing Permit conditions.

Dust management will be undertaken by the use of a water cart to damp down areas that may generate dust from time to time. It is proposed to source the water from commercially available sources.

### 3.3 Site Risk Assessment and Classification

The site risk assessment is based on the format provided in the Appendices of the DEC guideline document referred to in this DMP. Based on the risk assessment conducted (Annexure 3), the classification derived is Classification 3 (Medium Risk). Measures for managing dust impacts are discussed in Section 4 below.

## 4. MEASURES PROPOSED FOR MANAGING DUST

This report has identified the potential dust generating activities associated with the proposed development and has also identified the potentially sensitive receptors. The measures that are proposed to manage dust impacts are listed below:

- A 15kl water cart will be on site during all periods when earth is being moved or crushing is being conducted. If and when dust is caused to occur during these periods, the water cart will be employed to damp down the areas of concern. During crushing a spray bar is employed at all times.
- If the wind is blowing strongly in the direction of the closest residences and conditions are dusty, then operations will be stopped until such time as adequate wetting down has occurred.
- Crushing and stockpiling activities will be located in topographic low points with raw and processed stockpiles arranged such that windbreaks are created to further shield sensitive receptors from fugitive dust.
- A polymer based spray-on soil stabilizer will be applied to topsoil and overburden stockpiles if they do not stabilize by crusting and grass regrowth.
- Internal roads will be surfaced with gravel.
- Traffic speed will be restricted to 30km on site, reducing dust lift-off from trucks.
- Truck loads will always be covered so that no dust is generated in transit.
- Employees and contractors working on site will be provided with information on how to minimise dust emissions.
- A complaints system will be put in place and these will be recorded by the Quarry Manager and acted on promptly.
- A notice will be erected at the front gate and this will provide emergency contact details for the Quarry Manager.

Given the small scale of the proposed operations, it is not envisaged that dust will be a problem once the proposed mitigation measures are employed. Should the operation produce significant and frequent dust, the dust will be monitored to ensure the maximum atmospheric dust concentration does not exceed the National Environment Protection Measure (NEPM) limits for ambient air quality.

#### 5. REFERENCES

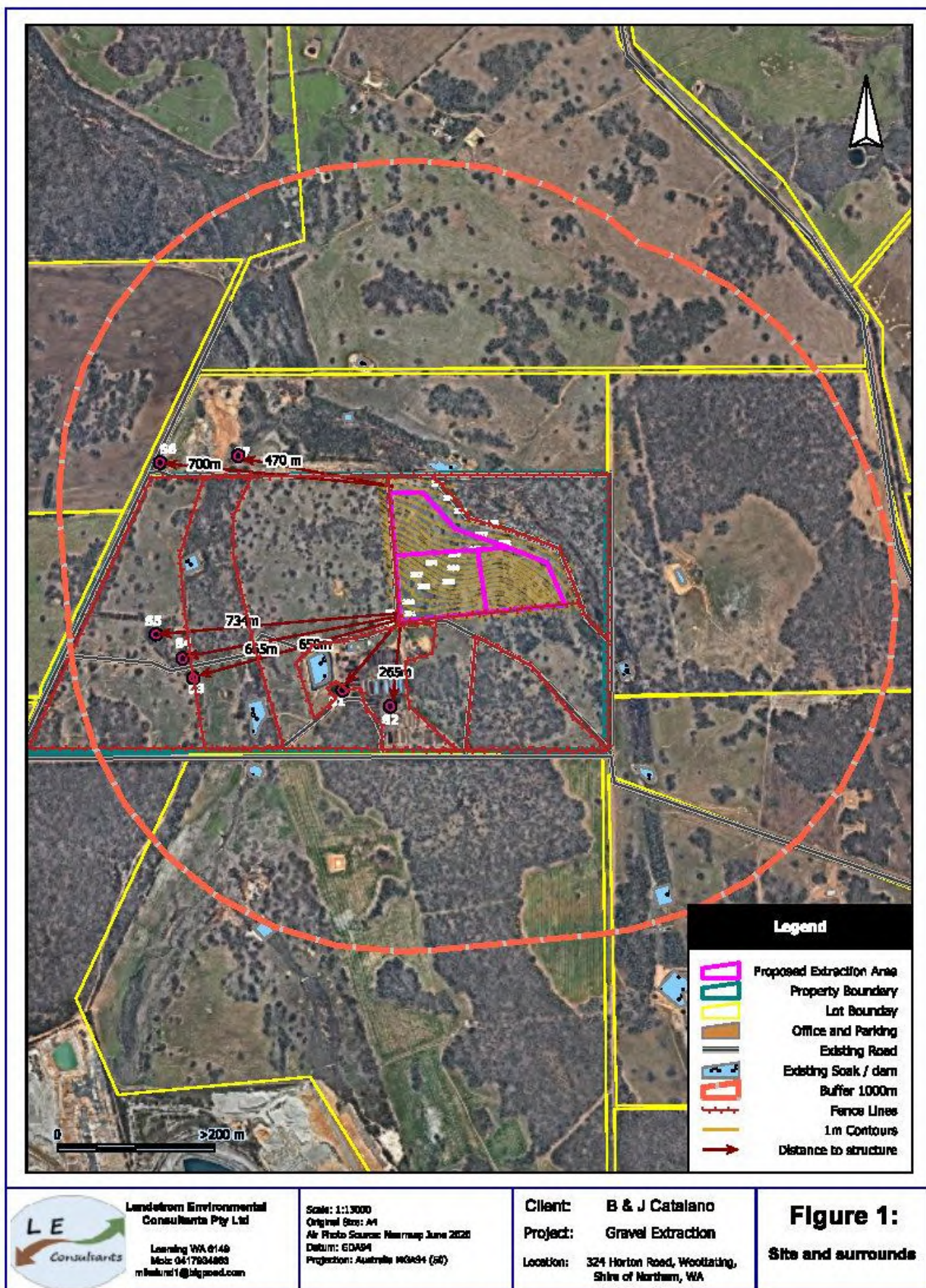
Bureau of Meteorology (BOM) (2020). Wind roses for Bakers Hill. (Accessed from [www.bom.gov.au](http://www.bom.gov.au)).

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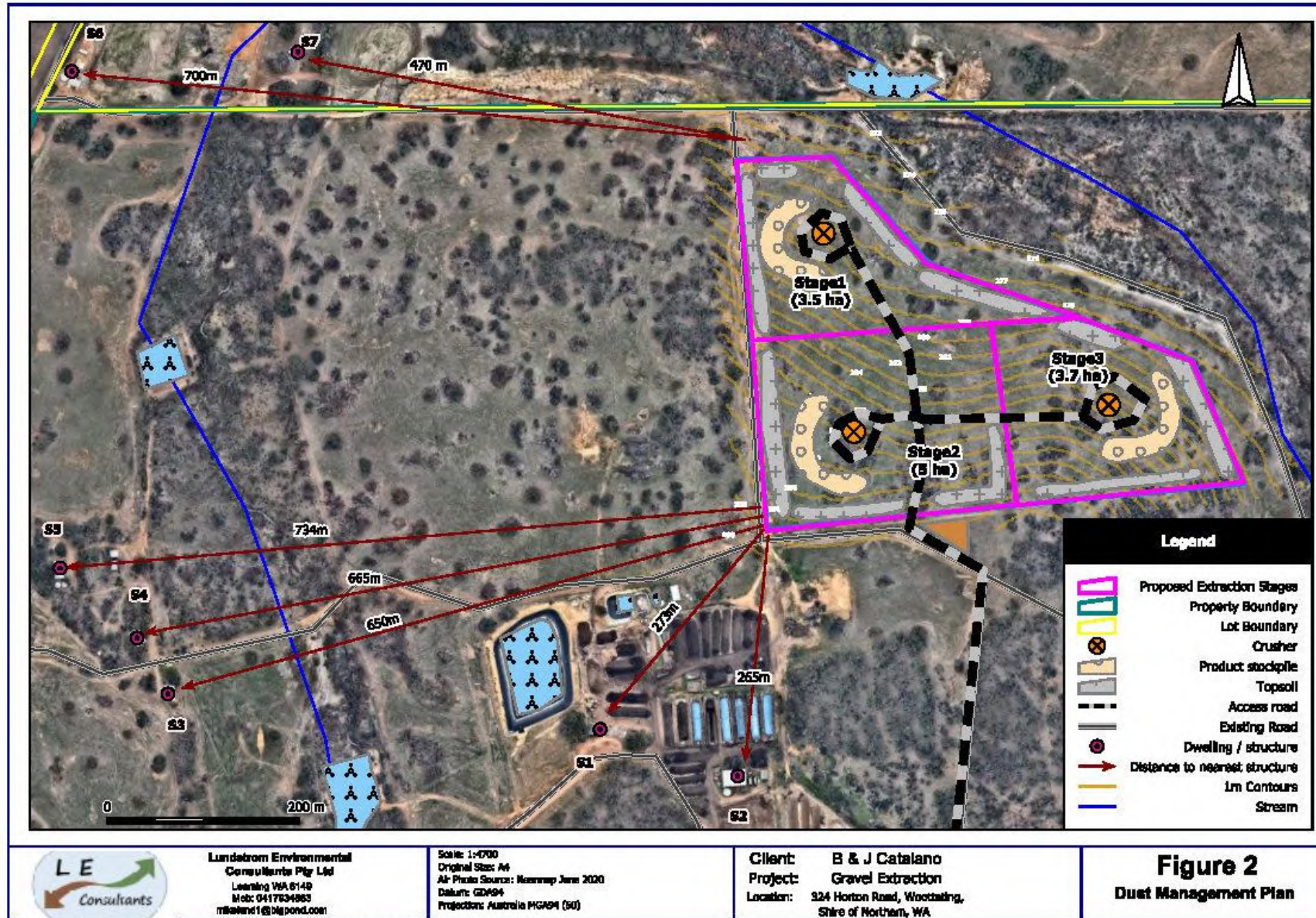


## FIGURES



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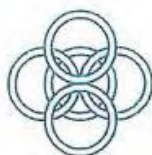






## **ANNEXURE 1**

### **Particle Size Analysis for Crushed Gravel**



## MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753  
Email : admin@matcons.com.au

### TEST CERTIFICATE

FLAKINESS INDEX: WA 216.1

CLIENT: B & J Catalano Pty Ltd, Lot 27 Bushmead Road, Hazelmere  
JOB NO.: 636\_249  
SAMPLE NO.: 636  
DATE TESTED: 02.04.2015  
CLIENT REFERENCE: SP 130  
SAMPLE DESCRIPTION: Ferricrete  
PROJECT: Quality Control -

FLAKINESS INDEX 2.9 %

Sampling Procedures: Tested as received.

Remarks: 50% of sample passing 4.75mm sieve.

WA 216.1 requires not more than 5% passing the 4.75mm test sieve for a standard test.



Accredited for  
compliance with  
ISO/IEC 17025

ACCREDITED FOR  
**TECHNICAL  
COMPETENCE**

Approved :



M Snow, Signatory

Date:

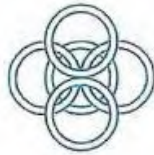
02.04.2015

CERTIFICATE NO. MC 636\_249\_4

ISSUE

1

EXCEL/CALC/FLAKINDX [636\_2490aki] REV 003 DATE: 11.12.2014



## MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 380

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753  
Email: admin@matcons.com.au

### TEST CERTIFICATE

#### CALIFORNIA BEARING RATIO : WA 141.1

CLIENT: B & J Catalano Pty Ltd, Lot 27 Bushmead Road, Hazelmere  
JOB NO.: 636\_249  
SAMPLE NO.: 636  
CLIENT REFERENCE: SP 130  
DATE TESTED: 08.04.2015  
SAMPLE DESCRIPTION: Ferricrete  
FEATURE: -  
PROJECT: Quality Control -

#### TEST CONDITIONS OF SPECIMEN

PERIOD OF SOAKING 4 days  
SURCHARGING OF SPECIMEN 4.50 kg  
COMPACTIVE EFFORT USED IN MOULDING SPECIMEN: 22 blows, 5 layers using a modified hammer with Rammer Mass of 4.9kg

#### TEST RESULTS

MAXIMUM DRY DENSITY 2.18 t/m<sup>3</sup>  
OPTIMUM MOISTURE CONTENT 8.0 %  
PERCENTAGE RETAINED 19.0mm SIEVE 6 %

#### DRY DENSITY

SPECIMEN BEFORE SOAKING 2.09 t/m<sup>3</sup>  
SPECIMEN AFTER SOAKING 2.09 t/m<sup>3</sup>

#### DRY DENSITY RATIO

SPECIMEN BEFORE SOAKING 96.0 %  
SPECIMEN AFTER SOAKING 96.0 %

#### MOISTURE CONTENT

SPECIMEN AT COMPACTION 8.1 %  
SPECIMEN AFTER SOAKING 10.3 %  
TOP 30 mm LAYER OF SPECIMEN AFTER PENETRATION 9.2 %  
REMAINING DEPTH OF SPECIMEN AFTER PENETRATION 8.7 %

#### MOISTURE RATIO

SPECIMEN AT COMPACTION 99.5 %  
SPECIMEN AFTER SOAKING 127.5 %  
TOP 30 mm LAYER OF SPECIMEN AFTER PENETRATION 114.0 %  
REMAINING DEPTH OF SPECIMEN AFTER PENETRATION 107.0 %  
SPECIMEN SWELL 0.0 %

CALIFORNIA BEARING RATIO 170 % AT 2.50mm PENETRATION

CALIFORNIA BEARING RATIO 170 % AT 5.00mm PENETRATION

REMARKS: Tested as received.



Accredited for  
compliance with  
ISO/IEC 17025

ACCREDITED FOR  
TECHNICAL  
COMPETENCE

APPROVED

M Snow, Signatory

DATE

08.04.2015

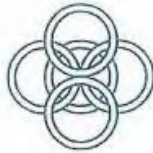
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ISSUE

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EXCEL/CALC1141\_1soaked(636\_249cbr) REV 008 DATE: 20.02.2015





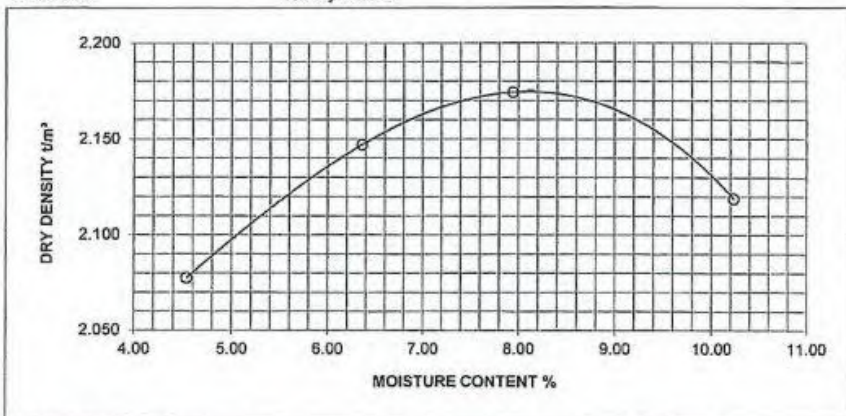
## MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753  
Email : admin@matcons.com.au

### TEST CERTIFICATE DRY DENSITY/MOISTURE CONTENT RELATIONSHIP : MODIFIED COMPACTION FINE AND MEDIUM GRAINED SOILS : WA 133.1

CLIENT: B & J Catalano Pty Ltd, Lot 27 Bushmead Road, Hazelmere  
JOB NO.: 636\_249  
SAMPLE NO.: 636  
DATE TESTED: 02.04.2015  
CLIENT REFERENCE: SP 130  
SAMPLE DESCRIPTION: Ferricrete  
FEATURE: -  
PROJECT: Quality Control



MAXIMUM DRY DENSITY 2.175 t/m³  
OPTIMUM MOISTURE CONTENT 8.1 %  
PERCENTAGE RETAINED 19.0mm SIEVE 6 %  
PERCENTAGE RETAINED 37.5mm SIEVE Not determined  
SAMPLING PROCEDURE: Tested as received.  
REMARKS:



Accredited for  
compliance with  
ISO/IEC 17025

ACCREDITED FOR  
TECHNICAL  
COMPETENCE

APPROVED :



M Snow, Signatory

DATE :

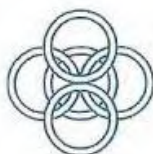
07.04.2015

ISSUE

1

CERTIFICATE NO. MC 636\_249\_2

EXCEL\CALC\133\_1\636\_249.mcd / REV 065 DATE: 20 02 2015



## MATERIALS CONSULTANTS PTY. LTD.

INDEPENDENT TESTING LABORATORIES: NATA ACCREDITATION No 1763 : ABN 67 126 947 386

72 COLLINGWOOD STREET, OSBORNE PARK WA 6017 TELEPHONE: (08) 9244 3080 FACSIMILE: (08) 9446 6753  
Email : admin@matcons.com.au

### TEST CERTIFICATE

CLIENT: B & J Catalano Pty Ltd, Lot 27 Bushmead Road, Hazelmere  
JOB NO.: 636\_249  
SAMPLE NO.: 636  
CLIENT REFERENCE: SP 130  
DATE TESTED: PSD tested 31.03.2015, Consistency Limit tested 01.04.2015  
SAMPLE DESCRIPTION: Ferricrete  
PROJECT: Quality Control

#### PARTICLE SIZE DISTRIBUTION : SIEVING & DECANTATION METHOD - WA 115.1

PERCENTAGE RETAINED ON 37.50mm SIEVE : 0%

SIEVE SIZE (mm)	PERCENT PASSING
26.5	100 %
19.0	94 %
13.2	81 %
9.50	68 %
6.70	57 %
4.75	50 %
2.36	42 %
1.18	34 %
0.600	29 %
0.425	25 %
0.300	19 %
0.150	12 %
0.075	9 %
0.0135	6 %

#### CONSISTENCY LIMIT - CONE PENETROMETER APPARATUS

LIQUID LIMIT WA 120.2	23.2%
PLASTIC LIMIT WA 121.1	Non Plastic
PLASTICITY INDEX WA 122.1	Non Plastic
LINEAR SHRINKAGE WA 123.1	0.4 %

SAMPLING PROCEDURES: Tested as received.  
REMARKS:



Accredited for  
compliance with  
ISO/IEC 17025

ACCREDITED FOR  
TECHNICAL  
COMPETENCE

APPROVED:

M Snow, Signatory

DATE: 02.04.2015

CERTIFICATE NO. MC 636\_249\_3

ISSUE 1

**ANNEXURE 2**

**9am (Bakers Hill) and 3 pm (York) Mean Wind Speed and Wind Roses**





SAF-SP-29

#### 4 Techniques to treat soils contaminated by hydrocarbon

- 4.1 Dependent on site requirements and on advice from the Environmental Department, contaminated soils may be treated in the following ways:
- Collected and disposed of
  - Encapsulated in the waste dump
  - Collected or remain in situ and treated by bioremediation to breakdown the hydrocarbon.
- 4.2 On completion of the rehabilitation program the Environmental Department must inspect and verify that the spill has been successfully remediated.

#### 5 Reporting requirements in regard to hydrocarbon spills

- 5.1 All incidents of hydrocarbon spills are to be reported to the immediate Supervisor as soon as possible and followed up with the completion of the B&J Catalano Incident Report Form which requires an incident investigation to determine root cause and assists in the prevention of a reoccurrence.
- 5.2.1 The immediate Supervisor must then report the incident to the Environmental Department to determine what reporting to external departments is required i.e. Department of Conservation.

**Table 1: Suggested Spill Equipment**

Type of Spill		Recommended Spill Equipment			
Spill on rocks / dirt		<ul style="list-style-type: none"> <li>• Use earthen bunds or booms to contain spill</li> <li>• Polypropylene pads to mop up excess oil at the outset</li> <li>• Global Peat or Enretec to treat contaminated soil in-situ</li> </ul>			
Spill on concrete / hardstand area e.g. workshop		<ul style="list-style-type: none"> <li>• Polypropylene pads (easiest and quickest)</li> <li>• Floorsorb / kitty litter if pads not available (this must be swept up and disposed of in hydrocarbon bins immediately, as these products are not hydrophobic and will not contain the spill if they become wet)</li> </ul>			
Spill in containment bund		<ul style="list-style-type: none"> <li>• Polypropylene pads or pillows</li> <li>• Bund can be drained or sucked out to waste oil receptacle if the spill is large</li> </ul>			
Spill occurs when raining or on a water body		<ul style="list-style-type: none"> <li>• Polypropylene pads</li> </ul>			
Document No.	Doc Type	Approved	Rev. No.	Rev. Date	Page
SAF-SP-29	SAF	May 2011	1.0	May 2012	3 of 4

# Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 30 Jun 1985)

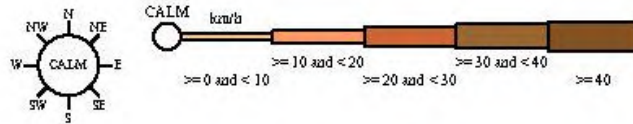
Custom times selected, refer to attached note for details

## BAKERS HILL

Site No: 010244 • Opened May 1964 • Still Open • Latitude: -31.7489° • Longitude: 118.4581° • Elevation 330m

An asterisk (\*) indicates that calm is less than 0.5%.

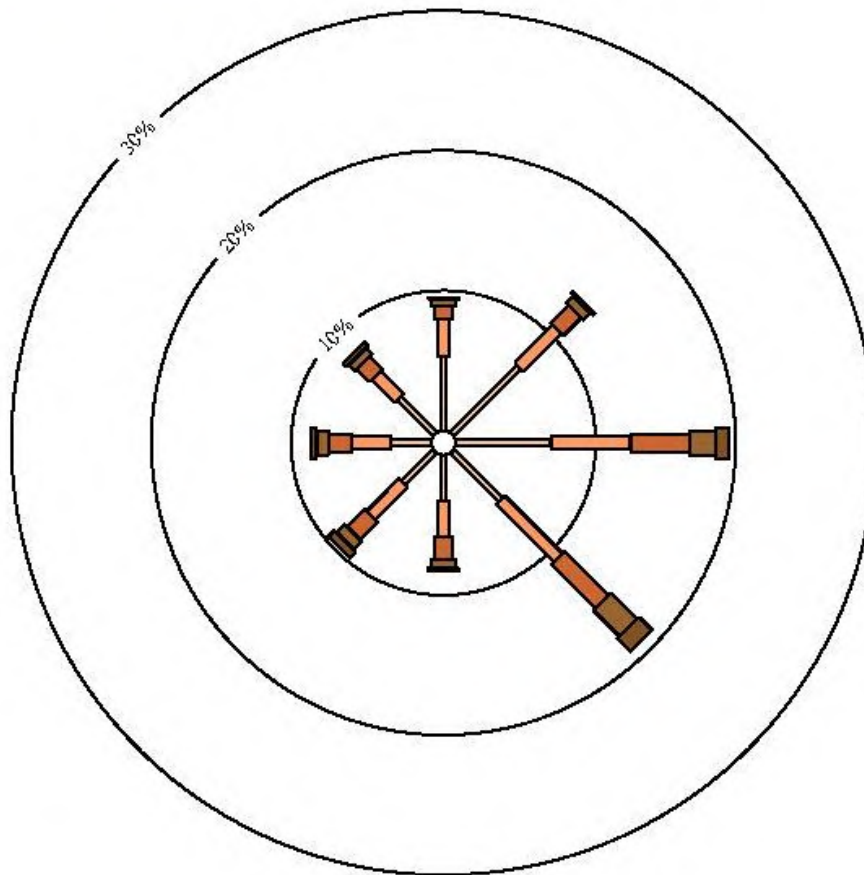
Other important info about this analysis is available in the accompanying notes.



9 am

7473 Total Observations

Calm 4%



### Rose of Wind direction versus Wind speed in km/h (13 May 1996 to 11 Aug 2020)

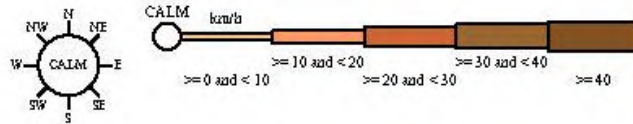
Custom times selected, refer to attached note for details

#### YORK

Site No: 010311 • Opened Apr 1996 • Still Open • Latitude: -31.8997° • Longitude: 116.785° • Elevation 179m

An asterisk (\*) indicates that calm is less than 0.5%.

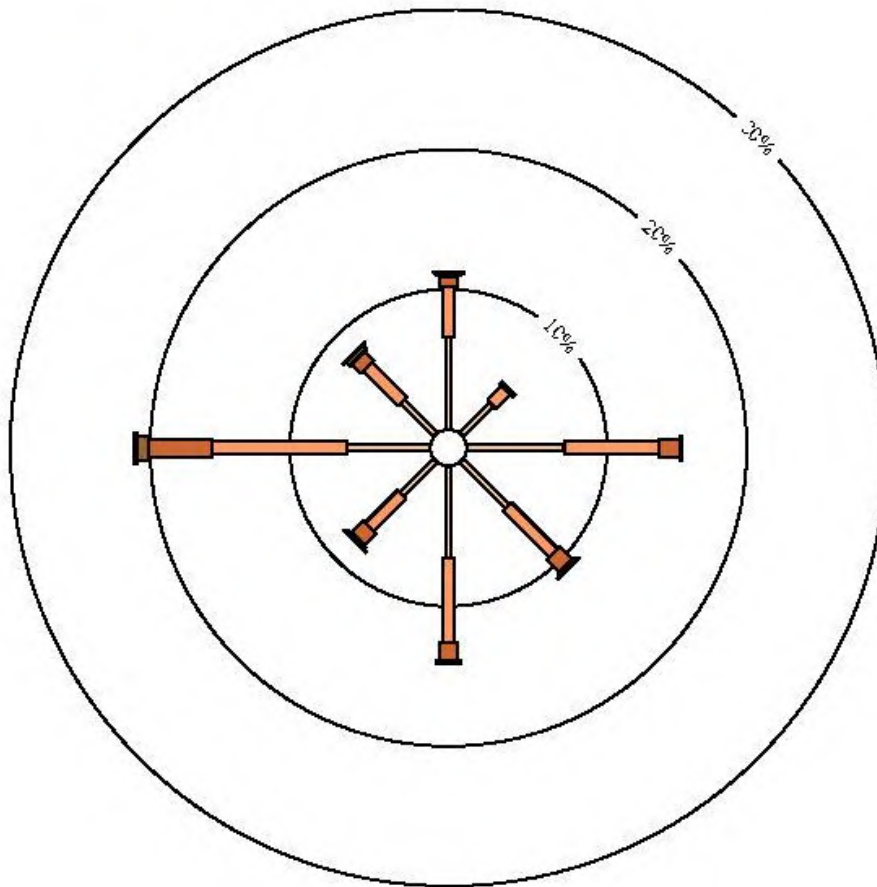
Other important info about this analysis is available in the accompanying notes.



3 pm

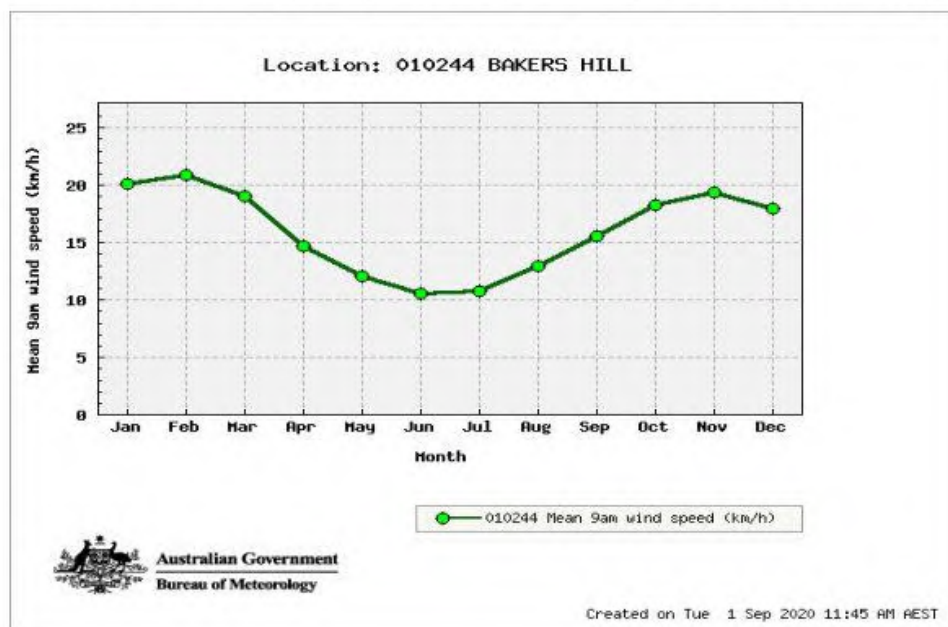
6692 Total Observations

Calm 6%

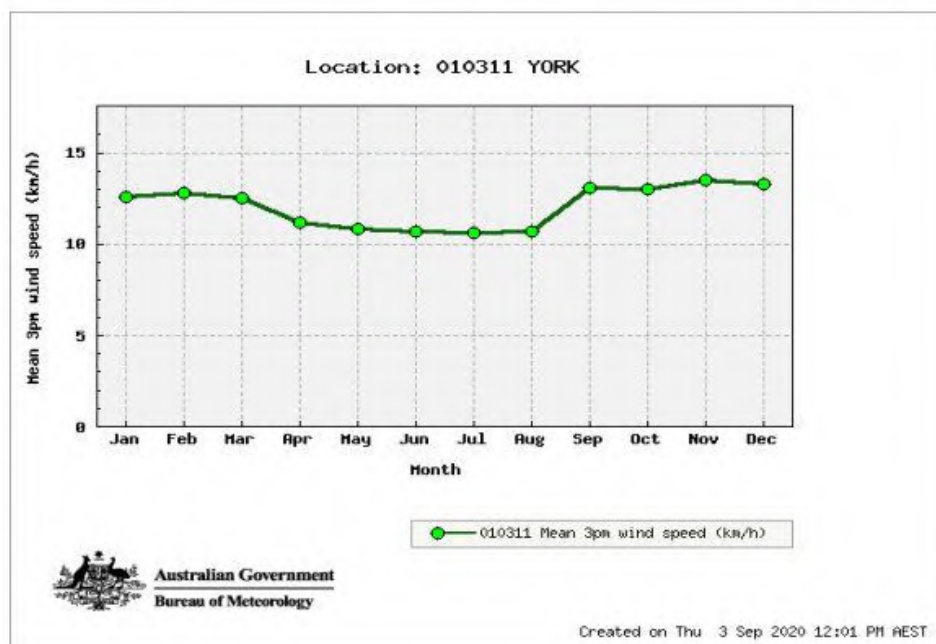




Mean 9 am wind speed (km/h) at Bakers Hill BoM Station (1971 – 1985)



Mean 3 pm wind speed (km/h) at YorkBoM Station (1996– 2020)



### **ANNEXURE 3**

#### **Site Classification Assessment Chart**

### Annexure3: Site risk assessment/classification for activities generating uncontaminated dust

#### Sheet 1: Site classification assessment chart

##### Part A. Nature of site

Item	Score options				Allocated score
1. Nuisance potential of soil, when disturbed	Very low .....1	Low.....2	Medium.....4	High.....6	2
2. Topography and protection provided by undisturbed vegetation	Sheltered and screened.....1	Medium screening....6	Little screening.....12	Exposed and wind prone.....18	6
3. Area of site disturbed by the works	Less than 1ha .....1	Between 1 and 5ha...3	Between 5 and 10ha.....6	More than 10ha.....9	9
4. Type of work being done	Roads or shallow trenches.....1	Roads, drains and medium depth sewers.....3	Roads, drains, sewers and partial earthworks.....6	Bulk earthworks and deep trenches.....9	9
TOTAL score for Part A					26

##### Part B. Proximity of site to other land uses

Item	Score options				Allocated score
1. Distance of other land uses from site	More than 1km.....1	Between 1km and 500m.....6	Between 100m and 500m.....12	Less than 100m.....18	12
2. Effect of prevailing wind direction (at time of construction) on other land uses	Not affected.....1	Isolated land uses affected by one wind direction.....6	Dense land uses affected by one wind direction.....12	Dense/ sensitive land uses highly affected by prevailing winds.....18	6
TOTAL score for Part B					18

**SITE CLASSIFICATION SCORE (A X B) = 468**



**Sheet 3: Notes relating to 'site assessment classification chart'**

1. The site assessment chart is used to differentiate between Classifications 1, 2, 3 and 4, as defined within these guidelines. Classifications 2 and 3 are subject to Note 4, below.
2. Sites may be divided into two or more classifications depending mainly on the proximity of existing land uses.
3. In assessing the relevant score level, the 'effect of prevailing winds' must be carefully considered. While houses, commercial areas, market gardens, schools and factories have high sensitivity ratings, roads, parks and recreational areas have lower sensitivity ratings.
4. Construction during dry period (1 October — 31 March).
  - (a) Where other land uses are within 100 metres of the site:
    - (i) sites assessed as Class 3 will automatically become Class 4, and
    - (ii) sites assessed as Class 2 will automatically become Class 3.
  - (b) Where other land uses are situated between 100 metres and 500 metres from the site, an on-site re-evaluation of Class 3 sites shall be conducted by the engineer for the developer, the local government or the DEC to determine the extent of additional Class 4 requirements considered necessary (if any).

#### Sheet 4: Dust management and monitoring requirements for each site classification score

Based on the total score obtained from the 'SITE CLASSIFICATION ASSESSMENT CHART' and notwithstanding any allowance for special site conditions during the dry period. (refer to Note 4. Appendix 1) the following site classification will apply:

**Site classification 1** — under 199; **Site classification 2** — 200 to 399; **Site classification 3** — 400 to 799; and **Site classification 4** — over 800.

**Note:**

- Unique sites may need special assessment
- It is essential that any contracts for construction work on site include the relevant contingency arrangements appropriate for the site classification

#### Classification 1 (score under 199, considered negligible risk)

Provisions:

- None required.

Contingency arrangements:

- None required.

#### Classification 2 (score between 200 and 399, considered low risk)

Provisions:

- The developer shall supply a contingency plan to the local government, which shall detail the activities to be undertaken should dust impacts occur.

Contingency arrangements:

- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust suppression.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum.

Monitoring requirements:

- Complaints management system in place (complaints recorded and acted on promptly).
- Notice to be erected at the site, providing contact details of the person to be contacted and works.

**Classification 3 (score between 400 and 799, considered medium risk)**

Provisions:

- Appropriate wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- All areas of disturbed land should be stabilised to ensure that the disturbed area exposed at any time is kept to a practical minimum to prevent exceedence of dust standards (see Section 4.4.2).
- The engineer for the developer shall maintain close control of works with dust creating potential (for example, allowable length of open trenching).
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10,000 litres capacity per 7.5 hectares of disturbed site, or other suitable alternatives, shall be available to commence watering on the site within 18 hours of being required to do so by the engineer for the developer/local government/DEC.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- If dust-related complaints are generated due to activities on the site, the developer may be required by the local government or an authorised DEC officer to distribute advisory notices to adjoining land occupiers within 48 hours. A notice form is provided in Sheet 5 of Appendix 1.
- If dust-related complaints are generated due to material which has been excavated for trenching, the developer shall ensure this material is stabilised within 48 hours of being requested to do so by the engineer for the developer, local government or an authorised DEC officer.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

- Site dust management system in place.
- On-site dust monitoring against short term criteria.
- Off-site (compliance) dust monitoring at site boundary (if close to sensitive receptors) or at sensitive receptors. See Section 4 and Appendix 4.
- Complaints management system in place (complaints recorded and acted on promptly).
- Exceedences to be reported to the relevant authority — DEC, Local Government or DOH.
- Notice to be erected at the site, providing contact details of the person to be contacted regarding the works.



**Classification 4 (score over 800, considered high risk)**

Provisions:

- Advisory notices shall be issued to adjoining land occupiers, the local government and the DEC at least 48 hours before site works commence. The notices shall include the name of the developer, engineer for the developer, Contractor/s, contract period, contact telephone numbers of the site engineer and local government environmental health officer as detailed in Sheet 5 of Appendix 1.
- Fencing to the extent and in locations agreed to by the developer and local government shall be erected before any part of the site surface is disturbed.

**Note: This provision does not necessarily mean that the total site boundary is to be fenced. The fence is to be installed to an extent which will protect adjacent land uses and in most cases should be erected on the edge of the area which will be disturbed rather than on the site boundary.**

- An amount of wind fencing of a length specified in the air quality management programme needs to be stored on site or available within one hour of being required by the engineer for the developer/local government/DEC.
- The nominated wind fencing is to remain in position until the disturbed surface is stable.
- Surface stabilisation is to be applied to the disturbed area of each section of the site upon completion of the works in that section.
- The engineer for the developer shall maintain strict control of works with dust-creating potential. Material which has been excavated for trenching shall be stabilised if the trench is to be left exposed for longer than 72 hours.
- After all siteworks are completed, and before the contractor has vacated the site, the developer should ensure that the entire site is stable. The developer then retains responsibility for site stability until change of ownership/control takes place. After the change of ownership/control has taken place, the new owner or controlling party will inherit responsibility for site stabilisation.

Contingency arrangements:

- Suitable water-carts in good working condition and of not less than 10 000 litres capacity per 5 hectares of disturbed site, or an appropriate alternative, shall be available to commence immediate watering on the site.
- Surface stabilisation equipment shall be available to commence operation on site within 48 hours of being required to do so by the engineer for the developer/local government/DEC and with sufficient capacity to cover the disturbed site area within a further 48 hours.
- Additional wind fencing shall be erected within 18 hours of the contractor being required to do so by the engineer for the developer/local government/DEC. Dust generating works on the site shall cease in the interim.
- Include an allowance for water-cart operation, wind fencing and surface stabilisation during the construction period for the purposes of dust and wind-borne material suppression.
- Include an allowance for surface stabilisation for the purposes of dust and wind-borne material suppression to be maintained after the construction period and until change of ownership/control takes place.

Monitoring requirements

As for Classification 3.

**APPENDIX 6**  
**DIEBACK MANAGEMENT GUIDELINE**

**PHYTOPHTHORA DIEBACK AND  
EXTRACTIVE INDUSTRIES  
INFORMATION BROCHURE**

for



Staff, Customers and Clients

**What is *Phytophthora* (*cinnamomi*)  
Dieback?**

*Phytophthora* dieback is a soil-borne fungal pathogen that kills a wide range of plant species in the southwest of WA by destroying their root systems. There are over fifty species of *Phytophthora* that occur worldwide. Although most *Phytophthora* species can cause plant disease, *Phytophthora cinnamomi* is the most frequently isolated *Phytophthora* species from native plant communities in WA's south west.

**Impact of *Phytophthora* Dieback**

*Phytophthora* Dieback occurs in all Southern Australian States and has had a significant impact on the biodiversity of native plants and animals from WA. It sometimes occurs in the nursery, mining, and forestry industries in WA.

According to CALM (2003), a conservative estimate places approximately 15-20% of the Jarrah forest as infested by *Phytophthora cinnamomi*. Furthermore, approximately 60% of the shrubland, *Banksia* woodland and Mallee woodland in the Stirling Range National Park are infected by the pathogen. Similarly, 70% of the Shannon and D'Entrecasteaux National Parks are also affected by *Phytophthora cinnamomi*.

**Managing *Phytophthora* Dieback**

The movement of large volumes of soil is a significant risk in terms of spreading *Phytophthora cinnamomi*. The extractive industry has the opportunity to reduce the rate of spread of *Phytophthora cinnamomi* by taking steps to minimise the accidental spread of the pathogen, with extraction in the >400 mm rainfall zone at greatest risk of spreading the pathogen.

In particular, operations occurring near native plant communities dominated with *Banksia* species and other Proteaceae may be at high risk. Different types of extracted materials have their different levels of inherent risk with regards to the likelihood of being infested with *Phytophthora* Dieback and therefore these differences need to be taken into account. For example, sand and gravel which carries organic matter or topsoil can be infested with *Phytophthora*, whereas limestone and hard rock are normally always dieback free.



**Plants Susceptible to *Phytophthora*  
Dieback**

*Banksias*, *Adenanthos* and other Proteaceae, Grass Trees (*Xanthorrhoea*), *Lomandra*, *Hibbertia*, *Dasypogon*, *Patersonia*, Jarrah (*Eucalyptus marginata*) are highly susceptible to *Phytophthora* impacts, as are 2,300 native plant and some exotic plants (Shearer 2004). The Dieback Working Group site provides a list of susceptible species. On the other hand species such as Marri (*Corymbia calophylla*) are not affected.

Disturbed native vegetation, farmland, urban and other similar areas are not normally able to be assessed for *Phytophthora*.

Should you have concerns with the use of particular gravels next to or high quality native vegetation please contact B & J Catalano for further advice or view <https://www.dwg.org.au>.



### Best Practice Management Techniques

are described by the Dieback Working Group<sup>1</sup> and these are used by B & J Catalano to minimise the risk of their operations in acting as a vector for the transfer of the pathogen. The techniques described in this document are by no means all-encompassing but provide a summary.

B & J Catalano choose resources that are elevated, dieback free or have species not favoured by *Phytophthora* such as blue gum plantations and pasture, where best practice is possible. Resources are extracted, processed managed and tested to provide the lowest possible *Phytophthora* Risk.



### Summary of Best Practice Guidelines for a site entirely infested with *Phytophthora* Dieback

- Entirely dieback infested sites are only used to supply to similarly infested sites.

### Guidelines for *Phytophthora* free, excluded from assessment or partially impacted sites.

- Training of staff on *Phytophthora* Dieback and management.
- No unauthorised entry is permitted.
- Vehicles must be "clean on entry"
- Areas are identified as follows:
  - Extraction and processing areas
  - Roads, including haul roads
  - Turn around points
  - Hygiene – quarantine points
  - Storage and stockpile areas
  - Water sources
- Surface water is contained on site.
- Stockpile areas are hard and well drained.
- All vehicles are clean on exit.
- The site and activities are secured by fencing, Signage, training and other methods.
- Separate excavation and loading areas.
- Signs illustrate the status and measures required are used as applicable.
- Dieback free water is used.
- Customers are notified of the Dieback status of the site and the resource.
- Stockpiles are regularly checked for organic matter or topsoil contamination.
- Product is regularly tested for *Phytophthora*.



South Western Highway Brunswick 6224

PH: 08 9726 8120

admin@catalano.com.au



### INFORMATION FOR THIS BROCHURE HAS BEEN OBTAINED FROM:

<sup>1</sup>Dieback Working Group, 2019.  
**Management of *Phytophthora* Dieback in Extractive Industries.**

**Attachment 3**  
**Statutory Assessment (P20079)**

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.3	Zoning Table – Rural – Extractive Industry 'A'	Extractive Industry	Development application submitted.
4.5	Setbacks – Rural – 25m front; 20m side & rear	Site setback 50m from northern boundary and 107m from eastern boundary.	Complies.
4.13	Car parking	Staff/ contractor's car park will be located immediately south west of the proposed extraction area.	Complies.
4.14	Traffic entrances	Use of existing entrance from Horton Rd.	Entrance is considered satisfactory for the purposes of the proposed development.
4.16	Access for loading & unloading	Trucks to be loaded within vicinity of extraction area.	Sufficient area for loading and unloading.
4.25	Extractive and mining industries		
4.25.1	Only supported: where extraction doesn't affect natural environment or amenity; where due consideration is given to rehabilitation; where proposals comply with legislation and policies.	Environmental Management Plan that includes assessment of environmental impacts and rehabilitation.	Assessment shows that the proposal can be supported.
4.25.2	Applications to be accompanied by a management plan and report.	Application and Environmental Management Plan submitted.	Complies.
4.25.3	Following matters to be considered:		

Clause	Provision	Proposal	Assessment
	(a) Hours and methods of operation;	Monday to Friday 7:00 am to 6:00 pm and Saturdays 7:00 am to 12:00 noon. A bulldozer will rip and blade gravel into stockpiles. A mobile crushing and screening plant will be used on site for approximately 4 weeks per year, dependent on the size of the campaign. Trucks will enter the excavation area and be loaded from product stockpiles by a front-end loader.	Hours of operation and method of operation considered satisfactory. A condition of approval is recommended to ensure that screening and crushing activities do not create noise emissions that will affect nearby residential properties.
	(b) Siting of internal access roads, buildings and plant;	Use of existing internal access roads to the site. New access roads to area to be established. Mobile plant to be used.	Arrangements are considered satisfactory. Any new roads / access are to be sealed to prevent dust. Condition recommended.
	(c) Vehicle access arrangements, including road upgrade and maintenance contributions;	Use existing Purearth transport route of Carter St and then Great Eastern Highway and vice versa as access from and to the site. The existing Purearth exit point onto Horton Road and internal roads will also be used.	Arrangements are considered satisfactory. The Shire's Fees and Charges provide for a road maintenance contribution of 50c per tonne.
	(d) Measures to minimise air, water, noise and visual pollution;	Details provided in the Environmental Management Plan,	Measures outlined in the EMP are considered satisfactory.



Clause	Provision	Proposal	Assessment
		including noise and dust suppression measures.	Condition recommended to ensure implementation.
	(e) Location and depth of extraction areas;	Proposed to extract approx. 207,000 tonnes of gravel from an area of 12.2 ha in 3 stages over a period of 5 years using an average gravel thickness of 1m and a specific gravity of 1.7 tonnes per m <sup>3</sup> to a depth of between 1m to 1.5m.	The extraction of the gravel will result in a shallow depression of approximately 1 to 1.5 metres below natural ground level, which can be rehabilitated for agricultural purposes.
	(f) Stabilisation of extraction areas, stockpiles and overburden dumps;	Water cart to be used to suppress dust.	Measures outlined in the EMP are considered satisfactory. Condition recommended to ensure implementation.
	(g) Drainage;	Contain stormwater within pit and detention ponds.	Measures outlined in the EMP are considered satisfactory. Condition recommended to ensure implementation.
	(h) Protection of the amenity of adjoining land uses including visual screening and buffer requirements;	Visually the site will be located well within the site. Management of noise detailed in Plan submitted.	Measures outlined in the EMP are considered satisfactory. Condition recommended to ensure implementation.
	(i) Restoration and rehabilitation of excavation areas;	Topsoil will be replaced over the completed stages and seeded with pasture species on a progressive basis.	The Applicant proposes to conduct the excavation in 3 stages, which are greater than the maximum of 1 hectare stipulated in the Local Laws. Permitting a greater area to be excavated will enable the extraction and rehabilitation to proceed at a greater rate over the estimated 5 year period.

Clause	Provision	Proposal	Assessment
			The rehabilitation measures outlined in the EMP are considered satisfactory to enable future agricultural use. Condition recommended to ensure implementation of the EMP together with payment of a bond prior to issue of the EIL.
	(j) Rehabilitation to ensure consistency with long term planning objectives including sequential land use proposals;	Rehabilitation will return land to enable use for agricultural activities.	Rehabilitation objectives consistent with the objectives of the Rural zone and the Local Planning Strategy.
	(k) A bond may be required in accordance with the LPP.	Rehabilitation bond required.	Condition recommended requiring payment of the bond prior to issue of the EIL. Bond rate as per adopted Fees and Charges (i.e. \$3,500 per hectare).
4.31.2	Amenity of non-residential development – have regard to: effect of building or works on nearby properties; effect on landscape and environment generally; any other matter.	Extractive industry – gravel	The EMP submitted provides a satisfactory assessment of and measures for managing the potential impacts, such as noise and dust from the operation of the extractive industry on the amenity of the locality. Conditions have been recommended to ensure implementation of the EMP.
Deemed Provisions – Clause 67 of Regulations			
A	Aims and provisions of LPS6;	Extractive industry – laterite gravel	The objectives of the Rural zone include to provide for extractive industries. The proposed activity is consistent with the provisions of LPS6.
C	Any approved State Planning Policy – SPP2.4 – Basic Raw Materials matters for consideration:		
	<ul style="list-style-type: none"> <li>the significance of the resource in terms of its positioning in a priority resource location, key extraction area, or extraction area;</li> </ul>	Extraction of laterite gravel	Site is located in a priority resource area.

Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> <li>the effect of the proposed extractive industry on any native flora and fauna, the natural landscape, groundwater quality, quantity and use, surface drainage and surface water quality, and sites of cultural and historic significance on and near the land;</li> </ul>	<p>EMP submitted. A flora, vegetation and Black Cockatoo habitat assessment was carried out in 2019. No threatened ecological communities occur within 10km and no threatened flora occur within 5km.</p> <p>A clearing permit has been lodged with DWER on 11/08/2020 to remove native vegetation within the extraction area, which is classified as completely degraded.</p>	<p>The EMP shows that there will be no impacts on threatened flora or fauna and that minimal clearing will be required to facilitate the development.</p> <p>Drainage measures identified are satisfactory and the landscape will be returned to a similar state following excavation.</p> <p>There are no cultural or historical sites on or near the land affected.</p>
	<ul style="list-style-type: none"> <li>the effect of the proposed extractive industry on agricultural land;</li> </ul>	<p>Extractive industry to be rehabilitated for agricultural purposes.</p>	<p>Satisfactory. No permanent impacts.</p>
	<ul style="list-style-type: none"> <li>the effect of vehicular traffic, noise, blasting, dust and vibration on the amenity of the surrounding area having regard to existing and future uses;</li> </ul>	<p>Environmental management plan submitted assessing potential impacts and detailing measures to manage impacts.</p>	<p>Measures outlined in Environmental Management Plan considered satisfactory.</p> <p>Conditions recommended to ensure that the EMP is implemented.</p>
	<ul style="list-style-type: none"> <li>the ability to rehabilitate the land to a form or for a use which is compatible with the long-term planning for the site and surrounding area;</li> </ul>	<p>Rehabilitation measures outlined in Environmental Management Plan submitted.</p>	<p>Satisfactory. Land will be returned to agricultural purposes, which is consistent with long-term planning.</p>
	<ul style="list-style-type: none"> <li>the availability and suitability of road access;</li> </ul>	<p>Use of existing Purearth access arrangements to use private road to Carter St</p>	<p>Access suitable. Main Roads and Shire of Mundaring consulted and agree.</p>



Clause	Provision	Proposal	Assessment
		and onto Great Eastern Highway.	
	<ul style="list-style-type: none"> <li>the ability to stage the extraction operations to avoid conflicts with adjacent land uses.</li> </ul>	3 stages proposed.	Stages are outlined and are considered appropriate. Noting that the stages are a variation on Council policy.
	6.4: Applications are to be accompanied by a management plan and report, which demonstrates:		
	<ul style="list-style-type: none"> <li>demonstrates that sensitive land uses within 1,000 m of the proposal will not be adversely affected by the extractive industry operations;</li> </ul>	EMP details measures to manage potential impacts, such as noise, dust, etc.	EMP measures outlined as satisfactory to ameliorate any potential impacts.
	<ul style="list-style-type: none"> <li>identifies appropriate buffer distances, these being distances required for extraction that are needed to buffer the impact of operations to adjacent land uses;</li> </ul>	Closest dwellings are located approximately 1,500m from the site.	Buffers distances are considered in the EMP and shows that the distance to sensitive receptors are sufficient.
	<ul style="list-style-type: none"> <li>provides details of the proposed use, development and management of the site including the environmental and water resource management standards, quarry areas, stock piles, machinery maintenance areas, processing plants, fuel storage and on-site access roads, parking for cars and other vehicles used on the site, and proposals for landscaping to screen activity on the site;</li> </ul>	EMP outlines proposed development, operations and measures for managing potential impacts.	EMP provides sufficient details.
	<ul style="list-style-type: none"> <li>describes arrangements for access to the site, including the roads which it proposes will provide the main vehicular access and likely traffic flows; and</li> </ul>	EMP provides details of access to the site (i.e. using the existing Purearth arrangements).	Access arrangements considered satisfactory.

Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> <li>sets out proposals for the progressive and ultimate rehabilitation of the site for its intended long-term use.</li> </ul>	EMP outlines rehabilitation works to return land to a suitable condition for use for agricultural purposes.	Rehabilitation measures considered satisfactory.
	6.5: Sequential land use planning should be a requirement whereby extraction and rehabilitation can take place on a programmed basis in advance of longer-term use and development.	Area to be rehabilitated suitable for agricultural purposes.	Area identified as ongoing rural land in the Local Planning Strategy.
	6.7: in determining applications, the local government may apply conditions, including those to minimise air, water, noise and visual pollution; stabilise excavations; protect amenity; and ensure rehabilitation of the land is consistent with the long-term future use.	Extractive industry (laterite gravel)	Conditions are recommended to ensure that the extractive industry complies with the relevant legislation and that the measures in the EMP are implemented.
G	Any local planning policy		
	LPP20 – Advertising of planning proposals: Level 4 advertising required for extractive industry proposals.	Extractive industry	Community consultation included letter notification of nearby landowners, including residents residing in the Shire of Mundaring; email notification to the Shire of Mundaring and Main Roads WA; advertisement on the Shire's website. 4 submissions received in response to the advertising. Refer to the Schedule of Submissions.
	LPP21 – Extractive Industries		
	4.2: Information to be submitted with application	Plans; Environmental Management Plan.	Applications complies and provides sufficient information.
	4.3: Matters for consideration:		

Clause	Provision	Proposal	Assessment
	a) Merits – each application be examined on its individual merit having regard for the existing land uses, topography of the land, and its specific location;	Environmental Management Plan submitted.	Application assessed on its merits in accordance with LPS6 and Local Laws.
	b) Whether the site is in a visually significant location such as on a ridge, close to a national park or nature reserve, visible from a major road, tourist destination or scenic route;	Site located well within the site.	Site not visual from a road or public place.
	c) Compatibility with adjoining land uses;	To be co-located with Purearth's composting operations; adjoining sites are used for extractive industries (BGC & Capital Recycling); properties opposite are rural.	The proposed use is considered compatible with the adjoining land uses subject to the measures outlined in the EMP being implemented.
	d) Noise, dust and vibration abatement measures;	As outlined in the submitted Environmental Management Plan.	Condition recommended to ensure that measures outlined in EMP are implemented.
	e) Proximity and buffers to water courses	Site will have a separation distance of between 80 and 150m.	Proximity and buffer sufficient.
	f) Drainage implications including surface and groundwater impacts;	Section 5.5.1 of the EMP addresses water management.	No impacts identified, subject to measures outlined in EMP being implemented. Conditions recommended.
	g) Whether the application proposes the clearing of significant remnant vegetation;	EMP states that the proposed extraction area boundaries have been planned to avoid stands of	No clearing of remnant vegetation proposed.



Clause	Provision	Proposal	Assessment
		trees and remnant vegetation on the property.	
	h) Intended end use of the land and future planning for the area under Council's Local Planning Strategy;	Site to be rehabilitated to enable agricultural uses.	Area identified as Rural in the LPS.
	i) Rehabilitation measures;	Section 6 of the EMP outlines the rehabilitation measures to enable the land to be rehabilitated for agricultural purposes.	Proposed rehabilitation measures considered satisfactory. The activity will result in a shallow depression.
	j) Weed control;	Monitoring of the rehabilitated area will be carried out annually to assess success of germination of pasture grasses and the emergence of weeds. Weed control will take place where necessary.	Monitoring measures outlined in the EMP are considered satisfactory.
	k) Environmental management and measures proposed to be undertaken by operators to address environmental issues;	EMP outlines environmental measures to be undertaken during and post excavation, including management of dieback.	Environmental management measures considered satisfactory. Conditions required to ensure implementation and monitoring.
	l) Whether the access roads proposed are suitable for the volume of traffic and type of heavy vehicles proposed;	Use of the existing Purearth access roads.	Existing access roads considered adequate to cater for additional traffic.
	m) Whether the site has access to major roads, and whether the existing roads to be used by trucks are in good condition;	The haulage route is via Carter Road and the Great Eastern Highway.	Main Roads WA were consulted regarding the proposal and use of Great Eastern Highway and raised no objections.

Clause	Provision	Proposal	Assessment
	n) Proposed road haulage route and whether the use of any state controlled roads are proposed;	The haulage route is via Carter Road and the Great Eastern Highway.	Main Roads WA were consulted regarding the proposal and use of Great Eastern Highway and raised no objections.
	o) Size of trucks and number of truck movements;	Vehicle payloads (GAVs1): Truck and Dog (40 tonnes) and Road Train (50 tonnes); a maximum of 8 loaded truck movements per day depending on demand.	Road network is sufficient to cater for additional traffic resulting from the proposal.
	p) Existence of other extractive industry or heavy haulage-associated use in the vicinity;	Site adjoins BGC and Capital Recycling and is to be co-located with the Purearth Composting Facility.	Road network is sufficient to cater for additional traffic resulting from the proposal.
	q) Details of the storage of fuel and flammable materials on the site;	No fuel or lubricant storage will occur on the site. Refuelling will take place using a mobile refuelling vehicle which is equipped with a "snap-on snap-off, fast-fill and auto shut-off" facility. Plant will be refuelled each morning, leaving the vehicles almost empty overnight.	Refuelling and parking to be located away from watercourse as depicted on the submitted plans, which is considered suitable.
	r) Material to be excavated, including maximum depth of excavation, area to be open at any one time and expected pit life; and	Proposed to excavate laterite gravel to a depth of between 1m and 1.5m over a period of 5 years in 3 stages – first stage will cover an area of 3.5, the second 5ha, and the third 3.7ha.	Excavation will leave a shallow depression. Staging areas exceed 2 hectares recommended in the Local Laws. Staging discussed later in this Report.

Clause	Provision	Proposal	Assessment
	s) Consistency with the purposes and relevant considerations of Special Control Areas in the Scheme.	Site not within a Special Control Area.	Noted.
	5: Development Guidelines –		
	<ul style="list-style-type: none"> <li>Setbacks 75m from road; 50m to property boundary; 50m to watercourse or remnant vegetation.</li> </ul>	Site setback 50m from northern boundary and 107m from eastern boundary; 100m from watercourse; 50m to remnant vegetation.	Complies.
	<ul style="list-style-type: none"> <li>Buffer – sand, gravel and limestone (no grinding or milling works): 300 – 500 m depending on size;</li> </ul>	Nearest residents 1,500m.	Complies.
	<ul style="list-style-type: none"> <li>Compliance with mine safety requirements</li> </ul>	EMP references Mines Safety and Inspections Act (WA) 1994.	Condition recommended.
	<ul style="list-style-type: none"> <li>Requirement to obtain vegetation clearing permit</li> </ul>	Clearing permit submitted to DWER 11/08/2020.	DWER advised clearing permit application on hold until DA has been determined.
	<ul style="list-style-type: none"> <li>Requirement to obtain DWER licence for prescribed premises</li> </ul>	No details provided.	Advice note required.
	<ul style="list-style-type: none"> <li>Environmental protection requirements if located in a Public Drinking Water Source Area.</li> </ul>	The site is not located in a PDWSCA.	Agree. Confirmed on DWER mapping.
	<ul style="list-style-type: none"> <li>Weed and disease management plan to be developed.</li> </ul>	EMP details weed and disease management, including dieback.	Proposed management measures considered satisfactory. Condition recommended to ensure implementation.



Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> <li>Pit rehabilitation plan to be submitted and approved – restrict open pit to 2 hectares; larger pits may be considered where there is no detrimental impact; details of rehabilitation.</li> </ul>	<p>It is proposed to rehabilitate following excavation of each stage – 1<sup>st</sup> stage: 3.5 ha; 2<sup>nd</sup> stage: 5 ha; and 3<sup>rd</sup> stage: 3.7ha.</p> <p>The Proponent proposes to extract from an area larger than 2 ha in each stage because the capacity of equipment used by the Proponent will not efficiently fit into a 2 ha plan. The use of larger capacity equipment will shorten the extraction and disturbance times that will enable rehabilitation programs to commence sooner.</p>	<p>The excavation and rehabilitation of larger areas will not result in any detrimental impacts and therefore can be supported.</p> <p>Conditions and bond recommended to ensure that the proposal is implemented as per EMP.</p>
	<ul style="list-style-type: none"> <li>Security for restoration and rehabilitation as determined by the Shire of Northam. Current Fees and charges is \$3,500 per hectare.</li> </ul>	Proposed excavation area is 12.2 ha.	Bond required is 12.2 ha x \$3,500/ha = \$42,700.00.
	<ul style="list-style-type: none"> <li>Road maintenance contribution: nil for less than 2,000 tonnes per annum; 50c per tonne for 2,000 to 40,000 tonnes per annum; to be negotiated at time of application (minimum of 50c per tonne) for over 40,000 tonnes per annum.</li> </ul>	69,000 tonnes per annum	<p>Taking into consideration the short length of Horton Road to be used, the minimum contribution is considered appropriate.</p> <p>Contribution required is 69,000 tonnes x 50c = \$35,000.00.</p>
I	Any report of review of LPS6	Extractive industry	The report of review does not affect the assessment or determination of this proposal.

Clause	Provision	Proposal	Assessment
M	Compatibility of the development with its setting but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;	Extractive industry (5 year period)	Development is considered short-term and temporary. The proposal does not affect the long-term use of the land for rural purposes as identified in the Local Planning Strategy. The EMP outlines measures to minimise impacts resulting from the development. Conditions are recommend to ensure the EMP is implemented satisfactorily.
N	Amenity of locality including environmental impacts; character of locality; social impacts of the development;	The EMP assesses potential impacts on the amenity and environment, including dust and noise emissions, and any environmental effects.	Measures have been identified in the EMP to address potential impacts on the amenity, which are considered satisfactory.
O	Likely effect on the natural environment or water resources and any means proposed to protect or mitigate impacts;	Potential impacts on the natural environment and water resources have been assessed in the EMP. Measures have also been outlined to protect or mitigate potential impacts.	Measures have been identified in the EMP to address potential impacts on the natural environment and water resources, which are considered satisfactory.
P	Whether adequate provision has been made for landscaping and whether any trees or other vegetation should be preserved;	No remnant vegetation will be impacted by the proposal. A clearing permit has been submitted to DWER for removal of native vegetation. The rehabilitation plan outlines the proposed revegetation of the site post-extraction.	The remnant vegetation should be identified and protection for the life of the proposal. Condition recommended for the above and implementation of the EMP.

Clause	Provision	Proposal	Assessment
Q	Suitability of land for the development taking into account possible risks, including bushfire, soil erosion, etc.	The site is bushfire prone and was affected by a fire in 2019.	A Fire Management Plan should be prepared prior to commencement of the activity to ensure that fire risks can be adequately managed. Condition recommended.
S	Adequacy of means of access and egress and arrangements for loading, unloading, manoeuvring and parking of vehicles;	Existing Purearth access and egress arrangements to be utilised. Sufficient area within vicinity of extraction area for loading and manoeuvring of vehicles.	Arrangements are satisfactory.
T	Amount of traffic likely to be generated and probable effect on traffic flow and safety;	A maximum of 8 loaded truck movements per day are expected, which equates to 16 truck movements in total.	The local road network has sufficient capacity to cater for the additional traffic.
W	History of the site	Extractive industry to be located on the Purearth Composting property.	2019 the property was affected by fire. A Fire Management Plan needs to be prepared to ensure that the activity does not increase the risk of fire.
X	Impact of development on the community as a whole notwithstanding the impacts on particular individuals;	Extractive Industry	There is no detrimental impact on the community as a whole as a result of the proposal.
Y	Any submissions received;	Extractive Industry	2 submissions received. Refer to the Schedule of Submissions for further details.
ZA	Comments or submissions received from any authority consulted;	Extractive Industry	Comments have been received from Main Roads WA and the Shire of Mundaring. Refer to the Schedule of Submissions for further details.



**Attachment 4**  
**Schedule of Submissions (P20079)**  
**Proposed Extractive Industry – 366 Horton Road, Woottating**

No.	Name & Address	Summary of Submission	Officer's Comment
1.	Main Roads WA	<p>Thanks for your email requesting advice.</p> <p>We've taken a look at the proposal and given that the expected traffic generation below, from page 6 of the Extractive Industries Licence Application and Environmental Management Plan, we are satisfied that the proposal does not require a formal comment from Main Roads WA.</p>	Noted.
2.	John Dandie, Resident, 4 Horton Rd, The Lakes	<p>I am not happy with this pure Earth putting in Extractive industry - laterite Gravel</p> <p>A company hasn't come to us locals to talk about it they've just gone and done it</p> <p>Now we have to deal with more dust and noise</p> <p>It will be just like the BGC the quarry</p> <p>You have more trucks karting out of here like BGC</p> <p>Last year they had a fire at this place at pure Earth and put us locals in the shutdown and we weren't happy</p> <p>They have had vehicles coming down Warton Road instead of going down Carter Road</p> <p>I do not want this to go ahead</p>	<p>An Environmental Management Plan has been submitted demonstrating that potential impacts from the development can be appropriately managed.</p> <p>This resident is approximately 3.5km from the site and no traffic from the development will be using the portion of Horton Rd in proximity to Lot 4.</p> <p>A condition has been recommended for the submission and approval of a Fire Management Plan prior to commencement of any works. Noting that Purearth have recently updated their Plan and infrastructure relating to fire protection.</p>
3.	Sue & Ray Pederick, Lot 3 Cable St, The Lakes	<ol style="list-style-type: none"> <li>Most important is the working hours being restricted to a normal working week only.</li> <li>The water aspect is also important, as it is the Shire of Northam that could be in the very same circumstances as to what happened to the Shire of Mundaring.</li> <li>The 3<sup>rd</sup> point which is relevant to the Roads is also the Shire of Northam's concern, as <b>DWER advised me</b> that it was not theirs, or</li> </ol>	Proposed hours of operation are Monday to Friday 7:00 am to 6:00 pm and Saturdays 7:00 am to 12 noon, which are considered appropriate for the location and is consistent with the WAPC's general operating hours for BRM operations.

No.	Name & Address	Summary of Submission	Officer's Comment
		<p>the Main Roads Department issue But one that had to be carried out by the <b>Shire of Northam</b>.</p> <p>Main Roads Department needs to be consulted, as the stretch between the Lakes Road House and Carter Road is extremely dangerous, especially when pulling out of Cable Street, as well as turning into, either Cable Street or Docconning Road.</p> <p>There have already been a number of large vehicle accidents. Amendments should be done to both sides of the Great Eastern Highway.</p> <p>With a lot more Pure Earth Trucks movement to occur from the using Carter Street these commendations are paramount to ensuring that the local residents are somewhat safer on the road.</p> <p>4. The other important issue which is not in the attached document regards dust.</p> <p>Not only are we having to deal and live with the silica dust fall out from the BGC Quarry, now we have this.</p> <p>Does the company concerned have any restrictions if the wind is too strong?</p> <p>Do they have enough water to suppress the dust?</p> <p>The above points is what we are most concerned about.</p>	<p>The Environmental Management Plan provides an assessment of the water issues and management, including depth to groundwater and distance to watercourse, and shows that the proposed development will not have any impacts if managed as recommended.</p> <p>Main Roads were consulted during the assessment process and have advised that they did not need for formally comment on the proposal.</p> <p>This resident's dwelling is approximately 3.8km from the location of the proposed extractive industry. The Environmental Management Plan provides an assessment of and recommendations to manage potential dust emissions, which are considered satisfactory. A condition of approval has been recommended to ensure that the recommendations are implemented.</p>
4.	Shire of Mundaring	<p><u>Traffic</u></p> <p>The Shire's Infrastructure Services have reviewed the application and request further clarification regarding the proposed route for trucks from the site off Horton Road. The Shire recommends access via Carter Road to the west which connects to Great Eastern Highway, instead of utilising the Horton Road connection onto Great Southern Highway to the south, which has a substandard intersection.</p> <p>Carter Road and Horton Road should be upgraded to a suitable standard to support the proposed truck movements. It is noted that the site entrance connects to the unsealed section of Horton Road, and all internal tracks to the site are gravel. The Shire has concerns over the</p>	<p>Additional information was provided to the Shire of Mundaring without response. The access route proposed is as per the existing arrangements that are in place for Purearth. Main Roads were consulted as part of the consultation process and advised that no formal comments were required. The EMP outlines the proposed dust suppression measures, which are considered adequate.</p>

No.	Name & Address	Summary of Submission	Officer's Comment
		<p>amount of dust that may be generated from trucks utilising unsealed tracks and roads. Improvements to Horton Road and the site access should be considered with respect to sealing the road and site access, ensuring sufficient sightlines and egress to accommodate turning trucks entering /exiting the site.</p> <p>Referral of the application to Main Roads is required to assess road requirements regarding access onto either Great Eastern Highway or Great Southern Highway.</p> <p><u>Noise</u></p> <p>The Shire notes that no noise assessment / acoustic report has been provided for the extractive industry demonstrating compliance with the <i>Environmental Protection (Noise) Regulations 1997</i>. This should be a requirement prior to approval of works commencing on site, given the proximity of the extractive industry use to nearby sensitive land uses (i.e. dwellings).</p> <p>Although some of these residences are currently vacant, this is not a reasonable justification for not undertaking a noise assessment as these residences could be inhabited at any time. The application states it can be "inferred that the environmental impacts of noise on these premises will be low", however this needs to be validated.</p> <p>No blasting is proposed as part of the extractive industry. If approved, it is essential a condition is applied that no blasting shall be conducted without prior approval of the Shire of Northam.</p>	<p>The Shire of Mundaring's concerns are noted in regards to noise emissions, however Officers disagree that a formal acoustic assessment is required. The closest sensitive receptor is located 1.5km from the site, which greatly exceeds the buffer requirements. A condition is recommended advising that an acoustic assessment will be required should noise complaints be received and attributed to the proposed development.</p> <p>Agreed that a condition regarding blasting should be imposed. Noting that no blasting is proposed by the Applicant.</p>



### 12.3.2 Proposed Cancellation of Reserve 42594 (2C Strickland Ave, Northam)

<b>Address:</b>	Lot 424 (2C) Strickland Avenue, Northam Reserve 42594
<b>Owner:</b>	Crown Land (Management Order: Shire of Northam)
<b>Applicant:</b>	Laurie Ferris, Stadium Assets Pty Ltd
<b>File Reference:</b>	A14604
<b>Reporting Officer:</b>	Jacky Jurmann, Manager Planning Services
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

Council at its Ordinary Meeting held on 21 October 2020 considered a proposal to purchase the reserve as part of the construction of a nursing home development proposed on 2B Strickland Ave, Northam.

Item 3 of Council's resolution (C.4056) was to "Advertise the proposed cancellation of the reserve and pedestrian access way in accordance with the provisions of the Land Administration Act 1997".

The proposal has been advertised and no submissions were received.

In accordance with Item 4 of Council's resolution (C.4056), the item is referred back to Council for consideration.

#### ATTACHMENTS

Attachment 1: Advertising documents

#### A. BACKGROUND / DETAILS

Refer to the previous Report for the Background to this proposal.

#### B. CONSIDERATIONS

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

Theme Area: Governance & Leadership

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

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

## B.2 Financial / Resource Implications

The costs associated with the proposal, such as advertising will be borne by the Applicant as previously considered.

## B.3 Legislative Compliance

The proposal was advertised in accordance with the provisions of the *Land Administration Act 1997*.

## B.4 Policy Implications

The proposed sale of the Reserve 42594 is consistent with the recommended action in the Shire's Land Rationalisation Strategy adopted in 2016.

## B.5 Stakeholder Engagement / Consultation

The proposal was advertised in accordance with the provisions of the *Land Administration Act 1997* and advice from the Department of Planning, Lands and Heritage for a minimum period of 21 days as follows:

- signposting of the reserve (refer to Attachment 2 for photos).
- publishing the proposal in a local newspaper (refer to Attachment 1 for advertisement); and
- notifying nearby landowners, informing them of the proposed change to the reserve (refer to Attachment 1 for letter).

A number of enquiries were received from neighbours during the consultation period, however no submissions were received.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Sale of land valued incorrectly.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure land is valued by accredited valuer
Health & Safety	Nil	Nil	Nil
Reputation	Residents not aware of proposal.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure advertising is carried out broadly
Service Interruption	Nil	Nil	Nil
Compliance	Sale process does not comply with relevant legislation.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure sale process complies with relevant legislation

Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

### **C. OFFICER'S COMMENT**

Prior to commencing the required consultation process, the Applicant was requested to and did confirm their request to purchase the reserve.

Following Council's consideration of this Report, Items 1 and 2 will be implemented.

#### **RECOMMENDATION**

**That Council resolves to:**

- 1. Acknowledge the outcome of the community consultation process;**
- 2. Authorise the CEO to action Council's previous resolution (C.4056).**



## Attachment 1 – Advertising Documents

**Ref: A14604**

Dear Sir/Madam

**Proposed Cancellation of Reserve 42594 – Section 51 Land Administration Act 1997**

Please be advised that Notice is hereby given that Council at its Ordinary Meeting held on 21 October 2020 resolved to request the Minister for Lands to cancel Reserve 42594 (also known as 2C Strickland Ave, Northam) together with the pedestrian access way known as Lot 155 Throssell Street, Northam.

Information regarding the proposal can be obtained from the Council Minutes available for viewing on the Shire's website at <https://www.northam.wa.gov.au/council-meetings/ordinary-meeting/ordinary-council-meeting-21-october-2020/373>.

Written submissions in respect of the proposal should be made and received by the Shire of Northam by 4.00pm on Friday, 27 November 2020. Submissions should be addressed to the Chief Executive Officer, Shire of Northam, PO Box 613, Northam WA 6401. Alternatively, submissions can be emailed to [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).

Should you wish to discuss this matter further, please contact the Shire of Northam's Planning Section on 9622 6100 or by emailing [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au).

Yours sincerely

Jacky Jumann

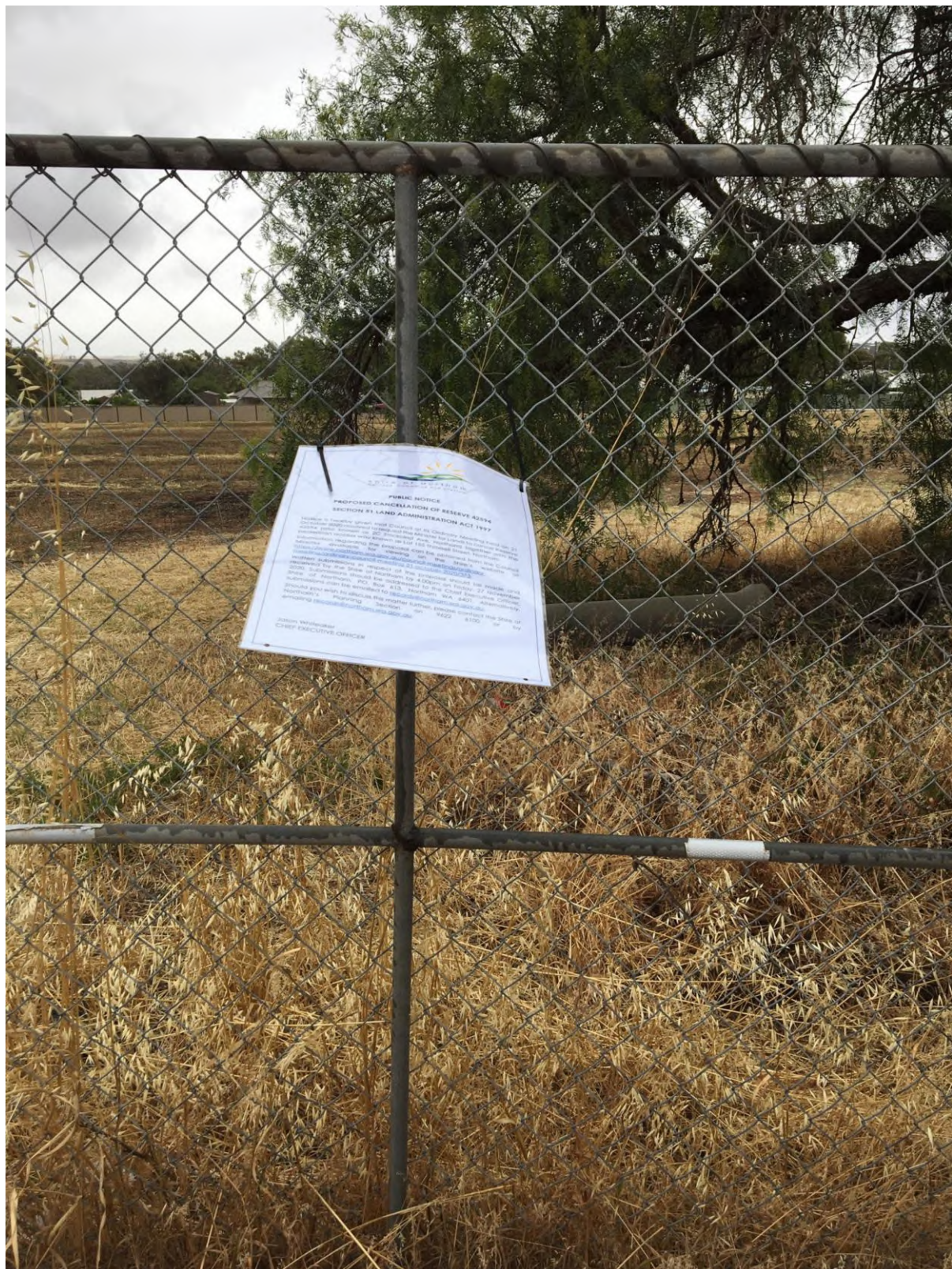
Manager Planning Services



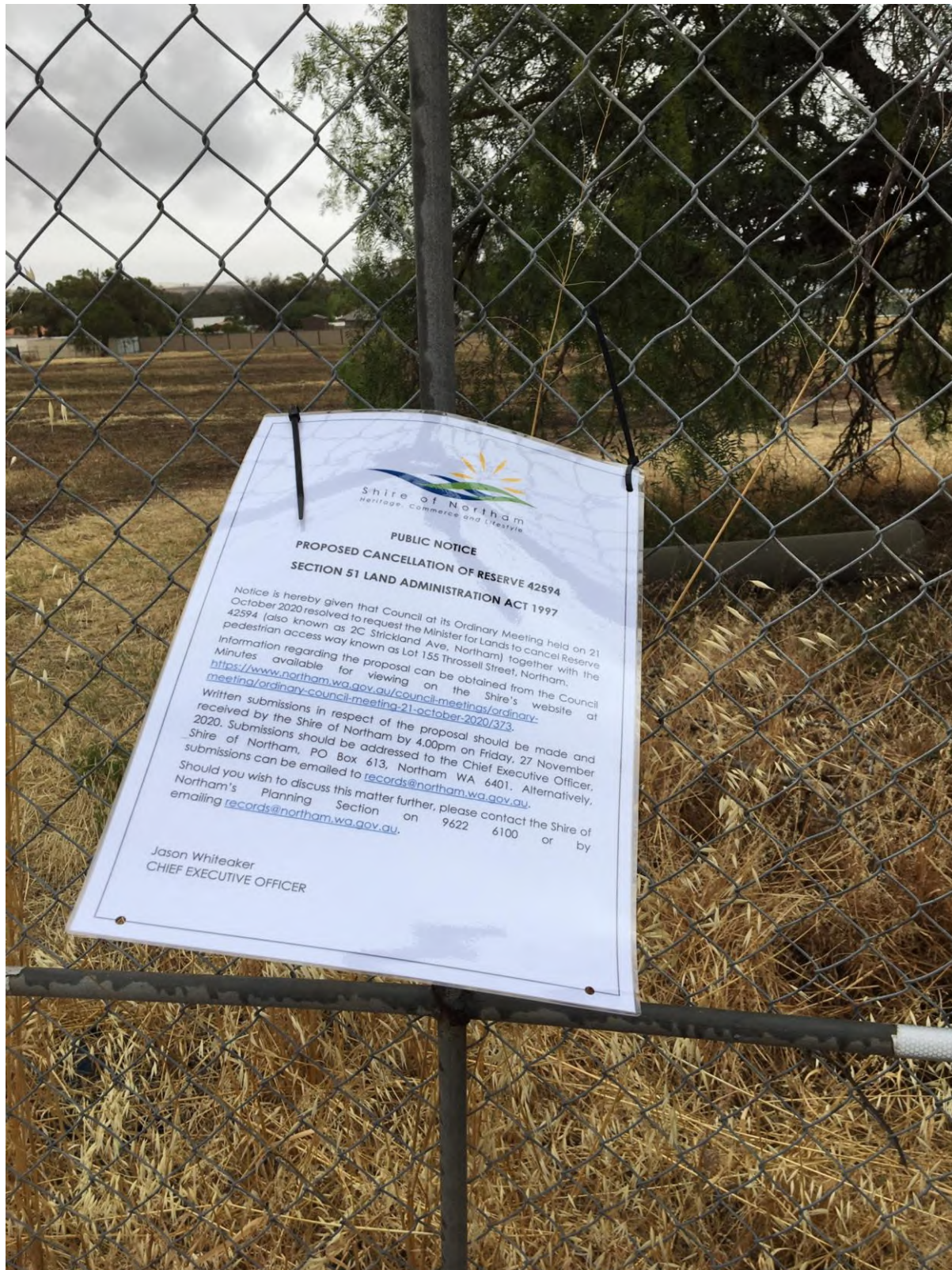


















### 12.3.3 Update on COVID-19 Pandemic Response Strategy/Framework

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Responsible Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to endorse the updated COVID-19 Virus Response Strategy/Framework.

#### ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework.  
Attachment 2: Action Summary.

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#### A. BACKGROUND / DETAILS

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

At this meeting Council resolved the following –

##### That Council;

- 1. 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.

Council further resolved in August 2020 to receive the updates on the COVI-19 Virus Response Strategy/Framework on a quarterly basis.

## 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 2019/2020 Financial Year							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	Covid 19 Community Initiatives	04042182	Covid 19	20,000	6,844	-	6,844
CV02	Covid19 Works - Materials	04042182	Covid 19	10,000	9,341		9,341
CV03	Covid 19 Ppe & Cleaning Supplies	04042182	Covid 19	25,000	19,777	-	19,777
CV04	Covid 19 Equipment	04042182	Covid 19	20,000	22,231		22,231
CV05	Covid 19 Holding Account	04042182	Covid 19	944,394	-		-
CV06	Covid 19 Economic Initiatives	04042182	Covid 19	30,000	21,548	-	21,548
CV07	Covid 19	04042182	Covid 19	100,000	19,269	-	19,269

	Business Support Grant Scheme						
CV08	Covid 19 Personal/Quarantine Expenses	04042182	Covid 19	-		-	-
CV09	Covid19 Development Incentive	04042182	Covid 19		-	-	-
CV10	Covid19 Future Requirements Contingency	04042182	Covid 19		-	-	-
	<b>Total</b>			<b>1,149,394</b>		<b>-</b>	<b>99,011</b>
<b>COVID 19 Expenditure for the 2020/2021 Financial Year</b>							
<b>As at 30 November 2020</b>							
<b>Job No</b>	<b>Description</b>	<b>GL Account</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Outstanding Orders</b>	<b>Total Actual</b>
CV01	Covid 19 Community Initiatives	04042182	Covid 19	120,000	-	-	-
CV02	Covid19 Works - Materials	04042182	Covid 19	-	20,684	-	20,684
CV03	Covid 19 Ppe & Cleaning Supplies	04042182	Covid 19	5,000	870	-	870
CV06	Covid 19 Economic Initiatives	04042182	Covid 19	12,000	2,941	-	2,941
CV07	Covid 19 Business Support Grant Scheme	04042182	Covid 19	240,000	87,666	-	87,666
CV08	Covid 19 Personal/Quarantine Expenses	04042182	Covid 19	-	1,975	-	1,975
CV09	Covid19 Development Incentive	04042182	Covid 19	1,000,000	-	-	-
CV10	Covid19 Future Requirements Contingency	04042182	Covid 19	394,535	-	-	-
				<b>1,771,535</b>			<b>114,137</b>

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

### B.3 Legislative Compliance

N/A



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

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

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

Recent consultations has involved information being supplied from various state government departments and agencies particularly relating to the requirement for contact tracing registers. Staff have forwarded that information on to as many food businesses within the Shire

#### **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.

The most recent change since the last report has been the requirement (as of 5<sup>th</sup> December 2020) to keep contact tracing registers for certain premises including –

1. Food and licenced venues (restaurants, cafés, bars, pubs, taverns, nightclubs)
2. Gyms, indoor sporting centres and pools
3. Places of worship and funeral parlours
4. Beauty and personal care services including hairdressers and barbers
5. Galleries and museums
6. Cinemas, theatres and other entertainment venues
7. Auction houses and real estate inspections
8. Community facilities, libraries and halls
9. Zoos and amusement parks
10. Function centres
11. Accommodation facilities that already have check-in arrangements in place (i.e. hostels, hotels, large camp grounds)

This will obviously include Council facilities as listed above.

**RECOMMENDATION**

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

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



Shire of Northam  
Heritage, Commerce and Lifestyle

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# COVID-19 Virus Response Strategy / Framework

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



Document Control			
Version No.	Date	Author	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	19 August 2020
V5	1 December 2020	Chadd Hunt	

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## 1) Background / Context

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

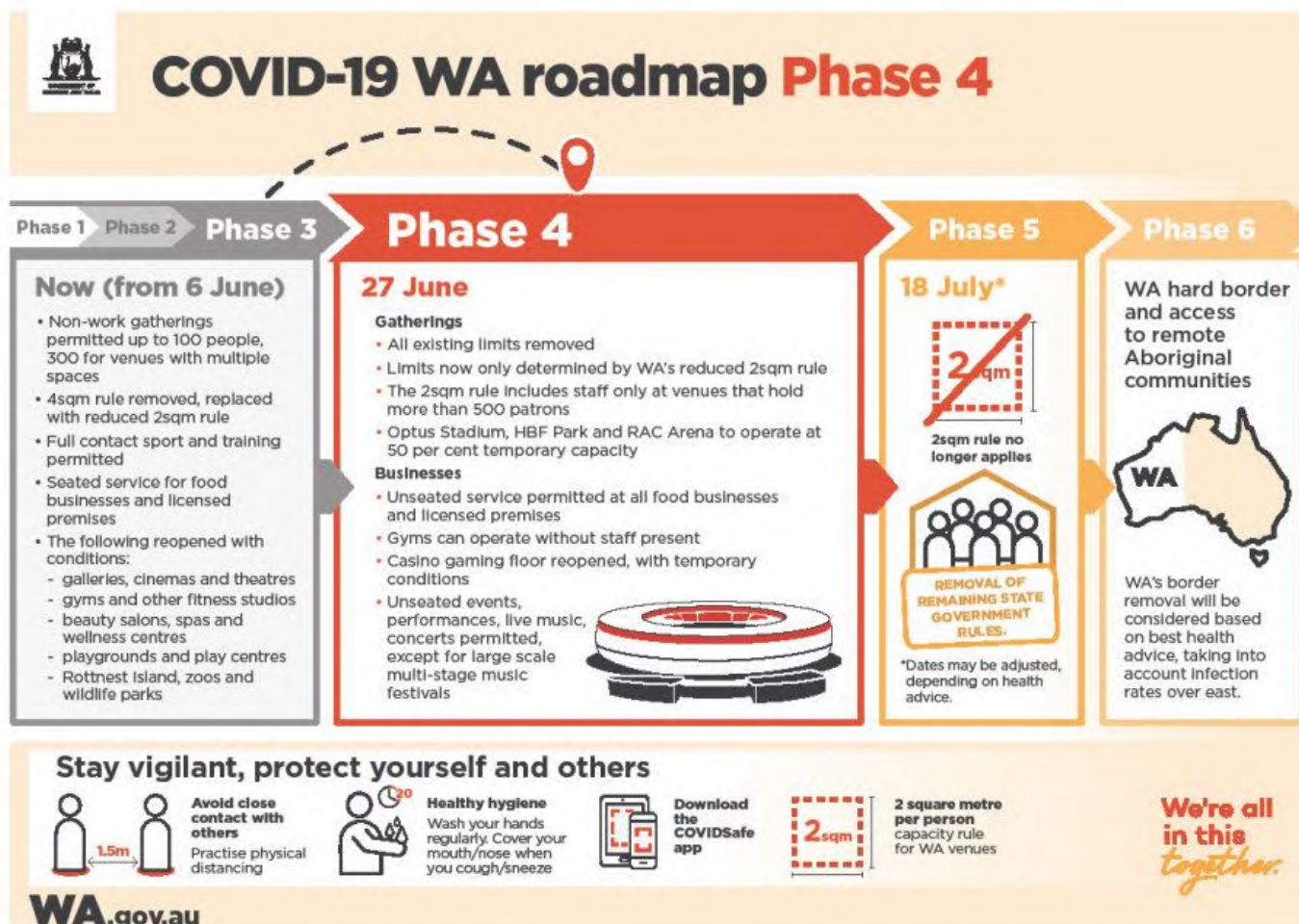
Western Australians are facing unprecedented restrictions of movement not only internationally, but also interstate, intrastate and interregional, as well as a range of other social distancing measures put in place in an attempt to control the spread of the COVID-19 virus. In addition to the health crisis,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

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

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



- 31<sup>st</sup> March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10<sup>th</sup> May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May. <https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf>
- 17<sup>th</sup> May 2020- Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29<sup>th</sup> May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6<sup>th</sup> June 2020
- 5<sup>th</sup> June 2020 – Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 4)
- 17<sup>th</sup> June 2020- Council endorses 2020-21 Draft Budget which includes \$7.1 million provision for COVID-19 related response
- 22<sup>nd</sup> June 2020 – WA Government announces Phase 4 of Roadmap will be in place from 26<sup>th</sup> June 2020 <https://www.wa.gov.au/sites/default/files/2020-06/Phase-4-roadmap.pdf>
- 26<sup>th</sup> June 2020 – Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 5)
- 16 September 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 6)
- 22 October 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 7)
- 30 November 2020 - Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No 8)



## **2) Our Objectives**

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



### 3) Strategy / Response

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

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

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

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

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

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

## a) Response / Recovery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
<b>Financial</b>	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
<b>Health &amp; Safety</b>	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)
<b>Reputation</b>	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)
	Community unable to access key Council services	Possible(3) x High(4) = High (12)	Section ii (6)
<b>Service Interruption</b>	Staff unable to work / fall ill due to insufficient PPE	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
	Public not being able to access services of Council	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
<b>Compliance</b>	OSH procedures and protocols not being followed in workplace	Likely (4) x High(4) = High(16)	Section ii 4c
<b>Property</b>	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
<b>Environment</b>	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



**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
- (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

**ii) 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
- (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
<b>Financial</b>	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
<b>Health &amp; Safety</b>	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)
<b>Reputation</b>	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 outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
<b>Service Interruption</b>	Services unable to continue as a result of being closed down by State government	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Staff fall ill as result of virus and unable to attend work, impacting service deliverables	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Employees stood down or terminated do not return when	Almost Certain (5) x Extreme (5) = High (25)	Section iii

	activities relaunch resulting in loss of corporate knowledge		
<b>Compliance</b>	As result of pandemic focus and staff working offsite compliance with policy & legislation 'slips'	Possible (3) x Major (4) = High (12)	Section iii (6)
<b>Property</b>	NIL		
<b>Environment</b>	NIL		





**ii) Short term actions**

- (1) Activate business continuity plan;
  - (a) Ensure the occupational health & safety of employees
  - (b) Closure of facilities (redeployment of staff)
  - (c) Move staff offsite
  - (d) Move to working from home model
  - (e) Provide security of tenure for employees
  - (f) Monitor staff levels to ensure service delivery can be maintained.
  - (g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19
  - (h) Extend invitation to redeploy staff externally to health and WAPOL
  - (i) Continue services online, where possible;
    - Development services
      - Health
      - Building
      - Planning
      - Regulatory
      - Emergency
    - Administrative & financial
    - Governance
    - Community services
      - Libraries (online / click & collect)
      - Youth
  - (j) Commence reopening Shire of Northam facilities (at 6<sup>th</sup> June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bringing back of staff into office environments
  - (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.

**ii) 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
<b>Financial</b>	Loss of income from council facility hire and patron entry fees	Almost Certain (5) x High (4) = High (16)	Section f (finance)
<b>Health &amp; Safety</b>	Insufficient controls in place for service delivery areas still operating	Likely (4) x Medium (3) = High (12)	Section ii (1)
<b>Reputation</b>	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)
<b>Service Interruption</b>	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)
<b>Compliance</b>	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)
<b>Property</b>	NIL		
<b>Environment</b>	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

**iii) 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
  - (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) \$300,000 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.



#### 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)
	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.
    - 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



**iii) 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)
- (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) \$50,00 to continue development of Bakers Hill Community Precinct
  - (e) \$2,000,000 to redevelop Shire Northam Depot
  - (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
<b>Financial / Economic</b>	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
<b>Health &amp; Safety</b>	NIL		
<b>Reputation</b>	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)
<b>Service Interruption</b>	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)
<b>Compliance</b>	NIL		
<b>Property</b>	NIL		
<b>Environment</b>	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.

**iii) Medium term actions**

- (1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus;
- (2) Deliver budgeted works;
- (3) Review asset plans to position for ongoing future sustainability;
- (4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects.

**iv) Long term actions**

- (1) Resume normal capital projects, with a specific focus on future asset sustainability.



## f) Financial

As at 1 February 2020 the Shire of Northam had:

- A current ratio of 1:8.071, however this will continue to diminishing naturally as the financial year progresses. It is projected to be 1-2 by year end.
- \$4,477,268 in cash backed reserve funds.
- \$6,595,849 in long term debt
- A debt service ratio of 1:10.825
- 33% in outstanding rates, with the final instalment due in April 2020
- A capacity to borrow an additional \$8m-10m, based on the projections made in the most recent Long Term Financial Plan.

## i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council experiences Liquidity Issues	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Council makes decisions which are not financially sustainable	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
	Council borrowings exceeds capacity	Possible (3) x Extreme (5) = Extreme (15)	Section iii (5)
	Council unable to deliver future projects due to inadequate finance	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council fails to meet its financial obligations	Possible (3) x Extreme (9) = Moderate (9)	Section ii, iii, iv
	Community dissatisfied with how Council applies funding	Possible (3) x Extreme (3) = Moderate (9)	Section ii, iii, iv
Service Interruption	NIL		
Compliance	Statutory requirements are not met	Likely (4) x Medium (3) = High (12)	Section iii (3) (4)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Review current financial position;
  - (a) Assess Council's 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).

**iii) Medium term actions**

- (1) Develop 2020/21 annual budget with the following parameters:
  - (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters
  - (b) Focus on labour intensive programs
  - (c) Focus Council projects with significant local content
  - (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects
  - (e) Ensure whole of life cost of projects is considered when making decisions around projects
  - (f) Aiming to maintain Council within acceptable key financial indicator parameters
  - (g) No increase in individual wages or salaries in 2020/21
- (2) Review long term financial plan – establish 3 to 5 year financial recovery plan;
- (3) Focus on regulatory compliance and internal audit processes;
- (4) Continue quarterly Audit Committee meetings;
- (5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.

**iv) Long term actions**

- (1) Implement 3 to 5 year financial recovery plan.

[illegible]



## Attachment 2 – Action Summary

### COVID-19 STRATEGY FRAMEWORK ACTIONS

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
1	\$0	Response/Recovery	(1) Health Services;(b) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options	Short	Chadd Hunt	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 were necessary. No Chnages presntly in Phase 4. Still assisting with reviewing and helping businesses, groups formulate COVID Safety Plans. New requirements for contact registers emailed to food businesses within the Shire on 27-11-2020
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	Chadd Hunt	In Progress		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. Currently up to date which Phase 4.

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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
3	\$0	Response/Recovery	(1) Health Services;(2) Compliance – business (soft approach), in particular ensuring food standards are met	Short	Chadd Hunt	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. Still undertaking inspections and assistance with businesses and groups. Ongoing
4	\$0	Response/Recovery	(2) Waste and recycling management;(3) Secure continuity of both kerbside collection and waste disposal service with contractors	Short	Chadd Hunt	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;(3) Ensure waste disposal sites can continue to operate through contractors	Short	Chadd Hunt	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;(3) Ensure sufficient cover material to enable waste disposal site to operate (and comply)	Short	Chadd Hunt	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;(3) 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.

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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
8		Response/Recovery	(4) Organisational;(b) 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
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;(b) 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;(b) 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.



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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
17		Response/Recovery	(1) Health services; (b) Ongoing community education programs	Medium	Chadd Hunt	In Progress		Constant advice disseminated to staff, execs, community through website and Facebook. Further email to all food businesses sent 27-11-2020 advising of requirements to keep contact registers
18		Response/Recovery	(1) Health services; (b) Ongoing business consultation/compliance	Medium	Chadd Hunt	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. Further email to all food businesses sent 27-11-2020 advising of requirements to keep contact registers
19		Response/Recovery	(1) Health services; (c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts	Medium	Chadd Hunt	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; (b) Review need to increase service levels (two weekly pickups?)	Medium	Chadd Hunt	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	Chadd Hunt	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	Chadd Hunt	No Action		Not in operation yet. Avon Waste have implemented hygiene measures at gatehouse, hand washing, sanitising of equipment and limited contact with customers.

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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
23		Response/Recovery	(3) Ranger Services;(b) 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;(b) Continuity of supply of PPE (including sanitisers), cleaning equipment	Medium	Patsy Repec	Completed	10/08/20	Supplies to all Departments continually being distributed and topped up on a minimum of twice weekly and whenever notified that resupply is required. Ongoing
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;(b) 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;(b) Undertake audit of food business premises to understand who/what is still operating	Long	Chadd Hunt	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	Chadd Hunt	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;(b) 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	Chadd Hunt	No Action		
31		Response/Recovery	(2) Waste and recycling management;(b) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Long	Chadd Hunt	No Action		
32		Response/Recovery	(3) Ranger Services;(b) Develop procedure/policy for free reduced dog/cat registration/microchipping	Long	Chadd Hunt	No Action		

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
33		Response/Recovery	(4) Organisational; (4) Increased inspection regime on those previously postponed (e.g. swimming pool fences)	Long	Chadd Hunt	No Action		
34		Response/Recovery	(5) Bush Fire Brigades; (4) Assess impacts of COVID-19 on volunteer base	Long	Brendon Rutter	In Progress		Nil change to date, some initial pushback against station/appliance hygiene requirements, however most have now started following correct protocols.
35		Organisational	(1) Activate business continuity plan; (4) 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.
36		Organisational	(1) Activate business continuity plan; (4) 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; (4) 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; (4) 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; (4) 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; (4) 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; (4) 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.



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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
42		Organisational	(1) Activate business continuity plan;(2) 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
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;(2) 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 December 2020

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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
47		Organisational	(4) Review Human Resource Plan; (5) Position organisation for back to full operations (staff levels)	Medium	Bev Jones	No Action		On hold until further notice
48		Organisational	(4) Review Human Resource Plan; (5) 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 Greenough	In Progress		This matter is ongoing. Monthly compliance checks are conducted. 30/11/20 Continuing monthly checks
50		Organisational	(6) Review effectiveness of working from home arrangements; (6) Output assessment	Medium	Bev Jones	In Progress		Survey completed, timesheets completed by redeployed staff
51		Organisational	(6) Review effectiveness of working from home arrangements; (6) Staff 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.
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

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
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;(b) 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.
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;(b) 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



# Ordinary Council Meeting Agenda

## 16 December 2020

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
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. Shire events- nothing planned for now.
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.
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

Ordinary Council Meeting Agenda  
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Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
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;(b) 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
72		Community	(7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;(b) Promote local tourism experiences;(b) Promote local tourism ancillary businesses.	Medium	Vic Williams	No Action		Advised by Jason to hold.
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

# Ordinary Council Meeting Agenda

## 16 December 2020



Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
75		Community	(3) Support sporting associations; (4) Provide human resource support for sporting associations looking to reactivate; (5) 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 early 2021, subject to Council funding. 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; (3) Direct email to businesses; (4) Private Facebook page; (5) 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"> <li>• Up to \$2,000 for investing in online and e-commerce activities.</li> <li>• Up to \$2,000 for training and professional development.</li> <li>• Up to \$1,000 for financial planning advice</li> <li>• Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.</li> </ul> <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"> <li>• Develop online application form and assessment criteria</li> <li>• Establish Committee of Council with delegated authority to make determinations on grants;</li> <li>• Shire President – Cr Antonio</li> <li>• Deputy Shire President – Cr Williams</li> <li>• Cr M Ryan</li> <li>• Cr A Mentshelyi</li> </ul>	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 &amp; building assessment &amp; approvals</p>	Short	Chadd Hunt	Completed	15/04/20	Revised Planning delegations and fees adopted by Council on 15/04/2020.

# Ordinary Council Meeting Agenda

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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

Ordinary Council Meeting Agenda  
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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 &amp; 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 &amp; 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>90,000</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 &amp; 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	<p>(1)Facilitate future development opportunities to position for recovery;</p> <p>(a)Bunnings Development (est. 40 jobs)</p> <p>(b)George Weston Foods Development (est. 40 jobs)</p> <p>(c)KFC Development (est. 30 jobs)</p> <p>(d)Procon Logistics Hub Development (est. 200 jobs)</p> <p>(e)Uniting Church Homes (Aged Care facility) (est. 40 jobs)</p>	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; (b) Request Chamber of Commerce to continue tracking (b) Monitor unemployment / job seekers (c) Liaise with local accountants group	Medium	Michelle Blackhurst	Completed	30/06/20	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 2021 (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; (b) Request Chamber of Commerce continue tracking; (c) Monitor unemployment / job seekers levels	Long	Michelle Blackhurst	In Progress		.ID forecasting 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	Completed	30/11/20	Projects have been assigned and additional short term administration assisted engaged.

# Ordinary Council Meeting Agenda

## 16 December 2020

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 Kleynha	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 Kleynha	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



# Ordinary Council Meeting Agenda 16 December 2020

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
102		Financial	(1) Review current financial position; (2) Assess Councils capacity to take on additional debt if required; (3) 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		This is ongoing. Regular maintenance is being conducted. 30/11/20 Regular maintenance still 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

### 12.3.4 RFQ 17 of 2020 - Management of Old Quarry Road Waste Facility

<b>File Reference:</b>	8.2.9.1
<b>Reporting Officer:</b>	Annemaree Jensen, Waste Management Officer
<b>Responsible Officer:</b>	Chadd Hunt, Executive Manager Development Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to consider awarding a contract in response to a request for Quotation for Management of Old Quarry Road Waste Facility.

Council obtained quote through the WALGA preferred supplier network for a one year term for the management of the facility.

#### ATTACHMENTS

- Attachment 1: Evaluation Matrix (provided as a separate confidential attachment to this agenda and minutes).
- Attachment 2: Evaluation Report (provided as a separate confidential attachment to this agenda and minutes).

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#### A. BACKGROUND / DETAILS

The current management contract for the Old Quarry Road Waste Management Facility is due to expire in December 2020. Due to issues associated with the design and development of the Tip Shop and Transfer Station it is proposed that a short term contract be entered into for the management of the facility for a 1 year term. This will enable a more detailed tender process to be undertaken following the completion of the tip shop and transfer station project, likely to be for a period of five years with additional options.

#### B. CONSIDERATIONS

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

Theme Area 4: Environment and Heritage

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



Objective: Sustainable waste management with the aim of reducing and reusing waste effectively.

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

Council currently has sufficient budget funds to cover the ongoing management of the Old Quarry Road facility. Council allocates and annual maintenance fee for the facility (Job 1303) of approximately \$557,786.

Should Council accept the alternate price submission the costs of managing the facility will be comparable to current costings.

## **B.3 Legislative Compliance**

Section 3.57 Tenders for Providing Goods or Services of the Local Government Act 1995 states-

- (1) *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 or services.*
- (2) *Regulations may make provision about tenders.*

Section 11(2) of the Local Government (Functions and General) Regulations 1996 states, tenders do not have to be publicly invited according to the requirements of this Division if —

- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.*

## **B.4 Policy Implications**

Council Purchasing policy also states the following –

### **3.2 Tendering Exemptions**

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

- the purchase is from a pre-qualified supplier(s) under a Panel of Pre-qualified Suppliers (Panel) established by the Shire;
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program;
- the purchase is to be obtained from expenditure authorised in an emergency (Regulation 11(2)(a));
- the purchase is of a unique nature, with a sole source of supply (Regulation 11(2)(f));
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Minority Supplier Office Limited

(trading as Supply Nation) , where the consideration under contract is worth \$250,000 or less and represents value for money (Regulation 11(2)(h));

- the purchase is acquired from an Australian Disability Enterprise (Regulation 11(2)(i)); or
- any of the other exclusions under Regulation 11 of the Regulations apply.

## B.5 Stakeholder Engagement / Consultation

Council officer sought advice from WALGA regarding the process for this procurement methodology.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Insufficient funds are available for the ongoing management of the facility	Possible (3) x Minor (2) = Moderate (6)	Ensure Budget allocation is sufficient
Health & Safety	Injury to the public or contractors due to facility not being managed in accordance with the operating guidelines.	Possible (3) x Major (4) = High (12)	Successful contractor is required to provide documented OHS policies and procedures as part of the procurement process
Reputation	Should the waste service not be delivered to the community adequately this could affect the Shire's reputation.	Unlikely (2) x Medium (3) = Moderate (6)	Contractor to be appointed is to have demonstrated experience in delivering the contract
Service Interruption	Significant potential disruption should a management arrangement not be put in place and the facility is not able to be opened	Likely (4) x Medium (3) = High (12)	Procurement process is followed to enable no disruption to services
Compliance	Services are not delivered in accordance with	Possible (3) x Medium (3) = Moderate (9)	Contractor appointed is to demonstrate an understanding of the

	policy and legislation.		requirements of the contract – specifically relating to approvals and licences
Property	Waste management facility is not managed correctly resulting in irreparable damage to Council property.	Possible (3) x Major (4) = High (12)	Contractor is demonstrate experience in this field as part of the procurement process
Environment	The facility is not managed in accordance with licences and approvals resulting in environmental damage	Possible (3) x Major (4) = High (12)	Contractor appointed is to demonstrate an understanding of the requirements of the contract – specifically relating to approvals and licences

### C. OFFICER'S COMMENT

As mentioned earlier procurement has been sourced through the WALGA preferred supplier program and hence a public tender process was not undertaken. It is proposed that a tender process will be undertaken in 2021 to enable a longer term contract to be entered into, potentially including the operation of the waste transfer station and tip shop.

When seeking a quote through the WALGA preferred supplier panel an alternate price has been submitted which involves the manager having salvage rights to scrap metal and recycling material. This is the current arrangement with the operator of the facility.

It is proposed that a short term contract be entered into based on the alternate price option submitted,

### RECOMMENDATION

#### That Council-

1. Accept the quote received from Stondon PTY Ltd (trading as Avon Waste) through the WALGA preferred supplier program, for the management of the Old Quarry Road Landfill facility for the alternate submitted price of \$43,878 per month.
2. Authorise the CEO to enter into a contract with Stondon Pty Ltd (trading as Avon Waste) for a period of up to 12 months in accordance with the specifications contained within the request for quite documents.



## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – November 2020

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Kathy Scholz, Creditors Officer
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the accounts for the period from 1 November 2020 to 30 November 2020.

#### ATTACHMENTS

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

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#### A. BACKGROUND / DETAILS

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

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

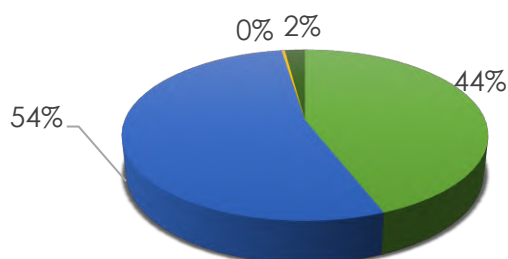
Not applicable.

### 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 November 2020:



- Purchased from Shire of Northam Businesses or Individuals
- No Organisation or Business in Shire of Northam that can offer service required
- Purchase from Businesses or Individuals outside Shire of Northam
- Contract has gone to Tender

## **RECOMMENDATION**

**That Council receive the payments for the period 1 November 2020 to 30 November 2020, as listed:**

- **Municipal Fund payment cheque numbers 35345 to 35353, Total \$63,720.63.**
- **Municipal Fund EFT38171 to EFT38485, Total \$1,115,260.07.**
- **Direct Debits, Total \$76,280.26**
- **Payroll Total \$443,103.09**

**TOTAL: \$1,698,364.05**

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



## Attachment 1 - Accounts & Statements of Accounts – November 2020

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35345	12/11/2020	PETTY CASH	PETTY CASH REIMBURSEMENT FOR NORTHAM LIBRARY OCTOBER 2019 - JULY 2020	1		481.15
INV P/C WUN30/06/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR WUNDOWIE LIBRARY OCT 2019 - JULY 2020.	1	29.05	
INV P/C NOR/01/07/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR NORTHAM LIBRARY OCTOBER 2019 - JULY 2020	1	236.90	
INV P/C NOR/01/10/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR NORTHAM LIBRARY - AUGUST - OCTOBER 2020.	1	27.00	
INV P/C REC 08/10/2020		PETTY CASH	PETTY CASH REIMBURSEMENT FOR REC CENTRE 30/06/2020 TO 08/10/20	1	188.20	
35346	12/11/2020	SHIRE OF NORTHAM	ANNUAL AROC MEMBERSHIP FOR FINANCIAL YEAR 2020/2021	1		5,682.75
INV 033	16/09/2020	SHIRE OF NORTHAM	ANNUAL AROC MEMBERSHIP FOR FINANCIAL YEAR 2020/2021	1	5,500.00	
INV T1079	15/10/2020	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2020	1	57.75	
INV T1080	15/10/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2020	1	125.00	
35347	12/11/2020	WATER CORPORATION	9007938748 Standpipe - Lockyer Rd - 03/08/2020 to 04/10/2020	1		18,285.51
INV 9011154704/09/2020		WATER CORPORATION	VACANT LAND GEH 02/07/2020 TO 02/09/2020.	1	128.40	
INV SEPTEMBER/11/09/2020		WATER CORPORATION	WATER CHARGES FOR ACCOUNT 9007907298 - 182 FITZGERALD STREET NORTHAM, BILL ID 0207 (POP-UP SHOP).	1	425.17	
INV 139	11/09/2020	WATER CORPORATION	9007907458 Bernard Park/Playgroup - 10/07/2020 to 09/09/2020		91.02	
INV 115	11/09/2020	WATER CORPORATION	9007908143 Traffic Islands - 09/07/2020 to 09/09/2020		55.90	
INV 110	11/09/2020	WATER CORPORATION	9007929497 Avon Mall - 09/07/2020 to 09/09/2020		342.90	
INV 21	11/09/2020	WATER CORPORATION	9007903908 Bilya Koort Boodja - 09/07/2020 to 09/09/2020		229.01	
INV 137	11/09/2020	WATER CORPORATION	9007903991 St Johns Hall - 10/07/2020 to 09/09/2020		148.96	
INV 141	11/09/2020	WATER CORPORATION	9007906922 Old Infant Health Clinic - 09/07/2020 to 09/09/2020		78.94	
INV 120	11/09/2020	WATER CORPORATION	9007907319 Riverbank to Broome Toe - 09/07/2020 to 09/09/2020		177.44	

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INV 169	11/09/2020	WATER CORPORATION	9007907431 Bernard Park/Playgroup - 10/07/2020 to 09/09/2020		486.97	
INV 159	11/09/2020	WATER CORPORATION	9007908071 Old Girls School - 09/07/2020 to 09/09/2020		67.68	
INV 158	11/09/2020	WATER CORPORATION	9007909787 Jubilee Oval - 09/07/2020 to 09/09/2020		598.78	
INV 145	11/09/2020	WATER CORPORATION	9007904062 Old Town Building - 10/07/2020 to 09/09/2020		200.13	
INV 140	11/09/2020	WATER CORPORATION	9007904089 Library - 10/07/2020 to 09/09/2020		662.69	
INV 152	14/09/2020	WATER CORPORATION	9007909760 Recreation Centre - 10/07/2020 to 10/09/2020		4,696.56	
INV 115	14/09/2020	WATER CORPORATION	9007913567 Depot - Peel - 10/07/2020 to 10/09/2020		492.47	
INV 105	14/09/2020	WATER CORPORATION	9007909744 Henry Oval - 10/07/2020 to 10/09/2020		21.30	
INV 119	14/09/2020	WATER CORPORATION	9007913102 Depot - Byfield - 10/07/2020 to 10/09/2020		236.92	
INV 139	14/09/2020	WATER CORPORATION	9007913575 Standpipe - Peel Tee - 10/07/2020 to 10/09/2020		368.72	
INV 118	15/09/2020	WATER CORPORATION	9007917058 Cemetery - 13/07/2020 to 13/09/2020		21.93	
INV 144	15/09/2020	WATER CORPORATION	9007916629 Morby Cottage - 13/07/2020 to 13/09/2020		44.18	
INV 131	17/09/2020	WATER CORPORATION	9007915503 Airport - 14/07/2020 to 15/09/2020		827.96	
INV 141	17/09/2020	WATER CORPORATION	9007923407 Apex Park Toilets - 14/07/2020 to 15/09/2020		133.61	
INV 119	18/09/2020	WATER CORPORATION	9007917293 Bert Hawke Oval - 15/07/2020 to 16/09/2020		332.75	
INV 111	18/09/2020	WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 16/07/2020 to 16/09/2020		45.78	
INV 137	18/09/2020	WATER CORPORATION	9007918464 Perina Park - 16/07/2020 to 16/09/2020		54.67	
INV 28	18/09/2020	WATER CORPORATION	9022053227 Standpipe - Opp 53 Clarke St - 15/07/2020 to 16/09/2020		293.21	
INV 148	23/09/2020	WATER CORPORATION	9007923634 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 17/07/2020 to 21/09/2020		343.18	
INV 32	23/09/2020	WATER CORPORATION	9021499489 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 17/07/2020 to 21/09/2020		191.75	
INV 124	24/09/2020	WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 20/07/2020 to 22/09/2020		74.54	
INV 121	24/09/2020	WATER CORPORATION	9007925971 OLD QUARRY ROAD POUND - ANIMAL FOUND AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/07/2020 to 22/09/2020		58.56	

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INV 118	24/09/2020	WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/07/2020 to 22/09/2020		103.82	
INV 141	06/10/2020	WATER CORPORATION	9007938748 Standpipe - Lockyer Rd - 03/08/2020 to 04/10/2020		5,509.82	
INV 146	07/10/2020	WATER CORPORATION	9007892559 Bakers Hill Rec Centre - 10/08/2020 to 05/10/2020		187.69	
INV 115	07/10/2020	WATER CORPORATION	9007891775 Hooper Park - 10/08/2020 to 05/10/2020		452.54	
INV 122	14/10/2020	WATER CORPORATION	9007840281 Grass Valley Hall - 13/08/2020 to 12/10/2020		55.38	
INV 132	22/10/2020	WATER CORPORATION	9007872232 Kuringal Village - Service - 26/08/2020 to 20/10/2020		44.18	
35348	16/11/2020	EDMUND ROMALDAS SAULYS	2020/2021 RATES EARLY INCENTIVE PRIZE COMPETITION WINNER - BANK WEST	1		500.00
INV CY1611216/11/2020	16/11/2020	EDMUND ROMALDAS SAULYS	2020/2021 RATES EARLY INCENTIVE PRIZE COMPETITION WINNER - BANK WEST	1	500.00	
35349	16/11/2020	VALERIE CLAIRE HORSFIELD	2020/2021 RATES EARLY INCENTIVE PRIZE COMPETITION WINNER - BANKWEST	1		500.00
INV CY1611216/11/2020	16/11/2020	VALERIE CLAIRE HORSFIELD	2020/2021 RATES EARLY INCENTIVE PRIZE COMPETITION WINNER - BANKWEST	1	500.00	
35350	17/11/2020	SHIRE OF NORTHAM	BSL COMMISSION 2020	1		95.00
INV T1080	16/11/2020	SHIRE OF NORTHAM	BSL COMMISSION 2020	1	95.00	
35351	24/11/2020	WATER CORPORATION	BAKERS HILL FIRE SHED. FEE TO WATER CORP FOR NEW WATER METER AND FEED FOR NEW BAKERS HILL FIRE SHED.	1		25,337.00
INV 138	07/09/2020	WATER CORPORATION	9007901179 - 03/07/2020 to 03/09/2020		6.75	
INV 142	11/09/2020	WATER CORPORATION	9007906746 Old Northam Fire Station - 09/07/2020 to 09/09/2020		102.29	
INV 137	23/09/2020	WATER CORPORATION	9007923503 Traffic Islands - 17/07/2020 to 21/09/2020		10.65	
INV 75	23/09/2020	WATER CORPORATION	9012562933 - 17/07/2020 to 21/09/2020		5.32	
INV 96	07/10/2020	WATER CORPORATION	9007892057 Bakers Hill Fire Station - 10/08/2020 to 05/10/2020		13.31	
INV 9007868522/10/2020	22/10/2020	WATER CORPORATION	WATER USE AND SERVICE CHARGES FOR WUNDOWIE SWIMMING POOL FROM 1/9/2020 TO 21/10/2020	1	2,564.82	



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INV 9023944627/10/2020		WATER CORPORATION	BAKERS HILL FIRE SHED. FEE TO WATER CORP FOR NEW WATER METER AND FEED FOR NEW BAKERS HILL FIRE SHED.	1	6,504.75	
INV 139	03/11/2020	WATER CORPORATION	9007901179 - 04/09/2020 to 01/11/2020		622.91	
INV 119	03/11/2020	WATER CORPORATION	9007945104 Katrine Toilets - 01/09/2020 to 01/11/2020		61.23	
INV 136	05/11/2020	WATER CORPORATION	9008729788 Shire Administration Building - 09/09/2020 to 03/11/2020		379.24	
INV 145	05/11/2020	WATER CORPORATION	9007901603 Railway Museum - 09/09/2020 to 03/11/2020		169.02	
INV 108	05/11/2020	WATER CORPORATION	9007901750 Purslowe Park - 09/09/2020 to 03/11/2020		601.61	
INV 9007908606/11/2020		WATER CORPORATION	WATER USE AND SERVICE CHARGES FOR KILLARA FROM 10/9/2020 TO 5/11/2020	1	1,045.78	
INV 142	06/11/2020	WATER CORPORATION	9007903799 Town & Lesser Hall - 09/09/2020 to 04/11/2020		657.94	
INV 140	09/11/2020	WATER CORPORATION	9007907458 Bernard Park/Playgroup - 10/09/2020 to 05/11/2020		141.60	
INV 116	09/11/2020	WATER CORPORATION	9007908143 Traffic Islands - 10/09/2020 to 05/11/2020		63.89	
INV 111	09/11/2020	WATER CORPORATION	9007929497 Avon Mall - 10/09/2020 to 05/11/2020		701.36	
INV 146	09/11/2020	WATER CORPORATION	9007904062 Old Town Building - 10/09/2020 to 05/11/2020		949.01	
INV 142	09/11/2020	WATER CORPORATION	9007906922 Old Infant Health Clinic - 10/09/2020 to 05/11/2020		73.62	
INV 170	09/11/2020	WATER CORPORATION	9007907431 Bernard Park/Playgroup - 10/09/2020 to 05/11/2020		2,775.08	
INV 160	09/11/2020	WATER CORPORATION	9007908071 Old Girls School - 10/09/2020 to 05/11/2020		70.34	
INV 159	09/11/2020	WATER CORPORATION	9007909787 Jubilee Oval - 10/09/2020 to 05/11/2020		615.43	
INV 138	09/11/2020	WATER CORPORATION	9007903991 St Johns Hall - 10/09/2020 to 05/11/2020		150.66	
INV 141	09/11/2020	WATER CORPORATION	9007904003 Memorial Hall - 10/09/2020 to 05/11/2020		920.60	
INV 121	09/11/2020	WATER CORPORATION	9007907319 Riverbank to Broome Tce - 10/09/2020 to 05/11/2020		1,002.90	
INV 9007907211/11/2020		WATER CORPORATION	WATER CHARGES FOR ACCOUNT 9007907298 - 182 FITZGERALD STREET, NORTHAM, LOT 30 - BILL ID 0208 (POP UP SHOP)	1	427.62	
INV 116	11/11/2020	WATER CORPORATION	9007913567 Depot - Peel - 11/09/2020 to 09/11/2020		655.01	
INV 120	11/11/2020	WATER CORPORATION	9007913102 Depot - Byfield - 11/09/2020 to 09/11/2020		183.66	

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INV 145	12/11/2020	WATER CORPORATION	9007916629 Morby Cottage - 14/09/2020 to 10/11/2020		44.18	
INV 119	12/11/2020	WATER CORPORATION	9007917058 Cemetery - 14/09/2020 to 10/11/2020		1,195.24	
INV 120	13/11/2020	WATER CORPORATION	9007917293 Bert Hawke Oval - 17/09/2020 to 11/11/2020		1,039.02	
INV 142	13/11/2020	WATER CORPORATION	9007923407 Apex Park Toilets - 16/09/2020 to 11/11/2020		107.41	
INV 112	16/11/2020	WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 17/09/2020 to 12/11/2020		907.74	
INV 138	16/11/2020	WATER CORPORATION	9007918464 Perina Park - 17/09/2020 to 12/11/2020		567.01	
35352	26/11/2020	COMMISSIONER OF POLICE	CAROLS ON FITZGERALD 2020 - 11 DECEMBER 2020 ROAD CLOSURE APPLICATION	1		84.30
INV LT24112024/11/2020		COMMISSIONER OF POLICE	CAROLS ON FITZGERALD 2020 - 11 DECEMBER 2020 ROAD CLOSURE APPLICATION	1	84.30	
35353	26/11/2020	WATER CORPORATION	9007909760 Recreation Centre - 11/09/2020 to 09/11/2020	1		12,754.92
INV 9007909711/11/2020		WATER CORPORATION	9007909760 Recreation Centre - 11/09/2020 to 09/11/2020		9,594.68	
INV 9022053213/11/2020		WATER CORPORATION	9022053227 Standpipe - Opp 53 Clarke St - 17/09/2020 to 11/11/2020		294.35	
INV 9007923619/11/2020		WATER CORPORATION	9007923634 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 22/09/2020 to 17/11/2020		316.26	
INV 9007925919/11/2020		WATER CORPORATION	9007925971 OLD QUARRY ROAD POUND - ANIMAL FOUND AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/09/2020 to 17/11/2020		71.87	
INV 9007926019/11/2020		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 23/09/2020 to 17/11/2020		1,304.38	
INV 9012562919/11/2020		WATER CORPORATION	9012562933 - 22/09/2020 to 17/11/2020		5.32	
INV 9007923519/11/2020		WATER CORPORATION	9007923503 Traffic Islands - 22/09/2020 to 17/11/2020		55.90	
INV 9007927519/11/2020		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/09/2020 to 17/11/2020		165.04	
INV 9021499419/11/2020		WATER CORPORATION	9021499489 SWIMMING POOL - 55 MITCHELL AV NORTHAM LOT 17 - 22/09/2020 to 17/11/2020		193.77	
INV 9010596320/11/2020		WATER CORPORATION	9010596320 George Nuich Park - 24/09/2020 to 18/11/2020		753.35	
EFT38171	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE	1		28,071.71

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INV 227	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 227 Interest payment - NORTHAM YOUTH SPACE		28,071.71	
EFT38172	05/11/2020	LIDDELOW ON AVON BED & BREAKFAST	ACCOMMODATION 27/10/20 - 29/10/20 INCLUSIVE FOR CONTRACT HEALTH OFFICER NEIL TRAVERS	1		360.00
INV 769	02/11/2020	LIDDELOW ON AVON BED & BREAKFAST	ACCOMMODATION 27/10/20 - 29/10/20 INCLUSIVE FOR CONTRACT HEALTH OFFICER NEIL TRAVERS	1	360.00	
EFT38173	05/11/2020	AG IMPLEMENTS	EN1408 - SERVICE JOHN DEERE TRACTOR	1		1,463.28
INV 407556	30/09/2020	AG IMPLEMENTS	EN1408 - SERVICE JOHN DEERE TRACTOR	1	686.72	
INV 407822	30/09/2020	AG IMPLEMENTS	SPRAY LANCE 500MM STEEL LANCE	1	69.29	
INV 410258	26/10/2020	AG IMPLEMENTS	REPAIRS TO PN1408	1	196.28	
INV 410226	26/10/2020	AG IMPLEMENTS	REPAIRS TO PN1512.	1	510.99	
EFT38174	05/11/2020	ALAN'S AUTO ELECTRICS	MINUTE NO: LBSC.78 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT TO THE BUSINESS 'ALAN'S AUTO ELECTRICS' OF \$6,517.50 FOR THE INSTALLATION OF NEW TOILET BLOCK.	1		7,169.25
INV INV-715229/10/2020		ALAN'S AUTO ELECTRICS	MINUTE NO: LBSC.78 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT TO THE BUSINESS 'ALAN'S AUTO ELECTRICS' OF \$6,517.50 FOR THE INSTALLATION OF NEW TOILET BLOCK.	1	7,169.25	
EFT38175	05/11/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. TIGHTEN ALL TOILET SEATS THROUGHOUT, REPLACE ANY BROKEN.	1		341.00
INV A18835	27/10/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. TIGHTEN ALL TOILET SEATS THROUGHOUT, REPLACE ANY BROKEN.	1	341.00	
EFT38176	05/11/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	MATCH AIRLINE HOSE	1		14.55
INV 6604077	26/10/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	MATCH AIRLINE HOSE	1	8.71	
INV 6604717	27/10/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	MATCH AIRLINE HOSE	1	5.84	
EFT38177	05/11/2020	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1		1,905.73



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INV OCTOBE31/10/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1	1,905.73	
EFT38178	05/11/2020	AUSTRALIAN SAFETY ENGINEERS	SERVICE BREATHING APARATUS AS REQUIRED.	1		509.44
INV 0149989V27/10/2020		AUSTRALIAN SAFETY ENGINEERS	SERVICE BREATHING APARATUS AS REQUIRED.	1	509.44	
EFT38179	05/11/2020	AVON VALLEY ENVIRONMENTAL SOCIETY	GUIDED WALKS - CURTIN UNIVERSITY	1		385.00
INV 12	29/09/2020	AVON VALLEY ENVIRONMENTAL SOCIETY	GUIDED WALKS - CURTIN UNIVERSITY	1	385.00	
EFT38180	05/11/2020	AVON WASTE	MANAGMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY OCTOBER 2020.	1		47,715.80
INV 0004110923/10/2020		AVON WASTE	MANAGMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY OCTOBER 2020.	1	47,715.80	
EFT38181	05/11/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	BAG OF DYNAMIC LIFTER	1		237.90
INV 145315	26/10/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	BAG OF DYNAMIC LIFTER	1	237.90	
EFT38182	05/11/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	RECOURT/GUMTREE SLASHING	1		11,220.00
INV 700	26/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	RECOURT/GUMTREE SLASHING	1	5,800.00	
INV 701	28/10/2020	BELINGARNI FABRICATION HOME AND PROPERTY SERVICES	SLASH GLENMORE AS PER REQUEST, INCLUDING GLEESON HILL DRIVE, GLENMORE DRIVE AND COTTAGE COURT	1	5,420.00	
EFT38183	05/11/2020	BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO 2 BLOCKED DISABLED TOILETS AND A BROKEN SPOUT IN ONE OF THE OTHER DISABLED TOILETS. NORTHAM POOL	1		99.00
INV INV-225028/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO 2 BLOCKED DISABLED TOILETS AND A BROKEN SPOUT IN ONE OF THE OTHER DISABLED TOILETS. NORTHAM POOL	1	99.00	
EFT38184	05/11/2020	BOQ ASSET FINANCE & LEASING PTY LTD	OCTOBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 858910	07/10/2020	BOQ ASSET FINANCE & LEASING PTY LTD	OCTOBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT38185	05/11/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1		1,100.00

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INV OCTOBE31/10/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1	1,100.00	
EFT38186	05/11/2020	CADDS FASHIONS	REC CENTRE STAFF UNIFORMS.	1		746.71
INV 20-00009/21/10/2020		CADDS FASHIONS	UNIFORM FOR KELLE WALTERS	1	97.50	
INV 20-00009/21/10/2020		CADDS FASHIONS	BLACK AND WHITE SHIRE OF NORTHAM EMBROIDED LOGO POLO SHIRT - XL - CLINTON KLEYNHANS	1	22.00	
INV 20-00009/21/10/2020		CADDS FASHIONS	WOCK BOOT ALLOWANCE - MICHAEL NEWTON	1	129.99	
INV 20-00009/21/10/2020		CADDS FASHIONS	HI VIS 5 IN 1 JACKET, SIZE SMALL FOR JENNY ABBOTT - ENVIRONMENTAL	1	97.45	
INV 20-00009/21/10/2020		CADDS FASHIONS	REC CENTRE STAFF UNIFORMS.	1	249.78	
INV 20-00009/21/10/2020		CADDS FASHIONS	WOCK BOOT ALLOWANCE - CLINTON KLEYNHANS	1	149.99	
EFT38187	05/11/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1		1,905.73
INV OCTOBE31/10/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1	1,905.73	
EFT38188	05/11/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1914 - FUEL FILTER REPLACEMENT HOUSING INSTALL	1		132.00
INV 0000329818/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1914 - FUEL FILTER REPLACEMENT HOUSING INSTALL	1	132.00	
EFT38189	05/11/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS OCTOBER 2020	1		5,505.56
INV OCTOBE31/10/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS OCTOBER 2020	1	5,505.56	
EFT38190	05/11/2020	CODEY WAYNE REDMOND	REIMBURSEMENT FOR COMPLETION OF CERTIFICATE 1v IN ACCOUNTING.	1		759.19
INV FNS402102/11/2020		CODEY WAYNE REDMOND	REIMBURSEMENT FOR COMPLETION OF CERTIFICATE 1v IN ACCOUNTING.	1	759.19	
EFT38191	05/11/2020	COUNTRY COMFORTSTYLE NORTHAM	2 X ENTERPRISE OFFICE CHAIRS TO BE DELIVERED TO BILYA KOORT BOODJA.	1		800.00
INV 12115	26/10/2020	COUNTRY COMFORTSTYLE NORTHAM	2 X ENTERPRISE OFFICE CHAIRS TO BE DELIVERED TO BILYA KOORT BOODJA.	1	800.00	
EFT38192	05/11/2020	COUNTRYWIDE GROUP	SERVICE DEUTSCHER SLASHER	1		293.97
INV ACC000029/10/2020		COUNTRYWIDE GROUP	SERVICE DEUTSCHER SLASHER	1	179.98	
INV ACC000029/10/2020		COUNTRYWIDE GROUP	PULL CORD TO MATCH SAMPLE SM	1	22.50	

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INV ACC000229/10/2020		COUNTRYWIDE GROUP	SERVICE DEUTSCHER SLASHER	1	91.49	
EFT38193	05/11/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM TIP BUILDING. SUPPLY AND INSTALL NEW EANEL, PANIC BUTTON AND 4G COMMUNICATOR.	1		1,562.00
INV 120905	22/10/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	NORTHAM TIP BUILDING. SUPPLY AND INSTALL NEW EANEL, PANIC BUTTON AND 4G COMMUNICATOR.	1	1,562.00	
EFT38194	05/11/2020	DARRYL WILLIS BROWN	MIYA MIYA MAKING WITH KOORDA P.S (27/10/2020)	1		300.00
INV 1	27/10/2020	DARRYL WILLIS BROWN	MIYA MIYA MAKING WITH KOORDA P.S (27/10/2020)	1	300.00	
EFT38195	05/11/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF OCTOBER 2020	1		2,009.33
INV OCTOBE31/10/2020		DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF OCTOBER 2020	1	2,009.33	
EFT38196	05/11/2020	DAVID SPARROW RED SAXGUY	BE CONNECTED GRANT - MUSIC FOR NORTHAM LIBRARY GET ONLINE WEEK CELEBRATIONS	1		250.00
INV I2010191 19/10/2020		DAVID SPARROW RED SAXGUY	BE CONNECTED GRANT - MUSIC FOR NORTHAM LIBRARY GET ONLINE WEEK CELEBRATIONS	1	250.00	
EFT38197	05/11/2020	E FIRE & SAFETY	KILLARA COTTAGE. REPLACE STOLEN 4.5 KG FIRE EXTINGUISHER.	1		176.00
INV 531202	26/10/2020	E FIRE & SAFETY	KILLARA COTTAGE. REPLACE STOLEN 4.5 KG FIRE EXTINGUISHER.	1	176.00	
EFT38198	05/11/2020	HSKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-034715/10/2020		HSKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT38199	05/11/2020	GREENWAY TURF SOLUTIONS PTY LTD	HUMIC COATED UREA - PRICE PER 20KG BAG	1		2,490.40
INV SL-00012128/10/2020		GREENWAY TURF SOLUTIONS PTY LTD	HUMIC COATED UREA - PRICE PER 20KG BAG	1	2,490.40	
EFT38200	05/11/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 11/10/2020	1		3,143.57
INV 9604315	14/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 11/10/2020	1	3,143.57	
EFT38201	05/11/2020	HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1		185.22
INV INV-568930/09/2020		HEMA MAPS PTY LTD	STOCK PURCHASES FOR VISITORS CENTRE.	1	185.22	



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EFT38202	05/11/2020	JENNIFER MAHER	REIMBURSEMENT FOR POLICE CLEARANCE	1		55.80
INV 2548132	23/09/2020	JENNIFER MAHER	REIMBURSEMENT FOR POLICE CLEARANCE	1	55.80	
EFT38203	05/11/2020	JOHN KELLY	CULTURAL DANCE WITH KOORDA P.S (27/10/2020)	1		300.00
INV 9	27/10/2020	JOHN KELLY	CULTURAL DANCE WITH KOORDA P.S (27/10/2020)	1	300.00	
EFT38204	05/11/2020	JR & A HERSEY PTY LTD	SAFETY HARNESS	1		220.00
INV 0004556629/09/2020		JR & A HERSEY PTY LTD	SAFETY HARNESS	1	220.00	
EFT38205	05/11/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS OCTOBER 2020	1		3,202.87
INV OCTOBE31/10/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS OCTOBER 2020	1	3,202.87	
EFT38206	05/11/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE OCTOBER 2020	1		1,905.73
INV OCTOBE31/10/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE OCTOBER 2020	1	1,905.73	
EFT38207	05/11/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		948.99
INV 851919	21/10/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR POOL	1	66.21	
INV 851943	21/10/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	882.78	
EFT38208	05/11/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1		1,905.73
INV OCTOBE31/10/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2020	1	1,905.73	
EFT38209	05/11/2020	MORRIS PEST AND WEED CONTROL	SPRAY WEEDS AND SAPPLINGS INSIDE AND AROUND TREATMENT POND AREAS AND SLASH DOWN WEEDS AND GRASS TO 100MM BASE.	1		4,345.00
INV INV-079626/10/2020		MORRIS PEST AND WEED CONTROL	SPRAY WEEDS AND SAPPLINGS INSIDE AND AROUND TREATMENT POND AREAS AND SLASH DOWN WEEDS AND GRASS TO 100MM BASE.	1	4,345.00	
EFT38210	05/11/2020	MUNGART YOK (JAMTREE WOMAN)	SALE OF PAINTING 'EMU TRACKS' (NANCY HENRY - MUNGART YOK)	1		520.00
INV 1	27/10/2020	MUNGART YOK (JAMTREE WOMAN)	SALE OF PAINTING 'EMU TRACKS' (NANCY HENRY - MUNGART YOK)	1	520.00	
EFT38211	05/11/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1		846.62

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INV 9208832915/10/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM	1	846.62	
EFT38212	05/11/2020	NEWGROUND WATER SERVICES PTY LTD	REPAIR OF WUNDOWIE OVAL FILTAWORX AS PER QUOTE#2020-0509 & REPAIR OF BAKERS HILL FILTAWORX AS PER QUOTE#2020-0509	1		4,825.06
INV 0000166629/10/2020		NEWGROUND WATER SERVICES PTY LTD	REPAIR OF WUNDOWIE OVAL FILTAWORX AS PER QUOTE#2020-0509 & REPAIR OF BAKERS HILL FILTAWORX AS PER QUOTE#2020-0509	1	4,825.06	
EFT38213	05/11/2020	NINGA NUNTHALEE	STOCK PURCHASES FOR BKB	1		519.70
INV 031	21/10/2020	NINGA NUNTHALEE	STOCK PURCHASES FOR BKB	1	519.70	
EFT38214	05/11/2020	NORTHAM BETTA ELECTRICAL	BE CONNECTED GRANT - LENOVO 15 INCH LAPTOP MODEL 4687066	1		698.00
INV 2001002022/10/2020		NORTHAM BETTA ELECTRICAL	BE CONNECTED GRANT - LENOVO 15 INCH LAPTOP MODEL 4687066	1	698.00	
EFT38215	05/11/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1		100.00
INV 7270	30/10/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT38216	05/11/2020	NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1		268.00
INV 0000309314/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	
INV 0000309415/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	18.00	
INV 0000309516/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	42.00	
INV 0000309619/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	42.00	
INV 0003104	20/10/2020	NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	
INV 0000310521/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	18.00	
INV 0000311127/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	36.00	
INV 0000311229/10/2020		NORTHAM FEED & HIRE	SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER	1	40.00	
EFT38217	05/11/2020	NORTHAM FLORIST	FLOWERS FOR PATSY REPEC IN HOSPITAL	1		100.00
INV 23545	21/10/2020	NORTHAM FLORIST	FLOWERS FOR PATSY REPEC IN HOSPITAL	1	100.00	

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EFT38218	05/11/2020	NORTHAM MOTEL	ACCOMMODATION - NEIL TRAVERS HEALTH MANAGER, 20TH, 21ST AND 22ND OF OCTOBER	1		336.00
INV 616070	22/10/2020	NORTHAM MOTEL	ACCOMMODATION - NEIL TRAVERS, 20TH, 21ST AND 22ND OF OCTOBER	1	336.00	
EFT38219	05/11/2020	NUTRIEN AG SOULTIONS LIMITED	SPRAY FOR NOXIOUS WEEDS.	1		1,675.19
INV 9034333611/09/2020		NUTRIEN AG SOULTIONS LIMITED	SPRAY FOR NOXIOUS WEEDS.	1	904.40	
INV 9034481915/09/2020		NUTRIEN AG SOULTIONS LIMITED	FORKLIFT GAS	1	66.00	
INV 9034605417/09/2020		NUTRIEN AG SOULTIONS LIMITED	2X SPRINKLERS	1	53.55	
INV 9034609217/09/2020		NUTRIEN AG SOULTIONS LIMITED	STAR PICKETS TO STABILISE PORTABLE LITTER FENCING PANNELS ORDERED TO BE READY BY 8:30AM 18/09/2020. MATERIALS TO BE COLLECTED BY AVON WASTE.	1	434.50	
INV 9034761421/09/2020		NUTRIEN AG SOULTIONS LIMITED	PERM PEELED CCA 150-170MM 3.0M POLE	1	120.35	
INV 9034867423/09/2020		NUTRIEN AG SOULTIONS LIMITED	RETICULATION FITTINGS FOR TREES	1	67.37	
INV 9035265530/09/2020		NUTRIEN AG SOULTIONS LIMITED	FVC FITTINGS	1	29.02	
EFT38220	05/11/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 12/10/20 TO 25/10/2020.	1		2,504.05
INV 23553	23/10/2020	OXTER SERVICES	BAKERS HILL HOOPER PARK TOILETS. SUPPLY 2 X CARTONS TOILET PAPER, 1 X 5L PIE CLEANER, 1 X WIPES ON A ROLL AND 1 X BOX GLOVES.	1	132.82	
INV 23554	23/10/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 12/10/20 TO 25/10/2020.	1	2,296.80	
INV 23569	27/10/2020	OXTER SERVICES	5L NO RINSE SANITISER	1	74.43	
EFT38221	05/11/2020	FED FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL	1		465.80
INV KV8994830/10/2020		FED FOOD SERVICES PTY LTD	STOCK PURCHASES FOR SWIMMING POOL	1	465.80	
EFT38222	05/11/2020	PRIMARIES OF WA PTY LTD	CAMLOCK & ADAPTORS	1		25.51
INV 4042935701/02/2017		PRIMARIES OF WA PTY LTD	CAMLOCK & ADAPTORS	1	25.51	
EFT38223	05/11/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1		99.00
INV 0053427	29/10/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT FUNDING	1	99.00	



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EFT38224	05/11/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS OCTOBER 2020	1		1,905.73
INV OCTOBE31/10/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS OCTOBER 2020	1	1,905.73	
EFT38225	05/11/2020	S & N CREATIONS	STOCK PURCHASES FOR BKB	1		566.50
INV INV-112516/10/2020		S & N CREATIONS	STOCK PURCHASES FOR BKB	1	566.50	
EFT38226	05/11/2020	SAFETY BARRIERS WA PTY LTD	WBEAM SPLICE BOLT M16X32	1		220.00
INV 0000540329/10/2020		SAFETY BARRIERS WA PTY LTD	WBEAM SPLICE BOLT M16X32	1	220.00	
EFT38227	05/11/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS OCTOBER 2020	1		1,905.73
INV OCTOBE31/10/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS OCTOBER 2020	1	1,905.73	
EFT38228	05/11/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS OCTOBER 2020	1		2,065.57
INV OCTOBE31/10/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS OCTOBER 2020	1	2,065.57	
EFT38229	05/11/2020	YVONNE KICKETT	BOOMERANG PAINTING WITH GUEST (KAMBARANG PROGRAM 2020) 24TH OCT 2020	1		300.00
INV 4	23/10/2020	YVONNE KICKETT	BOOMERANG PAINTING WITH GUEST (KAMBARANG PROGRAM 2020) 24TH OCT 2020	1	300.00	
EFT38230	13/11/2020	ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	PPE EQUIPMENT FOR RANGERS	1		871.92
INV 0003317605/11/2020		ACES ANIMAL CARE EQUIPMENT SERVICES PTY LTD	PPE EQUIPMENT FOR RANGERS	1	871.92	
EFT38231	13/11/2020	ADRIAN HARDY	NIGHT HOOPS - SATURDAY 01/8/2020 TO 05/11/2020.	1		720.00
INV 210920	21/09/2020	ADRIAN HARDY	NIGHT HOOPS - SATURDAY 01/8/2020 TO 05/11/2020.	1	720.00	
EFT38232	13/11/2020	AUSTRAL POOL SOLUTIONS PTY LTD	1X BARIATRIC AQUATIC WHEELCHAIR	1		2,535.00
INV 407315	26/10/2020	AUSTRAL POOL SOLUTIONS PTY LTD	1X BARIATRIC AQUATIC WHEELCHAIR	1	2,535.00	
EFT38233	13/11/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT10/11/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	

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EFT38234	13/11/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 27/10/2020.	1		55,180.45
INV PAYG 27/27/10/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 27/10/2020.	1	55,180.45	
EFT38235	13/11/2020	AUTOPRO NORTHAM	FOP UP MARQUEES WORKS CREW	1		495.84
INV 880987	29/10/2020	AUTOPRO NORTHAM	FOP UP MARQUEES WORKS CREW	1	483.30	
INV 881790	03/11/2020	AUTOPRO NORTHAM	SUPPLY CAN OF SPRAY PAINT	1	12.54	
EFT38236	13/11/2020	AVON VALLEY CONTRACTORS	HCK UP MULTI WHEELLED ROLLER FROM BOUNDARY ROAD AND DROP OFF AT KOJEDDA ROAD.	1		600.00
INV 3531	27/10/2020	AVON VALLEY CONTRACTORS	HCK UP MULTI WHEELLED ROLLER FROM BOUNDARY ROAD AND DROP OFF AT KOJEDDA ROAD.	1	600.00	
EFT38237	13/11/2020	AVON VALLEY CREATORS COLLECTIVE	BUSINESS SUPPORT GRANT SCHEME A67 - ECOMMERCE WEBSITE	1		1,939.95
INV 2910202029/10/2020		AVON VALLEY CREATORS COLLECTIVE	BUSINESS SUPPORT GRANT SCHEME A67 - ECOMMERCE WEBSITE	1	1,939.95	
EFT38238	13/11/2020	AVON VALLEY DESIGN AND DRAFTING SERVICE	BAKERS HILL FIRE SHED. ALTERATIONS TO PLANS.	1		440.00
INV 0000129611/11/2020		AVON VALLEY DESIGN AND DRAFTING SERVICE	BAKERS HILL FIRE SHED. ALTERATIONS TO PLANS.	1	440.00	
EFT38239	13/11/2020	AVON WASTE	WASTE REMOVAL FOR F/E 23/10/2020.	1		70,821.11
INV 41081	09/10/2020	AVON WASTE	RUBBISH COLLECTION FOR F/E 9/10/2020.	1	35,304.87	
INV 41108	23/10/2020	AVON WASTE	WASTE REMOVAL FOR F/E 23/10/2020.	1	35,516.24	
EFT38240	13/11/2020	BEAUREPAIRES	REMOVE AND REPLACE 4 TYRES 205 85 / R16 FRIDAY 30 OCTOBER 2020	1		2,307.08
INV 6411655926/10/2020		BEAUREPAIRES	EN1810 - SUPPLY NEW WHEEL AND TYRE	1	1,020.48	
INV 6411664630/10/2020		BEAUREPAIRES	REMOVE AND REPLACE 4 TYRES 205 85 / R16 FRIDAY 30 OCTOBER 2020	1	1,257.80	
INV 6411682610/11/2020		BEAUREPAIRES	REPLACE TYRE AS PER SAMPLE TO BE DROPPED OFF 09/11/2020	1	28.80	
EFT38241	13/11/2020	BLACKWELL PLUMBING & GAS PTY LTD	WALL MOUNTED URN 3L , WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES	1		3,983.65

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INV INV-224114/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	WALL MOUNTED URN 3L, WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES	1	2,741.00	
INV INV-225128/10/2020		BLACKWELL PLUMBING & GAS PTY LTD	INKPEN 3.4 - 3 X MALE CAM LOCK COUPLING TO 4X FEMALE CAMLOCK TO ALLOW OUR TRUCKS WITH A 4X CAMLOCK SUCTION HOSE TO CONNECT TO OUR 3X FEMALE FITTINGS ON OUR STATIC TANKS.	1	426.80	
INV INV-225804/11/2020		BLACKWELL PLUMBING & GAS PTY LTD	OLD POST OFFICE (WHEATBELT FAMILY PRACTICE) REPAIR LEAKING TOILET, REAR SEAL.	1	30.25	
INV INV-226609/11/2020		BLACKWELL PLUMBING & GAS PTY LTD	BASIN MIXER (TAP FOR DISABLED TOILET #4)	1	473.00	
INV INV-226609/11/2020		BLACKWELL PLUMBING & GAS PTY LTD	WUNDOWIE POOL. REPAIR TAP NOT TURNING OFF.	1	138.60	
INV INV-226609/11/2020		BLACKWELL PLUMBING & GAS PTY LTD	RAILWAY MUSEUM. REPAIR CISTERN TO DISABLED ROOM, CONSTANTLY LEAKING. CHECK ALL OTHERS WHILST THERE.	1	61.50	
INV INV-226609/11/2020		BLACKWELL PLUMBING & GAS PTY LTD	REPAIRS TO KILLARA DAY CENTRE WOMEN'S TOILET	1	112.50	
EFT38242	13/11/2020	BOFFINS BOOKS	STOCK PURCHASES FOR BKB	1		345.32
INV INV013930/10/2020		BOFFINS BOOKS	STOCK PURCHASES FOR BKB	1	345.32	
EFT38243	13/11/2020	BUDGET CASH REGISTER CO	UPGRADE TILL SOFTWARE- BKB & VISITORS CENTRE.	1		672.10
INV 19589	28/09/2020	BUDGET CASH REGISTER CO	UPGRADE TILL SOFTWARE - BKB & VISITORS CENTRE.	1	672.10	
EFT38244	13/11/2020	BUZZINROUND PTY LTD T/A BR COMMS	CHANGES TO PABX PHONE HUNT GROUP	1		121.00
INV 0000287017/08/2020		BUZZINROUND PTY LTD T/A BR COMMS	CHANGES TO PABX PHONE HUNT GROUP	1	121.00	
EFT38245	13/11/2020	CADDS FASHIONS	\$150 WORKBOOTS ALLOWANCE - ALLAN JONES	1		429.98
INV 20-000081/10/10/2020		CADDS FASHIONS	WORK BOOT ALLOWANCE - IAN DHU	1	149.99	
INV 20-000092/20/10/2020		CADDS FASHIONS	\$150 WORKBOOT ALLOWANCE - RUSSELL FITZGERALD	1	129.99	
INV 20-000092/24/10/2020		CADDS FASHIONS	\$150 WORKBOOTS ALLOWANCE - ALLAN JONES	1	150.00	
EFT38246	13/11/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1003 - DIFF & HYDRAULIC SERVICE	1		4,258.65
INV 0000329618/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1805 - 40,000KM SERVICE FOR MONDAY 19 OCTOBER 2020	1	1,047.42	
INV 0000329718/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1003 - DIFF & HYDRAULIC SERVICE	1	1,691.80	



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INV 0000328718/10/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1706 - 5750 SERVICE - ON SITE (JENNAPULLIN RD)	1	1,519.43	
EFT38247	13/11/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR OCTOBER 2020.	1		394.32
INV 1905985	31/10/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR OCTOBER 2020.	1	147.87	
INV 1905986	31/10/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS. SHARPS DISPOSAL SERVICING FOR OCTOBER 2020	1	147.87	
INV 1905987	31/10/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR OCTOBER 2020.	1	98.58	
EFT38248	13/11/2020	COUNTRYWIDE GROUP	15L CHLORINE DRUMS	1		387.99
INV 29146	01/07/2020	COUNTRYWIDE GROUP	POLE SAW, ANNUAL SERVICE	1	154.50	
INV ACC000203/11/2020		COUNTRYWIDE GROUP	SERVICE BRUSHER CUTTER AS REQUIRED	1	68.49	
INV ACC000205/11/2020		COUNTRYWIDE GROUP	15L CHLORINE DRUMS	1	165.00	
EFT38249	13/11/2020	COVS PARTS PTY LTD	SPRAY BOTTLES, 500M	1		59.66
INV 1690074030/04/2020		COVS PARTS PTY LTD	SPRAY BOTTLES, 500M	1	59.66	
EFT38250	13/11/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020.	1		815.17
INV CINS309/18/08/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY ALARM MONITORING FROM 01/09/2020 to 30/09/2020	1	61.96	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	SES SHED. SECURITY ALARM MONITORING FROM 01/11/2020 to 30/11/2020.	1	87.96	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	RECREATION CENTRE. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020.	1	61.97	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	BERT HAWKE PAVILION. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020	1	61.96	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020.	1	61.96	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY. SECURITY ALARM MONITORING FROM 01/10/2020 TO 30/10/2020.	1	53.00	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY. SECURITY ALARM MONITORING FROM 01/10/2020 TO 30/11/2020.	1	61.96	
INV CINS309/19/10/2020		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020.	1	90.56	

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INV CINS309	19/10/2020	CTI SECURITY SERVICES PTY LTD	RAILWAY MUSEUM. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020.	1	61.96	
INV CINS309	19/10/2020	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL. SECURITY ALARM MONITORING FROM 01/11/2020 TO 30/11/2020	1	61.96	
INV CINS309	19/10/2020	CTI SECURITY SERVICES PTY LTD	BILYA KOORT BOODJA. SECURITY ALARM MONITORING FROM 01/11/2020 to 30/11/2020.	1	61.96	
INV CINS309	19/10/2020	CTI SECURITY SERVICES PTY LTD	SES ADMIN. SECURITY ALARM MONITORING FROM 01/11/2020 to 30/11/2020	1	87.96	
EFT38251	13/11/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	FREIGHT FROM FULTON HOGAN TO SHIRE OF NORTHAM DEPOT	1		297.70
INV 0000231231	10/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	TO HAVE 2 CUTTING EDGES WEIGHING A TOTAL OF 120KG AT A LENGTH OF 245X16X20CM, PICKED UP FROM 1711 ALBANY HIGHWAY, KENWICK, WA, 6989 AND DELIVERED TO THE SHIRE OF NORTHAM DEPOT 116 PEEL TERRACE, NORTHAM, WA, 6401.	1	49.70	
INV 0000231231	10/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	FOR YOUR REFERENCE WHEN COLLECTING THE PURCHASE ORDER NUMBER FOR THE ITEMS IS: 59651 FREIGHT FROM FULTON HOGAN TO SHIRE OF NORTHAM DEPOT	1	248.00	
EFT38252	13/11/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM AUGUST 2020	1		1,168.20
INV 527898	31/08/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM AUGUST 2020	1	532.40	
INV 527887	31/08/2020	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FOR AUGUST 2020.	1	236.50	
INV 531592	31/10/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING OCTOBER 2020.	1	162.80	
INV 531593	31/10/2020	E FIRE & SAFETY	REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING OCTOBER 2020.	1	236.50	
EFT38253	13/11/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT10	11/2020	EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT10	11/2020	EASIFLEET	Payroll deductions		1,102.65	
EFT38254	13/11/2020	ENVIRO PIPES PTY LTD	CP300PE - 300 SN8 CORRUGATED PIPE HDPE 5.915MTR, INCLUDING ORINGS AND LUBRICANT	1		1,210.88

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INV 46628	30/10/2020	ENVIRO PIPES PTY LTD	CP300PE - 300 SWS CORRUGATED PIPE HDPE 5.915MTR, INCLUDING ORINGS AND LUBRICANT	1	1,210.88	
EFT38255	13/11/2020	FIRE AND SAFETY WA	PPE FOR FIRE BRIGADES	1		973.72
INV 59656	30/10/2020	FIRE AND SAFETY WA	PPE FOR FIRE BRIGADES	1	973.72	
EFT38256	13/11/2020	FIRE MITIGATION SERVICES	OLD QUARRY ROAD LANDFILL - FIREBREAK TO ACHIEVE 3 METRES WIDE AND A 4-METRE VERTICAL CLEARANCE USING LOADER OR GRADER AS APPLICABLE	1		5,650.00
INV 0000049030/10/2020		FIRE MITIGATION SERVICES	OLD QUARRY ROAD LANDFILL - FIREBREAK TO ACHIEVE 3 METRES WIDE AND A 4-METRE VERTICAL CLEARANCE USING LOADER OR GRADER AS APPLICABLE	1	3,300.00	
INV 0000049131/10/2020		FIRE MITIGATION SERVICES	OLD QUARRY ROAD LANDFILL - 2 HECTARES GRASS SLASHING AS PER AERIAL VIEW OF AREA SPECIFIED WITHIN QUOTE	1	2,350.00	
EFT38257	13/11/2020	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	PPE EQUIPMENT FOR BUSHFIRES	1		5,891.44
INV 47304/01 22/09/2020		FIRE RESCUE SAFETY AUSTRALIA PTY LTD	PACIFIC BR9, CAP STYLE HELMET, WITH VISOR, NECK FLAP, TORCH AND HOLDER, REFLEXITE PENTAGRAM PANEL BFB LOGO TO FRONT, WHITE / SILVER - INK PEN	1	1,737.85	
INV 47402/01 29/09/2020		FIRE RESCUE SAFETY AUSTRALIA PTY LTD	PPE EQUIPMENT FOR BUSHFIRES	1	3,403.39	
INV 47688/01 05/10/2020		FIRE RESCUE SAFETY AUSTRALIA PTY LTD	10 X RED PAX LOGBOOK A4 - FOLDERS FOR BFCO'S	1	750.20	
EFT38258	13/11/2020	FM SURVEYS	BAKERS HILL - RV SITE SURVEY	1		2,200.00
INV 0002109228/10/2020		FM SURVEYS	BAKERS HILL - RV SITE SURVEY	1	2,200.00	
EFT38259	13/11/2020	FREESTYLE NOW	SKATE PARK COACHING WORKSHOP 2ND and 9TH OCTOBER 2020	1		1,100.00
INV 2009	15/10/2020	FREESTYLE NOW	SKATE PARK COACHING WORKSHOP 2ND and 9TH OCTOBER 2020	1	1,100.00	
EFT38260	13/11/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN 3.4U - ANNUAL TESTING/TAGGING & CERTIFYING OF ALL LAYFLAT & HOSE REELS TO AS 1180.5,1999, ANNUAL APPLIANCE OPERATIONAL SYSTEMS INSPECTION AND/OR SERVICE TO AS 1851-2005	1		18,230.45



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INV 68706	01/09/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN 3.4U - ANNUAL TESTING/TAGGING & CERTIFYING OF ALL LAYFLAT & HOSE REELS TO AS 1180.5,1999, ANNUAL APPLIANCE OPERATIONAL SYSTEMS INSPECTION AND/OR SERVICE TO AS 1851-2005	1	10,928.02	
INV 69207	21/10/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	GRASS VALLEY 1.4 - REPLACE SUCTION HOSE CAMLOCK LEVER ON SITE	1	570.44	
INV 69215	23/10/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRES	1	4,021.58	
INV 69216	23/10/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	PPE EQUIPMENT FOR BUSHFIRES.	1	2,109.05	
INV 69274	28/10/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN LAYFLAT REPAIRS	1	601.36	
EFT38261	13/11/2020	FULTON HOGAN INDUSTRIES PTY LTD	1000L OF EMULSION & COLD MIX.	1		5,386.99
INV 1452960529/10/2020		FULTON HOGAN INDUSTRIES PTY LTD	1000L OF EMULSION & COLD MIX.	1	2,790.99	
INV 1454543931/10/2020		FULTON HOGAN INDUSTRIES PTY LTD	1000L OF EMULSION	1	2,596.00	
EFT38262	13/11/2020	GARPEN PTY LTD	TOOLS FOR DEPOT	1		700.00
INV SL-00051306/11/2020		GARPEN PTY LTD	TOOLS FOR DEPOT	1	700.00	
EFT38263	13/11/2020	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 NAAATI APPROVED LAB, 150 MM THICK COMPACTIONED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1		56,564.20
INV 1710	21/08/2020	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 NAAATI APPROVED LAB, 150 MM THICK COMPACTIONED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1	50,263.95	
INV 1746	12/10/2020	GDR CIVIL CONTRACTING PTY LTD	WET HIRE OF TRUCK FOR 10 DAYS	1	6,300.25	

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EFT38264	13/11/2020	GEOFFREY HUNTLEY	RATES CREDIT REFUND FOR ASSESSMENT A1865	1		792.00
INV A1865	13/11/2020	GEOFFREY HUNTLEY	RATES CREDIT REFUND FOR ASSESSMENT A1865		792.00	
EFT38265	13/11/2020	GLENN STUART BEVERIDGE	REPLACE SHADE SAILS AT WUNDOWIE SWIMMING POOLS	1		1,160.00
INV 43	21/10/2020	GLENN STUART BEVERIDGE	REPLACE SHADE SAILS AT WUNDOWIE SWIMMING POOLS	1	1,160.00	
EFT38266	13/11/2020	GRAFTON ELECTRICS	BERNARD PARK TOILETS. 2 X HAND DRYERS NOT WORKING PLEASE REPAIR.	1		519.20
INV 7330	20/10/2020	GRAFTON ELECTRICS	BERNARD PARK TOILETS. 2 X HAND DRYERS NOT WORKING PLEASE REPAIR.	1	198.00	
INV 7366	03/11/2020	GRAFTON ELECTRICS	REPAIR TO GREEN BUTTON ON POOL ENTRY DOOR.	1	123.20	
INV 7384	06/11/2020	GRAFTON ELECTRICS	NORTHAM TIP BUILDING. INSPECT AND REPAIR POWER ISSUES IN BUILDING.	1	99.00	
INV 7389	10/11/2020	GRAFTON ELECTRICS	SOUTHERNBROOK HALL. CHECK/REPAIR "ARDA" ELECTRIC OVEN, NOT WORKING.	1	99.00	
EFT38267	13/11/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR 6 MONTHS @ \$68.44 PER HOUR.	1		5,542.45
INV 9604315	14/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR 6 MONTHS @ \$68.44 PER HOUR.	1	3,143.57	
INV 9652583	04/11/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	EHO FOR W/E 01/11/2020.	1	2,398.88	
EFT38268	13/11/2020	HILLS CONCRETE PRODUCTS	CONCRETE TANK, 47KL TO REPLACE EXISTING TANK AT SMITH ROAD, CLACKLINE	1		12,218.00
INV 10059	20/10/2020	HILLS CONCRETE PRODUCTS	375 PIPES	1	360.00	
INV 10071	27/10/2020	HILLS CONCRETE PRODUCTS	CONCRETE TANK, 47KL TO REPLACE EXISTING TANK AT SMITH ROAD, CLACKLINE	1	11,858.00	
EFT38269	13/11/2020	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	3196993-2-LXLXXL BARRIAIRE MASK CERTIFIED TO NFPA 1971:2018 - GREY - SIZE L-XL-XXL - 55-63CM	1		5,285.50
INV INV-054120/10/2020		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	3196993-2-LXLXXL BARRIAIRE MASK CERTIFIED TO NFPA 1971:2018 - GREY - SIZE L-XL-XXL - 55-63CM	1	5,285.50	
EFT38270	13/11/2020	IKOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/10/2020 TO 31/10/2020.	1		348.50

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INV 6308284	31/10/2020	EXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY FOR THE PERIOD 01/10/2020 TO 31/10/2020.	1	116.17	
INV 6308284	31/10/2020	EXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/10/2020 TO 31/10/2020.	1	232.33	
EFT38271	13/11/2020	JASON SIGNMAKERS	VARIOUS ROAD SIGNS	1		242.21
INV 213311	27/10/2020	JASON SIGNMAKERS	VARIOUS ROAD SIGNS	1	242.21	
EFT38272	13/11/2020	JOHN YOUNG	CROSSOVER REBATE FOR 1 GOLF CRESCENT.	1		800.00
INV CK03112	03/11/2020	JOHN YOUNG	CROSSOVER REBATE FOR 1 GOLF CRESCENT.	1	800.00	
EFT38273	13/11/2020	JOMAR WA PTY LTD	CARRY OUT CORBEL REPLACEMENT WORKS ON WONGAMINE ROAD BRIDGE #4117.	1		9,958.30
INV INV0063	22/10/2020	JOMAR WA PTY LTD	CARRY OUT CORBEL REPLACEMENT WORKS ON WONGAMINE ROAD BRIDGE #4117.	1	9,958.30	
EFT38274	13/11/2020	JOYCE BERTHA DANIELS	RATES CREDIT REFUND FOR ASSESSMENT A2612	1		792.00
INV A2612	13/11/2020	JOYCE BERTHA DANIELS	RATES CREDIT REFUND FOR ASSESSMENT A2612		792.00	
EFT38275	13/11/2020	JTAGZ PTY LTD	GREEN DOG TAGS 95MM 210 - 210600 (200 TAGS)	1		96.80
INV 0001699904	11/2020	JTAGZ PTY LTD	GREEN DOG TAGS 95MM 210 - 210600 (200 TAGS)	1	96.80	
EFT38276	13/11/2020	KIM CLIFFORD WHITFIELD	RATES CREDIT REFUND FOR ASSESSMENT A842	1		85.97
INV A842	13/11/2020	KIM CLIFFORD WHITFIELD	RATES CREDIT REFUND FOR ASSESSMENT A842		85.97	
EFT38277	13/11/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1		4,355.51
INV 2167970219	10/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1	2,678.79	
INV 2168323126	10/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1	1,676.72	
EFT38278	13/11/2020	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PLASTIC CONTAINERS, TOILET ROLLS & HAND TOWELS FOR KILLARA	1		338.13
INV 0005160821	10/2020	KLEENWEST DISTRIBUTORS	ASSORTED CHEMICALS, PLASTIC CONTAINERS, TOILET ROLLS & HAND TOWELS FOR KILLARA	1	202.07	



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INV 0005197104/11/2020		KLEENWEST DISTRIBUTORS	20 LITRE VINEGAR	1	136.06	
EFT38279	13/11/2020	KOMATSU AUSTRALIA PTY LTD	EN1003 - SUPPLY MIRROR AS PER Q001877355	1		203.09
INV 0020856329/10/2020		KOMATSU AUSTRALIA PTY LTD	EN1003 - SUPPLY MIRROR AS PER Q001877355	1	203.09	
EFT38280	13/11/2020	LANCE COLLARD BUSHELL	RATES CREDIT REFUND FOR ASSESSMENT A360	1		54.96
INV A360	13/11/2020	LANCE COLLARD BUSHELL	RATES CREDIT REFUND FOR ASSESSMENT A360		54.96	
EFT38281	13/11/2020	LES COOKE INSTRUMENT CO PTY LTD	WHEATHER METERS & EQUIPMENT.	1		6,468.26
INV 44686 RE27/10/2020		LES COOKE INSTRUMENT CO PTY LTD	FIRE WEATHER METER	1	485.10	
INV 44690 RE28/10/2020		LES COOKE INSTRUMENT CO PTY LTD	WHEATHER METERS & EQUIPMENT.	1	5,983.16	
EFT38282	13/11/2020	LIFE CYCLE FOR CANTEN INC	BOND AS PER RISK MATRIX STAYING OVERNIGHT AT THE TOWN HALL	1		100.00
INV 4048	21/10/2020	LIFE CYCLE FOR CANTEN INC	BOND AS PER RISK MATRIX STAYING OVERNIGHT AT THE TOWN HALL	1	100.00	
EFT38283	13/11/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM NOVEMBER 2020	1		916.66
INV 0000038526/10/2020		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM NOVEMBER 2020	1	916.66	
EFT38284	13/11/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1		194.81
INV 844378	06/10/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASES FOR NORTHAM POOL.	1	194.81	
EFT38285	13/11/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUTION SERVICES ( CLEANING TOWNROADS ) 05/09/2020 TO 11/10/2020.	1		15,358.20
INV N2632	19/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUTION SERVICES ( CLEANING TOWNROADS ) 05/09/2020 TO 11/10/2020.	1	3,839.55	
INV N2634	19/10/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUTION SERVICES ( CLEANING TOWNROADS ) 12/09/20 TO 18/10/2020.	1	3,839.55	
INV N2639	01/11/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUTION SERVICES ( CLEANING TOWNROADS ) 19/09/2020 TO 25/10/20.	1	3,839.55	
INV N2650	01/11/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING & GULLY EDUTION SERVICES ( CLEANING TOWNROADS ) 26/09/2020 TO 01/11/2020.	1	3,839.55	
EFT38286	13/11/2020	MM ELECTRICAL MERCHANDISING	5MTR ANTENNA LEAD FOR KILLARA DAY CENTRE	1		154.71

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INV 174753-6/20/10/2020		MM ELECTRICAL MERCHANDISING	VARIOUS CABLES	1	48.95	
INV 174985-6/28/10/2020		MM ELECTRICAL MERCHANDISING	10M TELEPHONE CABLE	1	24.27	
INV 175133-6/02/11/2020		MM ELECTRICAL MERCHANDISING	5 MTR ANTENNA LEAD FOR KILLARA DAY CENTRE	1	81.49	
EFT38287	13/11/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PURCHASE OF NEW VITARA WAGON AUTO 1.6L PETROL AUTO WHITE. INCLUDES DEALER PRE DELIVERY, GENUINE FACTORY AIRCONDITIONING, & 5 YEARS UNLIMITED KM WARRANTY.	1		11,972.39
INV 307785	28/10/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	PURCHASE OF NEW VITARA WAGON AUTO 1.6L PETROL AUTO WHITE. INCLUDES DEALER PRE DELIVERY, GENUINE FACTORY AIRCONDITIONING, & 5 YEARS UNLIMITED KM WARRANTY.	1	11,972.39	
EFT38288	13/11/2020	NORTHAM BETTA ELECTRICAL	TOSHIBA PA3927A-1PRP	1		806.00
INV 2001001810/09/2020		NORTHAM BETTA ELECTRICAL	TOSHIBA PA3927A-1PRP	1	771.00	
INV 2001002006/11/2020		NORTHAM BETTA ELECTRICAL		1	35.00	
EFT38289	13/11/2020	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. REPAIR/SERVICE LIFT.	1		799.15
INV 0002285504/11/2020		OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. REPAIR/SERVICE LIFT.	1	799.15	
EFT38290	13/11/2020	CEFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1		104.31
INV 1363517604/11/2020		CEFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR ADMIN	1	104.31	
EFT38291	13/11/2020	OXTER SERVICES	BURIAL OF NORMA YARRAN & NORMAN BUCKLESS AND REMOVAL OF ASHES PHYLLIS MCMANUS.	1		4,628.80
INV 23615	06/11/2020	OXTER SERVICES	BURIAL OF NORMA YARRAN & NORMAN BUCKLESS AND REMOVAL OF ASHES PHYLLIS MCMANUS.	1	2,332.00	
INV 23616	06/11/2020	OXTER SERVICES	CLEANING OF PUBLIC TOILETS 26/10/20 TO 08/11/20	1	2,296.80	
EFT38292	13/11/2020	FAUL BYRON GODFREY	CROSSOVER REBATE FOR 21 GERALD TERRACE NORTHAM	1		460.00
INV CK03112/03/11/2020		FAUL BYRON GODFREY	CROSSOVER REBATE FOR 21 GERALD TERRACE NORTHAM	1	460.00	
EFT38293	13/11/2020	FFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		950.00

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INV KV8046621/10/2020		HFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	932.60	
INV KB8049221/10/2020		HFD FOOD SERVICES PTY LTD	STOCK PURCHASES RETURNED.	1	-133.70	
INV KV8182022/10/2020		HFD FOOD SERVICES PTY LTD	RETURN OF STOCK PURCHASES	1	-26.00	
INV KV8701528/10/2020		HFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR POOL	1	81.95	
INV KV9358404/11/2020		HFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	38.85	
INV KV9359004/11/2020		HFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	56.30	
EFT38294	13/11/2020	FOOL AND PUMP SERVICE AND REPAIRS	ADDITIONAL REPAIRS TO FOOT VALVE AT WUNDOWIE POOL	1		287.54
INV 100086	21/08/2020	FOOL AND PUMP SERVICE AND REPAIRS	ADDITIONAL REPAIRS TO FOOT VALVE AT WUNDOWIE POOL	1	287.54	
EFT38295	13/11/2020	FORTER CONSULTING ENGINEERS	PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION CF MINSON AVE CARPARK AS PER RFQ11 OF 2020.	1		5,863.00
INV 0003062228/10/2020		FORTER CONSULTING ENGINEERS	PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION CF MINSON AVE CARPARK AS PER RFQ11 OF 2020.	1	5,863.00	
EFT38296	13/11/2020	PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1		172.00
INV 0001587606/11/2020		PRESTIGE ALARMS	ADMIN BUILDING. QUARTERLY MONITORING FOR ALARM SYSTEM.	1	172.00	
EFT38297	13/11/2020	FRISCILLA GEORGINA COX	RATES CREDIT REFUND FOR ASSESSMENT A2659	1		792.00
INV A2659	13/11/2020	FRISCILLA GEORGINA COX	RATES CREDIT REFUND FOR ASSESSMENT A2659		792.00	
EFT38298	13/11/2020	QUALITY PRESS	PPE EQUIPMENT FOR BUSHFIRES	1		1,260.60
INV INV039113/10/2020		QUALITY PRESS	PPE EQUIPMENT FOR BUSHFIRES	1	1,260.60	
EFT38299	13/11/2020	ROAD RAIL AND MINE PRODUCTS PTY LTD	2 X YELLOW BOLLARDS 165 OD Y14.8M LONG WITH CAP	1		550.00



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INV 0000037129/09/2020		ROAD RAIL AND MINE PRODUCTS PTY LTD	2 X YELLOW BOLLARDS 165 OD Y14.8M LONG WITH CAP	1	550.00	
EFT38300	13/11/2020	ROBERTA O'NEILL	REIMBURSEMENT FOR POLICE CLEARANCE	1		55.80
INV 2419238	12/10/2020	ROBERTA O'NEILL	REIMBURSEMENT FOR POLICE CLEARANCE	1	55.80	
EFT38301	13/11/2020	SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN 15/10/2020	1		140.01
INV 0152017331/10/2020		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN	1	70.00	
INV 0152017331/10/2020		SHRED-X PTY LTD	EMPTYING OF ADMIN SHREDDER BIN 15/10/2020	1	70.01	
EFT38302	13/11/2020	SLAV'S CLEANING SERVICE	CLEANING OF BERNARD PARKS & APEX PARK TOILETS SEPTEMBER 2020.	1		5,153.30
INV IV00000028/10/2020		SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CLEANING SERVICES UNTIL 30/09/2020.	1	1,853.50	
INV IV00000028/10/2020		SLAV'S CLEANING SERVICE	CLEANING OF BERNARD PARKS & APEX PARK TOILETS SEPTEMBER 2020.	1	2,771.80	
INV IV00000011/11/2020		SLAV'S CLEANING SERVICE	CREATE 298, CLEANING SERVICES UNTIL 30/09/2020	1	528.00	
EFT38303	13/11/2020	SOUTHERN BROOK COMMUNITY ASSOCIATION	PAYMENT TOWARDS NATURE PLAYGROUND	1		4,590.30
INV 24198	03/11/2020	SOUTHERN BROOK COMMUNITY ASSOCIATION	PAYMENT TOWARDS NATURE PLAYGROUND	1	4,590.30	
EFT38304	13/11/2020	STEF MCRAE	FACEBOOK COMPETION FOR BKB (KAMBARANG COMP)	1		150.00
INV MW091109/11/2020		STEF MCRAE	FACEBOOK COMPETION FOR BKB (KAMBARANG COMP)	1	150.00	
EFT38305	13/11/2020	STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORM FOR BUSHFIRES.	1		1,035.34
INV SIN-326408/10/2020		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR BUSHFIRES.	1	183.68	
INV SIN-326614/10/2020		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORMS FOR FIREBRIGADES	1	283.89	
INV SIN-326615/10/2020		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORM FOR BUSH FIRE BRIGADE	1	141.94	
INV SIN-327403/11/2020		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORM FOR BUSHFIRES.	1	425.83	
EFT38306	13/11/2020	SYNERGY	168614990 Streetlighting - 02/10/2020 to 01/11/2020	1		31,959.48

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INV 2081056429/09/2020		SYNERGY	153902510 Old Shire Depot Building - 28/07/2020 to 24/09/2020		21.58	
INV 2045054830/09/2020		SYNERGY	335596920 Visitors Centre - 29/07/2020 to 25/09/2020		1,083.42	
INV 2041058701/10/2020		SYNERGY	112769500 Old Northam Fire Station - 30/07/2020 to 29/09/2020		273.50	
INV 2053053702/10/2020		SYNERGY	915241640 Auxillary Lighting - 01/09/2020 to 01/10/2020		134.04	
INV 2017062502/10/2020		SYNERGY	236109800 Rap Park - 31/07/2020 to 01/10/2020		12.85	
INV 2073060107/10/2020		SYNERGY	157822560 Irishtown BFB - 15/07/2020 to 24/09/2020		246.49	
INV 2077076622/10/2020		SYNERGY	136537740 Airport - 17/09/2020 to 15/10/2020		1,252.34	
INV 2037073922/10/2020		SYNERGY	288626740 Clackline Hall - 20/08/2020 to 21/10/2020		119.99	
INV 2073071922/10/2020		SYNERGY	158509760 Bakers Hill Fire Station - 20/08/2020 to 21/10/2020		247.40	
INV 2089074922/10/2020		SYNERGY	332273630 Clackline Post Office - 22/08/2020 to 21/10/2020		223.62	
INV 2033084322/10/2020		SYNERGY	181994500 Killara Daycare Centre - 17/09/2020 to 15/10/2020		964.27	
INV 2017079522/10/2020		SYNERGY	796841340 Shire Administration Building - 17/09/2020 to 15/10/2020		643.33	
INV 2097061822/10/2020		SYNERGY	160396120 Clackline Fire Shed - 21/08/2020 to 21/10/2020		111.33	
INV 2013084023/10/2020		SYNERGY	981292570 Bakers Hill Rec Centre - 22/08/2020 to 22/10/2020		379.27	
INV 2033087526/10/2020		SYNERGY	305307610 Aged Accommodation Wundowie - 25/08/2020 to 22/10/2020		60.96	
INV 2069074126/10/2020		SYNERGY	361990030 Wundowie Oval - 25/08/2020 to 22/10/2020		401.35	
INV 2001107026/10/2020		SYNERGY	370639230 Wundowie Town Hall - 22/08/2020 to 22/10/2020		410.62	
INV 2029078826/10/2020		SYNERGY	487964040 Yak Shack - 22/08/2020 to 22/10/2020		120.40	
INV 2057077926/10/2020		SYNERGY	916822750 Wundowie Tennis Club - 22/08/2020 to 22/10/2020		114.37	
INV 2085079926/10/2020		SYNERGY	962642990 Medical Centre - 22/08/2020 to 22/10/2020		114.37	
INV 2097065126/10/2020		SYNERGY	300677070 Wundowie Football Pavillion - 22/08/2020 to 22/10/2020		149.11	
INV 2049077926/10/2020		SYNERGY	142275950 Wundowie Oval - 22/08/2020 to 22/10/2020		331.39	
INV 2069073326/10/2020		SYNERGY	164007710 Wundowie Depot - 22/08/2020 to 22/10/2020		425.55	
INV 2005075827/10/2020		SYNERGY	35346410 Hooper Park - 25/08/2020 to 23/10/2020		168.38	

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INV 2037083102/11/2020		SYNERGY	915241640 Auxillary Lighting - 02/10/2020 to 01/11/2020		129.70	
INV 2089082502/11/2020		SYNERGY	168614990 Streedlighting - 02/10/2020 to 01/11/2020		23,819.85	
EFT38307	13/11/2020	THE RIVERSIDE HOTEL	CATERING FOR COUNCIL FORUM MEETING 9 SEPTEMBER 2020 - 20 PEOPLE \$20/HEAD, TRAY CHICKEN MORNAY, TRAY BOILED RICE, TRAY MIXED SALAD	1		800.00
INV 3099	09/09/2020	THE RIVERSIDE HOTEL	CATERING FOR COUNCIL FORUM MEETING 9 SEPTEMBER 2020 - 20 PEOPLE \$20/HEAD, TRAY CHICKEN MORNAY, TRAY BOILED RICE, TRAY MIXED SALAD	1	400.00	
INV 3099	16/09/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 16 SEPTEMBER 2020 - 20 PEOPLE \$20/HEAD, 1 TRAY LASAGNE, 1 TRAY POTATO BAKE, 1 TRAY MIXED SALAD	1	400.00	
EFT38308	13/11/2020	TOURISM COUNCIL	TOURISM FUNDAMENTALS - CR CHRIS ANTONIO - 11 NOVEMBER 2020	1		75.00
INV INV-017209/11/2020		TOURISM COUNCIL	TOURISM FUNDAMENTALS - CR CHRIS ANTONIO - 11 NOVEMBER 2020	1	75.00	
EFT38309	13/11/2020	TPG TELECOM	SES BUILDING 01/10/2020 TO 31/10/2020.	1		334.75
INV 1564947201/10/2020		TPG TELECOM	SES 01/09/2020 TO 30/09/2020.	1	138.95	
INV 1574858201/11/2020		TPG TELECOM	SES BUILDING 01/10/2020 TO 31/10/2020.	1	195.80	
EFT38310	13/11/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	450T MAIN ROADS SPEC GRAVEL 19MM.	1		10,665.54
INV INV-113011/10/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	100 TONNE 19MM MRD SPEC GRAVEL	1	1,962.58	
INV INV-106931/10/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	450T MAIN ROADS SPEC GRAVEL 19MM.	1	8,702.96	
EFT38311	13/11/2020	VALLEY FORD	EN1908 - 15000KM SERVICE	1		375.00
INV 1412507	05/11/2020	VALLEY FORD	EN1908 - 15000KM SERVICE	1	375.00	
EFT38312	13/11/2020	VINCELEC	CREATE 298. REPAIR REPLACE EXIT SIGN CONTINUALLY FLASHING.	1		124.64
INV IV435	06/10/2020	VINCELEC	CREATE 298. REPAIR REPLACE EXIT SIGN CONTINUALLY FLASHING.	1	124.64	



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EFT38313	13/11/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 05/10/2020 TO 18/10/2020.	1		2,695.00
INV 02983	20/10/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 05/10/2020 TO 18/10/2020.	1	1,320.00	
INV 03002	02/11/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE - OCTOBER	1	55.00	
INV 03001	03/11/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 19/10/2020 - 01/11/2020.	1	1,320.00	
EFT38314	13/11/2020	WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER OCTOBER 2020	1		51.90
INV SN000063	30/10/2020	WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER OCTOBER 2020	1	51.90	
EFT38315	13/11/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT & CONTRACT MANAGEMENT FUNDAMENTALS COURSE FOR KRISTY HOPKINS USI# 59BERFIX7J COURSE DATE: 22/10/2020	1		688.00
INV B084847	29/10/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT & CONTRACT MANAGEMENT FUNDAMENTALS COURSE FOR KRISTY HOPKINS USI# 59BERFIX7J COURSE DATE: 22/10/2020	1	688.00	
EFT38316	13/11/2020	WESTERN POWER	FLOUR MILL MURAL. CHARGES FOR WESTERN POWER TO ISOLATE POWER TO ALLOW PAINTING OF MURAL.	1		1,320.00
INV CORPB026	26/10/2020	WESTERN POWER	FLOUR MILL MURAL. CHARGES FOR WESTERN POWER TO ISOLATE POWER TO ALLOW PAINTING OF MURAL.	1	1,320.00	
EFT38317	13/11/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND INSTALL EMULSION PUMP (3 PHASE)	1		675.00
INV INV-110501	07/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY AND INSTALL EMULSION PUMP (3 PHASE)	1	445.00	
INV INV-110511	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SEWELL BROOM - BATTERY AND CHECK ON SITE	1	230.00	
EFT38318	13/11/2020	WG & RJ ASHMAN	SLASHING YORK RD X WOODLEY FARM ENTERANCE AND FITZGERALD STREET	1		660.00
INV 1186	29/10/2020	WG & RJ ASHMAN	SLASHING YORK RD X WOODLEY FARM ENTERANCE AND FITZGERALD STREET	1	660.00	
EFT38319	13/11/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	4 RANGERS, SUPRIVIOR, EQUIPMENT AND CONSUMABLES TO MAINTAIN BURLONG POOL PARK	1		1,425.60
INV 0030116609	10/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	4 RANGERS, SUPRIVIOR, EQUIPMENT AND CONSUMABLES TO MAINTAIN BURLONG POOL PARK	1	1,425.60	

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EFT38320	13/11/2020	WHEATBELT OFFICE & BUSINESS MACHINES	EC MOTHERBOARD REPLACEMENT	1		397.60
INV 26944	04/11/2020	WHEATBELT OFFICE & BUSINESS MACHINES	EC MOTHERBOARD REPLACEMENT	1	397.60	
EFT38321	13/11/2020	YORK CDA AIR & SOLAR	RSL MEMORIAL HALL MAJOR SERVICING AND REPAIRS TO AIR CONDITIONERS AS PER REPORT AND QUOTE 7005.	1		2,545.25
INV 0000845906/12/2019		YORK CDA AIR & SOLAR	RSL MEMORIAL HALL MAJOR SERVICING AND REPAIRS TO AIR CONDITIONERS AS PER REPORT AND QUOTE 7005.	1	1,907.75	
INV 0001106910/11/2020		YORK CDA AIR & SOLAR	REPAIRS TO COOL ROOM (FEDDIES SIDE)	1	637.50	
EFT38322	16/11/2020	SPECIALISED TREE SERVICE	TREE PRUNING FOR NORTHAM TOWNSITE WITHIN THE BOUNDARIES LISTED AS PER CONTRACT C.201819-09	1		27,548.10
INV 3432	06/11/2020	SPECIALISED TREE SERVICE	TREE PRUNING FOR NORTHAM TOWNSITE WITHIN THE BOUNDARIES LISTED AS PER CONTRACT C.201819-09	1	27,548.10	
EFT38323	17/11/2020	AKRON PTY LTD	REFUND OF INFRASTRUCTURE BOND	1		1,000.00
INV T1317	16/11/2020	AKRON PTY LTD	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT38324	17/11/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR BUILDING COMMISSION OCTOBER 2020	1		5,014.29
INV T1080	16/11/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR BUILDING COMMISSION OCTOBER 2020	1	5,014.29	
EFT38325	17/11/2020	COUNTRYWIDE GROUP	INFRASTRUCTURE BOND REFUND	1		1,000.00
INV T1267	16/11/2020	COUNTRYWIDE GROUP	INFRASTRUCTURE BOND REFUND	1	1,000.00	
EFT38326	17/11/2020	J & A BUILDING PTY LTD	REFUND OF INFRASTRUCTURE BOND	1		1,000.00
INV T1305	16/11/2020	J & A BUILDING PTY LTD	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT38327	17/11/2020	CASIS OUTDOOR STRUCTURES	REFUND OF INFRASTRUCTURE BOND	1		1,500.00
INV T1313	16/11/2020	CASIS OUTDOOR STRUCTURES	REFUND OF INFRASTRUCTURE BOND	1	1,500.00	
EFT38328	17/11/2020	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND	1		1,000.00

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INV T1281	16/11/2020	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND	1	1,000.00	
EFT38330	17/11/2020	RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR SEPTEMBER 2020	1		2,577.20
INV SEPTEMBER09/2020		RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR SEPTEMBER 2020	1	2,577.20	
EFT38331	19/11/2020	DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2020	1		21,263.02
INV OCTOBER31/10/2020		DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2020	1	21,263.02	
EFT38332	19/11/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FROM PUMA OCTOBER 2020.	1		1,796.19
INV OCTOBER31/10/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES FROM PUMA OCTOBER 2020.	1	1,796.19	
EFT38333	23/11/2020	SYNERGY	GROUPED ELECTRIC BILL 04/09/2020-05/10/2020.	1		27,232.61
INV 3000142905/10/2020		SYNERGY	GROUPED ELECTRIC BILL 04/09/2020-05/10/2020.	1	27,232.61	
EFT38334	24/11/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR OCTOBER 2020	1		660.00
INV 69908	22/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR OCTOBER 2020	1	660.00	
EFT38335	24/11/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 10/11/2020	1		53,351.00
INV PAYG 10/10/11/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 10/11/2020	1	53,351.00	
EFT38336	24/11/2020	AVON WASTE	AVON WASTE COLLECTION FORTNIGHT COMMENCING 26/10/2020	1		35,282.54
INV 41499	06/11/2020	AVON WASTE	AVON WASTE COLLECTION FORTNIGHT COMMENCING 26/10/2020	1	35,282.54	
EFT38337	24/11/2020	BAKERS HILL PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1		200.00
INV 2068	04/11/2020	BAKERS HILL PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1	200.00	
EFT38338	24/11/2020	BUDGET CASH REGISTER CO	RENEWAL SUPPORT POS CONTRACT	1		1,045.00
INV 19644	13/10/2020	BUDGET CASH REGISTER CO	RENEWAL SUPPORT POS CONTRACT	1	1,045.00	
EFT38339	24/11/2020	CADDIS FASHIONS	UNIFORM ORDER FOR JENNIFER GRANT	1		530.47



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INV 20-00009	21/10/2020	CADDS FASHIONS	S770LT LADIES MONACO 3/4 SLEEVE SHIRT - TEAL SIZE 14 FOR ANASTASIA WILLIAMS	1	223.92	
INV 20-00009	21/10/2020	CADDS FASHIONS	UNIFORM ORDER FOR JENNIFER GRANT	1	306.55	
EFT38340	24/11/2020	CIVIC LEGAL	Advice on contract variation requested by Donovan Payne	1		6,681.68
INV 507363	31/10/2020	CIVIC LEGAL	Advice on contract variation requested by Donovan Payne	1	6,681.68	
EFT38341	24/11/2020	COUNTRY COPIERS NORTHAM	COPIER SERVICE/METER READING FOR RECORDS	1		430.47
INV 58736	02/11/2020	COUNTRY COPIERS NORTHAM	COPIER SERVICE/METER READING FOR RECORDS	1	430.47	
EFT38342	24/11/2020	COUNTRYSIDE PEST CONTROL	REMOVE BEEHIVE FROM SOUTHERN BROOK PLAYGROUND	1		110.00
INV 0000042909	11/2020	COUNTRYSIDE PEST CONTROL	REMOVE BEEHIVE FROM SOUTHERN BROOK PLAYGROUND	1	110.00	
EFT38343	24/11/2020	COUNTRYWIDE GROUP	2 x BC451 - Brushcutter - RRP \$999 Less 10% discount	1		2,010.00
INV 29872	01/07/2020	COUNTRYWIDE GROUP	REPAIRS TO KILLARA LAWNMOWER	1	211.80	
INV ACC000223	10/2020	COUNTRYWIDE GROUP	2 x BC451 - Brushcutter - RRP \$999 Less 10% discount	1	1,798.20	
EFT38344	24/11/2020	CRAIG JOHN ROBERTSON	EARLY RATES INCENTIVE PRIZE - \$500 CASH PRIZE DONATED BE SPECIALISED TREE SERVICES	1		500.00
INV R234	17/11/2020	CRAIG JOHN ROBERTSON	EARLY RATES INCENTIVE PRIZE - \$500 CASH PRIZE DONATED BE SPECIALISED TREE SERVICES	1	500.00	
EFT38345	24/11/2020	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK FOR BEB	1		333.52
INV 1471392130	09/2020	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK FOR BEB	1	166.76	
INV 1473575931	10/2020	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	AUSTRALIAN CRIMINAL HISTORY CHECK FOR BEB	1	166.76	
EFT38346	24/11/2020	FIRE MITIGATION SERVICES	2 X DAYS SLASHING USING FMS POST	1		6,880.00
INV 0000048723	10/2020	FIRE MITIGATION SERVICES	2 X DAYS SLASHING USING FMS POST	1	4,480.00	
INV 0000049812	11/2020	FIRE MITIGATION SERVICES	2 X DAYS WITH 2 CREW WHIPPER SNIPPING	1	2,400.00	
EFT38347	24/11/2020	FRANK DAVIS	STORY TELLING - INDIGO JUNCTION 6/11/2020	1		300.00

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INV 11	06/11/2020	FRANK DAVIS	STORY TELLING - INDIGO JUNCTION 6/11/2020	1	300.00	
EFT38348	24/11/2020	IKOM OPERATIONS PTY LTD	920KG CHLORINE	1		3,200.44
INV 6309706	04/11/2020	IKOM OPERATIONS PTY LTD	920KG CHLORINE	1	3,200.44	
EFT38349	24/11/2020	JANET KICKETT	USE OF JANET KICKETT GRANDSON PHOTO	1		50.00
INV 3	17/11/2020	JANET KICKETT	USE OF JANET KICKETT GRANDSON PHOTO	1	50.00	
EFT38350	24/11/2020	JH COMPUTER SERVICES PTY LTD	5 x DRAYTEK VIGOR VDSL2 COMMERCIAL GRADE MODEM ROUTERS TO REPLACE DOMESTIC GRADE DEVICES AT SHIRE REMOTE OFFICES INCLUDING KILLARA, REC CENTRE, DEPOT, VIS CENTRE, AND LIBRARY	1		605.00
INV 0000196526/10/2020		JH COMPUTER SERVICES PTY LTD	5 x DRAYTEK VIGOR VDSL2 COMMERCIAL GRADE MODEM ROUTERS TO REPLACE DOMESTIC GRADE DEVICES AT SHIRE REMOTE OFFICES INCLUDING KILLARA, REC CENTRE, DEPOT, VIS CENTRE, AND LIBRARY	1	605.00	
EFT38351	24/11/2020	JOHN BLURTON	SALE OF ARTWORK BY JOHN BLURTON	1		240.00
INV 2	06/11/2020	JOHN BLURTON	SALE OF ARTWORK BY JOHN BLURTON	1	240.00	
EFT38352	24/11/2020	JOHN KELLY	CULTURAL DANCE (SACRED HEART COLLEGE TO BKB) 16/11/2020	1		300.00
INV 10	16/11/2020	JOHN KELLY	CULTURAL DANCE (SACRED HEART COLLEGE TO BKB) 16/11/2020	1	300.00	
EFT38353	24/11/2020	JOMAR WA PTY LTD	PREVENTATIVE MAINTENANCE FOR NORTHAM BRIDGES	1		71,962.00
INV INV0062 22/10/2020		JOMAR WA PTY LTD	PREVENTATIVE MAINTENANCE FOR NORTHAM BRIDGES	1	71,962.00	
EFT38354	24/11/2020	JOY BROWN	REFUND OF RATES CREDIT - PENSION REBATE AT SETTLEMENT - A152	1		615.15
INV A152	16/11/2020	JOY BROWN	REFUND OF RATES CREDIT - PENSION REBATE AT SETTLEMENT - A152		615.15	
EFT38355	24/11/2020	KIRK GARLETT	SALES OF STOCK FROM BKB (31-3-2020 TIL 31-10-2020)	1		233.71

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INV 6	12/11/2020	KIRK GARLETT	SALES OF STOCK FROM BKB (31-3-2020 TIL 31-10-2020)	1	233.71	
EFT38356	24/11/2020	LUCY'S TEAROOMS	DINNER FOR NIGHT HOOPS 22/08, 29/08 & 05/09/2020	1		2,145.00
INV 2267	23/09/2020	LUCY'S TEAROOMS	DINNER FOR NIGHT HOOPS 22/08, 29/08 & 05/09/2020	1	2,145.00	
EFT38357	24/11/2020	MAALI MIA PTY LTD	BUSHFOODS INFO SESSION & TASTING (1HR)	1		550.00
INV INV-002810/11/2020		MAALI MIA PTY LTD	BUSHFOODS INFO SESSION & TASTING (1HR)	1	550.00	
EFT38358	24/11/2020	MALIKA WARD	YOGA MINDFULNESS SESSION (KAMBARANG PROGRAM) 7/11/2020	1		550.00
INV 1	06/11/2020	MALIKA WARD	YOGA MINDFULNESS SESSION (KAMBARANG PROGRAM) 7/11/2020	1	550.00	
EFT38359	24/11/2020	MARTIN PAUL PHOTOGRAPHY & FRAMING	RE-FRAME ARTWORK 147 DULCIE ARMSTRONG WHITEGUMS AT WARRANINE USING MOULDING 3201SYD	1		240.00
INV 871	27/10/2020	MARTIN PAUL PHOTOGRAPHY & FRAMING	RE-FRAME ARTWORK 147 DULCIE ARMSTRONG WHITEGUMS AT WARRANINE USING MOULDING 3201SYD	1	240.00	
EFT38360	24/11/2020	MEGAN CHRISTINE WORTHINGTON	URGENT PURCHASES FOR REC CENTRE ONE	1		87.60
INV 3205	18/11/2020	MEGAN CHRISTINE WORTHINGTON	URGEN PURCHASES FOR REC CENTRE	1	87.60	
EFT38361	24/11/2020	NATIVE OZ BUSHFOODS	NATIVE BUSH FOOD PRODUCE FOR BKB	1		701.00
INV 1077	29/10/2020	NATIVE OZ BUSHFOODS	NATIVE BUSH FOOD PRODUCE FOR BKB	1	701.00	
EFT38362	24/11/2020	NORTHAM BETTA ELECTRICAL	PURCHASE AND SUPPLY OF DISHWASHER TO KILLARA	1		748.00
INV 2001002113/11/2020		NORTHAM BETTA ELECTRICAL	PURCHASE OF KETTLE FOR CREATE 298	1	50.00	
INV 2001002113/11/2020		NORTHAM BETTA ELECTRICAL	PURCHASE AND SUPPLY OF DISHWASHER TO KILLARA	1	698.00	
EFT38363	24/11/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1		60.00
INV 0000312104/11/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1	18.00	
INV 0000313106/11/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1	12.00	



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INV 0000313210/11/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1	30.00	
EFT38364	24/11/2020	NORTHAM FLORIST	WREATH FOR BAKERS HILL AND WUNDOWIE -	1		130.00
INV 23633	11/11/2020	NORTHAM FLORIST	WREATH FOR BAKERS HILL AND WUNDOWIE -	1	130.00	
EFT38365	24/11/2020	NORTHAM PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1		200.00
INV 4807	05/11/2020	NORTHAM PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1	200.00	
EFT38366	24/11/2020	NORTHAM SENIOR HIGH SCHOOL	DONATION END OF YEAR AWARDS 2020	1		500.00
INV 9165	12/10/2020	NORTHAM SENIOR HIGH SCHOOL	DONATION END OF YEAR AWARDS 2020	1	500.00	
EFT38367	24/11/2020	NUTRIEN AG SOULTIONS LIMITED	SEASOL COMMERCIAL 20L	1		289.70
INV 9034830422/09/2020		NUTRIEN AG SOULTIONS LIMITED	NELS SPRINKLER GEARDRIVE ULTRA I20 PLAS	1	107.10	
INV 9035387702/10/2020		NUTRIEN AG SOULTIONS LIMITED	SEASOL COMMERCIAL 20L	1	182.60	
EFT38368	24/11/2020	OXTER SERVICES	EXTRA CLEANS FOR COVID. CLACKLINE, BAKERSHILL, KATRINE, WUNDOWIE PUBLIC TOILETS.	1		2,201.91
INV 23617	06/11/2020	OXTER SERVICES	EXTRA CLEANS FOR COVID. CLACKLINE, BAKERSHILL, KATRINE, WUNDOWIE PUBLIC TOILETS.	1	2,026.20	
INV 23618	06/11/2020	OXTER SERVICES	CEMETERY TOILETS. SUPPLY	1	175.71	
EFT38369	24/11/2020	FOOL AND PUMP SERVICE AND REPAIRS	PLANT ROOM SERVICE AT WUNDOWIE SWIMMING POOL	1		352.00
INV 100105	21/10/2020	FOOL AND PUMP SERVICE AND REPAIRS	PLANT ROOM SERVICE AT WUNDOWIE SWIMMING POOL	1	352.00	
EFT38370	24/11/2020	PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - SUPPLY 2 X BAA MKVC KEYS.	1		56.10
INV 0010549812/11/2020		PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - SUPPLY 2 X BAA MKVC KEYS.	1	56.10	
EFT38371	24/11/2020	RED DOT STORES	FAINTS, BRUSHES, BUCKET, TABLE COVERS (SUPPLIES FOR KIDS BOOMERANG PAINTING SCHOOL VISITS TO BKB)	1		161.50
INV 4791271519/10/2020		RED DOT STORES	FAINTS, BRUSHES, BUCKET, TABLE COVERS (SUPPLIES FOR KIDS BOOMERANG PAINTING SCHOOL VISITS TO BKB)	1	106.50	

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INV 4821542406/11/2020		RED DOT STORES	10 X GIFT BAGS FOR CITIZENSHIP CEREMONY	1	55.00	
EFT38372	24/11/2020	ROOGENIC - ROO TEA PTY LTD	ROOGENIC TEAS, OILS & TEA INFUSERS FOR BKB	1		618.85
INV WS1473	15/09/2020	ROOGENIC - ROO TEA PTY LTD	ROOGENIC TEAS, OILS & TEA INFUSERS FOR BKB	1	618.85	
EFT38373	24/11/2020	RUSSELL JOHN FITZGERALD	SALE OF STOCK AT BKB (31/03/2020 TIL 31/10/2020)	1		38.72
INV 3	12/11/2020	RUSSELL JOHN FITZGERALD	SALE OF STOCK AT BKB (31/03/2020 TIL 31/10/2020)	1	38.72	
EFT38374	24/11/2020	SAFE T CARD AUSTRALIA PTY LTD	SAFETCARD DEVICE X7 QUARTERLY MONITORING FEES	1		924.00
INV INV-230401/10/2020		SAFE T CARD AUSTRALIA PTY LTD	SAFETCARD DEVICE X7 QUARTERLY MONITORING FEES	1	924.00	
EFT38375	24/11/2020	SAVANNAH PETERSON	BOND REFUND FOR LESSER HALL BOOKING #4392	1		500.00
INV 10995	10/11/2020	SAVANNAH PETERSON	BOND REFUND FOR LESSER HALL BOOKING #4392	1	500.00	
EFT38376	24/11/2020	SHIRLEY ANN SLATER	NYOONGAR LANGUAGE SESSION - INDIGO JUNCTION (6/11/2020)	1		300.00
INV 1	06/11/2020	SHIRLEY ANN SLATER	NYOONGAR LANGUAGE SESSION - INDIGO JUNCTION (6/11/2020)	1	300.00	
EFT38377	24/11/2020	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT TOWARDS SENIOR'S DAY OUTING	1		750.00
INV 1/2020	21/10/2020	SILVER WINGS SENIOR'S CLUB INC.	SENIORS WEEK SUPPORT TOWARDS SENIOR'S DAY OUTING	1	750.00	
EFT38378	24/11/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM RECREATION CENTRE AS PER CONTRACT C.201920-08.	1		39,530.04
INV 182677	29/10/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM SHIRE ADMINISTRATION BUILDING AS PER CONTRACT C.201920-08.	1	7,018.00	
INV 182678	29/10/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM RECREATION CENTRE AS PER CONTRACT C.201920-08.	1	14,256.00	
INV 182679	29/10/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO NORTHAM VISITORS CENTRE AS PER CONTRACT C.201920-08.	1	5,984.00	

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INV 182849	31/10/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF PV SOLAR SYSTEM TO WUNDOWIE SWIMMING POOL AS PER CONTRACT C.201920-08.	1	12,272.04	
EFT38379	24/11/2020	SOUTHERN CROSS AUSTEREO PTY LTD	Advertising on radio over HITFM and MMM Northam from 16 October 2020 to 22 October 2020 for EXecutive Manager Community Services role	1		1,001.00
INV 7110663631/10/2020		SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21	1	176.00	
INV 7110663731/10/2020		SOUTHERN CROSS AUSTEREO PTY LTD	Advertising on radio over HITFM and MMM Northam from 16 October 2020 to 22 October 2020 for EXecutive Manager Community Services role	1	825.00	
EFT38380	24/11/2020	SPORTSPOWER NORTHAM H & H JOUBERT	MINUTE NO: LBSC.64 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$5,000 (EXCLUDING GST) TO THE BUSINESS 'NORTHAM SPORTS POWER' FOR THE PURCHASE OF A VINYL IMPRINT MACHINE.	1		5,500.00
INV 20-0001106/10/2020		SPORTSPOWER NORTHAM H & H JOUBERT	MINUTE NO: LBSC.64 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$5,000 (EXCLUDING GST) TO THE BUSINESS 'NORTHAM SPORTS POWER' FOR THE PURCHASE OF A VINYL IMPRINT MACHINE.	1	5,500.00	
EFT38381	24/11/2020	ST JOSEPH'S SCHOOL	DONATION FOR END OF YEAR AWARDS 2020	1		770.00
INV 0911202009/11/2020		ST JOSEPH'S SCHOOL	DONATION FOR END OF YEAR AWARDS 2020	1	550.00	
INV 0911202009/11/2020		ST JOSEPH'S SCHOOL	DONATION END OF YEAR AWARDS 2020	1	220.00	
EFT38382	24/11/2020	TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER 2020	1		1,449.86
INV 2726009016/09/2020		TELSTRA CORPORATION	HARVEST BAN LINE SEPTEMBER 2020	1	96.31	
INV 2726008910/10/2020		TELSTRA CORPORATION	BUSFIRE BRIGADES OCTOBER 2020	1	159.98	
INV 9026075012/10/2020		TELSTRA CORPORATION	MAINLINE ACCOUNT OCTOBER 2020	1	722.70	
INV 2726009016/10/2020		TELSTRA CORPORATION	HARVEST BAN LINE OCTOBER 2020	1	470.87	
EFT38383	24/11/2020	THE YOGA LOUNGE NORTHAM	YOGA AND MINDFULNESS WORKSHOP 8/8 NIGHTHOOPS	1		330.00
INV 508	21/09/2020	THE YOGA LOUNGE NORTHAM	YOGA AND MINDFULNESS WORKSHOP 8/8 NIGHTHOOPS	1	330.00	



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EFT38384	24/11/2020	THOMAS NICKELS	UMPIRING FOR NIGHT HOOPS SAT 1ST AUG - 5TH SEP 2020	1		120.00
INV 28.10.23028/10/2020		THOMAS NICKELS	UMPIRING FOR NIGHT HOOPS SAT 1ST AUG - 5TH SEP 2020	1	120.00	
EFT38385	24/11/2020	TIA HUNT	REIMBURSEMENT FOR POLICE CLEARANCE	1		55.80
INV 2582681	06/11/2020	TIA HUNT	REIMBURSEMENT FOR POLICE CLEARANCE	1	55.80	
EFT38386	24/11/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR AUGUST 2020	1		421.20
INV 0459-S3030/08/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR AUGUST 2020	1	367.79	
INV 0463-S3027/09/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR SEPTEMBER 2020	1	36.47	
INV 0464-S3004/10/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR OCTOBER 2020	1	16.94	
EFT38387	24/11/2020	UES INTERNATIONAL P/L	2 X23 LITRE WATER TANK WITH SOAP DISPENSER, 2 X GRAB HANDLE 9/01725/03	1		346.12
INV INV60-0015/09/2020		UES INTERNATIONAL P/L	2 X23 LITRE WATER TANK WITH SOAP DISPENSER, 2 X GRAB HANDLE 9/01725/03	1	346.12	
EFT38388	24/11/2020	VINCENZO LONGO	INFRASTRUCTURE BOND REFUND	1		1,505.00
INV T1296	16/11/2020	VINCENZO LONGO	INFRASTRUCTURE BOND REFUND	1	1,000.00	
INV T1296	19/11/2020	VINCENZO LONGO	REFUND OF TOTAL OF INFRASTRUCTURE BOND	1	505.00	
EFT38389	24/11/2020	WA BOILER SPARES & SERVICE	BOILER SERVICE POOL FOLLOWING LOCKOUT	1		855.25
INV 15206	04/10/2020	WA BOILER SPARES & SERVICE	BOILER SERVICE POOL FOLLOWING LOCKOUT	1	855.25	
EFT38390	24/11/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES AS PER TIMESHEET FROM 29/09/20 - 02/10/20	1		2,376.00
INV 02953	07/10/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES AS PER TIMESHEET FROM 29/09/20 - 02/10/20	1	2,376.00	
EFT38391	24/11/2020	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1		284.29
INV 11137	09/09/2020	WARRICKS NEWSAGENCY	ASSORTED STATIONERY ITEMS FOR KILLARA	1	284.29	
EFT38392	24/11/2020	WATTLEUP TRACTORS	TX-411-480-643 - FLAIL	1		631.70

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INV 1268123	22/10/2020	WATTLEUP TRACTORS	TX-411-480-643 - FLAIL	1	631.70	
EFT38393	24/11/2020	WEST NORTHAM PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1		200.00
INV 1096	04/11/2020	WEST NORTHAM PRIMARY SCHOOL	DONATION END OF YEAR AWARDS 2020	1	200.00	
EFT38394	24/11/2020	WG & RJ ASHMAN	SLASH: 42 CHARLES STREET, NORTHAM FROM ALLMAKES AG TO CARAVAN PARK	1		660.00
INV 1187	29/10/2020	WG & RJ ASHMAN	SLASH: 42 CHARLES STREET, NORTHAM FROM ALLMAKES AG TO CARAVAN PARK	1	660.00	
EFT38395	24/11/2020	YORK & DISTRICT COMMUNITY MATTERS	PUBLIC NOTICE OF AROC EQUIPMENT FEES AND CHARGES	1		267.00
INV 1784	31/10/2020	YORK & DISTRICT COMMUNITY MATTERS	PUBLIC NOTICE OF AROC EQUIPMENT FEES AND CHARGES	1	267.00	
EFT38396	26/11/2020	ABBOTTS FORGE	MOVE POTS AT FLOUR MILL FOR MURAL PAINTING	1		925.00
INV 0000425404	11/2020	ABBOTTS FORGE	MOVE POTS AT FLOUR MILL FOR MURAL PAINTING	1	925.00	
EFT38397	26/11/2020	ADT SECURITY	KILLARA - JN 17518820 24/11/2020 UPLOADED PANEL. TESTED ZONES AND SIGNALS. ALL BATTERIES LOW OR FLAT. REPLACED FOR NEW. SETUP INPUT DAILY. TIMER TEST AS NOT RECEIVING DAILY. JOB COMPLETED.	1		238.49
INV 2374556925	11/2020	ADT SECURITY	KILLARA - JN 17518820 24/11/2020 UPLOADED PANEL. TESTED ZONES AND SIGNALS. ALL BATTERIES LOW OR FLAT. REPLACED FOR NEW. SETUP INPUT DAILY. TIMER TEST AS NOT RECEIVING DAILY. JOB COMPLETED.	1	238.49	
EFT38398	26/11/2020	ALLMAKES AG	20 off- M16 X 75 HEX BOLT ZP. 20 off- M16 NYLOC NUT ZP.	1		82.50
INV 20083	16/11/2020	ALLMAKES AG	20 off- M16 X 75 HEX BOLT ZP. 20 off- M16 NYLOC NUT ZP.	1	82.50	
EFT38399	26/11/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR OCTOBER 2020	1		2,279.92

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INV 70095	31/10/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COSTS FOR OCTOBER 2020	1	2,147.92	
INV 70612	12/11/2020	AMPAC DEBT RECOVERY (WA) P/L	70612 AMPAC DEBT RECOVERY FOR NOVEMBER 2020	1	132.00	
EFT38400	26/11/2020	ANDREW RONALD VALLANCE	Bus Hire and Umpiring fee x 6 weeks	1		1,440.00
INV 0510202005/10/2020		ANDREW RONALD VALLANCE	Bus Hire and Umpiring fee x 6 weeks	1	1,440.00	
EFT38401	26/11/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	supply eyebolt	1		13.89
INV 6558685	13/08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	supply eyebolt	1	8.05	
INV 6604917	27/10/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	MALE STUD 10MMX1/4	1	5.84	
EFT38402	26/11/2020	ASTROTOURISM WA PTY LTD	MEMBERSHIP ASTROTOURISM TOWNS 2020/21	1		3,300.00
INV 1046	03/11/2020	ASTROTOURISM WA PTY LTD	MEMBERSHIP ASTROTOURISM TOWNS 2020/21	1	3,300.00	
EFT38403	26/11/2020	AUDREY NETTLE	Damper Making & Story Telling (Kambarang Program) 21/11/2020	1		500.00
INV 1	23/11/2020	AUDREY NETTLE	Damper Making & Story Telling (Kambarang Program) 21/11/2020	1	500.00	
EFT38404	26/11/2020	AUSTRALIA POST	AUSTRALIA POST CHARGES FOR OCTOBER 2020	1		3,902.41
INV 1009981003/10/2020		AUSTRALIA POST	AUSTRALIA POST ACCOUNT FOR SEPTEMBER 2020	1	986.91	
INV 1010061103/11/2020		AUSTRALIA POST	AUSTRALIA POST CHARGES FOR OCTOBER 2020	1	2,915.50	
EFT38405	26/11/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT24/11/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT38406	26/11/2020	AUTOPRO NORTHAM	Minute No: LBSC.77 That the Local Business Support Committee approve a grant of \$10,000 to the business 'Autopro Northam' for the upgrade of server and installation of 13 computers.	1		11,000.00
INV 883238	11/11/2020	AUTOPRO NORTHAM	Minute No: LBSC.77 That the Local Business Support Committee approve a grant of \$10,000 to the business 'Autopro Northam' for the upgrade of server and installation of 13 computers.	1	11,000.00	



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EFT38407	26/11/2020	AVON VALLEY ARTS SOCIETY (INC)	VARIOUS CRAFT ITEMS	1		345.60
INV 48840	30/09/2020	AVON VALLEY ARTS SOCIETY (INC)	VARIOUS CRAFT ITEMS	1	221.40	
INV 48841	04/11/2020	AVON VALLEY ARTS SOCIETY (INC)	VARIOUS HANDMADE ITEMS	1	124.20	
EFT38408	26/11/2020	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - A10691 - 276 DUKE STREET,	1		275.00
INV IV0831	08/11/2020	AVON VALLEY GARDEN SERVICE	FUEL LOAD REDUCTION - A10691 - 276 DUKE STREET,	1	275.00	
EFT38409	26/11/2020	AVON VALLEY GLASS	Minute No: LBSC.79 That the Local Business Support Committee approve a grant of \$1,549.90 to the business 'Avon Valley Glass' for the purchase of website.	1		1,704.89
INV 0001125510	11/2020	AVON VALLEY GLASS	Minute No: LBSC.79 That the Local Business Support Committee approve a grant of \$1,549.90 to the business 'Avon Valley Glass' for the purchase of website.	1	1,704.89	
EFT38410	26/11/2020	BELL ART AUSTRALIA	STOCK PURCHASES FOR VISITOR CENTRE	1		404.47
INV 0000608011	09/2020	BELL ART AUSTRALIA	STOCK PURCHASES FOR VISITOR CENTRE	1	404.47	
EFT38411	26/11/2020	BOQ ASSET FINANCE & LEASING PTY LTD	NOVEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1		145.56
INV 859306	05/11/2020	BOQ ASSET FINANCE & LEASING PTY LTD	NOVEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM	1	145.56	
EFT38412	26/11/2020	BRIAN KLOPPER ARCHITECT T/AS LAURA'S WINE BAR	LOCAL BUISNESS SUPPORT GRANT MINUTE NO LBSC.48 -LAURA'S WINE BAR TO SUPPORT THE PURCHASE OF BLINDS AND MOUNTING OF A TV AT THE PREMISES	1		2,200.00
INV MB2311223	11/2020	BRIAN KLOPPER ARCHITECT T/AS LAURA'S WINE BAR	LOCAL BUISNESS SUPPORT GRANT MINUTE NO LBSC.48 -LAURA'S WINE BAR TO SUPPORT THE PURCHASE OF BLINDS AND MOUNTING OF A TV AT THE PREMISES	1	2,200.00	
EFT38413	26/11/2020	CADDS FASHIONS	Bisley Hi Vis LS Polo Cool Shirt Orange/Navy Depot Workers	1		13,647.20
INV 20-0000905	11/2020	CADDS FASHIONS	Bisley Hi Vis LS Polo Cool Shirt Orange/Navy Depot Workers	1	11,869.80	
INV 20-0000905	11/2020	CADDS FASHIONS	FOOL LIFE GUARD AND DUTY MANAGER UNIFORMS	1	1,777.40	
EFT38414	26/11/2020	CENTRAL REGIONAL TAFE	ROCS 2 COURSE FOR ANTHONY SVANBERG 24-27 NOVEMBER 2020 USI# RNJYT299L	1		410.40

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INV I0012792	13/11/2020	CENTRAL REGIONAL TAFE	ROCS 2 COURSE FOR ANTHONY SVANBERG 24-27 NOVEMBER 2020 USI# RNJYTZ99L	1	410.40	
EFT38415	26/11/2020	COLLEAGUES PRINT SOLUTIONS	10X DOG INFRINGEMENT BOOKS	1		511.00
INV R45818	17/11/2020	COLLEAGUES PRINT SOLUTIONS	10X DOG INFRINGEMENT BOOKS	1	511.00	
EFT38416	26/11/2020	COMBINED TYRES PTY LTD	SUPPLY AND FIT TYRE TO PN1805	1		1,415.70
INV INV-696530	10/2020	COMBINED TYRES PTY LTD	PN1805 - WHEEL ALIGNMENT	1	463.10	
INV INV-739513	11/2020	COMBINED TYRES PTY LTD	SUPPLY AND FIT TYRE TO PN1805	1	952.60	
EFT38417	26/11/2020	CONFETTI & CO EVENTS	Minute No: LBSC.31 That the Local Business Support Committee approve a grant to the business 'Confetti and Co.' for 50% of the total cost (up to \$1400 (excluding GST)) being to refresh current website and strategic planning.	1		1,540.00
INV 201517	23/11/2020	CONFETTI & CO EVENTS	Minute No: LBSC.31 That the Local Business Support Committee approve a grant to the business 'Confetti and Co.' for 50% of the total cost (up to \$1400 (excluding GST)) being to refresh current website and strategic planning.	1	1,540.00	
EFT38418	26/11/2020	COUNTRYWIDE GROUP	EN1005 - BLADES	1		1,544.53
INV ACC000202	11/2020	COUNTRYWIDE GROUP	EN1005 - BLADES	1	841.50	
INV ACC000212	11/2020	COUNTRYWIDE GROUP	CYANURIC ACID 2 X 25KG	1	203.14	
INV ACC000212	11/2020	COUNTRYWIDE GROUP	BALANCE PROTECT 25KG X2	1	203.14	
INV INV-010316	11/2020	COUNTRYWIDE GROUP	X5 PHOTOMETER TEST TUBES & X3 HABCO POOL BROOM	1	221.76	
INV ACC000217	11/2020	COUNTRYWIDE GROUP	REPAIR PULL CORD TO KILLARA LAWNMOWER	1	74.99	
EFT38419	26/11/2020	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01 NOV 2020 TO 30 NOV 2020	1		109.47
INV CINS309/05	11/2020	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 08 OCT 2020 TO 31 OCT 2020	1	47.51	
INV CINS309/05	11/2020	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING CHARGES FROM 01 NOV 2020 TO 30 NOV 2020	1	61.96	

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EFT38420	26/11/2020	DAMIAN'S PLUMBING	REPLACE TAP TO RETICULATION AT WUNDOWIE HALL	1		436.70
INV 5949	09/11/2020	DAMIAN'S PLUMBING	REPLACE TAP TO RETICULATION AT WUNDOWIE HALL	1	436.70	
EFT38421	26/11/2020	DAPHNE ANN REYNOLDS	REFUND DOG REGISTRATION FOR STERILISATION. DOG STERILISED 15/08/2012	1		77.50
INV KW2110221/10/2020		DAPHNE ANN REYNOLDS	REFUND DOG REGISTRATION FOR STERILISATION. DOG STERILISED 15/08/2012	1	77.50	
EFT38422	26/11/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/2021 ESL IN ACCORDANCE WITH THE FIRE @ EMERGENCY SERVICES ACT 1998 PART 6A EMERGENCY SERVICES LEVY 36L & 36M	1		10,949.30
INV 151299	02/10/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/2021 ESL IN ACCORDANCE WITH THE FIRE @ EMERGENCY SERVICES ACT 1998 PART 6A EMERGENCY SERVICES LEVY 36L & 36M	1	10,949.30	
EFT38423	26/11/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	Waste Levy Payment	1		7.98
INV RI00307118/11/2020		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	Waste Levy Payment	1	7.98	
EFT38424	26/11/2020	DONNELLE SLATER	Bush foods dinner supplied for Madalah visit to BKB (20/11/2020)	1		500.00
INV 3	20/11/2020	DONNELLE SLATER	Bush foods dinner supplied for Madalah visit to BKB (20/11/2020)	1	500.00	
EFT38425	26/11/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT24/11/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT24/11/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT38426	26/11/2020	HNISHING WA	Binding of Council Minutes Books, White Buckram with Black Foiling, A4 size. Delivery cost included in the price.	1		330.00
INV INV-105812/11/2020		HNISHING WA	Binding of Council Minutes Books, White Buckram with Black Foiling, A4 size. Delivery cost included in the price.	1	330.00	
EFT38427	26/11/2020	FIRE AND SAFETY WA	OLIVER STRUCTURAL FIRE FIGHTING BOOTS WITH ZIP KIT	1		3,045.41
INV 36418	13/11/2020	FIRE AND SAFETY WA	OLIVER STRUCTURAL FIRE FIGHTING BOOTS WITH ZIP KIT	1	2,677.73	
INV 36426	17/11/2020	FIRE AND SAFETY WA	OLIVER 45645C LACE UP BOOT	1	367.68	



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EFT38428	26/11/2020	FIRE MITIGATION SERVICES	Firebreak maintenance in the shire of Northam vested reserves, works as per the quote to CESM Northam.	1		20,739.00
INV 0000049231/10/2020		FIRE MITIGATION SERVICES	Firebreak maintenance the Shire Reserves as per the quote to CESM Northam Jennapulin, Yilgarn, Mr Ommannney	1	7,473.00	
INV 0000050116/11/2020		FIRE MITIGATION SERVICES	Firebreak maintenance in the shire of Northam vested reserves, works as per the quote to CESM Northam.	1	13,266.00	
EFT38429	26/11/2020	EM SURVEYS	SURVEY JENNAPULLIN RD	1		6,314.00
INV 0002110513/11/2020		EM SURVEYS	SURVEY JENNAPULLIN RD	1	6,314.00	
EFT38430	26/11/2020	FORM BUILDING A STATE OF CREATIVITY INC	SHIRE CONTRIBUTION TOWARDS MURAL - FLOUR MILL	1		16,500.00
INV 0000229817/11/2020		FORM BUILDING A STATE OF CREATIVITY INC	SHIRE CONTRIBUTION TOWARDS MURAL - FLOUR MILL	1	16,500.00	
EFT38431	26/11/2020	FRANK DAVIS	Riverwalk with students (Madalah Visit to BKB 21/11/2020)	1		300.00
INV 13	21/11/2020	FRANK DAVIS	Riverwalk with students (Madalah Visit to BKB 21/11/2020)	1	300.00	
EFT38432	26/11/2020	GAIL GEORGINA GOODLET	RATES CREDIT REFUND FOR ASSESSMENT A14475	1		2,138.18
INV A14475	18/11/2020	GAIL GEORGINA GOODLET	RATES CREDIT REFUND FOR ASSESSMENT A14475		2,138.18	
EFT38433	26/11/2020	GRAFTON ELECTRICS	BERNARD PARK TOILETS. REPLACE 2 X HAND DRYERS THAT ARE NOT WORKING.	1		1,886.50
INV 7390	11/11/2020	GRAFTON ELECTRICS	ADJUST TIMERS FOR POOL LIGHTS	1	148.50	
INV 7402	17/11/2020	GRAFTON ELECTRICS	BERNARD PARK TOILETS. REPLACE 2 X HAND DRYERS THAT ARE NOT WORKING.	1	1,738.00	
EFT38434	26/11/2020	GROVE WESLEY DESIGN ART	Stubbie Holders (3 x Designs) 25 each in each design	1		519.75
INV 6266	23/11/2020	GROVE WESLEY DESIGN ART	Stubbie Holders (3 x Designs) 25 each in each design	1	519.75	
EFT38435	26/11/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	INV9619409 PROVISION OF EHO FOR 12-15 OCTOBER 2020	1		7,196.64
INV 9619409	21/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	INV9619409 PROVISION OF EHO FOR 12-15 OCTOBER 2020	1	2,398.88	
INV 9636607	28/10/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	INV 9636607 PROVISION OF EHO FOR 02-05 NOVEMBER 2020	1	2,398.88	

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INV 9683469	18/11/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	INV 9683469 PROVISION OF EHO FOR 10-13 NOVEMBER 2020	1	2,398.88	
EFT38436	26/11/2020	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION OF LOT 200 MINSON AVENUE, NORTHAM	1		1,980.00
INV 0000332620	11/2020	INDEPENDENT VALUERS OF WESTERN AUSTRALIA	VALUATION OF LOT 200 MINSON AVENUE, NORTHAM	1	1,980.00	
EFT38437	26/11/2020	JH COMPUTER SERVICES PTY LTD	Epson Receipt printer TM-U220B-778	1		613.80
INV 00001968	17/11/2020	JH COMPUTER SERVICES PTY LTD	Epson Receipt printer TM-U220B-778	1	613.80	
EFT38438	26/11/2020	JOHN KELLY	Didgeridoo playing and Dance	1		500.00
INV 11	20/11/2020	JOHN KELLY	Didgeridoo playing and Dance	1	500.00	
EFT38439	26/11/2020	JS TECHNOLOGY & DIGITAL PTY LTD	iPad cover - Ranger2	1		48.00
INV #8107	24/11/2020	JS TECHNOLOGY & DIGITAL PTY LTD	iPad cover - Ranger2	1	48.00	
EFT38440	26/11/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1		5,535.66
INV 4332126	01/11/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1	1,435.50	
INV 2168684303	11/2020	KLEENHEAT GAS	KLEENHEAT GAS NORTHAM POOL	1	4,100.16	
EFT38441	26/11/2020	KLEENWEST DISTRIBUTORS	CHEMICALS, GLOVES, PLASTIC CONTAINERS, BIN LINERS, TOILET ROLLS, FACIAL TISSUES & HAND TOWELS FOR KILLARA	1		1,180.69
INV 0005046909	09/2020	KLEENWEST DISTRIBUTORS	CHEMICALS, GLOVES, PLASTIC CONTAINERS, BIN LINERS, TOILET ROLLS, FACIAL TISSUES & HAND TOWELS FOR KILLARA	1	748.17	
INV 0005243618	11/2020	KLEENWEST DISTRIBUTORS	POWER WASH, BIN LINERS, TOILET ROLLS, HAND TOWELS, BLUE MOP HEADS x2, MEDIUM GLOVES FOR KILLARA	1	432.52	
EFT38442	26/11/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2020/10 DATED 22/08/2020 TO 18/09/2020	1		514.02
INV 360305-1028	10/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2020/10 DATED 22/08/2020 TO 18/09/2020	1	514.02	
EFT38443	26/11/2020	LEMON MYRTLE FRAGRANCES	Lemon Myrtle products	1		1,445.13

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INV INV-106411/11/2020		LEMON MYRTLE FRAGRANCES	Lemon Myrtle products	1	1,445.13	
EFT38444	26/11/2020	LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP CEREMONY	1		74.00
INV INV-218606/11/2020		LLOYDS EARTHMOVING	PLANTS FOR CITIZENSHIP CEREMONY	1	74.00	
EFT38445	26/11/2020	LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 11/11/2020	1		400.00
INV LUME 1111/11/2020		LUME BRASSERIE	CATERING - COUNCIL FORUM MEETING 11/11/2020	1	400.00	
EFT38446	26/11/2020	MARKETFORCE	AD FOR THE WEST SAT 17 OCTOBER 2020 - RFT 11 OF 2020 SUPPLY AND CONSTRUCT MACHINERY AND STORAGE SHEDS	1		4,965.86
INV 35708	26/10/2020	MARKETFORCE	AD ON SEEK - ADMINISTRATION OFFICER - RECREATION SERVICES	1	247.50	
INV 35714	26/10/2020	MARKETFORCE	AD IN THE WEST - COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING 20 OCTOBER 2020	1	393.60	
INV 35710	26/10/2020	MARKETFORCE	AD ON SEEK - EXECUTIVE MANAGER COMMUNITY SERVICES	1	247.50	
INV 35711	26/10/2020	MARKETFORCE	AD FOR SEEK - CASUAL CSO BEB OFFICERS	1	247.50	
INV 35707	26/10/2020	MARKETFORCE	AD ON SEEK - WASTE MANAGEMENT OFFICER	1	247.50	
INV 35712	26/10/2020	MARKETFORCE	AD FOR SEEK - PARKS AND PUBLIC OPEN SPACES LEADING HAND	1	247.50	
INV 35717	26/10/2020	MARKETFORCE	AD IN THE WEST - COUNCIL FORUM AND ORDINARY COUNCIL MEETING DECEMBER 2020 VENUE CHANGE	1	473.58	
INV 35716	26/10/2020	MARKETFORCE	AD FOR THE WEST SAT 17 OCTOBER 2020 - RFT 11 OF 2020 SUPPLY AND CONSTRUCT MACHINERY AND STORAGE SHEDS	1	791.55	
INV 35713	26/10/2020	MARKETFORCE	AD FOR THE WEST - CHANGE OF VENUE FOR OCTOBER AND NOVEMBER COUNCIL MEETINGS 2020	1	780.84	
INV 35709	26/10/2020	MARKETFORCE	3 X ADS ON SEEK - MAINTENANCE & TRANSPORT OFFICER, SUPPORT WORKER, TOURISM & EVENTS OFFICER	1	742.50	
INV 35715	26/10/2020	MARKETFORCE	AD FOR THE WEST 14 OCTOBER 2020 - RFT 13 OF 2020 REHABILITATION OLIVER STREET AND WELLINGTON STREET	1	546.29	
EFT38447	26/11/2020	MCLEODS BARRISTERS & SOLICITORS	O'Malley, S - 29 McMullen Road, Wundowie - unlawful development	1		2,934.72



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INV 116098	30/10/2020	MCLEODS BARRISTERS & SOLICITORS	O'MALLEY S - 29 MCMULLEN ROAD, WUNDOWIE- UNLAWFUL DEVELOPMENT	1	2,934.72	
EFT38448	26/11/2020	METRO BEVERAGE CO PTY LTD	development DRINK STOCK FOR NORTHAM RECREATION CENTRE	1		276.45
INV 864680	17/11/2020	METRO BEVERAGE CO PTY LTD	DRINK STOCK FOR NORTHAM RECREATION CENTRE	1	162.85	
INV 865295	17/11/2020	METRO BEVERAGE CO PTY LTD	STOCK PURCHASE NORTHAM POOL	1	113.60	
EFT38449	26/11/2020	MIDALLA STEEL	9M LENGTH 75 X 50 ANGLINE	1		132.00
INV 6299171204/11/2020		MIDALLA STEEL	9M LENGTH 75 X 50 ANGLINE	1	126.08	
INV 6299696009/11/2020		MIDALLA STEEL	9M LENGTH 75 X 50 ANGLINE - PROCESSING SERVIE CHARGE	1	5.92	
EFT38450	26/11/2020	MOORE AUSTRALIA (WA) PTY LTD	MOORE ONLINE WORKSHOP LEGISLATIVE CHANGES	1		198.00
INV 1560	12/11/2020	MOORE AUSTRALIA (WA) PTY LTD	MOORE ONLINE WORKSHOP LEGISLATIVE CHANGES	1	198.00	
EFT38451	26/11/2020	NORTHAM BETTA ELECTRICAL	DYSON V10 VACUUM FOR KILLARA	1		799.00
INV 2001002125/11/2020		NORTHAM BETTA ELECTRICAL	DYSON V10 VACUUM FOR KILLARA	1	799.00	
EFT38452	26/11/2020	NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1		48.00
INV 0000313713/11/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1	18.00	
INV 0000313816/11/2020		NORTHAM FEED & HIRE	SWAN FOOD & OTHER MISCELLANEOUS ITEMS - NOVEMBER	1	30.00	
EFT38453	26/11/2020	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL MEETINGS	1		206.94
INV 287545	11/11/2020	NORTHAM LIQUOR BARONS	STOCK FOR COUNCIL MEETINGS	1	206.94	
EFT38454	26/11/2020	NUTRIEN AG SOULTIONS LIMITED	SEAS SEASOL COMMERCIAL 20L & GENF GENWET 1000 20L	1		1,731.75
INV 9035644208/10/2020		NUTRIEN AG SOULTIONS LIMITED	TORO SOLENOID VALVE DIAPH RICHDEL 25MM	1	81.40	
INV 9035715809/10/2020		NUTRIEN AG SOULTIONS LIMITED	AGRI SULPHATE OF AMMONIA 25KG & NUFA ARCHER 300 5L	1	268.40	
INV 9035774012/10/2020		NUTRIEN AG SOULTIONS LIMITED	GENF GENWET 1000 20L	1	132.00	
INV 9035790812/10/2020		NUTRIEN AG SOULTIONS LIMITED	KLEE PROPANE CYLINDER 15KG F/L L/S	1	66.00	

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INV 9035916014/10/2020		NUTRIEN AG SOULTIONS LIMITED	NPAC ANKA HOSE NOZZLE 20MM SMALL	1	42.25	
INV 9036419523/10/2020		NUTRIEN AG SOULTIONS LIMITED	TERR SOLENOID VALVE BERMAD D100 25MM	1	347.49	
INV 9036616528/10/2020		NUTRIEN AG SOULTIONS LIMITED	SILD PROGRADE SPRAYER 8L & 5L	1	165.01	
INV 9036711529/10/2020		NUTRIEN AG SOULTIONS LIMITED	SEAS SEASOL COMMERCIAL 20L & GENF GENWET 1000 20L	1	629.20	
EFT38455	26/11/2020	OXTER SERVICES	SUPPLY OF 5L NOURISH HAND AND BODY WASH FOR SHIRE ADMIN & SUPPLY OF 80L GARBAGE BAGS/50, SCTN C-GB1202	1		103.64
INV 23533	16/10/2020	OXTER SERVICES	SUPPLY OF 5L NOURISH HAND AND BODY WASH FOR SHIRE ADMIN & SUPPLY OF 80L GARBAGE BAGS/50, SCTN C-GB1202	1	103.64	
EFT38456	26/11/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - LOT 30, 182 FITZGERALD ST, NORTHAM (POP UP SHOP).	1		210.24
INV 2209784	17/11/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - LOT 30, 182 FITZGERALD ST, NORTHAM (POP UP SHOP).	1	210.24	
EFT38457	26/11/2020	FFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1		2,771.60
INV KW2337213/11/2020		FFD FOOD SERVICES PTY LTD	STOCK PURCHASES FOR NORTHAM POOL	1	1,241.95	
INV KW3048220/11/2020		FFD FOOD SERVICES PTY LTD	KIOSK STOCK FOR NORTHAM POOL	1	809.45	
INV KW3413725/11/2020		FFD FOOD SERVICES PTY LTD	KIOSK STOCK NORTHAM POOL	1	720.20	
EFT38458	26/11/2020	PLANNING INSTITUTE AUSTRALIA	HA VIRTUAL REGIONAL & RURAL CONFERENCE	1		235.00
INV 119919	13/11/2020	PLANNING INSTITUTE AUSTRALIA	HA VIRTUAL REGIONAL & RURAL CONFERENCE	1	235.00	
EFT38459	26/11/2020	PUBLIC TRANSPORT AUTHORITY	Train Ticket Sales October 2020	1		52.79
INV OCTOBE31/10/2020		PUBLIC TRANSPORT AUTHORITY	Train Ticket Sales October 2020	1	52.79	
EFT38460	26/11/2020	CUBE LOGISTICS (AUST) PTY LTD	DELIVER 920KG GAS FROM DCOM TO CLARK STREET NORTHAM (WASTE WATER TREATMENT PLANT)	1		771.51
INV TS18818306/11/2020		CUBE LOGISTICS (AUST) PTY LTD	DELIVER 920KG GAS FROM DCOM TO CLARK STREET NORTHAM (WASTE WATER TREATMENT PLANT)	1	771.51	
EFT38461	26/11/2020	RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR OCTOBER 2020	1		3,207.46

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INV 160	31/10/2020	RETAIL DECISIONS (COLES)	COLES ACCOUNT FOR OCTOBER 2020	1	3,207.46	
EFT38462	26/11/2020	RIVERGUM VALLEY LAVENDER	STOCK PURCHASES BKB	1		327.00
INV 0000031424/10/2020		RIVERGUM VALLEY LAVENDER	STOCK PURCHASES BKB	1	327.00	
EFT38463	26/11/2020	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1		3,733.43
INV WS1871	10/11/2020	ROOGENIC - ROO TEA PTY LTD	STOCK PURCHASES FOR BKB	1	3,733.43	
EFT38464	26/11/2020	SHANE GARLETT	PERFORMANCE FOR BKB NAIDOC EVENT 24-11-2020	1		1,200.00
INV 052	24/11/2020	SHANE GARLETT	PERFORMANCE FOR BKB NAIDOC EVENT 24-11-2020	1	1,200.00	
EFT38465	26/11/2020	SLATER-GARTRELL SPORTS	Ultra Black Line Marking Paint 10L	1		1,265.00
INV SG40858/09/06/2020		SLATER-GARTRELL SPORTS	Ultra Black Line Marking Paint 10L	1	506.00	
INV SG44078/18/11/2020		SLATER-GARTRELL SPORTS	Ultra Black Line Marking Paint 10L	1	759.00	
EFT38466	26/11/2020	SPORTSPOWER NORTHAM	UNIFORMS FOR THE REC CENTRE	1		1,063.49
INV 20-0001007/09/2020		SPORTSPOWER NORTHAM	UNIFORMS FOR THE REC CENTRE	1	998.00	
INV 20-0001101/10/2020		SPORTSPOWER NORTHAM	ICE RAYS	1	39.99	
INV 20-00013.24/11/2020		SPORTSPOWER NORTHAM	ICE TOWELS	1	25.50	
EFT38467	26/11/2020	STEPHEN MICHAEL FOUNDATION LTD	WORKSHOPS FOR NIGHT HOOPS NORTHAM NOV 2020	1		990.00
INV INV-018111/11/2020		STEPHEN MICHAEL FOUNDATION LTD	WORKSHOPS FOR NIGHT HOOPS NORTHAM NOV 2020	1	990.00	
EFT38468	26/11/2020	SYNERGY	514067810 Bert Hawke Oval Reticulation - 15/09/2020 to 10/11/2020	1		1,955.50
INV 2077059830/09/2020		SYNERGY	935600140 Visitors Centre - 29/07/2020 to 25/09/2020		527.37	
INV 2045090812/11/2020		SYNERGY	941453230 Grass Valley BFB Shed - 12/09/2020 to 10/11/2020		275.46	
INV 2001120812/11/2020		SYNERGY	092912520 Grass Valley Oval - 12/09/2020 to 10/11/2020		109.41	
INV 2077096613/11/2020		SYNERGY	514067810 Bert Hawke Oval Reticulation - 15/09/2020 to 10/11/2020		910.94	
INV 2073091413/11/2020		SYNERGY	747170530 Skate Park - Clarke St - 15/09/2020 to 10/11/2020		132.32	



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EFT38469	26/11/2020	TELSTRA CORPORATION	VFMS TRAILER & SPRINKLER SYSTEM	1		90.00
INV 3864754812/10/2020		TELSTRA CORPORATION	HENRY ST OVAL INTERNET & DATA	1	40.00	
INV 2726009028/10/2020		TELSTRA CORPORATION	VFMS TRAILER & SPRINKLER SYSTEM	1	50.00	
EFT38470	26/11/2020	THE LIMES ORCHARD STAY - PT & JA PERKINS	Assorted Marmalade	1		84.80
INV 0000105706/10/2020		THE LIMES ORCHARD STAY - PT & JA PERKINS	Assorted Marmalade	1	84.80	
EFT38471	26/11/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 18 NOVEMBER 2020	1		400.00
INV 3110	18/11/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 18 NOVEMBER 2020	1	400.00	
EFT38472	26/11/2020	TIM DAVIES LANDSCAPING PTY LTD	3028Provision of landscaping design for old pool site and incorporating teh overnight RV site as per quotation received	1		5,250.30
INV SL-10352403/11/2020		TIM DAVIES LANDSCAPING PTY LTD	Landscape design for Beavis Place redevelopment - including site visit and workshop,preliminary concept design,design report, community consultation and final design report.	1	2,125.20	
INV SL-10352503/11/2020		TIM DAVIES LANDSCAPING PTY LTD	3028Provision of landscaping design for old pool site and incorporating teh overnight RV site as per quotation received	1	3,125.10	
EFT38473	26/11/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR SEPTEMBER 2020	1		834.52
INV 0461-S3013/09/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR SEPTEMBER 2020	1	834.52	
EFT38474	26/11/2020	TOTAL EDEN	REPLACEMENT FILTER FOR M104C	1		8,433.70
INV 4110842817/11/2020		TOTAL EDEN	REPLACEMENT FILTER FOR M104C	1	8,433.70	
EFT38475	26/11/2020	TOURISM COUNCIL	TOURISM FUNDAMENTALS WORKSHOP	1		75.00
INV INV-019009/11/2020		TOURISM COUNCIL	TOURISM FUNDAMENTALS WORKSHOP	1	75.00	
EFT38476	26/11/2020	WA CONTRACT RANGER SERVICES	Ranger Services as per timesheet from 02/11/20 - 13/11/20. Firebreak inspections	1		7,260.00
INV 03035	14/11/2020	WA CONTRACT RANGER SERVICES	Ranger Services as per timesheet from 02/11/20 - 13/11/20. Firebreak inspections	1	5,940.00	
INV 03036	16/11/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 02/11/2020 to 15/11/2020	1	1,320.00	

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EFT38477	26/11/2020	WALKABOUT FASHION ACCESSORIES	5062 - STOCK PURCHASES FOR VISITORS CENTRE	1		197.21
INV 5062	09/09/2020	WALKABOUT FASHION ACCESSORIES	5062 - STOCK PURCHASES FOR VISITORS CENTRE	1	197.21	
EFT38478	26/11/2020	WARRICKS NEWSAGENCY	ASSORTED STATIONERY FOR ADMIN BUILDING	1		714.73
INV 12039	05/10/2020	WARRICKS NEWSAGENCY	EAPER KRAFT BROWN ROLL 600MMX10M (DETPAK)	1	216.97	
INV 10000002	26/10/2020	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA FROM AUGUST 2020 - June 2021	1	37.40	
INV 12051	05/11/2020	WARRICKS NEWSAGENCY	ASSORTED STATIONERY FOR ADMIN BUILDING	1	266.86	
INV JULY A/	25/11/2020	WARRICKS NEWSAGENCY	VICTORY A4 BOX OF 5	1	193.50	
EFT38479	26/11/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEALING WITH DIFFICULT CUSTOMER COURSE FO COMPLIANCE OFFICER 11/11/2020 USI# RNJYTZ99L	1		578.00
INV 13085101	13/11/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEALING WITH DIFFICULT CUSTOMER COURSE FOR COMPLIANCE OFFICER 11/11/2020 USI# RNJYTZ99L	1	578.00	
EFT38480	26/11/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1610 - SUPPLY AND INSTALL TRUCK VENT TO SOLVE DEMISTER ISSUES	1		2,089.00
INV INV-110501	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT - REMOVE AND REPLACE FORK LIFT BATTERY	1	116.50	
INV INV-110210	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1610 - SUPPLY AND INSTALL TRUCK VENT TO SOLVE DEMISTER ISSUES	1	754.50	
INV INV-110523	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	KEY CODED FOR PN1707	1	205.00	
INV INV-110523	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1511 Retic Ute: Repair window mechanism	1	421.50	
INV INV-110824	09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	Check and repair lighting tower.	1	591.50	
EFT38481	26/11/2020	WHEATBELT COVERTEK	SUPPLY AND INSTALATION OF FOLDING ARM AWNING CVER KIOSK AREA. COLOUR SCHEMES TO COORDINATE WITH EXISTING WALLS	1		3,968.80
INV IV00000003	11/2020	WHEATBELT COVERTEK	SUPPLY AND INSTALATION OF FOLDING ARM AWNING CVER KIOSK AREA. COLOUR SCHEMES TO COORDINATE WITH EXISTING WALLS	1	3,968.80	

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EFT38482	26/11/2020	WHEATBELT HEALTH NETWORK INC	MINUTE NO: LBSC.75 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$1,736 TO THE BUSINESS 'WHEATBELT HEALTH NETWORK' TO UPGRADE COMPUTER WEBCAMS.	1		1,909.60
INV 0000359505/11/2020		WHEATBELT HEALTH NETWORK INC	MINUTE NO: LBSC.75 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$1,736 TO THE BUSINESS 'WHEATBELT HEALTH NETWORK' TO UPGRADE COMPUTER WEBCAMS.	1	1,909.60	
EFT38483	26/11/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	INV 00301169 WHEATBELT NRM BOOK SALES AT BKB	1		1,000.23
INV 0030116913/11/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	INV 00301169 WHEATBELT NRM BOOK SALES AT BKB	1	1,000.23	
EFT38484	26/11/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY METER READING FOR FUJI XEROX DECENTRE VI C3370 AT CREATE 298	1		29.85
INV 210678	17/11/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY METER READING FOR FUJI XEROX DECENTRE VI C3370 AT CREATE 298	1	29.85	
EFT38485	26/11/2020	ZENIEN	BILYA KOORT BOODJA. SUPPLY NEW CCTV AS PER QUOTE	1		10,429.10
INV I8081	19/11/2020	ZENIEN	BILYA KOORT BOODJA. SUPPLY NEW CCTV AS PER QUOTE	1	10,429.10	
DD15668.1	05/11/2020	BANKWEST	JASON WHITEAKER MASTERCARD 22SEPT TO 22 OCTOBER 2020	1		6,652.40
INV B109	05/11/2020	BANKWEST	BRENDON RUTTER MASTERCARD 22 SEPT TO 22 OCT 2020	1	2,958.81	
INV CYOUNG05/11/2020		BANKWEST	COLIN YOUNG MASTERCARD 22 SEPT TO 22 OCTOBER 2020	1	889.83	
INV C KLEYM05/11/2020		BANKWEST	CLINTON KLEYNHANS MASTERCARD 22 SEPT TO 22 OCTOBER 2020	1	1,062.32	
INV C HUNT 05/11/2020		BANKWEST	CHADD HUNT MASTERCARD 22 SEPT TO 22 OCTOBER 2020	1	1,687.30	
INV R RAYSC05/11/2020		BANKWEST	ROSS RAYSON MASTERCARD 22 SEPT TO 22 OCTOBER 2020	1	15.14	
INV J WHITE05/11/2020		BANKWEST	JASON WHITEAKER MASTERCARD 22SEPT TO 22 OCTOBER 2020	1	39.00	
DD15680.1	10/11/2020	WA SUPER	Payroll deductions	1		24,877.70



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INV SUPER	10/11/2020	WA SUPER	Superannuation contributions	1	21,126.51	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	2,400.63	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	87.13	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	34.43	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	271.48	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	695.00	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	10/11/2020	WA SUPER	Payroll deductions	1	91.22	
DD15680.2	10/11/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,145.94
INV SUPER	10/11/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,051.12	
INV DEDUCT	10/11/2020	REST INDUSTRY SUPER	Payroll deductions	1	94.82	
DD15680.3	10/11/2020	FRIME SUPER	Payroll deductions	1		523.46
INV SUPER	10/11/2020	FRIME SUPER	Superannuation contributions	1	377.38	
INV DEDUCT	10/11/2020	FRIME SUPER	Payroll deductions	1	146.08	
DD15680.4	10/11/2020	CNEPATH	Superannuation contributions	1		109.61
INV SUPER	10/11/2020	CNEPATH	Superannuation contributions	1	109.61	
DD15680.5	10/11/2020	MEDIA SUPER	Superannuation contributions	1		225.41
INV SUPER	10/11/2020	MEDIA SUPER	Superannuation contributions	1	225.41	
DD15680.6	10/11/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	10/11/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	10/11/2020	UNISUPER	Payroll deductions	1	160.61	
DD15680.7	10/11/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57

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INV SUPER	10/11/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD15680.8	10/11/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.02
INV SUPER	10/11/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.02	
DD15680.9	10/11/2020	BT SUPER FOR LIFE	Superannuation contributions	1		43.79
INV SUPER	10/11/2020	BT SUPER FOR LIFE	Superannuation contributions	1	43.79	
DD15749.1	24/11/2020	WA SUPER	Payroll deductions	1		25,482.45
INV SUPER	24/11/2020	WA SUPER	Superannuation contributions	1	21,754.97	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	2,424.89	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	85.44	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	37.75	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	230.76	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	695.00	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	24/11/2020	WA SUPER	Payroll deductions	1	82.34	
DD15749.2	24/11/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,107.05
INV SUPER	24/11/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,012.23	
INV DEDUCT	24/11/2020	REST INDUSTRY SUPER	Payroll deductions	1	94.82	
DD15749.3	24/11/2020	FRIME SUPER	Payroll deductions	1		523.38
INV SUPER	24/11/2020	FRIME SUPER	Superannuation contributions	1	377.32	
INV DEDUCT	24/11/2020	FRIME SUPER	Payroll deductions	1	146.06	
DD15749.4	24/11/2020	CNEPATH	Superannuation contributions	1		175.84
INV SUPER	24/11/2020	CNEPATH	Superannuation contributions	1	175.84	

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DD15749.5	24/11/2020	MEDIA SUPER	Superannuation contributions	1		225.41
INV SUPER	24/11/2020	MEDIA SUPER	Superannuation contributions	1	225.41	
DD15749.6	24/11/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	24/11/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	24/11/2020	UNISUPER	Payroll deductions	1	160.61	
DD15749.7	24/11/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		84.35
INV SUPER	24/11/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	84.35	
DD15749.8	24/11/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		206.14
INV SUPER	24/11/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	206.14	
DD15749.9	24/11/2020	BT SUPER FOR LIFE	Superannuation contributions	1		48.48
INV SUPER	24/11/2020	BT SUPER FOR LIFE	Superannuation contributions	1	48.48	
DD15758.1	30/11/2020	TENNANT AUSTRALIA	NOVEMBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020	1		1,046.85
INV NOVEME	30/11/2020	TENNANT AUSTRALIA	NOVEMBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020	1	1,046.85	
DD15680.10	10/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		584.44
INV SUPER	10/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	460.62	
INV DEDUCT	10/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.82	
DD15680.11	10/11/2020	HESTA SUPER FUND	Superannuation contributions	1		227.82
INV SUPER	10/11/2020	HESTA SUPER FUND	Superannuation contributions	1	227.82	
DD15680.12	10/11/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,185.47
INV SUPER	10/11/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,075.15	
INV DEDUCT	10/11/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	110.32	



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DD15680.13	10/11/2020	CATHOLIC SUPER	Superannuation contributions	1		108.78
INV SUPER	10/11/2020	CATHOLIC SUPER	Superannuation contributions	1	108.78	
DD15680.14	10/11/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		598.75
INV DEDUCT	10/11/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
INV SUPER	10/11/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
DD15680.15	10/11/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		225.40
INV SUPER	10/11/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	225.40	
DD15680.16	10/11/2020	AMP LIFE LIMITED	Superannuation contributions	1		526.45
INV SUPER	10/11/2020	AMP LIFE LIMITED	Superannuation contributions	1	526.45	
DD15680.17	10/11/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.04
INV SUPER	10/11/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	277.04	
DD15680.18	10/11/2020	HOSTPLUS SUPER	Superannuation contributions	1		351.82
INV SUPER	10/11/2020	HOSTPLUS SUPER	Superannuation contributions	1	351.82	
DD15680.19	10/11/2020	SUNSUPER	Superannuation contributions	1		727.78
INV SUPER	10/11/2020	SUNSUPER	Superannuation contributions	1	727.78	
DD15680.20	10/11/2020	ESSENTIAL SUPER	Superannuation contributions	1		172.69
INV SUPER	10/11/2020	ESSENTIAL SUPER	Superannuation contributions	1	172.69	
DD15749.10	24/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		576.70
INV SUPER	24/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	452.86	
INV DEDUCT	24/11/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.84	
DD15749.11	24/11/2020	HESTA SUPER FUND	Superannuation contributions	1		212.96
INV SUPER	24/11/2020	HESTA SUPER FUND	Superannuation contributions	1	212.96	

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DD15749.12	24/11/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,362.50
INV SUPER	24/11/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,253.35	
INV DEDUCT	24/11/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	109.15	
DD15749.13	24/11/2020	CATHOLIC SUPER	Superannuation contributions	1		108.21
INV SUPER	24/11/2020	CATHOLIC SUPER	Superannuation contributions	1	108.21	
DD15749.14	24/11/2020	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	Superannuation contributions	1		45.44
INV SUPER	24/11/2020	AUSTRALIAN CATHOLIC SUPERANNUATION RETIREMENT FUND	Superannuation contributions	1	45.44	
DD15749.15	24/11/2020	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1		101.34
INV SUPER	24/11/2020	ING DIRECT SUPERANNUATION FUND	Superannuation contributions	1	101.34	
DD15749.16	24/11/2020	QSUPER	Superannuation contributions	1		95.39
INV SUPER	24/11/2020	QSUPER	Superannuation contributions	1	95.39	
DD15749.17	24/11/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		590.88
INV SUPER	24/11/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	425.98	
INV DEDUCT	24/11/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	164.90	
DD15749.18	24/11/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		221.19
INV SUPER	24/11/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	221.19	
DD15749.19	24/11/2020	AMP LIFE LIMITED	Superannuation contributions	1		526.45
INV SUPER	24/11/2020	AMP LIFE LIMITED	Superannuation contributions	1	526.45	
DD15749.20	24/11/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		293.46
INV SUPER	24/11/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	293.46	
DD15749.21	24/11/2020	HOSTPLUS SUPER	Superannuation contributions	1		334.98

Ordinary Council Meeting Agenda  
16 December 2020



Date: 01/12/2020  
Time: 10:39:37AM

Shire of Northam

USER: Kathy Scholz  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	24/11/2020	HOSTPLUS SUPER	Superannuation contributions	1	334.98	
DD15749.22	24/11/2020	SUNSUPER	Superannuation contributions	1		734.74
INV SUPER	24/11/2020	SUNSUPER	Superannuation contributions	1	734.74	
DD15749.23	24/11/2020	ESSENTIAL SUPER	Superannuation contributions	1		172.69
INV SUPER	24/11/2020	ESSENTIAL SUPER	Superannuation contributions	1	172.69	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNIFUND	1,255,260.96
TOTAL		1,255,260.96



## Attachment 2 - Declaration

### Payment dates 1st November 2020 to 30th November 2020

- Municipal Fund payment cheque numbers 35345 to 35353 Total \$63,720.63.

#### Electronic Funds Transfer

- Municipal Fund EFT38171 to EFT38485 Total \$1,115,260.07.

Direct Debits Total \$76,280.26.

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

Month	Cheques 2020/2021	EFT Payments 2020/2021	Direct Debits 2020/2021	Payroll 2020/2021	Total Payments 2020/2021
July	\$ 74,584.82	\$ 2,564,263.02	\$ 74,501.09	\$ 444,478.87	\$ 3,157,827.80
August	\$ 28,387.37	\$ 1,046,444.89	\$ 75,143.86	\$ 427,591.82	\$ 1,577,567.94
September	\$ 28,229.91	\$ 1,312,861.27	\$ 76,478.93	\$ 447,162.80	\$ 1,864,732.91
October	\$ -	\$ 1,551,151.58	\$ 121,930.01	\$ 723,493.00	\$ 2,396,574.59
November	\$ 63,720.63	\$ 1,115,260.07	\$ 76,280.26	\$ 443,103.09	\$ 1,698,364.05
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
<b>Total</b>	<b>\$194,922.73</b>	<b>\$7,589,980.83</b>	<b>\$424,334.15</b>	<b>\$2,485,829.58</b>	<b>\$10,695,067.29</b>

The following table presents all payments made for the month from Council credit cards paid by direct debit DD15668.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
SHIRE OF NORTHAM - CHANGE OF PLATES FOR VEHICLES SOLD AT AUCTION NO TRADE	114.40	
RAWLINSONS 2020 DIGITAL RAWLINSONS AUSTRALIAN CONSTRUCTION HANDBOOK	450.00	
WESTERN POWER - THIS WILL BE REIMBURSED NEXT MONTH	497.92	<b>1062.32</b>
<b>CESM</b>		
MERREDIN SUPA IGA - REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	48.84	
MERREDIN PALACE RESTAURANT - REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	89.70	

MERREDIN TOURIST PARK - REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	300.00	
SUBWAY NORTHAM CATERING FOR CLACKLINE FIRST AID TRAINING	66.00	
MERREDIN FRENCH HOT BREAD-REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	15.50	
NORTHSIDE TAVERN -REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	57.00	
MERREDIN CINEMA & CAFE -REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	141.00	
MERREDIN ROADHOUSE -REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	13.00	
MERREDIN CINEMA & CAFE-REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	120.00	
COLES EXPRESS - REFUELLING LOAN CAR - VEHICLE AWAY FOR REPAIRS	23.27	
COLES - CATERING FOR ON ROAD DRIVING	55.02	
SKIDDAW -RIVERSIDE HOTEL CATERING FOR BFCO TRAINING COURSE	430.00	
BAKERS HILL TAVERN- CATERING FOR BASIC WAERN	185.75	
COLES - CATERING FOR WAERN & FIRST AID	48.51	
BAKERS HILL PIE SHOP - CATERING FOR VOLUNTEER FIRST AID COURSE	460.20	
HAPPY DAYS COFFEE CATERING FOR VOLUNTEER RECRUITMENT	45.00	
HAPPY DAYS COFFEE CATERING FOR VOLUNTEER RECRUITMENT	6.00	
BAKERS HILL TAVERN CATERING FOR ADVANCED WAERN	96.93	
WUNDOWIE IGA - CATERING FOR VOLUNTEER RECRUITMENT	19.20	
AUSSIE NG - DOMINO'S PIZZA - CATERING FOR CADET LAUNCH	85.45	
AUSSIE NG - DOMINO'S PIZZA - CATERING FOR CADET LAUNCH	187.60	
COLES - CATERING FOR IFF & BFF	52.50	
NORTHAM ASIAN CATERING FOR BFF COURSE DAY 1	288.00	
COLES - MILK FOR BFF COURSE	4.80	
COLES - CATERING FOR CADETS	73.75	
COLES - CATERING FOR WAERN & FIRST AID	39.29	
MERREDIN SUPA IGA - REGIONAL VOLUNTEER REIMBURSED TRAINING COURSE EXPENSE	6.50	2958.81
<b>Executive Manager Corporate Services</b>		
LUME BRASSERIE - EX MANAGERS MEETING 18/9/2020	87.50	
NORTHAM BETTA HOME - ROSS RAYSON GIFT	165.00	
AMAYSIM AUSTRALIA - LIBRARY LIFT PHONE DATA	10.00	
ADOBE CREATIVE CLOUD - MONTHLY FEES	76.99	
DOVE - EX MANAGERS MEETING 2/10/2020	100.60	
MICROSOFT MONTHLY FEES	62.92	
WANESDTI - ONLINE NEWSPAPER MONTHLY FEES	28.00	
THE BEACH HOUSE - MEETING WITH CITY OF WANNEROO	136.25	
ADOBE CREATIVE CLOUD - MONTHLY FEES	213.99	
FOREIGN TRANSACTION FEES	8.58	889.83
<b>Executive Manager Development Services</b>		
HOME BAKE SHOP-MEETING WITH FEDERAL MEMBER CHRISTIAN PORTER -CEO	18.00	
AMART FURNITURE - CARMEN SADLEIR GIFT VOUCHER	250.00	
AMART FURNITURE - CARMEN SADLEIR GIFT VOUCHER	100.00	
DOVE - MEETING CEO	4.30	
SHIRE OF NORTHAM LICENCE NEW VEHICLE EX MANAGER CORP SERVICES	335.70	

SHIRE OF NORTHAM LICENCE NEW VEHICLE EX MANAGER CORP SERVICES	69.30	
WESTERN POWER REQUEST FOR POWER ISOLATION - PERINA WAY	625.00	
SUBWAY NORTHAM BUSH FIRE FIGHTING TRAINING COURSE CATERING	285.00	<b>1687.30</b>
<b>Executive Manager Community Services</b>		
FAIRFAX SUBSCRIPTION FOR WA TODAY	15.14	<b>15.14</b>
<b>CEO</b>		
BANK FEES - INTEREST AND OTHER CHARGES CARD FEE	39.00	<b>39.00</b>
<b>Total Credit Card Expenditure</b>		<b>\$6,652.40</b>

#### CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,698,364.05 was submitted to the Ordinary Meeting of Council on Wednesday, 16 December 2020.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

#### CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,698,364.05 was submitted to each member of the Council on Wednesday, 16 December 2020, has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

\_\_\_\_\_ CHIEF EXECUTIVE OFFICER



#### 12.4.2 Financial Statement for the period ending 30 November 2020

<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Jason Whiteaker, Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 30 November 2020.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 November 2020.

#### A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 November 2020 is included as Attachment 1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information

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

### **Operating Income**

1. **General Purpose Funding Rates is under year to date budget projections because of a greater than estimated take up of discounts (\$42,291). Additionally a back rates credit has been issued for \$7,626, this is the result of a reclassification /re-valuation for a commercial property based on a change in land use, which was applied as from 1 July 2019.**
2. Recreation and Culture is over year to date budget projections as a result in stronger admissions than projected into the Northam aquatic facility ((\$37,006). Staff are projecting that this trend will continue throughout the season which will result in additional revenues at the end of financial year. In addition, a \$21,882 unbudgeted contribution was received from the Southern Brook Progress Association to assist with the completion of the Southern Brook Nature Playground. This additional contribution is offset by the additional costs associated with the project, as such there is a nil overall impact on the Councils financial position.
3. **Transport is under projected YTD budget revenue by \$41,055 due to the Council approved write off of JB Investments C.3987 \$42,134. This will be adjusted at Budget Review.**
4. \$48,999 in additional revenue has been received to November 2020, this is the result of additional lease fees on Council buildings \$21,876 and additional revenue through the BKB of \$17,520, Visitors Centre sales are also in excess of year to date projections (\$3,991). Projections are that additional revenues will continue to be generated through the BKB and Visitor Centre, however the lease revenue is mainly a result of timing.
5. Other property and services revenue is over budget projections as a result of \$85,089 in additional revenue being received for worker's compensation reimbursements.

### **Operating Expenditure**

6. Governance is \$143,883 under budget projections. This is predominantly due to the admin allocation of \$137,298 (internal, non-cash). Admin office garden maintenance is \$7,849 over budget (timing of garden maintenance and makeover). This should self-correct over the remaining part of the financial year with the area projected to come within budget estimates.
7. General Purpose Funding is under budget by \$40,563 due to valuations and title searches being under projected costs of \$38,554. This appears to be more an error in the budget projections as an assessment of previous year trends indicates that valuation and title search costs are incurred toward the end of the financial year (last quarter)
8. Law Order and Public Safety is under budget projections for \$218,050, this predominantly relates to fire mitigation expenditure, \$173,628,

which was projected to be incurred however has been deferred until after the current fire season. In addition the timing of Bush Fire Brigade general expenditure of \$12,602 and internal costs associated with emergency bush fires/floods (\$5,603). Animal Control salaries and wages are also under \$24,314 As a result of a staff worker's compensation claim which results in their salaries being allocated to 'other property & services – workers compensation'.

9. Other property and services is over budget by \$211,399 predominantly due to the timing of internal allocations public works overheads and plant allocations \$91,844 (non-cash) and workers compensation expense of \$94,089. The workers compensation expense is fully recovered from LGIS Insurance.

#### **Operating Revenue by Nature and Type**

10. Interest earnings is under budget by \$20,618 timing of interest on deposits maturing and a lower than anticipated interest rate on investments
11. Other revenue is over year to date budget projections by \$114,831. This is reflective of note 5 for workers compensation reimbursement \$85,089, as well as additional insurance payments received in the order off \$17,581 and revenue from the disposal of minor plant \$11,154

#### **Operating Expenditure by Nature and Type**

12. Materials and Contracts are under year to date budget projections by 18%, predominantly due to the items disclosed at notes 7 and 8 above as well as
  - \$111,875 for Refuse Collection (timing of receipt of monthly invoice).
  - \$14,635 Street bins
  - \$16,665 Town Planning consultants
  - \$12,500 Governance consultants
  - \$10,525 Governance subscriptions
  - \$11,770 Organisation software

Projections are that there have been no significant material cost savings to date and as such the end of year position will be unchanged (outside of any incomplete projects)

#### **Disposal of Assets**

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

## **B. CONSIDERATIONS**

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



Theme Area 6: Governance & Leadership.

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

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

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

## **B.3 Legislative Compliance**

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

## **B.4 Policy Implications**

Nil.

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

N/A.

## **B.6 Risk Implications**

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

## **C. OFFICER'S COMMENT**

Nil.

### **RECOMMENDATION**

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

**Attachment 1 - Financial Statement for the period ending 30 November 2020**



**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 NOVEMBER 2020**

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**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 NOVEMBER 2020**

	NOTE	20/21 Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		83,126	63,785	68,872	5,087	7.98%
General Purpose Funding Other		1,854,511	876,705	878,810	2,105	0.24%
General Purpose Funding Rates	1	10,152,290	10,143,939	10,093,967	(49,972)	(0.49%)
Law, Order, Public Safety		2,895,063	420,253	414,308	(5,945)	(1.41%)
Health		61,000	15,335	6,813	(8,522)	(55.57%)
Education and Welfare		1,173,342	568,820	579,209	10,389	1.83%
Housing		62,277	25,945	34,929	8,984	34.63%
Community Amenities		2,983,576	2,040,105	2,052,693	12,588	0.62%
Recreation and Culture	2	890,653	111,062	148,068	37,006	33.32%
Transport	3	2,407,990	1,102,698	1,061,643	(41,055)	(3.72%)
Economic Services	4	568,231	161,837	210,836	48,999	30.28%
Other Property and Services	5	130,200	54,240	130,644	76,404	140.86%
<b>Total Operating Revenue</b>		<b>23,262,259</b>	<b>15,584,724</b>	<b>15,680,791</b>	<b>96,067</b>	<b>0.62%</b>
<b>Expenses</b>						
Governance	6	(2,970,523)	(775,244)	(631,361)	143,883	18.56%
General Purpose Funding	7	(358,499)	(151,470)	(110,907)	40,563	26.78%
Law, Order, Public Safety	8	(2,019,979)	(860,423)	(642,373)	218,050	25.34%
Health		(323,504)	(139,182)	(122,147)	17,035	12.24%
Education and Welfare	9	(1,422,376)	(617,583)	(590,377)	27,206	4.41%
Housing		(75,215)	(31,971)	(21,861)	10,110	31.62%
Community Amenities		(3,558,140)	(1,281,865)	(1,198,422)	83,443	6.51%
Recreation & Culture		(4,734,123)	(2,012,544)	(1,954,176)	58,368	2.90%
Transport		(5,936,559)	(2,452,615)	(2,506,939)	(54,324)	(2.21%)
Economic Services		(2,367,706)	(1,097,395)	(1,141,459)	(44,064)	(4.02%)
Other Property and Services		(47,599)	(97,718)	(309,117)	(211,399)	(216.34%)
<b>Total Operating Expenses</b>		<b>(23,814,223)</b>	<b>(9,518,010)</b>	<b>(9,229,137)</b>	<b>288,873</b>	<b>3.04%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		(155,784)	155,563	209,227	53,664	
Movement in Employee Benefit Provisions		300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets		4,680,609	1,950,185	2,078,129	127,944	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(3,309,060)	(321,506)	(71,380)	250,126	
Purchase Plant and Equipment		(1,842,162)	(721,282)	(188,280)	533,002	
Purchase Furniture and Equipment		(32,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(3,711,438)	(2,115,809)	(478,664)	1,637,145	
Purchase Infrastructure Assets - Bridges		(194,235)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	(80,550)	0	80,550	
Purchase Infrastructure Assets - Drainage		(706,355)	(275,488)	(124,274)	151,214	
Purchase Infrastructure Assets - Parks & Ovals		(2,988,728)	(268,683)	(269,222)	(539)	
Purchase Infrastructure Assets - Airfields		(99,578)	(41,490)	0	41,490	
Purchase Infrastructure Assets - Streetscape		(99,225)	(49,225)	(49,123)	102	
Purchase Infrastructure Assets - Other		(1,246,462)	(38,500)	(35,778)	2,722	
Proceeds from Disposal of Assets		992,500	170,911	170,911	0	
Repayment of Debentures		(345,975)	(161,592)	(161,592)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	0	0	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(694,311)	(694,311)	0	
Transfers from Restricted Asset (Reserves)		1,449,643	798,527	289,643	(508,884)	
ADD Net Current Assets July 1 B/Fwd		6,248,941	6,248,941	6,557,827	308,886	
LESS Net Current Assets Year to Date		0	10,672,405	14,206,888	3,534,483	
<b>Surplus/Deficit</b>		<b>0</b>	<b>0</b>	<b>(525,058)</b>	<b>(525,058)</b>	

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

1. OPERATING STATEMENT

	Note	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,152,290	10,143,939	10,093,967	(49,972)	0%
Operating Grants Subsidies and Contributions		3,664,952	1,855,081	1,877,907	22,826	1%
Fees and Charges		3,673,118	2,426,754	2,501,200	74,446	3%
Interest Earnings	10	133,000	30,415	9,801	(20,614)	-68%
Other Revenue	11	953,571	328,811	443,642	114,831	35%
<b>TOTAL OPERATING REVENUE</b>		<b>18,576,931</b>	<b>14,785,000</b>	<b>14,926,517</b>	<b>141,517</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs		(8,455,397)	(3,719,424)	(3,781,883)	(62,459)	-2%
Materials and Contracts	12	(8,713,671)	(2,602,007)	(2,143,847)	458,160	18%
Utility Charges		(1,020,182)	(340,051)	(329,755)	10,296	3%
Depreciation of Non Current Assets		(4,680,609)	(1,950,185)	(2,078,129)	(127,944)	-7%
Interest Expenses		(229,114)	(111,874)	(113,416)	(1,542)	-1%
Insurance Expenses		(516,245)	(510,464)	(458,748)	51,716	10%
Other Expenditure		(13,751)	(103,403)	(114,095)	(10,692)	-10%
<b>TOTAL OPERATING EXPENSE</b>		<b>(23,628,969)</b>	<b>(9,337,408)</b>	<b>(9,019,873)</b>	<b>317,535</b>	<b>-3%</b>
Non Operating Grants Subsidies and Contributions		4,344,290	774,685	754,237	(20,448)	3%
Profit on Asset Disposals		343,038	25,039	38	(25,001)	100%
Loss on Asset Disposals		(187,254)	(180,602)	(209,265)	(28,663)	-16%
<b>RESULTING FROM OPERATIONS</b>		<b>(551,964)</b>	<b>6,066,714</b>	<b>6,451,654</b>	<b>384,940</b>	<b>6%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	14,039,835	9,868,173
Receivables	5,535,461	3,386,636
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<b>19,575,296</b>	<b>13,254,809</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	589,384	466,121
Land and Buildings	48,068,094	50,507,796
Property, Plant and Equipment	6,926,985	6,935,417
Infrastructure	169,144,044	169,891,672
Financial Assets	213,663	336,925
<b>TOTAL NON-CURRENT ASSETS</b>	<b>224,942,170</b>	<b>228,137,931</b>
<b>TOTAL ASSETS</b>	<b>244,517,466</b>	<b>241,392,740</b>
<b>CURRENT LIABILITIES</b>		
Payables	2,284,713	3,498,179
Interest-bearing Liabilities	209,408	345,975
Provisions	1,251,017	1,252,838
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,745,138</b>	<b>5,096,992</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,059,540	6,058,528
Provisions	230,292	230,292
Payables	156,546	160,558
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>6,446,378</b>	<b>6,449,378</b>
<b>TOTAL LIABILITIES</b>	<b>10,191,516</b>	<b>11,546,370</b>
<b>NET ASSETS</b>	<b>234,325,950</b>	<b>229,846,370</b>
<b>EQUITY</b>		
Retained Surplus	118,493,370	112,250,275
Reserves - Cash Backed	3,791,242	3,617,084
Reserves - Asset Revaluation	112,041,338	113,979,011
<b>TOTAL EQUITY</b>	<b>234,325,950</b>	<b>229,846,370</b>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b>3. ACQUISITION OF ASSETS</b>		
The following assets have been acquired during the period under review:		
<b>By Program</b>		
<b>Governance</b>	<b>Note</b>	
CCTV Upgrade	9,000	6,380
Admin Building Solar	19,010	0
EMCS Vehicle	45,000	40,482
New Telephone System	32,000	0
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	57,139	0
3.4 Urban Fire Appliance N/central	470,000	0
3.4 Urban Fire Appliance Bakers Hill	470,000	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	495,405	9,313
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	5,186
Water Tank Smith Road	9,800	12,486
CCTV Wundowie	227,666	0
<b>Education &amp; Welfare</b>		
Bernard Park Playgroup	15,000	0
Killara's Manager vehicle	35,000	31,459
Solar, Killara	11,300	4,440
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
<b>Housing</b>		
Kurringal Units Upgrade	20,000	
<b>Community Amenities</b>		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	7,250
Transfer Station Tip Shop	576,850	9,515
Area Drainage	128,669	67,424
Signage streetscape	50,000	939
CBD Streetscape	49,225	48,184
Recoat Floor Bernard Park	16,385	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Recreation &amp; Culture</b>			
Wundowie Hall Solar		4,550	2,500
Quellington Hall, Sub Floor repairs		7,585	0
Bakers Hill Pavillion, Structural Floor Cracking Repairs		20,000	0
Northam Hall, Replace Gutters		12,885	0
Wundowie Pool Solar		30,360	11,156
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		96,000	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,986	1,341
Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling		116,000	7,210
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
Solar Recreation Centre		38,130	12,960
Netting Rec Centre Roof		55,000	0
EMCOMS Vehicle		45,000	0
Jubilee Oval Upgrade Electric Boards		38,500	0
Community Plan Implementation		90,000	80,818
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	42,596
Landscaping/demolition Old Pool site		519,500	6,629
Improvements Dr Dunlop Park		27,000	0
Northam Youth Space		134,008	103,748
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	12,236
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		25,000	13,771
RV Friendly Overnight Site Northam		250,000	6,224
RV Friendly Bakers Hill		100,000	2,000
RV Friendly Wundowie		150,000	1,200
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill			
Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint Interior & Solar Wundowie		23,950	2,500
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 Ytd Actual
<b>Transport</b>			
Northam Depot Redesign		2,000,000	0
Solar Northam Depot		11,300	0
Boronia Avenue Slk 0-90		16,050	0
Esperance Street Slk 0-220		39,000	0
Fitzgerald Street Slk 1850-2020		25,500	0
Fraser Street Slk 0-100		15,000	0
Henry Street Slk 0 - 190		40,850	0
Hovea Crescent Slk 0-60		7,650	0
Kuringal Road Slk180-240		7,500	0
Kuringal Road Slk 480-550		15,000	0
Ord Street Slk 0-180		30,000	0
Wellington Street Slk 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	56,850
Jenapullin Road 9330-11500		610,172	281,965
Wellington Street 520-850		370,074	700
Oliver Street 0-410		262,000	700
Harvey Road 0-470		59,307	0
Irishtown Road 0 - 1000		115,459	66,986
Maintenance Capitalised		716,252	1,898
Leschenaultia Road 0-350		15,850	0
Marky Street		51,939	0
Charles Street 510 - 1070		83,054	0
Leeder Road 1510-2360		28,950	0
Kurringal Road 0-550		92,496	0
Duke Street 2470-2940		20,940	0
Springfield Road 0-120		42,841	0
Southern Brook Road 16330-17300		202,254	0
Southern Brook Road 0-3070		387,000	122,904
Werribee Road 0-1410		233,984	0
Lyon Street 0-600		185,100	0
Gairdner & Wellington Street 40-160		124,528	0
Kerb Renewal		109,238	3,511
Culvert Renewal		84,238	0
Bridge Construction		194,235	9,053
PN1201 N008 Isuzu Flocon		160,000	95,000
P5017 Dtnapac Vibro Roller		50,500	0
PN1007 Hako Footpath Sweeper		97,000	0
PN1412 Nissan Navara Dual Cab		31,993	0
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	0
PN1401Mazda BT50 Tray Top		28,000	0
PN1605 Isuzu Dmax Ute		27,985	0
PN1516 Mazda BT50		29,888	0
Bobcat Trailer C/fwd		25,000	0
Tandem Trailer C/fwd		15,250	0
Pegasus 200 Verge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Program (Continued)</u></b>			
<b>Transport</b>			
Upgrade Runway		99,578	0
<b>Economic Services</b>			
Solar Visitor Centre		11,300	5,440
Manager Building Vehicle		30,327	21,339
Water Pump Station Upgrade		154,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	9,481
		<u>14,667,693</u>	<u>1,225,774</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<b><u>By Class</u></b>			
Land Held for Resale		0	0
Land and Buildings		3,309,060	71,380
Plant and Equipment		1,842,162	188,280
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,711,438	478,664
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		194,235	9,053
Infrastructure Assets - Drainage		706,355	124,274
Infrastructure Assets - Parks & Ovals		2,988,728	269,222
Infrastructure Assets - Airfields		99,578	0
Infrastructure Assets - Streetscape		99,225	49,123
Infrastructure Assets - Other		1,246,462	35,778
		<u>14,667,693</u>	<u>1,225,774</u>





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 NOVEMBER 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
<b>Governance</b>						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
<b>Law Order &amp; Public Safety</b>						
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
<b>Welfare</b>						
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
<b>Recreation &amp; Culture</b>						
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
<b>Transport</b>						
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dynapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	54,531	15,000	4,500	(39,445)	(50,031)
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
PN3555 2007 Volvo Backhoe Loader C/fwd	13	69,866		31,550		(38,316)
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
<b>Economic Services</b>						
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)
Sale 146 Chidlow Street		87,000		36,236		(50,764)
Sale 144 Chidlow Street	87,200	87,200	37,000	31,734	(50,200)	(55,466)
	836,716	380,138	992,500	170,911	155,784	(209,227)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 NOVEMBER 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
<b>Plant &amp; Equipment</b>						
EMCS Vehicle	20,403	20,871	20,000	20,909	(403)	38
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Manager Killara Vehicle	16,600	16,857	15,500	14,091	(1,100)	(2,766)
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dynapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	54,531	15,000	4,500	(39,445)	(50,031)
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	27,328	22,000	21,436	(4,000)	(5,892)
PN3555 2007 Volvo Backhoe Loader C/fwd	0	69,866	0	31,550	0	(38,316)
Manager Building Vehicle	16,464	16,485	11,000	10,455	(5,464)	(6,030)
<b>Land</b>						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale 146 Chidlow Street		87,000		36,236		(50,764)
Sale 144 Chidlow Street	87,200	87,200	37,000	31,734	(50,200)	(55,466)
	836,716	380,138	992,500	170,911	155,784	(209,227)
<b>Summary</b>					<b>20/21 Budget \$</b>	<b>Ytd Actual \$</b>
Profit on Asset Disposals					343,038	38
Loss on Asset Disposals					(187,254)	(209,265)
					155,784	(209,227)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars		Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$
<b>Recreation &amp; Culture</b>										
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	0	20,203	0	123,263	143,466	5,363	1,857
Loan 224 - Recreation Facilities	6.48%	769,630	0	0	49,844	24,525	719,786	745,105	54,248	25,201
Loan 227 - Youth Space	2.26%	454,903	0	0	46,122	22,931	408,781	431,972	13,075	10,281
Loan 228 - Swimming Pool	1.88%	4,406,806	0	0	189,024	94,070	4,217,782	4,312,736	112,043	55,457
COVID-19 Response	1.80%	0	3,464,020	0	0	0	3,464,020	0		0
<b>Economic Services</b>										
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	0	40,782	20,066	588,916	609,632	44,385	20,619
		6,404,503	3,464,020	0	345,975	161,592	9,522,548	6,242,911	229,114	113,415

**Note:** \*\* indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

	20/21 Budget					20/21 Ytd Actual				
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Employee Liability Reserve	972,123	12,461			984,584	972,123	1,804	12,461		986,388
Aged Accomodation Reserve					-	-				-
Housing Reserve					-	-				-
Office Equipment Reserve					-	-				-
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	220	231,242	(230,000)	121,334
Road & Bridgeworks Reserve					-	-				-
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	370	152,064		351,680
Regional Development Reserve					-	-				-
Speedway Reserve	149,610	1,550			151,160	149,610	278	1,550		151,438
Community Bus Replacement Reserve					-	-				-
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	430	37,405		269,912
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	458	252,559	(59,643)	440,327
Stormwater Drainage Projects Reserve					-	-				-
Recreation and Community Facilities Reserve					-	-				-
Administration Office Reserve					-	-				-
Council Buildings & Amenities Reserve					-	-				-
River Management Reserve					-	-				-
Parking Facilities Construction Reserve					-	-				-
Art Collection Reserve					-	-				-
Reticulation Scheme Reserve					-	-				-
Revaluation Reserve	72,186	748		(70,000)	2,934	72,186	134	748		73,068
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	2,589			1,398,522
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,449,643)	3,372,857	3,388,000	6,282	688,029	(289,643)	3,792,668
Total Interest & Transfers			1,434,500							

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



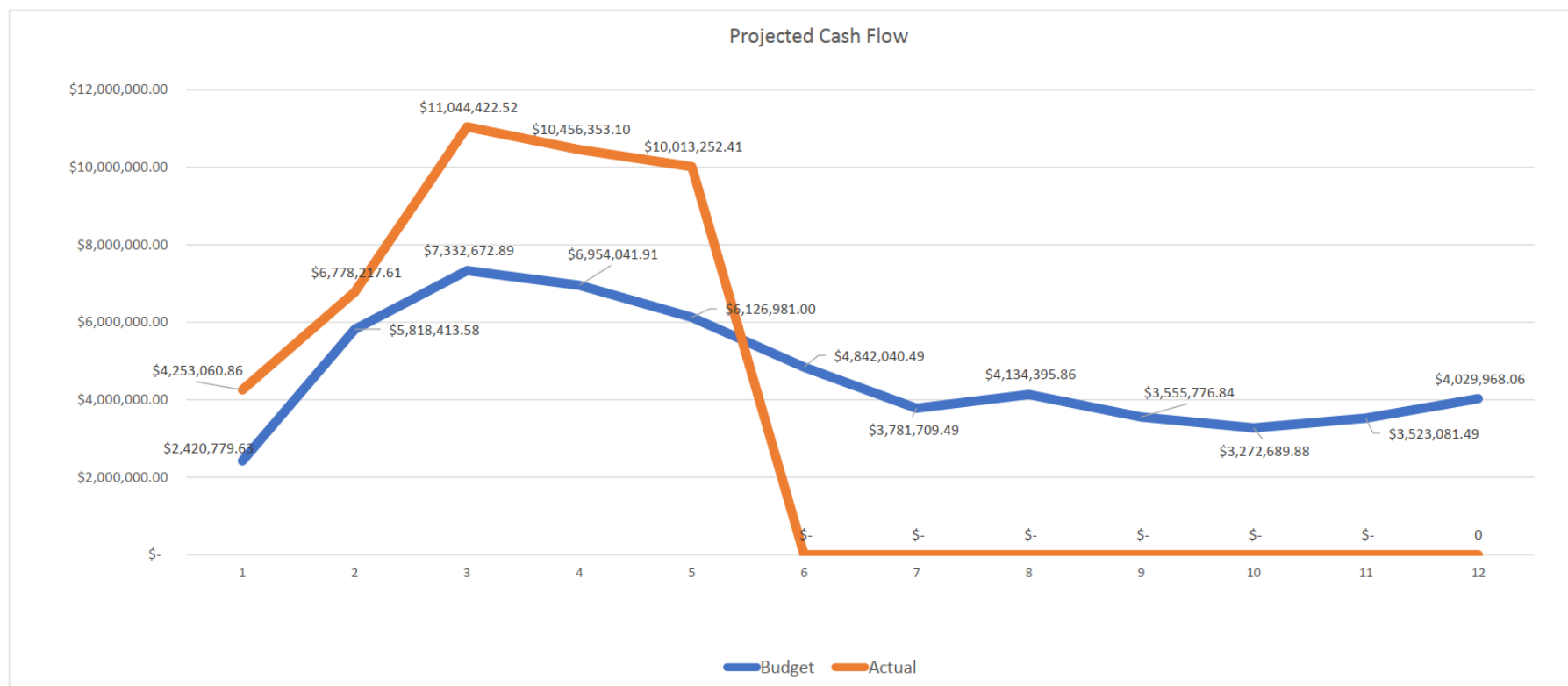
SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 NOVEMBER 2020

	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	898,000	10,248,593	6,504,268
Cash - Restricted Reserves	3,372,857	3,791,242	3,363,905
Self Supporting Loan	20,203	20,203	20,203
Receivables	3,200,428	554,870	3,363,905
Rates - Current	0	5,054,289	0
Pensioners Rates Rebate	0	15,507	0
Provision for Doubtful Debts	0	(194,807)	0
Other financial Assets	0	82,872	213,667
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,492,488</u>	<u>19,575,297</u>	<u>13,468,475</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(5,715,427)</u>	<u>(3,022,962)</u>	<u>(5,096,996)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>1,777,061</u>	<u>16,552,334</u>	<u>8,371,479</u>
 Less: Cash - Reserves - Restricted	 (3,372,857)	 (3,791,242)	 (3,363,905)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	209,408	345,975
Add: Leave Liability Reserve	984,584	986,388	974,481
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><u>0</u></u>	<u><u>14,206,888</u></u>	<u><u>6,557,827</u></u>

**SHIRE OF NORTHAM  
CASH FLOW REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**





SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

**Key Rating Dates**

RATES ISSUED  
RATES DUE  
2nd INSTALMENT DUE  
3rd INSTALMENT DUE  
4th INSTALMENT DUE

Outstanding 1st July

Rates Levied

Interest, Ex gratia, interim and  
back rates less writeoffs

**Rates paid by month**

1 July  
2 August  
3 September  
4 October  
5 November  
6 December  
7 January  
8 February  
9 March  
0 April  
1 May  
2 June

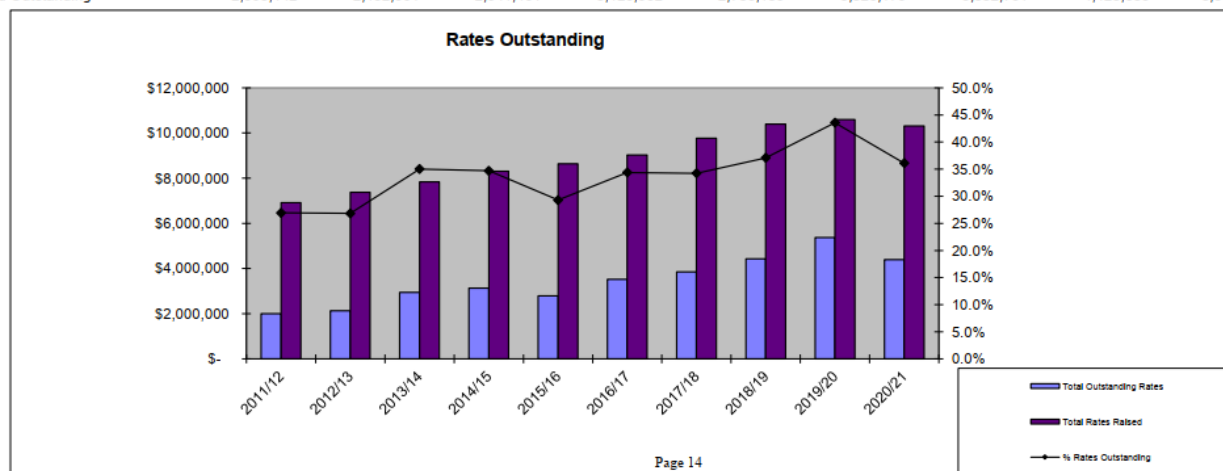
Total YTD

% Ytd Rates Outstanding

Ytd Outstanding

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
RATES ISSUED	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020
RATES DUE	22/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020
2nd INSTALMENT DUE	22/11/2011	16/11/2012	23/12/2013	8/12/2014	25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020
3rd INSTALMENT DUE	23/01/2012	29/01/2013	24/02/2014	9/02/2015	25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021
4th INSTALMENT DUE	22/03/2012	29/03/2013	24/04/2014	9/04/2015	28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021
Outstanding 1st July	\$521,194	\$562,531	\$568,647	\$716,120	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862
Rates Levied	\$6,851,706	\$7,312,029	\$7,758,147	\$8,222,616	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252
Interest, Ex gratia, interim and back rates less writeoffs	\$63,079	\$68,857	\$73,630	\$80,154	\$83,173	\$208,077	\$205,216	\$474,784	\$251,025	-\$69,199
Rates paid by month										
1 July	51,948	38,805	47,443	62,554	29,105	43,333	60,002	94,638	87,543	307,979
2 August	1,120,912	1,043,163	23,961	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849
3 September	3,251,815	3,604,324	1,152,416	2,650,420	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537
4 October	318,701	443,703	3,790,646	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486
5 November	689,461	680,522	444,497	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253
6 December										
7 January										
8 February										
9 March										
0 April										
1 May										
2 June										
Total YTD	5,432,837	5,810,517	5,458,963	5,888,927	6,722,888	6,729,376	7,400,663	7,509,968	6,959,135	7,767,105
% Ytd Rates Outstanding	26.9%	26.9%	35.0%	34.7%	29.3%	34.4%	34.2%	37.1%	43.6%	36.1%

Ytd Outstanding 2,003,142 2,132,901 2,941,461 3,129,962 2,786,159 3,526,179 3,852,791 4,425,656 5,371,662 4,387,810



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## 12.5 COMMUNITY SERVICES

Nil.

## 13. MATTERS BEHIND CLOSED DOORS

### RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (a) and (b) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 13.1 - Australia Day Community Citizen of the Year Awards 2020 as it relates to the personal affairs of a person;
- 13.2 - Chief Executive Officer Review Committee Meeting held on 16 November 2020 as it relates to a matter affecting an employee; and
- 13.3 - Chief Executive Officer Review Committee Meeting held on 4 December 2020 as it relates to a matter affecting an employee.

### 13.1 AUSTRALIA DAY COMMUNITY CITIZEN OF THE YEAR AWARDS 2020

### 13.2 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 16 NOVEMBER 2020

### 13.3 CHIEF EXECUTIVE OFFICER REVIEW COMMITTEE MEETING HELD ON 4 DECEMBER 2020

### RECOMMENDATION

That Council move out from behind closed doors.

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

Nil.

## 15. URGENT BUSINESS APPROVED BY DECISION

Nil.

## 16. DECLARATION OF CLOSURE