



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**20 May 2020**



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## 1. DECLARATION OF OPENING

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

It was acknowledged that the meeting is being held by electronic means.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3933**

**Moved: Cr Little**

**Seconded: Cr Ryan**

**That Council suspend standing orders:**

- **8.1 - Members to be in their proper places; and**
- **Portion of 8.5 - Members to indicate their intention to speak which requires members to stand when speaking at Council meetings.**

**CARRIED 10/0**

## 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 at 5:31pm

M P Ryan

S B Pollard

### Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Community Services

Executive Manager Corporate Services

Executive Assistant – CEO (Acting)

Coordinator Governance / Administration

Accountant

J B Whiteaker

C D Kleynhans

C B Hunt

R Rayson

C Young at 5:33pm

J Grant

C F Greenough

Z MacDonald

## 2.1 APOLOGIES

Nil.

## 2.2 APPROVED LEAVE OF ABSENCE

Nil.

## 3. DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Public Questions	5.1	Cr CR Antonio	Impartiality	Impartial as I am a general member of the Southern Brook Community Association who have asked a public question about funding for the Southern Brook Adventure Playground.
2020/21 & 2021/22 Draft Footpath Construction Program	12.2.1	Cr T Little	Impartiality	Residence is on Boronia Avenue.

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

The Executive Manager Corporate Services entered the meeting at 5:33pm

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

<b>Visitations and Consultations</b>	
16/04/2020	Regional Capitals Alliance WA (RCAWA) Meeting
16/04/2020	Local Emergency Management Committee Briefing (LEMC)
17/04/2020	Joint Meeting with Northam Chamber of Commerce
17/04/2020	Weekly video conference with AROC Presidents
17/04/2020	WALGA COVID-19 Weekly Briefing
20/04/2020	AROC Presidents and CEO Meeting – Video conference
21/04/2020	OASG Weekly Meeting – Video conference
22/04/2020	MMM Weekly Radio Interview - Northam
22/04/2020	WACHS LGA Wheatbelt COVID-19 Video conference
22/04/2020	COVID-19 Agriculture and Local Governments Teleconference
22/04/2020	ABC Midwest and Wheatbelt Radio interview on SON incentives
24/04/2020	WALGA COVID-19 Weekly Briefing
25/04/2020	ANZAC Day – Private Commemorations, Grass Valley, Northam
27/04/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
28/04/2020	OASG Weekly Meeting – Video conference
29/04/2020	MMM Weekly Radio Interview - Northam
29/04/2020	WACHS LGA Wheatbelt COVID-19 Video conference
29/04/2020	Weekly COVID-19 Council Briefing
30/04/2020	LEMC Fortnightly Meeting Debrief
01/05/2020	Avon-Midland Country Zone Meeting – Video conference
01/05/2020	WALGA COVID-19 Weekly Briefing
01/05/2020	Local Business Support Group Meeting – Video Conference
04/05/2020	MMM Weekly Radio Interview - Northam
05/05/2020	OASG Weekly Meeting – Video conference
06/05/2020	WACHS LGA Wheatbelt COVID-19 Video conference
06/05/2020	Weekly COVID-19 Council Briefing
07/05/2020	RCAWA – WALGA Video conference
08/05/2020	AROC Weekly COVID-19 President's Video Conference
08/05/2020	WALGA COVID-19 Weekly Briefing
10/05/2020	Mother's Day
11/05/2020	MMM Weekly Radio Interview - Northam
11/05/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
12/05/2020	OASG Weekly Meeting – Video conference
13/05/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
13/05/2020	Weekly COVID-19 Council Briefing
14/05/2020	LEMC Fortnightly Meeting Debrief
15/05/2020	AROC Weekly COVID-19 President's Video Conference

15/05/2020	WALGA COVID-19 Weekly Briefing
18/05/2020	MMM Weekly Radio Interview - Northam
19/05/2020	OASG Weekly Meeting – Video conference
20/05/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
20/05/2020	Weekly COVID-19 Council Briefing
<b>Upcoming Events</b>	
22/05/2020	AROC Weekly COVID-19 President's Video Conference
22/05/2020	WALGA COVID-19 Weekly Briefing
25/05/2020	MMM Weekly Radio Interview - Northam
25/05/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
26/05/2020	OASG Weekly Meeting – Video conference
27/05/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
27/05/2020	Weekly COVID-19 Council Briefing
28/05/2020	LEMC Fortnightly Meeting Debrief
29/05/2020	AROC Weekly COVID-19 President's Video Conference
29/05/2020	WALGA COVID-19 Weekly Briefing
01/06/2020	Western Australia Day
02/06/2020	MMM Weekly Radio Interview - Northam
02/06/2020	OASG Weekly Meeting – Video conference
03/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
03/06/2020	Weekly COVID-19 Council Briefing
05/06/2020	AROC Weekly COVID-19 President's Video Conference
05/06/2020	WALGA COVID-19 Weekly Briefing
08/06/2020	MMM Weekly Radio Interview - Northam
08/06/2020	Voice of the Avon Fortnightly COVID-19 Radio Interview
09/06/2020	OASG Weekly Meeting – Video conference
10/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
10/06/2020	Weekly COVID-19 Council Briefing
11/06/2020	RCAWA Video Conference
11/06/2020	LEMC Fortnightly Meeting Debrief
12/06/2020	AROC Weekly COVID-19 President's Video Conference
12/06/2020	WALGA COVID-19 Weekly Briefing
15/06/2020	MMM Weekly Radio Interview - Northam
15/06/2020	AROC Presidents and CEO Meeting – Video conference
16/06/2020	OASG Weekly Meeting – Video conference
17/06/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
17/06/2020	Weekly COVID-19 Council Briefing



## **Operational Matters:**

### COVID-19

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

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

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

### COVID-19 Measures

The Shire of Northam has initiated a range of measures to support our local community and will continue to review what actions we can undertake.

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

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

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

## **Strategic Matters:**

### Shire of Northam Projects

The Shire of Northam continues to look at projects that can be undertaken or brought forward that will support both local businesses and local residents.

## 5. PUBLIC QUESTION TIME

Cr C R Antonio declared an "Impartiality" interest in item 5.1 – Public Questions – Southern Brook Playground) as he is a general member of the Southern Brook Community Association who have asked a public question about funding for the Southern Brook Adventure Playground.

### 5.1 PUBLIC QUESTIONS

Question:

Kathy Saunders

Secretary, Southern Brook Community Association

Taken from a letter addressed to the Chief Executive Officer, Shire of Northam dated 11 May 2020.

The SBCA seek confirmation that the Shire of Northam still intends to financially support the SBCA Nature Playground Project and maintain transparency in regards to this matter as it is vital to ensure that we completely understand our budgetary constraints when pursuing our goal of delivering the Southern Brook Nature Playground by the end of 2020. The SBCA, therefore, seek approval of the design drawing and confirmation of when the funds will be released to the SBCA.

Elected Members have been sent all supporting documentation.

Response:

The Chief Executive Officer

Councillors, as part of the response to COVID-19 had to make decisions in relation to removing existing items from the budget, the SBCA funding was one of those. Will be given consideration as part of 20/21 budget process.

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

Nil.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 15 APRIL 2020**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3934**

**Moved: Cr Mencshelyi**

**Seconded: Cr Tinetti**

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

**CARRIED 10/0**

**9.2 SPECIAL COUNCIL MEETING HELD 13 MAY 2020**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3935**

**Moved: Cr Mencshelyi**

**Seconded: Cr Tinetti**

**That the minutes of the Special Council meeting held on Wednesday, 13 May 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED 10/0**

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

**11. REPORTS OF COMMITTEE MEETINGS**

Nil.

## 12. OFFICER REPORTS

### 12.1 CEO'S Office

#### 12.1.1 Council Owned Buildings - Leased

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

#### BRIEF

For Council to make a determination on various requests for lease waivers, in light of the Covid-19 pandemic

#### ATTACHMENTS

Nil

### A. BACKGROUND / DETAILS

The Shire of Northam currently leases 80 properties to various groups, these include;

- **30** Community leases with \$1.00 rental per annum, plus they pay building insurance in accordance with Policy A8.5;
- **7** Community leases paying between \$11 and \$1,400 p/a;
  - Bakers Hill Adult Riding \$ 60.00 p/a
  - Northam Cricket Club \$ 409.95 p/a
  - Northam Hockey Club \$ 409.95 p/a
  - Northam Swimming Club \$ 11.00 p/a plus insurance
  - Northam Pop-Up Shop \$ 7.00 per week
  - Northam Harness Racing \$1,386.68 p/a
  - Northam Motorcycle \$ 505.00 p/a
  - AVVVA \$ 725.70 (Vintage Vehicle)
- **7** Commercial leases who pay the following lease fees;
  - Jupiter Health & Medial Services \$69,155.76p/a  
(Northam Family Practice)
  - Dept. of Sport & Rec \$47,742.84 p/a
  - Northam Speedway \$ 7,149.96 p/a
  - Riversedge Café \$22,756.76 p/a

- Uniting Church Homes \$19,062.00 p/a
- Education Department \$ 9,144.69 p/a
- Wheatbelt NRM \$11,768.26 p/a
  
- **5 Airport Commercial Sites**
  - Windward Adventures Pty Ltd \$ 2,827 p/a
  - Northam Air Service Pty Ltd \$ 4,303 pa
  - Development Corp/Cropcair WA Pty Ltd \$ 3,885 p/a
  - Northam Aero Club \$ 2,482 p/a
  - Eagle Ultralights Pty Ltd \$ 2,178 p/a

The Covid-19 pandemic has created significant financial challenges for some business and community groups.

## B. CONSIDERATIONS

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

Theme Area 6 - Governance and Leadership

Outcome 6.4 - The elected members of the Shire of Northam provide accountable, strong and effective community leadership.

Objectives: Open, accountable and effective decision making

### B.2 Financial / Resource Implications

If Council supports the officer recommendation the following are the estimated financial impacts;

- Windward Adventures Pty Ltd - \$2,827 (estimated) loss of revenue for Council, based on an initial assumption that the four month period being waived represents their entire season.
- Northam Family Practice (Jupiter Health) - \$23,050 (estimated) deferral which would increase their monthly lease payments by approximately \$480 per month over the remaining life of their lease
- Riversedge Café - \$7,000 (estimated) loss of revenue for Council

### B.3 Legislative Compliance

Review of various Shire of Northam leases indicates that they fall under the Commercial Tenancies Act. The *Commercial Tenancies (COVID-19 Response) Act 2020*, applies to small commercial leases during the emergency period.

A small commercial lease is a:

- retail shop lease as defined in the *Commercial Tenancy (Retail Shops) Agreements Act 1985* (CTA Act); or
- lease where the tenant is a small business as defined in the *Small Business Development Corporation Act 1983* (SBDC Act);

- lease where the tenant is an incorporated association as defined in *Associations Incorporation Act 2015* (AI Act); or
- another type of lease prescribed in the regulation (yet to be determined).

Protections in the legislation include:

- A six-month moratorium on evictions due to non-payment of rent.
- A freeze on rent increases.
- A restriction on penalties for tenants who do not trade or reduce their trading hours.
- A prohibition on landlords making a claim on any form of security (e.g. a bank guarantee or security deposit) for the performance of the tenant's obligations under the lease.
- A prohibition on landlords progressing action against a tenant for a breach that occurred after 30 March 2020, but before commencement of the new laws.
- Allows for a code of conduct to be adopted for small business commercial lease matters in WA (still to be prescribed).
- A resolution mechanism for disputes arising out of, or in relation to, the operation of the legislation or code of conduct, including a mechanism to protect landlords where tenants are refusing to pay rent despite the capacity to do so.

#### B.4 Policy Implications

N/A

#### B.5 Stakeholder Engagement / Consultation

Requests for waiving of lease costs have been received from the following organisations;

- Windward Adventures Pty Ltd
- Northam Family Practice (Jupiter Health)
- Riversedge Cafe

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential lost revenue	Likely (4) x Minor (2)= Moderate (8)	Adopt officer recommendation
Health & Safety	N/A		

Reputation	Negative impact on reputation as a result of Council not supporting local business / community groups	Likely (4) x Minor (2)= Moderate (8)	Adopt officer recommendation
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

### C. OFFICER'S COMMENT

The Council adopted COVID-19 Response Strategy-Framework section 3, part F (Financial) identifies a short term action for reviewing all Council leases with the view of waiving or discounting lease liabilities.

Applying the *Commercial Tenancies (COVID-19 Response) Act 2020* there are a range of options available to Council, including deferring, waiving or discounting. The Officers recommendation is to waive (which would result in tenants not being required to pay lease / rental payments for the period identified).

Council has to date received three requests for the waiving of lease financial commitments from;

1. Windward Adventures Pty Ltd – the Covid-19 pandemic has resulted in them being unable to trade or generate income. This being the case, coupled with their season being from around March to September, it is being recommended that their entire annual lease charges be waived;
2. Rivers Edge Café – the Covid-19 pandemic has resulted in significant Government imposed restrictions on their business, which has resulted in the full closure of their business from 30 March 2020
3. Northam Family Service, Jupiter Health – the Covid-19 pandemic appears to have had a negative impact on their business, however being in the health sector, they have been able to trade and will continue to trade into the future. In their request to Council, they have offered to extend their lease for 6 months in order for Council to recoup the lost revenue. Their current lease expires in 2024.



## MOTION

### That Council;

1. Waive the current annual lease payments for Windward Adventures Pty Ltd;
2. Waive 100% of lease payments for Rivers Edge Cafe for the period 1 April 2020 to 31 July 2020;
3. Waive 100% of lease payments for Jupiter Health & Medical Services for the period 1 April 2020 to 30 June 2020;
4. Delegate Authority to the Chief Executive Officer to;
  - Assess all future applications for lease payment support coming from lessees of the Shire of Northam in accordance with the *Commercial Tenancies (COVID-19 Response) Act 2020*;
  - In accordance with the above assessment, 'waive' or 'defer' 100% of lease payments for the period 1 April 2020 to 31 July 2020, where financial hardship is demonstrated resulting from the Covid-19 pandemic.
5. Request a further report be provided to Council in August 2020 allowing for a reassessment of this position.

Cr Della moved to amend the motion.

## RECOMMENDATION / COUNCIL DECISION

Minute No: C.3936

Moved: Cr Della

Seconded: Cr Mencshelyi

### That Council;

1. Waive the current annual lease payments for Windward Adventures Pty Ltd;
2. Waive 100% of lease payments for Rivers Edge Cafe for the period 1 April 2020 to 31 July 2020;
3. Do not waive or defer any portion of the annual lease payments for Jupiter Health & Medical Services, however Council will reconsider its



**position in the event Jupiter Health & Medical Services can substantiate a loss of turnover as a result of the Covid-10 pandemic;**

**4. Delegate Authority to the Chief Executive Officer to;**

- **Assess all future applications for lease payment support coming from lessees of the Shire of Northam in accordance with the *Commercial Tenancies (COVID-19 Response) Act 2020*;**
- **In accordance with the above assessment, 'waive' or 'defer' 100% of lease payments for the period 1 April 2020 to 31 July 2020, where financial hardship is demonstrated resulting from the Covid-19 pandemic.**

**5. Request a further report be provided to Council in August 2020 allowing for a reassessment of this position.**

**CARRIED BY ABSOLUTE MAJORITY**

**8/2**

Reason for change to officer's recommendation

Council formed a view that Jupiter Health & Medical Services had not demonstrated a reduction in turnover because of the COVID-19 pandemic

The Coordinator Governance / Administration left the meeting at 5:53pm.

The Executive Manager Development Services and the Accountant left the meeting at 6:03pm.

The Executive Manager Development Services and the Accountant returned to the meeting 6:05pm.

The Executive Manager Development Services left the meeting at 6:10pm.

## 12.1.2 National Redress Scheme for Institutional Child Sexual Abuse

<b>File Reference:</b>	1.3.12.26
<b>Reporting Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Responsible Officer:</b>	Jason Whiteaker – Chief Executive Officer
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

### BRIEF

This report is presented for Council to consider the Shire of Northam's participation as part of the WA Government's declaration in the National Redress Scheme.

### ATTACHMENTS

Attachment 1: National Redress Scheme - DLGSC Information Paper FINAL

### A. BACKGROUND / DETAILS

The following is an excerpt from the Department of Local Government, Sport and Cultural Industries Information Paper on National Redress Scheme for Institutional Child Sexual Abuse, issued 3 February 2020

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA) took effect on 21 November 2018. The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

Under the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth), Local Governments may be considered a State Government institution.

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme. The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

The WALGA State Council meeting of 3 July 2019 recommended that:

1. WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.
2. WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.

(Staff note: While the above decision was made at the 2019 WALGA AGM, the final decision to include WA Local Governments in the redress scheme remained with the WA State Government)

The State Government, resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and

- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## B. CONSIDERATIONS

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

Theme Area: 6 - Governance and Leadership

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

Objective: N/A

### B.2 Financial / Resource Implications

There are no immediate known financial implications. Staff understand that the only financial cost the local government may incur will be the payment of the Direct Personal Response (Apology - DPR's), which is on an 'as requested' basis by the survivor. This will be based on the standard service fee of \$3,000 plus travel and accommodation depending on the survivor's circumstances. All requested DPR's will be coordinated and facilitated by the Redress Coordination Unit – Department of Justice.

### B.3 Legislative Compliance

The Shire of Northam, in agreeing to join the Scheme, is required to adhere to legislative requirements set out in the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth).

### 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	Unknown financial exposure for redress payments	Possible (3) x Medium (3) = Moderate (9)	Adoption of recommendation to be covered by WA Government
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	N/A		

Property	N/A		
Environment	N/A		

### C. OFFICER'S COMMENT

Council has two options to consider. One option would be for the Shire of Northam to formally decide not to participate in the Scheme (either individually or as part of the State's declaration). This, in the view of officers is not a viable alternative and has the potential to expose Council to significant unknown financial liability.

The recommended option is for Council to 'opt in' to the 'scheme' as a State Government Institution.

### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3937**

**Moved: Cr Ryan**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Endorses the participation of the Shire of Northam in the National Redress Scheme as a State Government institution and included as part of the State Government's declaration;**
- 2. Authorises the Chief Executive Officer to execute a service agreement with the State, if a Redress application is received; and**
- 3. Requires a confidential report to be tabled at a Full Council Meeting if a Redress application is received by the Shire of Northam.**

**CARRIED 10/0**

The Coordinator Governance / Administration returned to the meeting at 5:57pm.

## Attachment 1



# National Redress Scheme for Institutional Child Sexual Abuse

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Department of Local Government, Sport  
and Cultural Industries

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Information Paper

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## 1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.



## 2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

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The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018 (WA)* took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

### CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)*, Local Governments may be considered a State Government institution.<sup>1</sup>

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

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<sup>1</sup> Section 111(1)(b).

### 3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

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The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

#### LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

## 4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

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Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

## KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

### State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

### Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). \*

\* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

## 5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

### CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

### APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

### RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) are the state record holder for Redress, and accordingly will keep copies of all documentation and RFI responses. Local Governments will not be required to keep their own records and, if they chose to do so, these must be kept confidential and secure, in line with the protected information requirements in *The Act*.
- Consider secure storage of information whilst the RFI is being responded to.

## REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

## MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.



## 6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

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In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

## ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au).
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

## FOR MORE INFORMATION

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## APPENDIX A

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### ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions<sup>2</sup> to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks* (August 2015); *Redress and Civil Litigation* (September 2015) and *Criminal Justice* (August 2017). The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

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<sup>2</sup> ^ For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

## THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
  - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
  - Places emphasis on genuine engagement with and valuing of children;
  - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
  - Creates conditions that increase the likelihood of identifying any harm;
  - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

## APPENDIX B

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### NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at [www.nationalredress.gov.au](http://www.nationalredress.gov.au) or the [National Redress Guide](#).

## SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018 (WA)* took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

## TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> <li>No responsibility for local governments.</li> <li>The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.</li> </ul>
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> <li>ACT has no municipalities, and the ACT Government is responsible for local government functions.</li> <li>ACT has therefore not been required to explore the issue of local government participation in the Scheme.</li> </ul>
New South Wales (NSW)	<ul style="list-style-type: none"> <li>In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability.</li> <li>The NSW Office for Local Government is leading communications with local councils about this decision.</li> <li>NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.</li> </ul>
Northern Territory (NT)	<ul style="list-style-type: none"> <li>The NT Government has consulted all of the Territory's local governments, including individually visiting each local government.</li> <li>NT is in the process of amending Territory's declaration of participating institutions to include local governments.</li> </ul>
Queensland	<ul style="list-style-type: none"> <li>Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions.</li> <li>The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.</li> </ul>
South Australia (SA)	<ul style="list-style-type: none"> <li>Local governments are not currently included in the SA Government's declaration</li> <li>The SA Government is still considering its approach to local governments.</li> </ul>
Tasmania	<ul style="list-style-type: none"> <li>Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration.</li> <li>A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.</li> </ul>
Victoria	<ul style="list-style-type: none"> <li>The Victorian Government's declaration includes local governments.</li> <li>The Victorian Government is covering local governments' redress liability.</li> </ul>
Western Australia (WA)	<ul style="list-style-type: none"> <li>The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.</li> </ul>

## TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

## THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.



## MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

## EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).

### 12.1.3 COVID-19 – Future Council Meetings

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Executive Assistant - Chief Executive Officer
<b>Responsible Officer:</b>	Chief Executive Officer
<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 review its method for holding future Council meetings because of the recently released WA Government Roadmap for the easing of restrictions imposed because of the Coronavirus (COVID-19) pandemic.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Council set its meeting dates and locations as follows at the Ordinary Council Meeting on 20 November 2019:

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

- 1. Advertise that its Forum and Ordinary Meetings of Council for 2020 will be held as follows:***

<b>Forum</b>	<b>Ordinary Council</b>	<b>Location</b>
20 January 2020	22 January 2020	Shire of Northam Council Chambers
12 February 2020	19 February 2020	Grass Valley Hall
11 March 2020	18 March 2020	Shire of Northam Council Chambers
8 April 2020	15 April 2020	Bakers Hill Recreation Centre
13 May 2020	20 May 2020	Shire of Northam Council Chambers
10 June 2020	17 June 2020	Wundowie Hall
8 July 2020	15 July 2020	Shire of Northam Council Chambers
12 August 2020	19 August 2020	Shire of Northam Council Chambers
9 September 2020	16 September 2020	Southern Brook Hall
14 October 2020	21 October 2020	Shire of Northam Council Chambers
11 November 2020	18 November 2020	Shire of Northam Council Chambers
9 December 2020	16 December 2020	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.**

At a Special Meeting of Council held on March 30, 2020 the following decision was made;

**That Council:**

1. **Hold all future Council meetings by electronic means in accordance with Regulation 14D and 14E of the Local Government (Administration) Regulations 1996 until otherwise determined.**
2. **Do not hold Council Forum Meetings until otherwise determined.**
3. **Give local public notice of the change in accordance with Regulation 12(2) of the Local Government (Administration) Regulations 1996.**

**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**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 Introductory matters Part 1 s. 1.7 – outlining requirement for local public notice

Local Government Act 1995 Administration Part 5 Council meetings, committees and their meetings and electors' meetings Division 2 s. 5.3

*Local Government (Administration) Regulations 1996*, Regulation 12, 14D and 14E – meeting by electronic means.

**B.4 Policy Implications**

G 1.1 Meeting Dates.

**B.5 Stakeholder Engagement / Consultation**

Nil. Should Council resolve to amend the method in which Council meetings are held, local public notice will be provided in accordance with the *Local Government (Administration) Regulations 1996*.

### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Exposure to COVID-19	Possible / Medium (9) 3 x 3	Based on the guidance of the WA Government, it is considered safe for Council meetings to occur, with sound social distancing practices.
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with the Local Government Act 1995 and Local Government (Administration) Regulations 1996	Low / Low (1) 1 x 1	Public notice be given in accordance with the Act and Regulations.
Property	Nil.		
Environment	Nil.		

### C. OFFICER'S COMMENT

Given the recent easing of restrictions due to come into effect 18 May 2020, it is now possible for Council to reconvene its normal meetings procedures (with sound social distancing). Staff are recommending all Council be held in Council Chambers to allow management of social distancing, whilst also allowing members to attend electronically if they are required to do so.

There are a number of options available to Council;

1. Continue to hold all meetings electronically
2. Gradually move back to holding ALL meetings in person. This could be done with a combination such as forums to be held electronically and full Council meetings to be held in person.
3. Move back to normal meeting schedules and processes, with the addition of good social distancing practices.
4. Move back to normal meeting schedules and processes, however hold all meetings at the Shire of Northam Chambers, with the addition of good social distancing practices.

In addition to the Council options, individual elected members retain the right to attend meetings by electronic means, by virtue of Local Government

(Administration) Regulations 1996 Council and committee meetings Part 2, 14C, given WA remains in a State of Emergency. In order to make this decision the elected member needs to be unable, or consider it inappropriate, to be present in person at a meeting and it is approved by the Shire President or Council.

**PROPOSED MOTION**

**Moved: Cr Pollard**  
**Seconded: Cr Mencshelyi**

**That Council;**

- 1. Discontinue the practice of holding its Full Council Meetings via electronic means, unless the Shire President determines otherwise;**
- 2. Reverts to its previously adopted meeting schedule, with an adjustment to hold all 2020 meetings at the Shire of Northam Council Chambers, unless the Shire President, in consultation with the Chief Executive Officer, determines a more suitable venue within Northam;**

<b>Forum</b>	<b>Ordinary Council</b>	<b>Location</b>
13 May 2020	20 May 2020	Shire of Northam Council Chambers
10 June 2020	17 June 2020	Shire of Northam Council Chambers
8 July 2020	15 July 2020	Shire of Northam Council Chambers
12 August 2020	19 August 2020	Wundowie Hall
9 September 2020	16 September 2020	Southern Brook Hall
14 October 2020	21 October 2020	Shire of Northam Council Chambers
11 November 2020	18 November 2020	Shire of Northam Council Chambers
9 December 2020	16 December 2020	Shire of Northam Council Chambers

- 3. Schedule a Strategic Meeting quarterly in the months of May, August and November, on the following Wednesday of the Ordinary Council Meeting; and**
- 4. Provides local public notice of the Council meeting schedule.**

**LOST 5/6**  
**ON CASTING VOTE OF THE SHIRE PRESIDNET**

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3938**

**Moved: Cr Mencshelyi**  
**Seconded: Cr Tinetti**

**That Council;**

- 1. Discontinue the practice of holding its Full Council Meetings via electronic means, unless the Shire President determines otherwise;**
- 2. Reverts to its previously adopted meeting schedule, with an adjustment to hold all 2020 meetings at the Shire of Northam Council Chambers, unless the Shire President, in consultation with the Chief Executive Officer, determines a more suitable venue within Northam;**

<b>Forum</b>	<b>Ordinary Council</b>	<b>Location</b>
13 May 2020	20 May 2020	Shire of Northam Council Chambers
10 June 2020	17 June 2020	Shire of Northam Council Chambers
8 July 2020	15 July 2020	Shire of Northam Council Chambers
12 August 2020	19 August 2020	Shire of Northam Council Chambers
9 September 2020	16 September 2020	Shire of Northam Council Chambers
14 October 2020	21 October 2020	Shire of Northam Council Chambers
11 November 2020	18 November 2020	Shire of Northam Council Chambers
9 December 2020	16 December 2020	Shire of Northam Council Chambers

- 3. Schedule a Strategic Meeting quarterly in the months of May, August and November, on the following Wednesday of the Ordinary Council Meeting; and**
- 4. Provides local public notice of the Council meeting schedule.**

**CARRIED 10/0**

Coordinator Governance / Administration left the meeting 6:22pm.

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

<b>File Reference:</b>	1.1.9.16
<b>Reporting Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Responsible Officer:</b>	Executive Manager Development Services - Chadd Hunt
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	Yes

### BRIEF

For Council to endorse the updated COVID-19 Virus Response Strategy/Framework.

### ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework.

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### A. BACKGROUND / DETAILS

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

At this meeting Council resolved the following –

#### That Council;

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

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

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

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

## B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.

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

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

Objective:

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

### B.2 Financial / Resource Implications

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

Currently expenditure is as follows –

COVID-19 Expenditure							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INITIATIVES	04042182	Covid 19	20,000	1,244		1,244
CV02	COVID19 WORKS MATERIALS	04042182	Covid 19	10,000	5,143	190	5,333
CV03	COVID 19 PPE and Cleaning Supplies	04042182	Covid 19	25,000	6,830	12,397	19,227
CV04	COVID 19 ICT Equipment	04042182	Covid 19	20,000	8,851	2,214	11,065
CV05	COVID 19 Holding Account	04042182	Covid 19	1,044,394			
CV06	COVID 19 Economic Initiatives	04042182	Covid 19	30,000	16,623		16,623
<b>Total</b>				<b>1,149,394</b>			<b>53,492</b>



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

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

N/A

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

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

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

N/A

### **B.6 Risk Implications**

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

## **C. OFFICER'S COMMENT**

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

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3939**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

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

**CARRIED 10/0**

## Attachment 1



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.*

<b>Document Control</b>		
<b>Version No.</b>	<b>Date</b>	<b>Author</b>
DRAFT	6 April 2020	Jason Whiteaker
V1	15 April 2020	Jason Whiteaker
V2	15 May 2020	Chadd Hunt

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## 1) Background / Context

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


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

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


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







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

- 31<sup>st</sup> March 2020- Public Health Act (WA) – Prohibited Gathering Directions
- 7<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No1)
- 26<sup>th</sup> April 2020- Emergency Management Act (WA) – Closure and Restriction (Limit the Spread) Directions (No2)
- 10<sup>th</sup> May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May. <https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf> (may be beneficial to have the actual road map on a separate page,



## COVID-19 WA roadmap



<b style="font-size: 1.2em;">Phase 1</b> 27 April 2020	<b style="font-size: 1.2em;">Phase 2</b> 18 May 2020	<b style="font-size: 1.2em;">Phase 3</b> Around 4 weeks after Phase 2
 <ul style="list-style-type: none"> <li>• Gatherings limit raised from 2 to 10 people</li> <li>• Some additional non-contact public activities permitted</li> <li>• Soft start to Term 2 for public schools introduced</li> <li>• Home opens permitted in accordance with the limit on gatherings</li> <li>• Weddings and funerals, up to 10 people</li> <li>• Outdoor personal training (no shared equipment) up to 10 people</li> </ul>	 <ul style="list-style-type: none"> <li>• Non-work gatherings limit raised to 20 people</li> <li>• Weddings and funerals up to 20 people inside or 30 outside</li> <li>• People are encouraged to return to work, unless they are unwell or vulnerable</li> <li>• Regional travel restrictions relaxed, travel permitted between:                         <ol style="list-style-type: none"> <li>1. Perth, Peel, Wheatbelt, South West &amp; Great Southern</li> <li>2. Mid-West, Gascoyne &amp; Pilbara*</li> <li>3. Within the Goldfields-Esperance region*</li> <li>4. Local Government Areas in the Kimberley*</li> </ol> </li> </ul> <p><small>* Restrictions on travel to border security zones and remote communities remain in place</small></p> <ul style="list-style-type: none"> <li>• Public pools permitted to open with strict rules</li> <li>• Cafes and restaurants permitted to reopen with meal service, including within pubs, bars, clubs, hotels and casino, up to 20 patrons, with the 4sqm rule applied</li> <li>• Places of worship, libraries, community centres &amp; community facilities may reopen, with a 20 patron limit</li> <li>• Indoor and outdoor fitness and dance classes allowed, with a 20 participant limit, minimal shared equipment and 4sqm rule applied</li> <li>• Non-contact community sport and training allowed, with a 20 person limit</li> </ul>	<ul style="list-style-type: none"> <li>• Further increases in non-work gatherings</li> <li>• Contact community sport</li> <li>• Beauty therapy services</li> <li>• Public playgrounds, skate parks, cinemas and concert venues</li> </ul> <p>Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:</p> <ul style="list-style-type: none"> <li>• Further increase to non-work gathering limits</li> <li>• Reopening playgrounds, skate parks and outdoor gym equipment</li> <li>• Reopening galleries, museums, zoos, theatres, cinemas and concert venues</li> <li>• Resuming beauty therapy and personal care services</li> <li>• Resuming community contact sport</li> <li>• Restrictions further relaxed for gyms, health clubs and indoor sport centres</li> <li>• Reopening auction houses and real estate auctions</li> <li>• Possible further adjustments to regional boundaries</li> </ul> <div style="border: 1px solid #E67E22; padding: 5px; display: inline-block;"> <b style="color: #E67E22;">Phase 4</b> </div> <p>Future easing of restrictions will be determined and occur in line with expert health advice</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p><b>Avoid close contact with others</b> Keep at least 1.5 metres away</p> </div> <div style="text-align: center;">  <p><b>Healthy hygiene</b> Wash your hands regularly Cover your mouth/nose when you cough/sneeze</p> </div> <div style="text-align: center;">  <p><b>4 square metres per person</b></p> </div> <div style="text-align: center;">  <p><b>Download the COVIDSafe app</b></p> </div> <div style="text-align: right; color: #E67E22; font-weight: bold;"> <p>We're all in this together.</p> </div> </div>		

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## 2) Our Objectives

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



### 3) Strategy / Response

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

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

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

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

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

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

## a) Response / Recovery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to undertake response activities due to inadequate finance	Possible(3) x Extreme(5) = High(15)	Refer to section F (finance) - Section ii, iii, iv
Health & Safety	Food businesses not aware of responsibilities / implications of COVID19-measure	Likely(4) x High(4) = High(16)	Section ii 1a
	Community not aware of local issues surrounding the COVID-19 pandemic	Possible(3) x Extreme(5) = High(15)	Section ii 1b
	Refuse collection not being operation resulting in public health issues	Likely(4) x Extreme(5) = Extreme(20)	Section ii 2a
	Not understanding the medium to long term effect on the community	Possible(3) x High(4) = High(12)	Section iv 1c
	Exposure of staff to high traffic community services (such as licensing)	Possible(3) x High(4) = High(12)	Section (4) (e)
Reputation	Social distancing measures not being adhered to in council facilities resulting in complaints	Likely(4) x Medium(4) = High(16)	Section ii 4a
	Council fails to support community in recovery actions	Likely(4) x Medium(4) = High(16)	Section 3 of this report
	Shire response & messaging is reactive, unclear and unorganised	Possible(3) x High(4) = High (12)	Section ii (6)
	Community unable to access key Council services	Possible(3) x High(4) = High (12)	Section ii (6)
Service Interruption	Staff unable to work / fall ill due to insufficient PPE	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
	Public not being able to access services of Council	Likely(4) x Extreme(5) = Extreme(20)	Section ii 4b
Compliance	OSH procedures and protocols not being followed in workplace	Likely (4) x High(4) = High(16)	Section ii 4c
Property	Council facilities (including closures) not being able to be operated in accordance with social distancing requirements	Likely (4) x High(4) = High(16)	Section ii 4c
Environment	Non operation of waste pickup and facilities resulting in increased illegal dumping in reserve areas	Possible(3) x High(4) = High(12)	Section ii 2a & 2b

**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 two 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 18 May 2020) in line with the requirements of phase two of WA Government roadmap to recovery. This will include phased brining 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
Financial	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
Health & Safety	Unable to provide safe work environment	Possible (3) x Extreme (5) = High (15)	Section iii (2)
	Staff become disengaged as result of working remotely / individually	Possible (3) x Extreme (5) = High (15)	Section iii (1)
Reputation	Unable to deliver appropriate services	Possible (3) x Extreme (5) = High (15)	Section ii (1)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Extreme (5) = High (15)	Section iii (3) (5) Section ii (3) Section I (3)
	Service outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
Service Interruption	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 18 May 2020) in line with the requirements of phase two of WA Government roadmap to recovery. This will include phased bring back of staff into office environments
  - (k) Commence reverting redeployed staff back to their primary workplaces at 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
Financial	Loss of income from council facility hire and patron entry fees	Almost Certain (5) x High (4) = High (16)	Section f (finance)
Health & Safety	Insufficient controls in place for service delivery areas still operating	Likely (4) x Medium (3) = High (12)	Section ii (1)
Reputation	Unable to provide appropriate services	Likely (4) x Medium (3) = High (12)	Section ii (1)
	Failure to support sporting/community groups during pandemic and recovery	Likely (4) x Medium (3) = High (12)	Section iii (3)
	Council seen as not providing sufficient support to the community	Likely (4) x Medium (3) = High (12)	Section ii (3) (4) (5) (6)
	Council seen as being non communicative	Likely (4) x Medium (3) = High (12)	Section ii (2)
Service Interruption	Services unable to run due to compulsory closedown	Likely (4) x Medium (3) = High (12)	Section ii (2) (3) (4) (5) (6)
	Sporting seasons postponed/cancelled	Possible (3) x Major (4) = High (12)	Section ii (2) (3) (4) (5) (6)
	Major events postponed/cancelled and coordinators do not have resources to conduct event	Possible (4) x Major (4) = High (16)	Section iii (1) Section iv (1)
Compliance	Due to change in scope of works, and staff redeployments, Council established policies and procedures are not followed.	Likely (4) x Medium (3) = High (12)	Section ii (1)
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Activate organisational business continuity plan;
- (2) Develop community communication strategy and weekly implementation plan;
- (3) Coordinate human / social services response;
  - (a) Focus on 'at risk';
    - (i) Establish community support hot line
    - (ii) Develop neighbour assistance program
    - (iii) Personal contact to be made with registered pensioners
    - (iv) Personal contact to be made with noongar community (by Bilya Koort Boodja staff)
- (4) Coordinate youth services response;
  - (a) Develop programs with youth (online, at home / private activities)
- (5) Noongar Community;
  - (a) Elders to deliver message to noongar community
  - (b) Look at potential of noongar patrol (only with WAPOL identify need)
  - (c) Link with Aboriginal Health Services (ACOSH / WGP)
- (6) Volunteers;
  - (a) Engage with volunteers (focus bush fire brigades & SES)
- (7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas.
- (8) Facilitate care for the homeless in Northam, including provision of food, shelter & shower facilities

**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.

#### 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
      - Chief Executive Officer
      - One other Elected Member
      - President of Chamber of Commerce
      - Representative of local account firm
      - 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 a suitable economics firm (such as '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]
- (b) [REDACTED]
- (c) [REDACTED]
- (d) [REDACTED]
- (e) [REDACTED]

(2) Intelligence;

- (a) Monitor number of businesses going into hibernation / closing
  - (i) Request Chamber of Commerce to continue tracking
- (b) Monitor unemployment / job seekers
- (c) Liaise with local accountants group

(3) Rate relief;

- (a) Nil increase in Rates levied
- (b) 5% discount on rates paid within 35 days of notice being issued
- (c) Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2021
- (d) No charge for ratepayers who choose pay by instalment in 2020/21

(4) Identify future development opportunities;

- (a) Identify / secure land for future development (services)
- (b) Ensure zoning appropriate for development
- (c) Develop incentives for development

(5) Assess need for development of longer term economic stimulus package;

(6) Review Councils land rationalisation strategy to identifying property potential for development (look at innovative ways to develop).

**iv) Long term actions**

(1) Resume / progress existing long term economic development strategies;

(2) Intelligence;

- (a) Monitor number of businesses not reopening;
  - (i) Request Chamber of Commerce continue tracking
- (b) Monitor unemployment / job seekers levels

(3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;

- (a) Rate holidays
- (b) Peppercom leases
- (c) Land provision.

## e) Project Delivery

### i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial / Economic	Projects are delivered by contractors outside of the Shire of Northam, reducing local economic benefit	Likely (4) x Extreme (5) = Extreme (20)	Section ii (3), iii(1) Section d {economic} ii (3) a
Health & Safety	NIL		
Reputation	Unable to deliver appropriate services	Possible (3) x Medium (3) = Moderate (9)	Section ii (5 a-d)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Medium (3) = Moderate (9)	Section ii (5b)
	Service level outputs are unable to be maintained as result of crisis	Possible (3) x Medium (3) = Moderate (9)	Section ii, (5d)
Service Interruption	Services unable to continue as a result of being closed down by State government	Likely (4) x Medium (3) = High (12)	Section ii (4)
	Staff fall ill as result of virus and unable to attend work	Likely (4) x Medium (3) = High (12)	Section ii, (5b) (5d)
	Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Likely (4) x Medium (3) = High (12)	Section ii, (5d)
	Unable to deliver projects as the service cannot be obtained locally	Likely (4) x Medium (3) = High (12)	Section ii (5a)
	Insufficient internal staff effectively plan and deliver projects	Likely (4) x Medium (3) = High (12)	Section i (2)
Compliance	NIL		
Property	NIL		
Environment	NIL		

**ii) Short term actions**

- (1) Consolidate all Council projects into Engineering Services (this 'project' area);
- (2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required;
- (3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review;
  - (a) Set aside \$1,000,000 for immediate response purposes in 2019/20
  - (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21
- (4) Deliver currently budgeted projects;
- (5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on:
  - (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events)
  - (b) Demonstrating a significant local content
  - (c) Maintaining and potentially increase Council works & services staffing levels.

**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 Councils capacity to take on additional debt if required
  - (b) Focus on short term liquidity
- (2) Monitor cash flow monthly;
- (3) Review policies to facilitate local purchasing;
- (4) Provide 7 day payment terms for small and medium sized business;
- (5) Rationalise current (2019/20 budgeted) projects with focus on local content;
- (6) Establish COVID-19 immediate response funds;
- (7) Review current reserves to position for medium & long term response to COVID-19 pandemic;
- (8) Develop financial hardship policy;
- (9) Review Council provided leases (discounting/waiving?);
- (10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020).
- (11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)
- (12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).

**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.

## 12.2 ENGINEERING SERVICES

### 12.2.1 2020/21 & 2021/22 Draft Footpath Construction Program

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Nil
<b>File Reference:</b>	6.1.2.104
<b>Reporting Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<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 endorse the inclusion of the presented 2020/21 Footpath Construction program into the 2020/21 Annual Draft Budget, and:

For Council to endorse the proposed 2021/22 Footpath Construction Program for inclusion into the 2021/22 Annual Footpath Program

#### ATTACHMENTS

- Attachment 1: 2020/21 Final Footpath Construction Program.
- Attachment 2: 2021/22 Draft Footpath Construction Program.
- Attachment 3: Footpath Consideration List-2020
- Attachment 4: Location maps

#### A. BACKGROUND / DETAILS

On the 15<sup>th</sup> May 2019 Council endorsed a 2 year footpath program which was inclusive of the 2020/ 21 footpath program. This program included the following projects:

Road Name	Start	End	Length
BORONIA AVENUE	0	90	90
ESPERANCE STREET	0	220	220
FITZGERALD STREET	1850	2020	170
FRASER STREET	0	100	100
HOVEA CRESCENT	0	60	60
KURINGAL ROAD	180	240	60
KURINGAL ROAD	480	550	70

## B. CONSIDERATIONS

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

Theme Area 5: Infrastructure and service delivery.

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

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

-Deliver infrastructure projects effectively, on budget and schedule, aligned with local community plans and infrastructure projects

-Maintain an efficient and safe regional road network

### B.2 Financial / Resource Implications

The value of the proposed works aligns with Council adopted Long Term Financial Plan

### B.3 Legislative Compliance

Local Government Act 1995 – Part 6 Division 4 – Section 6.8 – Expenditure from Municipal fund not included in annual budget.

### B.4 Policy Implications

Policy W 5.7 Asset Management Policy

Policy W 5.5 Verge Policy

Policy W 5.5 Street Tree Policy

### B.5 Stake Holder Engagement / Consultation

The nominated project locations for the 2020/21 Footpath Construction Program are the highest priority which have stemmed from the Shire of Northam's endorsed informing plans. All these sources have had extensive community consultation in the lead up to their adoption and project commencement.

Also presented to Council for consideration, are footpaths which have been received as a request from ratepayers (Attachment 3).

Should Council decide to include any other project other than those listed on the draft program, additional funds will be required. Alternatively, Council may decide to replace any of those footpaths listed with another project to be delivered within the funding constraints.

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Council has adopted the Long Term financial Plan which has made a budget provision that will fund the proposed footpath program.	Low(2) Unlikely/ Insignificant	Ensure delivery of footpath program within approved budget. However there is a risk involved if the scope of work changes, cost overruns due to unforeseen circumstances, staff have implemented cost variation processes which require approval from the Executive Manager Engineering Services and CEO prior to any works taking place.
Health & Safety	Low Risk to the Shire work force and external contractor.	Low(2) Unlikely/Insignifi cant	Strict Shire of Northam compliance of OSH policy in place and Contractor has their own Safety management plan and policy.
Reputation	Moderate risk in terms of Shire's reputation	Low(2) unlikely / Insignificant	Shire has adopted Transport Asset Management Plan.
Service Interruption	There is nil service interruption required.	Low(1) Rare/ Insignificant	Traffic management to be implemented in a manner to keep the flow of traffic and pedestrian access running with minimum disruption and delays..
Compliance	Works do not meet engineering and construction specifications.	Low(4) unlikely / Minor	Staff have implemented quality control systems and processes to ensure completed works are to a satisfactory standard.
Property	Unforeseen ground services and utilities	Low(4) unlikely / Minor	Staff usually obtain DBYD information

			before start of any project.
Environment	Nil	Nil	Nil

### OFFICER'S COMMENT

Staff have reassessed the proposed program which was previously endorsed on 15<sup>th</sup> May 2019 and are of the opinion that they are still the highest priority locations.

During the process of re-costing these projects for the Draft 20/21 Annual Budget, it was identified that additional footpath projects could be included as current market rates are very competitive.

The following table identifies those additional project locations proposed to be included in the 20/21 Footpath Construction Program

### PROPOSED 20/21 FOOTPATH CONSTRUCTION PROGRAM

Road Name	Start	End	Length	(\$)	Cost
BORONIA AVENUE	0	90	90	\$	16,050
ESPERANCE STREET	0	220	220	\$	39,000
FITZGERALD STREET	1850	2020	170	\$	25,500
FRASER STREET	0	100	100	\$	15,000
HENRY STREET	0	190	190	\$	40,850
HOVEA CRESCENT	0	60	60	\$	7,650
KURINGAL ROAD	180	240	60	\$	7,500
KURINGAL ROAD	480	550	70	\$	15,000
ORD STREET	0	180	180	\$	30,000
WELLINGTON STREET	560	800	240	\$	57,100
				\$	253,650

*Endorsed May '2019 for 20/21 Program*

The following locations are recommended to form the draft 2021 / 22 Annual Footpath Construction Program at an estimated value of \$259,700

### PROPOSED 21/22 FOOTPATH CONSTRUCTION PROGRAM

Road Name	Start	End	Length	(\$)	Cost
BERNARD PARK	0	175	175	\$	35,000
CHIDLOW STREET WEST	2390	2690	300	\$	48,000
PERINA WAY	0	270	270	\$	45,500
SUBURBAN ROAD	0	580	580	\$	92,800
WOODELY FARM DRIVE	0	240	240	\$	38,400
				\$	259,700

During the development of the 2021/22 Annual Budget, staff will reassess the condition of the footpath network and make recommendations to Council if staff feel priorities have changed.

A separate list of footpaths has also been identified by community requests, as shown on Attachment 3. Should Council wish to include any of these in either programs.

The following questions were asked and answered prior to the meeting:

Question: Wellington Street - seems to be from Grey Street to somewhere near the school.

Answer: Grey St to Gordon Street, nearest Start-Finish points of footpaths is identified in the table (Clinton)

Question: Is there any reason why we would not do the whole length to Gordon Street?

Answer: Sections of paving on Gordon Street was considered, however will be addressed through maintenance budgets permitting. (Clinton)

Question: Is the plan to relay the pavers or is it to lift some pavers and put a concrete path through there?

Answer: Re-lay the existing pavers (Clinton)

Question: Will the uneven pavers along that stretch be re-laid? Tree roots are obviously a problem. Answer: Quote includes lifting / relaying pavers and addressing tree roots. (Clinton)

Question: Street trees were planted at approximately 15m gaps along that entire stretch but over the years many these have been vandalised etc. so removed. Is there a plan to replant these?

Answer: Yes, not included in this cost, will be addressed through other budgets (Clinton)

Question: Woodley Farm typo on p77 etc to be fixed.

Answer: Noted (Jason)

Question: Bernard Park path - I cannot quite make out the exact route but it does not seem to link with the existing (truncated) path near the swan enclosure/sound shell. What is the exact route please?

Answer: This will be guided by The Bernard Mater Plan – Copy Attached (Clinton)

Question: Fitzgerald Street - there is a stand of trees in the proposed area of the footpath with many exposed roots. Is the plan to retain these trees and somehow work around the root systems? Would hate to see the trees sacrificed when we are trying to beautify areas.

Answer: Trees will be retained (Clinton)

Question: Henry Street - not convinced that foot traffic justifies this path but can see why a link to the pool is a consideration.

Answer: This is considered the main connecting footpath to the town centre. (Clinton)

Question: Are all paths to be concrete?

- Answer: If they are new, yes concrete. Otherwise if they are joining existing paths they are like for like (Clinton)
- Question: Are there no non Northam town areas where footpaths are needed?
- Answer: The last 2 previous programs had a strong focus on Wundowie. The proposed program is focusing on priorities (Clinton)
- Question: Are the Peel Terrace slabs near the bridge earmarked for replacement? The good slabs could be reused to fix broken slabs near Create 298 or the Town Hall to maintain the heritage look.
- Answer: At this point in time there is no upgrade of this path planned as MRWA have identified this bridge to be upgraded in the future. Works will co-inside with this. The slabs on this bridge are also an unusual size slab, which may make it incompatible with other 600x600 slabs, such as those at Create 298. (Although I haven't personally measured them myself, that is the feedback I have received) (Clinton)

*Cr T M Little declared an "Impartiality" interest in item 12.2.1 – 2020/21 & 2021/22 Draft Footpath Construction Program as his residence is on Boronia Avenue.*

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3940**

**Moved: Cr Mencshelyi**

**Seconded: Cr Ryan**

**That Council:**

- 1) In addition to those projects already endorsed 15<sup>th</sup> May 2019, endorse the inclusion of the following additional footpath projects into the 2020/21 Annual Draft Budget**

Road Name	Start	End	Length	(\$ Cost)
HENRY STREET	0	190	190	\$ 40,850
ORD STREET	0	180	180	\$ 30,000
WELLINGTON STREET	560	800	240	\$ 57,100

- 2) Endorse the following footpath projects for inclusion into the 2021/22 Annual Draft Budget**

Road Name	Start	End	Length	(\$ Cost)
BERNARD PARK	0	175	175	\$ 35,000
CHIDLOW STREET WEST	2390	2690	300	\$ 48,000
PERINA WAY	0	270	270	\$ 45,500
SUBURBAN ROAD	0	580	580	\$ 92,800
WOODLEY FARM DRIVE	0	240	240	\$ 38,400

**\$ 259,700**

**CARRIED 10/0**



The Coordinator Governance / Administration returned to the meeting at 6:36pm.

**Attachment 1 – 2020/21 Footpath Construction Program**

Road Name	Start	End	Length	Width	Side	Road From	Road To	Comments	(\$ Cost)
BORONIA AVENUE	0	90	90	1.6	West	wandoo Pde	Hawke Ave	Missing Links	\$ 16,050
ESPERANCE STREET	0	220	220	2	North	Old York Rd	Fraser St	Connecting footpath network	\$ 39,000
FITZGERALD STREET	1850	2020	170	2	North	Millington St	Poole St	Connecting footpath network	\$ 25,500
FRASER STREET	0	100	100	1.2	West	CulDeSac	Esperance S	Poor condition	\$ 15,000
HENRY STREET	0	190	190	2	South	Burgoyne St	NAF	Connect to Northam Pool	\$ 40,850
HOVEA CRESCENT	0	60	60	1.5	East	Wandoo	House No 3	Missing link connect at house no.3	\$ 7,650
KURINGAL ROAD	180	240	60	2	West	Grevillia ST	Orchid Tce	Missing links & Red Asphalt Foot Path	\$ 7,500
KURINGAL ROAD	480	550	70	2	West	Wattle Cr	Banksia Ave	Missing links & Red Asphalt Foot Path	\$ 15,000
ORD STREET	0	180	180	2	East	Forrest St	Broome Tce	Connecting footpath network-ICS54290	\$ 30,000
WELLINGTON STREET	560	800	240	4	South	Grey St	Gordon St	Relaying of existing brick paver-ICS78376	\$ 57,100
	Total Length		<b>1380</b>						\$ 253,650
Endorsed May '2019 for 20/21 Program									

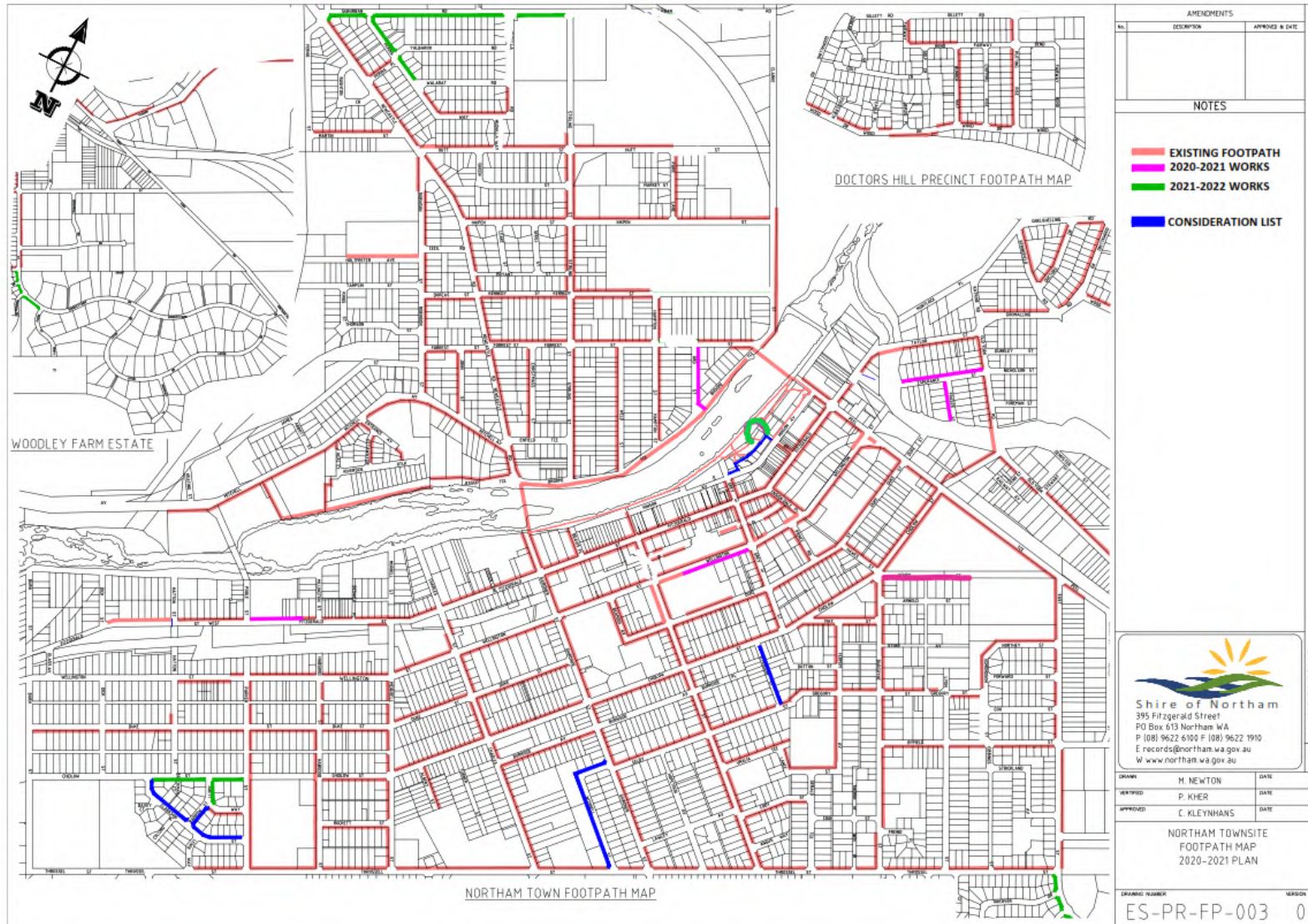
**Attachment 2 - 2021/22 Draft Footpath Construction Program**

Road Name	Start	End	Length	Width	Side	Road From	Road To	Comments	(\$ Cost)
BERNARD PARK	0	175	175	2.5	Left	Soundshell	Carpark	Bernard master plan - ring path	\$ 35,000
CHIDLOW STREET WEST	2390	2690	300	2	Boundary	Parker ST	Clarkosn St	Connecting footpath network	\$ 48,000
PERINA WAY	0	250	250	1.8	Right	Suburban rd	Walarat Rd	Connecting footpath network	\$ 45,500
SUBURBAN ROAD	0	580	580	2	Right	Newcastle Rd	Mudulla	New Northam Bike Plan	\$ 92,800
WOODELY FARM DRIVE	0	240	240	2	Right	Throssell St	Henty Place	<b>Northam Recreation Facility Dvlp Plan</b>	\$ 38,400
	Total Length		<b>1545</b>						\$ 259,700

**Attachment 3 - Consideration List 20/21**

Road Name	Start	End	Length	Width	Side	Road From	Road To	Comments	(\$ Cost)
ATKINSON ST	0	210	210	2	Right	Selby St	Chidlow St	Connecting footpath Network-ICS88145	\$ 34,000
BERNARD PARK	0	130	130	6	Left	Grey Street	Nind St	Bernard master plan Drawing(piano type)	\$ 101,400
BARROW STREET	0	100	100	2	RHS	Clarkson St	Agett Way	No Foothpath-ICS68680	\$ 15,000
Clarkson Street	0	400	400	2	LHS	Chidlow	Parker	No Foothpath-ICS68680	\$ 64,500
HUTT STREET	790	900	110	2	Right	House no 24	Park Lane	Connecting footpath network-ICS59826	\$ 34,585
MUDALLA WAY	0	100	100	1.8	Left	Hutt St	Perina Way	Very poor connecting School	\$ 17,000
WANDOO PARADE	0	120	120	1.5	Right	Boronia Av	Leschenault	very poor & missing links	\$ 19,800
WITHNELL STREET	0	410	410	2	Right	Throssell St	Selby St	Internal request	\$ 67,500
	Total Length		<b>1370</b>						\$ 353,785

Attachment 4: Location Maps





## 12.2.2 Orange Route (Perth Adelaide National Highway) Requested Support by the Shire of Northam for Advocacy Campaign in 2020/21

<b>Address:</b>	
<b>Owner:</b>	Main Roads Western Australia
<b>File Reference:</b>	6.3.2.7
<b>Reporting Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Responsible Officer:</b>	Clinton Kleynhans Executive Manager Engineering Services
<b>Voting Requirement</b>	Simple Majority

### BRIEF

For Council to consider making a financial contribution to the City of Swan, for the purpose of supporting an advocacy campaign in 20/21 for the construction of the Perth to Adelaide National Highway.

### ATTACHMENTS

Attachment 1 - PANH – Western Section (Roe Highway to Wundowie)  
Attachment 2 - PANH – Eastern Section (Wundowie to Clackline)

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### A BACKGROUND / DETAILS

On the 17th March 2020, the City of Swan contacted the Shire of Northam advising at its February Meeting, their Council resolved to advocate for the Orange Route (Perth to Adelaide National Highway) which formed a significant part of their 2020/21 advocacy plan.

They also advised this year, the Orange Route project will be the City's major collaborative project and is seeking interest from other Local Governments to discuss possible involvement in the campaign.

The Key Points identified were:

- The City of Swan is proposing to undertake a joint marketing campaign with input of the affected LGA's (Mundaring and Northam).
- The City of Swan's Advocacy and PR Specialist will coordinate the campaign with the assistance of Marketforce and Flare – WALGA approved marketing agencies, familiar in this type of lobby work.
- The scale of the campaign will depend on the ability of supporting LGAs to contribute towards costs, specifically funding the creation of short videos and online advertising to promote those videos.

The City of Swan is seeking support from affected local governments in the form of a financial contribution which will go toward the marketing campaign being driven by the City of Swan. The suggested amount was \$15,000.

## **B CONSIDERATIONS**

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

Theme Area 5: Infrastructure & Service Delivery  
 Outcome 5.3: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.  
 Objective: To maintain an efficient and safe regional road network. This project has been identified within the Corporate Business plan as a specific Project / Action: *"Lobby for the development of the Orange Route Great Eastern Hwy"*

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

Nil.

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

Nil.

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

Nil.

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

Extensive correspondence and negotiation has been undertaken by Main Roads since the initial conception in early 1970's. Main Roads has also presented to Council to current proposal for the Orange Route on 11<sup>th</sup> October 2017.

### **B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (likelihood x consequence)</b>	<b>Mitigation Action</b>
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Moderate risk in terms of Council not following through on an identified action within the Corporate Plan	Unlikely (2) x Insignificant (1) = Low (2)	Council endorse the suggested budget allocation amount to provide support and advocacy to the campaign.
Service Interruption	Nil	Nil	Nil



Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

## OFFICER'S COMMENT

The campaign concept is to:

- Engage and mobilise local residents and road users.
- Mobilising and empowering locals, making this an election issue.
- Use the March 2021 election opportunity to focus on the needs of outer-metro and peri-urban towns. Encouraging local candidates to commit to the construction and co-funding of the Orange Route is a vital step for the 2021 election.
- Use the Federal election will be held between 7 August 2021 and 21 May 2022 and is likely to be our most relevant and capable funding source.

Working in conjunction with the marketing agency and the surrounding local governments, the City will pursue a coordinated marketing plan, which integrates mass media, advertising and engagement of local residents to expedite the planning, funding and construction of this life-saving project.

Proposed activities include:

- Branding of vehicles using temporary perforated (one-way) window decals to engage with local residents and increase local awareness of the project.
  - Each sticker costs about \$355 printed and installed
- Short videos featuring local residents, families and businesses talking about how the Orange Route will improve their lives/safety/travel times
  - Each video costs about \$5,000 to produce
- A strong social media campaign that uses locally developed content to explain the importance of the project to the community and our target stakeholders.
- Bumper Stickers for local residents
- Online letter-writing/petition campaigns to inform local MPs and candidates

The City of Swan have advised affected local governments can assist by:

- Assigning a staff member to liaise with the City of Swan in regard to the media and Public Relations activities

- Consider your Council making a financial contribution towards the campaign (which will inform the overall scale of the campaign) it has been suggested a sum of \$10-\$15,000 (The City of Swan is likely to invest over \$40,000 in this campaign)
- Nominate passionate locals to be part of the video series.
- Share online and printed content with your staff and community.

Council has on a number of occasions formally endorsed their support and commitment to this project, however at this point in time due to the COVID-19 pandemic, staff are of the opinion that such a financial commitment would be more appropriate to direct towards the response to the current climate which would directly benefit the community within the Shire.

With this in mind Council has two options:

Option 1: To provide a financial contribution of up to \$15k to support activities being undertaken by the City of Swan to lobby for the construction of the orange route.

Option 2: Council to advise the City of Swan that it is committed to lobbying for the construction of the Orange Route and will continue to do so through the normal course of business, however at this time is not in a position to provide financial support for a proactive campaign.

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

**Minute No: C.3941**

**Moved: Cr Little**

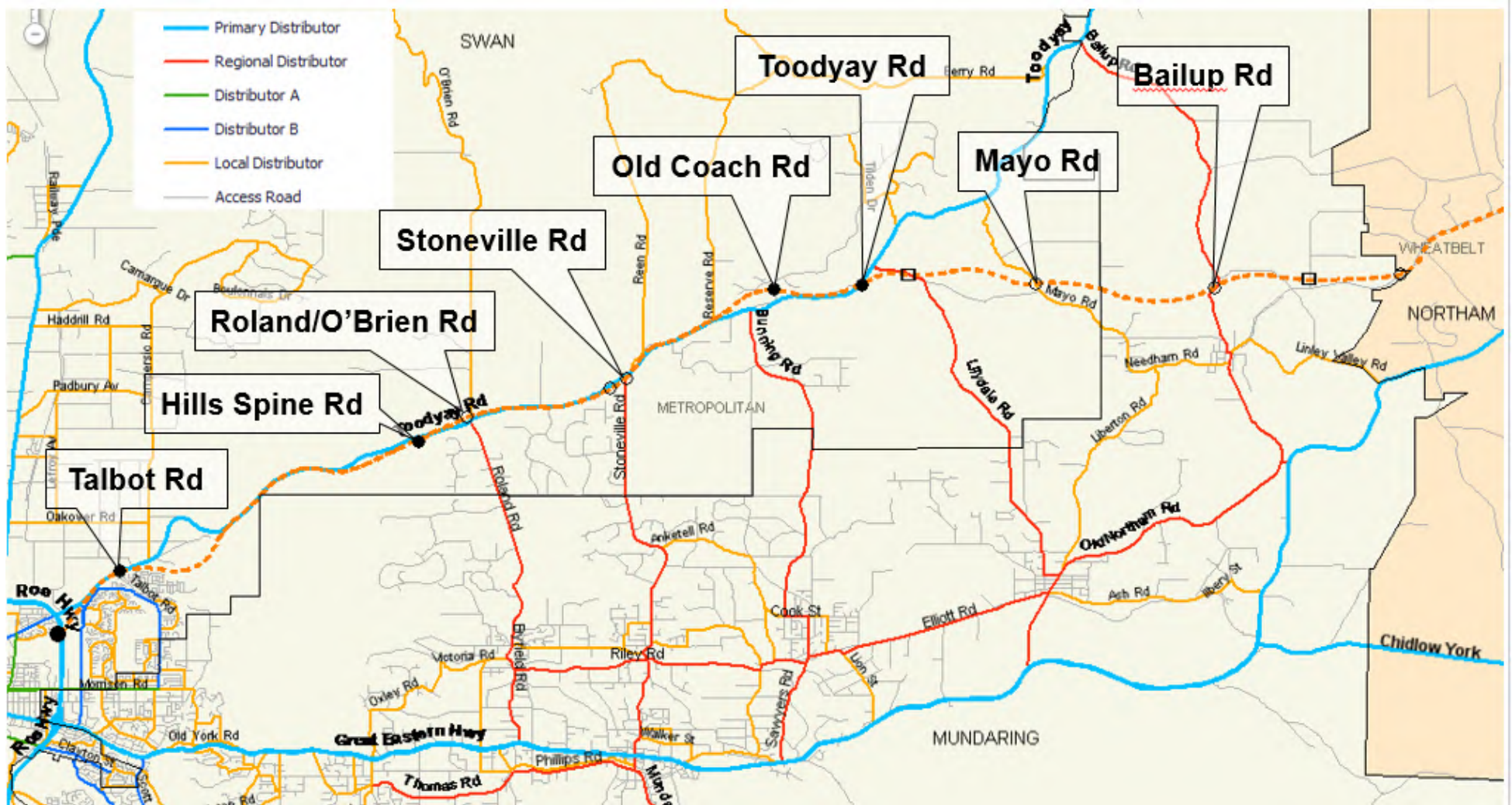
**Seconded: Cr Williams**

**That Council advise the City of Swan that it is committed to advocating for the construction of the Orange Route and will continue to do so through the normal course of business.**

**CARRIED 6/5**

**ON CASTING VOTE OF THE SHIRE PRESIDENT**

Attachment 1 PANH – Western Section (Roe Highway to Wundowie)



Attachment 2 PANH – Eastern Section (Wundowie to Clackline)



### 12.2.3 Building Maintenance Budget 2020/21

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	Shire of Northam
<b>File Reference:</b>	2.4.2.3
<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

For Council to consider the building maintenance portion of its draft Budget for 2020/21.

#### ATTACHMENTS

Attachment 1: Draft Building Maintenance Budget 2020/21.

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#### A. BACKGROUND / DETAILS

Council has traditionally discussed the building maintenance portion of its draft budget ahead of discussion on the remainder of the annual budget, in order to split the budget consideration into manageable portions.

#### B. CONSIDERATIONS

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

Theme Area 5: Infrastructure & Service Delivery

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

Objective:

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

## B.2 Financial / Resource Implications

Budget implications are shown in detail on the attached spreadsheet. The buildings budget is made up of building maintenance jobs, building improvement (discretionary) jobs which may result from requests or upgrade suggestions; and an allowance for building operational costs (made up of air conditioning maintenance, pest control, carpentry repairs, electrical repairs, plumbing repairs, fire equipment servicing, building maintenance coordination, vandalism response, key cutting, sanitary disposal, security monitoring and response, utilities, rates and charges, ESL, cleaning and toiletry supplies).

The Following table shows the 2020/21 budget compared to the allocation within the LTFP and last years adopted budget, note; additional items added 2019/20 during the draft budget deliberations

Description	Proposed 2020/21	LTFP 2020/21	Budget 2019/20
Required OH&S/Structural/Compliance	320,368		117,294
Discretionary	80,565		164'408
Building Asset renewal		650,000	
<b>Total</b>	<b>400,933</b>	<b>650,000</b>	<b>281,657</b>
<b>Transfer to (from) reserve</b>	<b>0</b>	<b>0</b>	<b>318,343</b>

## B.3 Legislative Compliance

Formal adoption of the building maintenance budget will be undertaken when Council adopts its annual Municipal Fund Budget in its entirety, in accordance with section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996. This would normally include income by nature, type and program; rate setting; budget notes and schedules.

## B.4 Policy Implications

## B.5 Stakeholder Engagement / Consultation

Minor contact with trades/contractors for budgeting purposes

## B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	There is significant risk that if Council building and facilities are not maintained then significant cost will be required in future years to bring them up to a sufficient standard.	Likely (4) x Major (4) = High 16	Adopt the proposed Building Maintenance Budget
Health & Safety	Buildings not maintained to an appropriate health and safety standards level will increase the risk to building users.	Likely (4) x Medium (3) = High (12)	Adopt the proposed Building Maintenance Budget
Reputation	Buildings not maintained to acceptable level, community dissatisfaction.	Likely (4) x Minor (2) = Moderate (8)	Adopt the proposed Building Maintenance Budget
Service Interruption	Buildings being closed due to lack of maintenance	Unlikely (2) x Major (4) Moderate (8)	Adopt the proposed Building Maintenance Budget
Compliance	Electrical, fire services and security non-compliant if no maintenance done.	Likely (4) x Major (4) = High (16)	Adopt the proposed Building Maintenance Budget
Property	Buildings degrading	Likely (4) x Medium (3) = High (12)	Adopt the proposed Building Maintenance Budget
Environment			

## C. OFFICER'S COMMENT

The list in the attached spreadsheet details the major building maintenance and projects for the coming financial year. It should be recognised that a number of other projects are subject to either grant funding or external funding (e.g. Emergency Services Levy). These projects will be listed separately within the Budget documents subject to the funding being available or alternately if grant funding is successful a separate report will be presented to Council for endorsement. Additional discretionary building jobs will be included in the considerations list for Council to consider on draft budget night.

The following questions were asked and answered prior to the meeting:

- Question: \$9000 for Admin building CCTV upgrade - why is this necessary?  
Answer: This was requested as the system we have is outdated and only has limited cameras which are poor quality. This was evident when we had an attempted break in and Police were trying to get video of the incident. (Clinton)
- Question: \$4k for card readers x 2 for admin building - seem extravagant?  
Answer: These are quotes by the Company who installed the original system and maintain it, it is linked back to our Titan System. They are required for safety and security of staff and assets. (Clinton)
- Question: \$12885 box gutters for Town Hall - I thought we had spent quite a bit on this already?  
Answer: I am unaware of any major works on the gutters in recent years, they have been patched and repaired in previous years. (Clinton)
- Question: \$6160 for 3 hose taps- seems expensive/why not in original design?  
Answer: There is no water available in the areas and the taps are needed for wash down and cleaning of the concourse and grandstand, this requires complete new feed (Jason)
- Question: \$7700 3 phase power to pool concourse - as above?  
Answer: As Above (Jason)
- Question: \$3500 air conditioner Fluffy Ducks - how is the lease assignment going please?  
Answer: Reed took over the running of the centre several months ago, centre still called Fluffy Ducks. (Colin)
- Question: \$10k BKB CCTV - why not in original designs?  
Answer: No considered a priority/requirement at the time (Ross)
- Question: \$4k library reflux valve - seems excessive?  
Answer: This is a compliance issue and was brought up during the upgrade of the bathrooms. Old existing mains plumbing. If not done possibility of Library toilets being flooded with sewerage if main sewer backs up (Clinton).
- Question: \$20k for Bakers Hill Pavilion - is this in addition to the \$20k we allocated to fix the floor?  
Answer: The original allocation in the 2017/18 budget was for \$1,800 and was not done as a detailed assessment highlighted more work was needed to be done on an appropriate solution. (Clinton)
- Question: \$0 NAC turnstile - is the cost yet to come?  
Answer: Should be \$7,755.00 (Clinton)



## RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3942**

**Moved: Cr Mencshelyi**

**Seconded: Cr Little**

**That Council endorse the draft building maintenance for 2020/21 for inclusion in the draft Shire of Northam 2020/21 Budget as follows:**

<b>Building Maintenance Program 2020/21</b>		
<b>Building</b>	<b>Job description</b>	<b>Discretionary</b>
Admin Building	Upgrade CCTV	9,000
Bilya Koort Boodja	Install dishwasher in function room	1,800
Fluffy Ducklings	Install extra A/C in existing building.	3,500
Northam Library	Replace ceiling Cassette air conditioner	9,400
Northam Old Girls School	Upgrade and Oil of timber veranda floor boards	10,000
Northam Town & Lesser Hall	Replace box gutters	12,885
Northam Old Railway Station	Install A/C to office area for volunteer staff.	2,460
Quellington Hall	Painting exterior of windows and doors	2,485
Northam Aquatic Facility	Install 3 x hose taps to pool concourse	6,160
Northam Aquatic Facility	Install 3 x 3 phase power to concourse	7,700
Rec Centre	Install new aircon in office .	6,855
Rivers edge café	Replace halogen up-lights with LED	2,230
Wundowie Depot	Install new CCTV	3,000
Wundowie Depot	Replace split system Air conditioner	3,090
<b>Total</b>		<b>80,565</b>

**CARRIED 10/0**

**Attachment 1: Draft Building Maintenance Budget 2020/21**

Building Maintenance Program 2020/21				
Building	Job description	Required due to OH&S, compliance or structural concerns \$	Discretionary \$	Comment
Aerators	Annual servicing of 2 aerators	4,620		Annual Maintenance of Aerators, removed from river taken down to Perth cleaned and repaired.
Admin Building	Upgrade CCTV		9,000	Upgrade system as outdated and add more cameras for security.
Admin Building	Install new door card reader side gate	4,200		Install new door card reader to rear gate near alfresco area, this area is being used more and staff are leaving gate propped open.
Admin Building	Install new card reader to front office	3,823		Install new door card reader as room has a computer in it and IT is worried about access to our system by public
Avon vintage vehicle	Upgrade switchboard power feed	2,136		Upgrade mains power feed to building as undersized.
Bakers Hill Pavilion		20,000		Repair cracking to floor due to structural cracking.
Bilya Koort Boodja	Install CCTV	9,992		Install new CCTV system for staff safety and building security
Bilya Koort Boodja	Install dishwasher in function room		1,800	A dishwasher is required due to when there are functions at the Centre the cups and plates are being hand washed.
Fluffy Ducklings	Install extra A/C in existing building.		3,500	Install extra A/C in existing building as the one unit struggles in summer to cope.
Northam Library	Install reflux valve to sewer system	4,000		
Northam Library	Replace ceiling Cassette air conditioner		9,400	Replace aging ceiling cassette unit as last summer it kept tripping out due to age. Multiple call outs
Old admin building DSR & Create 298	Air conditioner works	1,200		Upgrading part to units.
Northam Memorial Hall	Major air-conditioning maintenance	1,986		Air-conditions need major works due to the ages of the machines
Northam Old Girls School	Upgrade and Oil of timber veranda floor boards		10,000	replace timber decking and repair joists.
Northam Town & Lesser Hall	Remove light switches from distribution bo	4,453		Remove light switches from distribution boards and enclose in separate lockable box to keep public out of distribution boards.
Northam Town & Lesser Hall	Replace box gutters		12,885	Box gutters were not replaced when re-roofed, they have been patched multiple times and are rusted in many spots. Includes replacing some other flashings and screws to keep roof water tight.
Northam Old Railway Station	Install A/C to office area for volunteer staff.		2,460	Install small reverse cycle split system to the office area for volunteer staff.

Building Maintenance Program 2020/21				
Building	Job description	Required due to OH&S, compliance or structural concerns	Discretionary	Comment
Quellington Hall	Sub flooring repairs	7,585		After flooring inspections it was discover that some extra stumps need to be installed and debris moved.
Quellington Hall	Painting exterior of windows and doors		2,485	Windows and doors upgraded 3 years ago and the North facing windows and doors are fading badly. Need painting to preserve the works done.
Northam Aquatic Facility	Install 3 x hose taps to pool concourse		6,160	Install 3 x extra taps to East side of the pool concourse to allow for cleaning of concourse and grandstand.
Northam Aquatic Facility	Install 3 x 3 phase power to concourse		7,700	Install 3 x extra taps to East side of the pool concourse to allow for cleaning of concourse and grandstand.
Northam Aquatic Facility	Turnstile for exit			Turnstile to be installed to allow for exit
Rec Centre	Install new aircon in office .		6,855	Install new aircon in second office as since upgrade unit struggles in summer, this was because of office re-alignment in extension.
Sound Shell	Remove floor lights and repaint floor.	3,500		Floor lights are not used and are always being broken, leaving a hole in the floor.
Vis Centre	Decking oiling and repairs	1,500		Yearly maintenance
Rivers edge café	Replace halogen up-lights with LED		2,230	Replace heavy power usage halogen uplights with LED
Wundowie Depot	Install new CCTV		3,000	Install new CCTV including camera on new pole to cover rear yard.
Wundowie Depot	Install concrete slab over near loading wall.	2,500		Install concrete pad over newly installed power trench for coverage and better park for loading bay.
Wundowie Depot	Replace split system Air conditioner		3,090	Air conditioner is aged and undersized for building. Install larger unit to stop it icing up.
Kuringal Village	Provisional sum for repairs after structural report unit 5.	10,000		Having a structural report done now as there is cracking and moisture present in this unit
Kuringal Village	Provisional sum for repairs after structural report Unit 7.	10,000		Having a structural report done now as there is cracking and moisture present in this unit
Wundowie Swimming Pool	Increase ventilation in plant room	2,400		Install whirly birds and exhaust extraction fans
Provisional Allocations throughout the budget for, Carpentry, Electrical Plumbing and General Maintenance		226,473		
<b>Totals</b>		<b>320,368</b>	<b>80,565</b>	
<b>Combined Total</b>		<b>400,933</b>		

### **12.3 DEVELOPMENT SERVICES**

Nil.

## 12.4 CORPORATE SERVICES

### 12.4.1 Accounts & Statements of Accounts – April 2020

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

#### BRIEF

For Council to receive the accounts for the period from 1 April 2020 to 30 April 2020.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – 1 April 2020 to 30 April 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 2019/20 Budget.

## B.3 Legislative Compliance

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

## B.4 Policy Implications

Nil.

## B.5 Stakeholder Engagement / Consultation

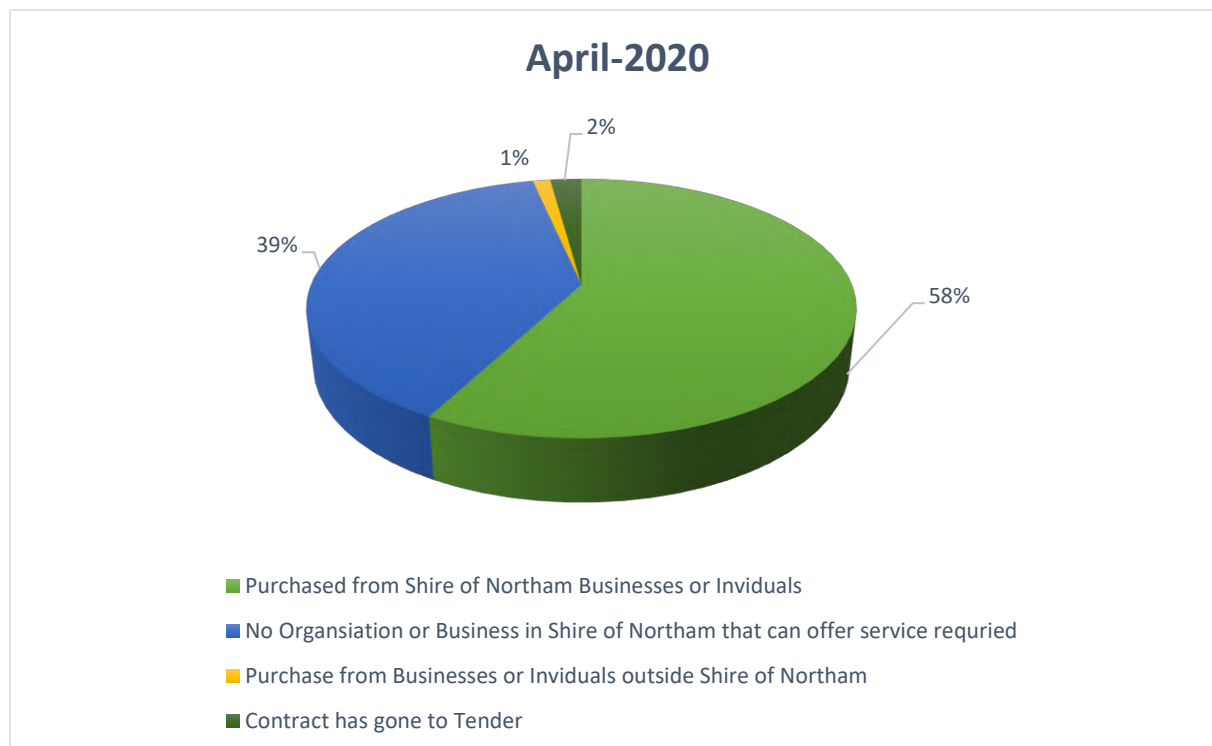
Not applicable.

## B.6 Risk Implications

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

## C. OFFICER'S COMMENT

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



#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3943

Moved: Cr Tinetti

Seconded: Cr Girak

That Council endorse the payments for the period 1 April 2020 to 30 April 2020, as listed:

- Municipal Fund payment cheque numbers 35304 to 35309 Total \$7,360.91.
- Municipal Fund EFT36165 to EFT36414 Total \$1,217,638.38.
- Direct Debits Total \$73,630.67.
- Payroll Total \$420,790.29.

**TOTAL: \$1,719,420.25**

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

**CARRIED 10/0**

The following questions were asked and answered prior to the meeting:

Reference	Page #	Amount	Details Reference	Question	Query By	Answer
36175	102	15327.53	Bitumen Surfacing variation	Why did the material need to be different please?	Cr Pollard	As per contract, design is the responsibility of the supplier to warrant the job. The quotes are normally based on preliminary designs, which are reviewed in detail before the commencement of works. The recommended material type was proposed by the supplier (Bitumen surfacing) after detail assessment of the existing condition of pavement. Shire agreed to the revised design, being a normal practice in the industry, within budget and also to ensure warranty of works from the supplier.
36194	105	1650.00	Kings Park Legal (assume not local)	Were local lawyers unavailable/uncompetitive?	Cr Pollard	Yes the local lawyer that we usually use could not meet the requested time-frames on this occasion
36204	106	6900.30	Oasis - Youth Precinct entry statement	I must be blind - what does this look like please?	Cr Pollard	These are three entry statements, including footings, concrete and curved signs on all of the entries, they are smaller versions of the original large entry statement located on the Southern Side of the precinct.
		1782.00	Oasis - install bollard	Expensive bollard?	Cr Pollard	There are 3 bollards within this pricing, and each bollard had to be hand dug due to uncertainty of location of services. These were also concreted in.
36217	108	1441.37	United PN 1604 Elevated work platform	Same plant #. Repaired twice?	Cr Pollard/ Cr Tinetti	The first costing was for the service, and anything that was noted in that service to be repaired, as well as anything reported by crews was repaired on the second visit.
		2182.74	United PN 1604	Same plant #. Repaired twice?	Cr Pollard/ Cr Tinetti	
36246	112	341.00	Blackwells - aquatic centre - running cisterns	Why not warranty?	Cr Pollard	This was during the opening week of the facility and needed to be looked at ASAP. Has since gone back to the Builder for reimbursement.
36289	119	2112.00	Verlindens - replace remote control units	Seems high?	Cr Pollard	These were replacements of full ceiling fans x 8.



36333	124	132550.00	Oasis Fitzgerald Street footpath	I assume multiple footpaths?	Cr Pollard	The contract value includes construction of the complete footpath program FY19/20 including footpaths for Balga Terrace, Wattle Crescent and Hovea Crescent in addition to Fitzgerald street.
36338	125	1831.50	Sampson Electrical (assume Balcatta based)	No local contractors/un economic	Cr Pollard	The work undertaken was to fix a problem with electrical circuit works linked to some of the audio visual equipment in the interpretive space. Sampson electrical were the contractor on the construction of the BKB and so had a full knowledge of the requirements of the works to be carried out.
36354	127	11078.25	Case IH JX80 - repairs including oil leaks, clutch	Tractor? See comments around trade in vs. retaining plant too long	Cr Pollard	Tractors are traded every 10 years, this item of plant was not due to be traded until 22/23. At times plant and vehicles have issues which are not able to be predicted. Replacement frequency and need is reviewed annually.
36381	132	10931.80	Donald Veal - Northam Bike Plan vsn 2	Did Council see this? Needed?	Cr Pollard	This will be presented to Council for adoption in the coming months
36410	137	576.50	Westwide Auto - replace battery	Again, remove two bolts plus a \$200 battery seems excessive	Cr Pollard	Deep Cycle Batteries are more expensive. Costing up to 4-500 dollars depending on type, add cost of labour to this value.
CCard	146	619.93	Custom Design and Cutt - Core Flute	Pauline Hanson "Please explain"	Cr Pollard	This is for the SES, Core flute is a material commonly used for broken windows, it is cut to size and attached to the window as a temporary fix.
36217	100	2900.06	Water Corp	High compared to others like Ovals	Cr Tinetti	Comparable with previous bills received in the latter part of the year for the airport, I note there is 35 leased hangers connected to the water line

**Attachment 1: Accounts & Statements of Accounts – 1 April 2020 to 30 April 2020.**

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35304	03/04/2020	PETTY CASH	PETTY CASH FOR NORTHAM REC CENTRE 04/02/2020-06/02/2020	1		195.25
INV P/C REC 04/02/2020		PETTY CASH	PETTY CASH FOR NORTHAM REC CENTRE 04/02/2020-06/02/2020	1	195.25	
35305	03/04/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2020.	1		53.25
INV T1079	02/04/2020	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2020.	1	8.25	
INV T1080	02/04/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2020.	1	45.00	
35306	03/04/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		65.00
INV DEDUCT31/03/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35307	03/04/2020	SYNERGY	BERT HAWKE OVAL RETIC 15/01/2020-17/03/2020	1		1,137.04
INV 0929125216/03/2020		SYNERGY	GRASS VALLEY OVAL 14/01/2020-16/03/2020	1	111.75	
INV 7471705317/03/2020		SYNERGY	SKATE PARK 15/01/2020-17/03/2020	1	131.19	
INV 5140678117/03/2020		SYNERGY	BERT HAWKE OVAL RETIC 15/01/2020-17/03/2020	1	894.10	
35308	03/04/2020	TELSTRA CORPORATION	HENERY ST OVAL 05/02/2020-04/03/2020	1		40.00
INV 3864754812/03/2020		TELSTRA CORPORATION	HENERY ST OVAL 05/02/2020-04/03/2020	1	40.00	
35309	03/04/2020	WATER CORPORATION	AIRPORT 15/01/2020-16/03/2020	1		5,870.37
INV 9007913516/03/2020		WATER CORPORATION	NORTHAM DEPOT 13/01/2020-13/03/2020	1	577.94	
INV 9007915517/03/2020		WATER CORPORATION	AIRPORT 15/01/2020-16/03/2020	1	2,900.06	
INV 9007917017/03/2020		WATER CORPORATION	CEMETERY 15/01/2020-16/03/2020	1	1,175.52	
INV 9007916617/03/2020		WATER CORPORATION	MORBY COTTAGE 15/01/2020-16/03/2020	1	40.41	
INV 9007917218/03/2020		WATER CORPORATION	BERT HAWKE OVAL 17/01/2020-17/03/2020	1	1,176.44	

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EFT36165	02/04/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 1 X CARTON OF TOILET ROLL	1		41.75
INV 22608	30/03/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 1 X CARTON OF TOILET ROLL	1	41.75	
EFT36166	02/04/2020	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. CLEANING FOR MARCH	1		5,153.31
INV 106	29/03/2020	SLAV'S CLEANING SERVICE	CREATE 298 TOP STORY. MONTHLY CLEANING FOR MARCH	1	528.00	
INV 102	29/03/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CONTRACT CLEANING SERVICES FOR MARCH	1	1,853.50	
INV 107	29/03/2020	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. CLEANING FOR MARCH	1	2,771.81	
EFT36167	03/04/2020	ABBOTTS FORGE	FIT GOAL POSTS AT HENRY STREET OVAL.	1		600.00
INV 0000393009/03/2020		ABBOTTS FORGE	FIT GOAL POSTS AT HENRY STREET OVAL.	1	600.00	
EFT36168	03/04/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING MARCH 2020.	1		181.50
INV A18657	11/03/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS. MONTHLY URINAL SERVICING MARCH 2020.	1	181.50	
EFT36169	03/04/2020	AQUITANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/AS AQUA PUMP AND IRRIGATION	CHARGES FOR TECHNICIAN AND TRAVEL.	1		261.80
INV INV-086605/03/2020		AQUITANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/AS AQUA PUMP AND IRRIGATION	CHARGES FOR TECHNICIAN AND TRAVEL.	1	261.80	
EFT36170	03/04/2020	ASHMAN FINE CABINETS	PURCHASE OF X6 BARRIER TOP COVERS.	1		198.00
INV 1335	17/03/2020	ASHMAN FINE CABINETS	PURCHASE OF X6 BARRIER TOP COVERS.	1	198.00	
EFT36171	03/04/2020	ASLAB PTY LTD	COMPACTION TEST ON BOONDINE ROAD 19.02.2020	1		1,477.65
INV 0002288401/03/2020		ASLAB PTY LTD	PAVEMENT TESTING - PROFILE HOLES AT FITZGERALD ST AND GREY STREET ROUNDABOUT.	1	607.79	
INV 0002288501/03/2020		ASLAB PTY LTD	COMPACTION TEST ON BOONDINE ROAD 19.02.2020	1	869.86	
EFT36172	03/04/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		181.30

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INVEDUCT31/03/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		181.30	
EFT36173	03/04/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 17/03/2020	1		123,365.00
INV PAYG 1717/03/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 17/03/2020	1	62,534.00	
INV PAYG 3102/04/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG PAY RUN WEEK END 31/03/2020	1	60,831.00	
EFT36174	03/04/2020	AVON VALLEY CONTRACTORS	SHIFT MULTI TYRE ROLLER FROM DEMPSTER ROAD TO BERT HAWKE OVAL.	1		352.00
INV 3215	13/03/2020	AVON VALLEY CONTRACTORS	SHIFT MULTI TYRE ROLLER FROM DEMPSTER ROAD TO BERT HAWKE OVAL.	1	352.00	
EFT36175	03/04/2020	BITUMEN SURFACING	KENNEDY STREET SLK 0.32-0.92 - SPRAY SEAL OVERLAY FOR EXISTING SEAL.	1		64,692.17
INV 0000544706/03/2020		BITUMEN SURFACING		1	39,664.54	
INV 0000546213/03/2020		BITUMEN SURFACING	MARTIN STREET SLK 0.00-0.30 - SPRAY SEAL OVERLAY FOR EXISTING SEAL.	1	9,700.10	
INV 0000546313/03/2020		BITUMEN SURFACING	VARIATION 1 TO C201920-12 (LINE 9 ON PO 57446 ) MARTIN STREET SLK 0.00-0.30 AS PER QUOTE BS9995-01 CHANGE OF MATERIAL TO BE USED FROM C170 BITUMEN TO RUBBERIZED BITUMEN.	1	15,327.53	
EFT36176	03/04/2020	BLACKWELL PLUMBING PTY LTD	CLACKLINE LIONS PARK STANDPIPE. REPLACE BROKEN ISOLATION TAP AS PER PICTURE PROVIDED.	1		734.17
INV INV-207122/01/2020		BLACKWELL PLUMBING PTY LTD	CLACKLINE LIONS PARK STANDPIPE. REPLACE BROKEN ISOLATION TAP AS PER PICTURE PROVIDED.	1	422.00	
INV INV-209611/03/2020		BLACKWELL PLUMBING PTY LTD	ADMIN BUILDING. FEMALE TOILET CISTERN FAULTY, PLEASE SERVICE ALL CISTERNS AT ADMIN.	1	89.75	
INV INV-209811/03/2020		BLACKWELL PLUMBING PTY LTD	UNBLOCK FEMALE TOILET	1	222.42	
EFT36177	03/04/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2020.	1		1,165.53
INV T1080	02/04/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF FEBRUARY 2020.	1	1,165.53	
EFT36178	03/04/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCIF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2020.	1		55.75

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INV T1079	02/04/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF FEBRUARY 2020.	1	55.75	
EFT36179	03/04/2020	CANNON HYGIENE AUSTRALIA PTY LTD	ADMIN BUILDING. SUPPLY AND SERVICE 2 X AUTOMATIC HAND SANITISERS. 1 IN THE KITCHEN AREA AND ONE AT THE FRONT COUNTER, POSITIONS TO BE SHOWN ON SITE.	1		100.41
INV 9660005006/03/2020		CANNON HYGIENE AUSTRALIA PTY LTD	ADMIN BUILDING. SUPPLY AND SERVICE 2 X AUTOMATIC HAND SANITISERS. 1 IN THE KITCHEN AREA AND ONE AT THE FRONT COUNTER, POSITIONS TO BE SHOWN ON SITE.	1	100.41	
EFT36180	03/04/2020	CDA AIR & SOLAR	SWIMMING POOL HOUSE. REPAIR AIR CONDITIONER IN LOUNGE AS PER QUOTE 2694.	1		1,420.85
INV 0000884717/03/2020		CDA AIR & SOLAR	VISITORS CENTRE. REPLACE 6 WAY UNIFLEX GRILLE AS PER QUOTE 8847.	1	302.00	
INV 0000269417/03/2020		CDA AIR & SOLAR	SWIMMING POOL HOUSE. REPAIR AIR CONDITIONER IN LOUNGE AS PER QUOTE 2694.	1	836.25	
INV 0000872617/03/2020		CDA AIR & SOLAR	VISITORS CENTRE MAINTENANCE. REPAIR LOUVRES FROM SERVICING REPORT AND QUOTE N7129.	1	282.60	
EFT36181	03/04/2020	CIVIL TECHNOLOGY	50% REFUND OF CROSSOVER BOND. RELATES TO \$158240 - REFER TO ATTACHED INFORMATION AND AUTHORISATION FROM P KHER.	1		5,269.58
INV T1155	02/04/2020	CIVIL TECHNOLOGY	50% REFUND OF CROSSOVER BOND. RELATES TO \$158240 - REFER TO ATTACHED INFORMATION AND AUTHORISATION FROM P KHER.	1	5,269.58	
EFT36182	03/04/2020	COUNTRYWIDE GROUP	POLESAW - STEELE SERVICE AND REPAIR AS REQUIRED	1		303.33
INV 29114	17/03/2020	COUNTRYWIDE GROUP	PURCHASE OF 10KG CHEM-CHLOR.	1	86.23	
INV 29144	19/03/2020	COUNTRYWIDE GROUP	POLESAW - STEELE SERVICE AND REPAIR AS REQUIRED	1	217.10	
EFT36183	03/04/2020	DAMIAN'S PLUMBING	REPAIRS TO X2 BURST PIPES AT BERT HAWKE OVAL.	1		2,591.60
INV 5150	11/03/2020	DAMIAN'S PLUMBING	REPAIRS TO X2 BURST PIPES AT BERT HAWKE OVAL.	1	2,193.40	
INV 5149	11/03/2020	DAMIAN'S PLUMBING	REPAIRS TO BURST PIPE ON BROOME TCE.	1	398.20	

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EFT36184	03/04/2020	DES CLEASBY	REFUND FOR STANDPIPE KEY 0007865119	1		50.00
INV 122126	11/03/2020	DES CLEASBY	REFUND FOR STANDPIPE KEY 0007865119	1	50.00	
EFT36185	03/04/2020	DUNNING INVESTMENTS PTY LTD	CARTON OF GREASE CARTRIDGES	1		155.36
INV 0067326806/03/2020		DUNNING INVESTMENTS PTY LTD	CARTON OF GREASE CARTRIDGES	1	155.36	
EFT36186	03/04/2020	EASIFLEET	Payroll deductions	1		2,360.62
INV DEDUCT31/03/2020		EASIFLEET	Payroll deductions		1,257.97	
INV DEDUCT31/03/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36187	03/04/2020	GLENN STUART BEVERIDGE	BILYA.KOORT BOODJA. SUPPLY AND INSTALL SAFE TO REAR OFFICE.	1		1,498.00
INV 26	19/03/2020	GLENN STUART BEVERIDGE	BILYA.KOORT BOODJA. SUPPLY AND INSTALL SAFE TO REAR OFFICE.	1	1,498.00	
EFT36188	03/04/2020	GORDON THOMAS CROSS WADDINGHAM	REMINBURSEMENT FOR POLICE CLEARANCE AND PRE EMPLOYMENT MEDICAL	1		291.60
INV 2524444	05/03/2020	GORDON THOMAS CROSS WADDINGHAM	REMINBURSEMENT FOR POLICE CLEARANCE AND PRE EMPLOYMENT MEDICAL	1	291.60	
EFT36189	03/04/2020	IKOM OPERATIONS PTY LTD	PURCHASE OF 920KG CHLORINE GAS DRUM.	1		3,116.30
INV 6224853	11/03/2020	IKOM OPERATIONS PTY LTD	PURCHASE OF 920KG CHLORINE GAS DRUM.	1	3,116.30	
EFT36190	03/04/2020	JARROD STREET	REFUND OF INFRASTRUCTURE BOND - INSPECTION UNDERTAKED 31/03/20	1		1,000.00
INV T1266	02/04/2020	JARROD STREET	REFUND OF INFRASTRUCTURE BOND - INSPECTION UNDERTAKED 31/03/20	1	1,000.00	
EFT36191	03/04/2020	JASON SIGNMAKERS	CUSTOM SIGN AS PER QUOTE 124606 (REVISED)	1		275.55
INV 206371	04/03/2020	JASON SIGNMAKERS	CUSTOM SIGN AS PER QUOTE 124606 (REVISED)	1	275.55	
EFT36192	03/04/2020	JEKLYN WALLIS	REMINBURSEMENT FOR POLICE CLEARANCE AND PRE EMPLOYMENT MEDICAL	1		49.90
INV 423471	26/02/2020	JEKLYN WALLIS	REMINBURSEMENT FOR POLICE CLEARANCE AND PRE EMPLOYMENT MEDICAL	1	49.90	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36193	03/04/2020	JR & A.HERSEY PTY LTD	LINE MARKING WHITE SPRAY PAINT 41015011(BOX)	1		997.37
INV 0004652321/01/2020		JR & A.HERSEY PTY LTD	LINE MARKING WHITE SPRAY PAINT 41015011(BOX)	1	536.58	
INV 0004611417/03/2020		JR & A.HERSEY PTY LTD	PURCHASE OF COTTON RAGS, X2 BLACK CLOTH TAPE, X24 WHITE SPRAY MASK, X10 ELECTRICAL TAPE, X12 PVC GLOVES & X2 NYLON BLADES FOR PARKS & GARDENS.	1	460.79	
EFT36194	03/04/2020	KINGS PARK LEGAL	LEASE AGREEMENT FOR DUNNINGS FUEL SITE 22 NORTHAM AIRPORT	1		1,650.00
INV 10748	30/10/2019	KINGS PARK LEGAL	LEASE AGREEMENT FOR DUNNINGS FUEL SITE 22 NORTHAM AIRPORT	1	1,650.00	
EFT36195	03/04/2020	LEANNE GARDINER	REFUND OF INFRASTRUCTURE BOND - INSPECTION UNDERTAKEN 30/03/20	1		1,000.00
INV T1209	02/04/2020	LEANNE GARDINER	REFUND OF INFRASTRUCTURE BOND - INSPECTION UNDERTAKEN 30/03/20	1	1,000.00	
EFT36196	03/04/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT KENNEDY STREET 0.32-0.92 2 X TC'S CREW	1		1,479.23
INV WS-2166	11/03/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT KENNEDY STREET 0.32-0.92 2 X TC'S CREW	1	828.58	
INV WS-2165	11/03/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR PARK LANE 0.0-0.23 2 X TC'S CREW	1	350.35	
INV WS-2164	11/03/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR ORD STREET 1.48-1.95 2 X TC'S CREW	1	300.30	
EFT36197	03/04/2020	MM ELECTRICAL MERCHANDISING	FLURO TUBE FOR NORTHAM REC CENTRE	1		7.00
INV 167627-602/03/2020		MM ELECTRICAL MERCHANDISING	FLURO TUBE FOR NORTHAM REC CENTRE	1	7.00	
EFT36198	03/04/2020	MURRAY JAMES MCGREGOR	REIMBURSEMENT FOR REFRESHMENTS FOR CENTRAL BFB AGM 10/03/2020	1		80.63
INV CESM03003/04/2020		MURRAY JAMES MCGREGOR	REIMBURSEMENT FOR REFRESHMENTS FOR CENTRAL BFB AGM 10/03/2020	1	80.63	
EFT36199	03/04/2020	NADEGE VINICOMBE	REFUND PORTION OF REGISTRATION DUE TO STERILISATION OF DOG RECEIPT NUMBER 131470	1		77.50
INV 131470	30/03/2020	NADEGE VINICOMBE	REFUND PORTION OF REGISTRATION DUE TO STERILISATION OF DOG RECEIPT NUMBER 131470	1	77.50	

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EFT36200	03/04/2020	NAOMI DAVID	REFUND OF INFRASTRUCTURE BOND.	1		1,000.00
INV T1268	02/04/2020	NAOMI DAVID	REFUND OF INFRASTRUCTURE BOND.	1	1,000.00	
EFT36201	03/04/2020	NORTHAM BETTA ELECTRICAL	32GB SDHC MEMORY CARD.	1		65.00
INV 2001001026/03/2020		NORTHAM BETTA ELECTRICAL	32GB SDHC MEMORY CARD.	1	65.00	
EFT36202	03/04/2020	NORTHAM MAZDA	105000KM SERVICE FOR PN1519.	1		578.71
INV 127867	18/03/2020	NORTHAM MAZDA	105000KM SERVICE FOR PN1519.	1	578.71	
EFT36203	03/04/2020	NUTRIEN AG SOULTIONS LIMITED	PURCHASE OF X2 20L WETTING AGENT.	1		473.06
INV 9025745003/02/2020		NUTRIEN AG SOULTIONS LIMITED	PURCHASE OF 15KG PROPANE CYLINDER.	1	66.39	
INV 9026225219/02/2020		NUTRIEN AG SOULTIONS LIMITED	BLUE LINE FITTINGS.	1	24.09	
INV 9026448226/02/2020		NUTRIEN AG SOULTIONS LIMITED	PURCHASE OF X2 20L WETTING AGENT.	1	264.00	
INV 9026520227/02/2020		NUTRIEN AG SOULTIONS LIMITED	PURCHASE OF SAFETY BOOKS FOR ROBIN YARRAN	1	118.58	
EFT36204	03/04/2020	OASIS OUTDOOR STRUCTURES	YOUTH PRECINCT ENTRY STATEMENTS - INSTALLATION OF ENTRY STATEMENTS AS PER QUOTE - QU0559	1		8,682.30
INV INV-050320/03/2020		OASIS OUTDOOR STRUCTURES	YOUTH PRECINCT ENTRY STATEMENTS - INSTALLATION OF ENTRY STATEMENTS AS PER QUOTE - QU0559	1	6,900.30	
INV INV-050220/03/2020		OASIS OUTDOOR STRUCTURES	INSTALL BOLLARD	1	1,782.00	
EFT36205	03/04/2020	PROFESSIONAL LOCK SERVICE	REC CENTRE. SUPPLY AND SEND TO SITE 6 X SP1 AND 6 X RC1 KEYS.	1		344.85
INV 0010477317/03/2020		PROFESSIONAL LOCK SERVICE	REC CENTRE. SUPPLY AND SEND TO SITE 6 X SP1 AND 6 X RC1 KEYS.	1	224.40	
INV 0010478319/03/2020		PROFESSIONAL LOCK SERVICE	WUNDOWIE DEPOT. SUPPLY AND DELIVER TO SITE 1 X D02 PADLOCK.	1	120.45	
EFT36206	03/04/2020	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF 920KG DRUM OF CHLORINE TO THE WASTE WATER TREATMENT PLANT ON THURSDAY 12 MARCH 2020	1		838.03



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INV TS17964416	03/2020	QUBE LOGISTICS (WA) PTY LTD	DELIVERY OF 920KG DRUM OF CHLORINE TO THE WASTE WATER TREATMENT PLANT ON THURSDAY 12 MARCH 2020	1	838.03	
EFT36207	03/04/2020	RETAIL DECISION'S (COLES)	COLES ACCOUNT FOR VARIOUS DEPARTMENTS FEBRUARY 2020	1		1,924.08
INV FEBRUAD9	02/2020	RETAIL DECISION'S (COLES)	COLES ACCOUNT FOR VARIOUS DEPARTMENTS FEBRUARY 2020	1	1,924.08	
EFT36208	03/04/2020	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY YELLOW BOLLARD 165 OD 1.8M	1		250.00
INV 0000026820	03/2020	ROAD RAIL AND MINE PRODUCTS PTY LTD	SUPPLY YELLOW BOLLARD 165 OD 1.8M	1	250.00	
EFT36209	03/04/2020	ROTARY CLUB OF NORTHAM	COMMUNITY PROJECT GRANT - NORTHAM HERITAGE FUN RUN	1		2,500.00
INV 20001	16/03/2020	ROTARY CLUB OF NORTHAM	COMMUNITY PROJECT GRANT - NORTHAM HERITAGE FUN RUN	1	2,500.00	
EFT36210	03/04/2020	SAM GRACE	REIMBURSEMENT FOR POLICE CLEARANCE	1		44.00
INV P-F63-1527	02/2020	SAM GRACE	REIMBURSEMENT FOR POLICE CLEARANCE	1	44.00	
EFT36211	03/04/2020	SAVANA ENVIRONMENTAL AUSTRALIA PTY LTD	REFUND OF INFRASTRUCTURE BOND BP20015	1		1,000.00
INV T1265	02/04/2020	SAVANA ENVIRONMENTAL AUSTRALIA PTY LTD	REFUND OF INFRASTRUCTURE BOND BP20015	1	1,000.00	
EFT36212	03/04/2020	SHIRE OF TOODYAY	RECOUP-AROC-SECRETARIAL SUPPORT RECOUP 2019/2020.	1		8,250.00
INV T957	02/04/2020	SHIRE OF TOODYAY	RECOUP-AROC-SECRETARIAL SUPPORT RECOUP 2019/2020.	1	8,250.00	
EFT36213	03/04/2020	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT ALLOCATION FOR 2019/2020	1		3,300.00
INV 01 19/20	18/02/2020	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT ALLOCATION FOR 2019/2020	1	3,300.00	
EFT36214	03/04/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO INSPECTION REQUIRED AS BOND WAS TAKEN FOR A ROAD UNDER MAIN JURISDICTION REF BUILDING PERMIT 19198	1		1,000.00

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INV T1249	02/04/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND - NO INSPECTION REQUIRED AS BOND WAS TAKEN FOR A ROAD UNDER MAIN JURISDICTION REF BUILDING PERMIT 19198	1	1,000.00	
EFT36215	03/04/2020	SUSAN BURLEY	INSPECTION OF DRUMS FOR DRUMMUSTER ON 27TH MARCH AT OLD QUARRY ROAD LANDFILL.	1		78.03
INV 6	30/03/2020	SUSAN BURLEY	INSPECTION OF DRUMS FOR DRUMMUSTER ON 27TH MARCH AT OLD QUARRY ROAD LANDFILL.	1	78.03	
EFT36216	03/04/2020	SWS PAINTING CONTRACTORS	PREPARATION AND PAINTING OF INTERNAL CEILING AND WALLS AT NORTHAM VISITOR CENTRE.	1		990.00
INV 176	19/03/2020	SWS PAINTING CONTRACTORS	PREPARATION AND PAINTING OF INTERNAL CEILING AND WALLS AT NORTHAM VISITOR CENTRE.	1	990.00	
EFT36217	03/04/2020	UNITED EQUIPMENT PTY LTD	SERVICE OF HAULOTTE HTA.139 EWP AND REPAIR AS PER QUOTES NSC91274/NSC91275 - PM1604 - REGO N.15088	1		3,624.11
INV SVC072813/03/2020		UNITED EQUIPMENT PTY LTD	SERVICE OF HAULOTTE HTA.139 EWP AND REPAIR AS PER QUOTES NSC91274/NSC91275 - PM1604 - REGO N.15088	1	1,441.37	
INV SVC072813/03/2020		UNITED EQUIPMENT PTY LTD	SERVICE OF HAULOTTE HTA.139 EWP AND REPAIR AS PER QUOTES NSC91274/NSC91275 - PM1604 - REGO N.15088	1	2,182.74	
EFT36218	03/04/2020	VINDEX PTY LTD	525 STORM PRO CORRUGATED POLLY PIPE (BLACK) INSIDE DIAMETER 523MM OUTSIDE DIAMETER 600MM ( LENGTH 5.89 METER)	1		2,145.00
INV 8461487	20/02/2020	VINDEX PTY LTD	525 STORM PRO CORRUGATED POLLY PIPE (BLACK) INSIDE DIAMETER 523MM OUTSIDE DIAMETER 600MM ( LENGTH 5.89 METER)	1	2,145.00	
EFT36219	03/04/2020	WGIBBS & SON	RETURN OF INFRASTRUCTURE BOND FOR NO 6 MITCHELL AVENUE.	1		1,000.00
INV T1251	02/04/2020	WGIBBS & SON	RETURN OF INFRASTRUCTURE BOND FOR NO 6 MITCHELL AVENUE.	1	1,000.00	
EFT36220	03/04/2020	WHEATBELT SAFETYWEAR	PURCHASE OF SAFETY BOOTS FOR CHARLIE CARR.	1		140.00
INV 9302	04/03/2020	WHEATBELT SAFETYWEAR	PURCHASE OF SAFETY BOOTS FOR CHARLIE CARR.	1	140.00	
EFT36221	03/04/2020	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 X TRAFFIC CONTROLLER CREW TO SUPPORT RECONSTRUCTION	1		8,517.85
INV 0013418212/03/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 X TRAFFIC CONTROLLER CREW TO SUPPORT RECONSTRUCTION	1	3,475.45	

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INV 0013421813/03/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 X TRAFFIC CONTROLLER CREW TO SUPPORT RECONSTRUCTION WORKS ON MARTIN STREET BY GDR.	1	1,918.40	
INV 0013423616/03/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT FOR 3 X TRAFFIC CONTROLLER CREW TO SUPPORT RECONSTRUCTION WORKS ON MARTIN STREET BY GDR.	1	1,405.80	
INV 0013432618/03/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	TRAFFIC MANAGEMENT 3 X TC'S CREW @ \$142.00/HOUR X 3 HOURS FOR HENTY PLACE	1	1,718.20	
EFT36222	03/04/2020	AG IMPLEMENTS NORTHAM PTY LTD	PKT R CLIPS FOR TRAILER HITCHES	1		2.86
INV 390459	17/03/2020	AG IMPLEMENTS NORTHAM PTY LTD	PKT R CLIPS FOR TRAILER HITCHES	1	2.86	
EFT36223	03/04/2020	AUTOPRO NORTHAM	PN1612 - N1709 - SUPPLY WIPER BLADES	1		62.66
INV 832067	17/03/2020	AUTOPRO NORTHAM	PN1612 - N1709 - SUPPLY WIPER BLADES	1	35.46	
INV 833700	26/03/2020	AUTOPRO NORTHAM	PN1201 - FLOCON - TIE DOWN STRAPS AND GREASE NOZZLE	1	27.20	
EFT36224	03/04/2020	BEAUREPAIRES	PURCHASE OF NEW TYRES AND WHEEL ALIGNMENT FOR PN1519.	1		743.64
INV 6411315019/03/2020		BEAUREPAIRES	PURCHASE OF NEW TYRES AND WHEEL ALIGNMENT FOR PN1519.	1	743.64	
EFT36225	03/04/2020	COMBINED TYRES PTY LTD	REPLACE X4 TYRES ON PN1009A.	1		2,839.30
INV INV-434505/03/2020		COMBINED TYRES PTY LTD	REPAIR TYRE ON PN1706.	1	360.80	
INV INV-434609/03/2020		COMBINED TYRES PTY LTD	REPLACE X4 TYRES ON PN1009A.	1	1,320.00	
INV INV-443113/03/2020		COMBINED TYRES PTY LTD	WHEEL ALIGNMENT ON PN1807.	1	350.00	
INV INV-443317/03/2020		COMBINED TYRES PTY LTD	SUPPLY AND FIT NEW TYRE ON PN1510	1	115.50	
INV INV-447918/03/2020		COMBINED TYRES PTY LTD	PN1705 - JOHN DEERE MOWER - REMOVE AND EITHER REPAIR OR REPLACE DAMAGED TRYE	1	66.00	
INV INV-448920/03/2020		COMBINED TYRES PTY LTD	REPAIR TYRE	1	165.00	
INV INV-450424/03/2020		COMBINED TYRES PTY LTD	PN1620 - 185/R14 TYRE	1	462.00	
EFT36226	03/04/2020	DAMIAN'S PLUMBING	REMOVE POLY PIPE AND REPLACE WITH COPPER PIPING ON EYEWASH AS PER REQUIREMENTS QUOTATION 5151	1		495.00

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INV 5151	24/03/2020	DAMIAN'S PLUMBING	REMOVE POLY PIPE AND REPLACE WITH COPPER PIPING ON EYEWASH AS PER REQUIREMENTS QUOTATION 5151	1	495.00	
EFT36227	03/04/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01 JUL 2019 TILL 30/06/2020	1		768.90
INV 518973	23/03/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01 JUL 2019 TILL 30/06/2020.	1	236.50	
INV 518970	23/03/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. FROM 01 JUL 2019 TILL 30/06/2020	1	532.40	
EFT36228	03/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	VULCAN STRUCTURAL BOOTS WITH ZIPS SIZE: USA 5 KELLE WALTERS	1		271.70
INV 67204	13/03/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	VULCAN STRUCTURAL BOOTS WITH ZIPS SIZE: USA 5 KELLE WALTERS	1	271.70	
EFT36229	03/04/2020	GRAFTON ELECTRICS	INVESTIGATE AND REPAIR AERATORS AT BERNARD PARK. REPLACE 2 MOTORS.	1		2,519.00
INV 6739	09/03/2020	GRAFTON ELECTRICS	CHECK PUMP AT BERNARD PARK.	1	99.00	
INV 6735	19/03/2020	GRAFTON ELECTRICS	INVESTIGATE AND REPAIR AERATORS AT BERNARD PARK. REPLACE 2 MOTORS.	1	2,420.00	
EFT36230	03/04/2020	GREENACRES TURF GROUP	SUPPLY VILLAGE GREEN KIKUYU	1		675.00
INV 0005770011/03/2020		GREENACRES TURF GROUP	SUPPLY VILLAGE GREEN KIKUYU	1	675.00	
EFT36231	03/04/2020	IFA FIRST RESPONSE	PURCHASE OF X23 SANITOL PUMP BOTTELS	1		822.25
INV IN10429	25/03/2020	IFA FIRST RESPONSE	PURCHASE OF X23 SANITOL PUMP BOTTELS	1	822.25	
EFT36232	03/04/2020	MORTLOCK TIMBER GROUP	2 X CUTTEK CD 50 TIMBER OIL 10LITRE + BURNT RED COLOUR	1		654.06
INV 14895	20/03/2020	MORTLOCK TIMBER GROUP	2 X CUTTEK CD 50 TIMBER OIL 10LITRE + BURNT RED COLOUR	1	654.06	
EFT36233	03/04/2020	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. SUPPLY 3 X SS HAND SOAP DISPENSERS.	1		429.86
INV 22553	23/03/2020	OXTER SERVICES	WUNDOWIE PUBLIC TOILETS. SUPPLY 3 X SS HAND SOAP DISPENSERS.	1	429.86	
EFT36234	03/04/2020	PERTH SAFETY PRODUCTS PTY LTD	W3-4	1		426.80

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INV 0000974409/03/2020		PERTH SAFETY PRODUCTS PTY LTD	150MM STREET BLADE TO SHIRE OF NORTHAM SPEC - "HATTON ST"	1	92.40	
INV 0000974309/03/2020		PERTH SAFETY PRODUCTS PTY LTD	150MM STREET BLADE TO SHIRE OF NORTHAM SPEC - MARTIN RD	1	88.00	
INV 0000974912/03/2020		PERTH SAFETY PRODUCTS PTY LTD	W3-4	1	246.40	
EFT36235	03/04/2020	PRIMARIES OF WA PTY LTD	PURCHASE OF X6 SPRINKLER GEARDRIVE I02 ULTRA.	1		161.37
INV 4100683516/03/2020		PRIMARIES OF WA PTY LTD	PURCHASE OF X6 SPRINKLER GEARDRIVE I02 ULTRA.	1	161.37	
EFT36236	03/04/2020	SOILS AINT SOILS	SUPPLY 25M3 OF SOIL CONDITIONER	1		1,782.00
INV INV-001023/03/2020		SOILS AINT SOILS	SUPPLY 25M3 OF SOIL CONDITIONER	1	1,782.00	
EFT36238	03/04/2020	WHEATBELT SAFETYWEAR	PURCHASE OF X3 WORK PANTS FOR SHANE MOORHEAD.	1		345.00
INV 9313	12/03/2020	WHEATBELT SAFETYWEAR	PURCHASE OF SAFETY BOOTS FOR JUDITH HAY.	1	150.00	
INV 9321	17/03/2020	WHEATBELT SAFETYWEAR	PURCHASE OF X3 WORK PANTS FOR SHANE MOORHEAD.	1	195.00	
EFT36239	07/04/2020	CCD-ALLIANCE	PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN, SPECIFICATION AND SUPERVISION OF INSTALLATION STAGE OF WUNDOWIE CCTV NETWORK.	1		15,840.00
INV 449	19/03/2020	CCD-ALLIANCE	PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN, SPECIFICATION AND SUPERVISION OF INSTALLATION STAGE OF WUNDOWIE CCTV NETWORK.	1	15,840.00	
EFT36240	07/04/2020	SPECIALISED TREE SERVICE	INSTALL BANNERS FOR NORTHAM MOTOR SPORT FESTIVAL.	1		528.00
INV 3278	30/03/2020	SPECIALISED TREE SERVICE	INSTALL BANNERS FOR NORTHAM MOTOR SPORT FESTIVAL.	1	528.00	
EFT36241	09/04/2020	ALAN'S AUTO ELECTRICS	TRAILER PLUG - 7 PIN	1		161.50
INV INV-526301/04/2020		ALAN'S AUTO ELECTRICS	TRAILER PLUG - 7 PIN	1	161.50	
EFT36243	09/04/2020	AUTOPRO NORTHAM	610 X 330MM (24X13) MUDDLAPS	1		365.88
INV 833997	27/03/2020	AUTOPRO NORTHAM	610 X 330MM (24X13) MUDDLAPS	1	222.60	
INV 834467	31/03/2020	AUTOPRO NORTHAM	MALE TO MALE TRAILER PLUG	1	45.28	

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INV 835357	03/04/2020	AUTOPRO NORTHAM	25L C18 TRUCK WASH	1	98.00	
EFT36244	09/04/2020	AV-SEC SECURITY SERVICES	ATTENDED ALARM CALL FOR CREATE 298 ON 27/01/2020	1		65.00
INV 2315	09/03/2020	AV-SEC SECURITY SERVICES	ATTENDED ALARM CALL FOR CREATE 298 ON 27/01/2020	1	65.00	
EFT36245	09/04/2020	AVON VALLEY GLASS	REPAIR TO WINDOW OUT THE FRONT OF THE REC CENTRE NEAR THE AUTOMATIC DOORS	1		775.10
INV 0001063130	03/2020	AVON VALLEY GLASS	REPAIR TO WINDOW OUT THE FRONT OF THE REC CENTRE NEAR THE AUTOMATIC DOORS	1	775.10	
EFT36246	09/04/2020	BLACKWELL PLUMBING PTY LTD	REPAIR VANDALISM DAMAGE TO CLACKLINE STANDPIPE	1		1,925.18
INV INV-209811	03/2020	BLACKWELL PLUMBING PTY LTD	BAKERS HILL 2.4 - DIAGNOSE AND REPAIR CAMLOCK COUPLING ON UNDERSIDE OF TANK	1	446.00	
INV INV-210424	03/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM AQUATIC CENTRE. CHECK, REPAIR/REPORT ON 2 X CONSTANTLY RUNNING CISTERN'S IN DISABLE TOILETS.	1	341.00	
INV INV-210525	03/2020	BLACKWELL PLUMBING PTY LTD	REPAIR VANDALISM DAMAGE TO CLACKLINE STANDPIPE	1	1,138.18	
EFT36247	09/04/2020	BOOKTOPIA PTY LTD	Books and preorders	1		1,359.95
INV 1090746606	04/2020	BOOKTOPIA PTY LTD		1	1,359.95	
EFT36248	09/04/2020	CIVIC LEGAL	DONOVAN PAYNE CONTRACT - CLAIM FOR FEE VARIATION - DRAFTING OF LETTER	1		1,375.00
INV 506466	31/03/2020	CIVIC LEGAL	DONOVAN PAYNE CONTRACT - CLAIM FOR FEE VARIATION - DRAFTING OF LETTER	1	1,375.00	
EFT36249	09/04/2020	CLACKLINE FENCING CONTRACTORS	PERIMETER FENCE REPAIR TO INKPEN TIP SEVERAL HOLES IN FENCE	1		550.00
INV 1294	04/04/2020	CLACKLINE FENCING CONTRACTORS	PERIMETER FENCE REPAIR TO INKPEN TIP SEVERAL HOLES IN FENCE	1	550.00	
EFT36250	09/04/2020	CLASSIC IT SUPPORT	USB WIFI ADAPTER	1		90.00
INV 8501	31/03/2020	CLASSIC IT SUPPORT	USB WIFI ADAPTER	1	90.00	
EFT36251	09/04/2020	CLAW ENVIRONMENTAL	PLASTIC DRUMS - LESS THAN 20/25L	1		1,551.77

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INV 0001675026/03/2020		CLAW ENVIRONMENTAL		1	1,551.77	
EFT36252	09/04/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL FORTNIGHTLY SHARPS DISPOSAL FROM FEB TO JUNE 2020	1		188.50
INV 1845471	31/03/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL FORTNIGHTLY SHARPS DISPOSAL FROM FEB TO JUNE 2020	1	94.25	
INV 1845472	31/03/2020	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK TOILETS. FORTNIGHTLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1	94.25	
EFT36253	09/04/2020	COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE WITH SPARE TYRE WITH NEW TYRE	1		627.00
INV INV-459131/03/2020		COMBINED TYRES PTY LTD	REMOVE AND REPLACE TYRE WITH SPARE TYRE WITH NEW TYRE	1	627.00	
EFT36254	09/04/2020	COUNTRYWIDE GROUP	SUPPLY CHAINSAW SHARPENING KIT	1		280.33
INV 29184	25/03/2020	COUNTRYWIDE GROUP	SUPPLY CHAINSAW SHARPENING KIT	1	118.90	
INV 29194	31/03/2020	COUNTRYWIDE GROUP	BAR OIL - 5L	1	111.43	
INV 28449	14/11/2020	COUNTRYWIDE GROUP		1	50.00	
EFT36255	09/04/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	1FACEPAINTER 1 HOUR	1		110.00
INV 3238	04/03/2020	DEBBIE HUGHES - PERTH FACE PAINTING COMPANY	1FACEPAINTER 1 HOUR	1	110.00	
EFT36256	09/04/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. march 2020	1		162.80
INV 519197	27/03/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. march 2020	1	162.80	
EFT36257	09/04/2020	FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1		566.50
INV INV-034110/03/2020		FISKE ENTERPRISES T/A EXPRESS CARD SERVICE	LIBRARY CARDS	1	566.50	
EFT36258	09/04/2020	FM SURVEYS	SPENCERS BROOK SLK5.8 - 7.32 - SURVERY	1		3,795.00
INV 0002099431/03/2020		FM SURVEYS	SPENCERS BROOK SLK5.8 - 7.32 - SURVERY	1	3,795.00	

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EFT36259	09/04/2020	GRAFTON ELECTRICS	GRASS VALLEY HALL. CHECK/REPAIR LIGHTS FOR PLAYGROUND.	1		1,478.46
INV 6387	24/10/2019	GRAFTON ELECTRICS	NORTHAM POOL. REPAIR ROLLER SHUTTER TO CANTEEN.	1	287.98	
INV 6349	25/10/2019	GRAFTON ELECTRICS	GRASS VALLEY HALL. CHECK/REPAIR LIGHTS FOR PLAYGROUND.	1	403.98	
INV 6356	25/10/2019	GRAFTON ELECTRICS	NORTHAM AERODROME. REPAIR LIGHT AND CHECK RUNWAY LIGHTS FOR POWER DRAW TO SEE IF GLOBES CAN BE UPGRADED.	1	275.66	
INV 6424	11/11/2019	GRAFTON ELECTRICS	ELECTRICAL ENQUIRY WATER PARK.	1	99.00	
INV 6448	19/11/2019	GRAFTON ELECTRICS	ELECTRICAL ENQUIRY WATER PARK.	1	114.84	
INV 6766	20/03/2020	GRAFTON ELECTRICS	VINTAGE VEHICLE BUILDING. PLEASE DO AN ELECTRICAL SAFETY REPORT FOR THE BUILDING, INCLUDING ANY NECESSARY UPGRADES OR COMPLIANCE/SAFETY ISSUES.	1	297.00	
EFT36260	09/04/2020	GRASS VALLEY BUSH FIRE BRIGADE	SUPPLY, LOADING AND CARTAGE OF 40 TONNES OF GRAVEL USED TO CONSTRUCT ENTRANCE WAY AND CARPARK FOR GRASS VALLEY SHED.	1		350.00
INV 1902202019/02/2020		GRASS VALLEY BUSH FIRE BRIGADE	SUPPLY, LOADING AND CARTAGE OF 40 TONNES OF GRAVEL USED TO CONSTRUCT ENTRANCE WAY AND CARPARK FOR GRASS VALLEY SHED.	1	350.00	
EFT36261	09/04/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	CONTRACT MANAGER RECREATION SERVICES-REBECCA FOULKES-TAYLOR.	1		1,592.83
INV 9110384	18/03/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	CONTRACT MANAGER RECREATION SERVICES-REBECCA FOULKES-TAYLOR.	1	1,592.83	
EFT36262	09/04/2020	IN PHASE TEST & TAG	REC CENTRE. TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1		972.00
INV 0000461525/03/2020		IN PHASE TEST & TAG	REC CENTRE. TEST AND TAG ALL ELECTRICAL EQUIPMENT AND PROVIDE REPORT.	1	972.00	
EFT36263	09/04/2020	IREDALE PEDERSEN HOOK ARCHITECTS	BKB SIGNAGE DESIGN & DEVELOPMENT	1		1,860.38
INV INV-029005/02/2020		IREDALE PEDERSEN HOOK ARCHITECTS	BKB SIGNAGE DESIGN & DEVELOPMENT	1	1,860.38	
EFT36264	09/04/2020	IW PROJECTS	SITE VISIT TO OLD QUARRY ROAD LANDFILL TO DEVELOP LANDFILL PLANNING ADVICE	1		3,938.00



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INV 1174	31/03/2020	IW PROJECTS	SITE VISIT TO OLD QUARRY ROAD LANDFILL TO DEVELOP LANDFILL PLANNING ADVICE	1	2,774.75	
INV 1173	31/03/2020	IW PROJECTS	ENVIRONMENTAL ENGINEERING ADVICE AND SITE VISIT (INCLUDING TRAVEL) RELOCATION OF TIPPING FACE AREA AND RECYCLING FOR REHAB AND AIR SPACE CALCULATIONS OLD QUARRY ROAD LANDFILL.	1	1,163.25	
EFT36265	09/04/2020	JH COMPUTER SERVICES PTY LTD	LINKBASIC 6U WALL MOUNT CABINET FLAT PACK (600MM X 450MM X 368MM)	1		2,095.50
INV 0000193209/01/2020		JH COMPUTER SERVICES PTY LTD	LINKBASIC 6U WALL MOUNT CABINET FLAT PACK (600MM X 450MM X 368MM)	1	1,518.00	
INV 0000193931/03/2020		JH COMPUTER SERVICES PTY LTD	TREND ANTIVIRUS LICENCES	1	577.50	
EFT36266	09/04/2020	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD SCREEN - SENIOR RANGER	1		100.00
INV 7055	30/03/2020	JS TECHNOLOGY & DIGITAL PTY LTD	IPAD SCREEN - SENIOR RANGER	1	100.00	
EFT36267	09/04/2020	JUICEBOX	FACEBOOK ADVERTISING- BKB AWARENESS 29 FEB-30 MARCH 2020 (REIMBURSEMENT TO JUICEBOX AS THEY REMOVED THE WRONG PAYMENT DETAILS IN ERROR)	1		39.28
INV JBC-141906/04/2020		JUICEBOX	FACEBOOK ADVERTISING- BKB AWARENESS 29 FEB-30 MARCH 2020 (REIMBURSEMENT TO JUICEBOX AS THEY REMOVED THE WRONG PAYMENT DETAILS IN ERROR)	1	39.28	
EFT36268	09/04/2020	MARKETFORCE	COMBINED AD IN THE AVON VALLEY ADVOCATE ON 11/03/2020 & SEEK ADS FOR HORTICULTURAL TRAINEES AND PLANT OPERATOR/GENERAL LABOURER	1		1,713.16
INV 32668	26/03/2020	MARKETFORCE	COMBINED AD IN THE AVON VALLEY ADVOCATE ON 11/03/2020 & SEEK ADS FOR HORTICULTURAL TRAINEES AND PLANT OPERATOR/GENERAL LABOURER	1	1,425.03	
INV 32669	26/03/2020	MARKETFORCE	PUBLIC NOTICE IN THE AVON VALLEY ADVOCATE 25/02/2020 PROPOSAL TO DISPOSE OF PROPERTY BY LEASE - UNIT 7 KURINGAL VILLAGE, KURINGAL ROAD WUNDOWIE	1	288.13	
EFT36269	09/04/2020	MIDALLIA STEEL	SHEET OF TRIMDECK CLASSIC CREAM COLOURBOND SHEET	1		20.39
INV 6261999116/01/2020		MIDALLIA STEEL	SHEET OF TRIMDECK CLASSIC CREAM COLOURBOND SHEET	1	20.39	

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EFT36270	09/04/2020	MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY 1 X BOX OF LARGE FLURO TUBES.	1		122.74
INV 167911-624/03/2020		MM ELECTRICAL MERCHANDISING	5M CAT5 cables	1	32.81	
INV 168119-601/04/2020		MM ELECTRICAL MERCHANDISING	ADMIN BUILDING. SUPPLY 1 X BOX OF LARGE FLURO TUBES.	1	89.93	
EFT36271	09/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD TOWN ADMIN. REPLACE INTERNAL GLASS DUE TO POLICE REPORT NUMBER 230320 081588331	1		1,810.60
INV 5227	24/03/2020	NORTHAM & DISTRICTS GLASS SERVICE	55 MITCHELL AVE (SWIMMING POOL HOUSE). SUPPLY AND INSTALL FLYSCREENS AS PER QUOTE 311.	1	606.10	
INV 5305	07/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD TOWN ADMIN. REPLACE INTERNAL GLASS DUE TO POLICE REPORT NUMBER 230320 081588331	1	1,204.50	
EFT36272	09/04/2020	NORTHAM BETTA ELECTRICAL	MOBILE PHONE - PRE PAID - (TESLSTRA CONNECTION) - SAMSUNG GALAXY A30 PLUS PHONE COVER AND SCREEN PROTECTOR 4GX 6.4 INCH	1		546.75
INV 2001001025/03/2020		NORTHAM BETTA ELECTRICAL	ASUS D209BA LAPTOP	1	149.75	
INV 2001001103/04/2020		NORTHAM BETTA ELECTRICAL	MOBILE PHONE - PRE PAID - (TESLSTRA CONNECTION) - SAMSUNG GALAXY A30 PLUS PHONE COVER AND SCREEN PROTECTOR 4GX 6.4 INCH	1	397.00	
EFT36273	09/04/2020	NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1		400.50
INV 000026810/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	42.00	
INV 0000268411/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	19.50	
INV 0000270017/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	18.00	
INV 0000270118/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	36.00	
INV 0000270219/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	36.00	
INV 0000207020/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	72.00	
INV 0000271223/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	18.00	

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INV 0000271324/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	54.00	
INV 0000271425/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	36.00	
INV 0000271526/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	17.00	
INV 0000272027/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	34.00	
INV 0000027231/03/2020		NORTHAM FEED & HIRE	DOG, CAT FOOD & OTHER MISCELLANEOUS ITEMS - MARCH	1	18.00	
EFT36274	09/04/2020	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE.	1		655.60
INV 0002129501/04/2020		OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE.	1	655.60	
EFT36275	09/04/2020	OFFICEWORKS SUPERSTORES PTY LTD	RECONNECTED GRANT - 2 IPAD MINIS FOR KILLARA RESIDENTS	1		1,809.90
INV 4694140125/02/2020		OFFICEWORKS SUPERSTORES PTY LTD	RECONNECTED GRANT - 2 IPAD MINIS FOR KILLARA RESIDENTS	1	1,165.95	
INV 4743051024/03/2020		OFFICEWORKS SUPERSTORES PTY LTD	PRINTER CARTRIDGES BLACK FOR BORTHER PRINTER	1	643.95	
EFT36276	09/04/2020	OXTER SERVICES	CLEANING FOR THE MONTH OF MARCH.	1		2,393.13
INV 22470	12/03/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X ULTRA SLIM HAND TOWEL.	1	36.05	
INV 22595	27/03/2020	OXTER SERVICES	CLEANING FOR THE MONTH OF MARCH.	1	2,296.80	
INV 22592	27/03/2020	OXTER SERVICES	OLD TOWN ADMIN (CREATE 298). SUPPLY 1 X SLIMLINE PAPER TOWEL DISPENSER.	1	60.28	
EFT36277	09/04/2020	PERTH SAFETY PRODUCTS PTY LTD	"BUILT UP AREA, 50" SIGN - (REFERED TO RECORD ICS93512)	1		759.00
INV 0000964403/02/2020		PERTH SAFETY PRODUCTS PTY LTD	"BUILT UP AREA, 50" SIGN - (REFERED TO RECORD ICS93512)	1	495.00	
INV 0000979226/03/2020		PERTH SAFETY PRODUCTS PTY LTD	STREET SIGNS	1	264.00	
EFT36278	09/04/2020	POOL AND PUMP SERVICE AND REPAIRS	PAYMENT OF DUTY MANAGERS HOUR FOR NORTHAM AQUATIC FACILITY - MICHAEL DOUGHTY	1		1,260.00
INV 100033	30/03/2020	POOL AND PUMP SERVICE AND REPAIRS	PAYMENT OF DUTY MANAGERS HOUR FOR NORTHAM AQUATIC FACILITY - MICHAEL DOUGHTY	1	1,260.00	

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EFT36279	09/04/2020	PRIMARIES OF WA PTY LTD	RAPID SET	1		1,208.50
INV 4102060908/04/2020		PRIMARIES OF WA PTY LTD	RAPID SET	1	1,208.50	
EFT36280	09/04/2020	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2019/20	1		162.04
INV MARCH 31/03/2020		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES 2019/20	1	162.04	
EFT36281	09/04/2020	RACKMAN AUSTRALIA	BAKERS HILL BFB - SUPPLY ONLY - 1 X STARTER BAY PLUS 7 EXPANSION BAYS OF FIRE SPAN PPC LOCKERS	1		7,039.60
INV 19693	27/02/2020	RACKMAN AUSTRALIA	BAKERS HILL BFB - SUPPLY ONLY - 1 X STARTER BAY PLUS 7 EXPANSION BAYS OF FIRE SPAN PPC LOCKERS	1	7,039.60	
EFT36282	09/04/2020	RED DOT STORES	BOWLS FOR COUNCIL MEETINGS	1		43.00
INV 4508559011/03/2020		RED DOT STORES	BOWLS FOR COUNCIL MEETINGS	1	43.00	
EFT36283	09/04/2020	RENEE D'HERVILLE	WORKING WITH CHILDREN'S CHECK RENEWAL	1		87.00
INV E021868706/04/2020		RENEE D'HERVILLE	WORKING WITH CHILDREN'S CHECK RENEWAL	1	87.00	
EFT36284	09/04/2020	SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1		176.00
INV 7101604331/03/2020		SOUTHERN CROSS AUSTEREO PTY LTD	AROUND THE TOWNS 2019/20 - SHIRE PRESIDENT INTERVIEWS	1	88.00	
INV 7101604531/03/2020		SOUTHERN CROSS AUSTEREO PTY LTD	WEEKLY SHIRE PRESIDENT INTERVIEW / AROUND THE TOWNS - MARCH TO JUNE 2020	1	88.00	
EFT36285	09/04/2020	SPECIALISED TREE SERVICE	VERGE MAINTENANCE: 12 REDCOURTE ROAD, BAKERS HILL.	1		440.00
INV 3285	03/04/2020	SPECIALISED TREE SERVICE	VERGE MAINTENANCE: 12 REDCOURTE ROAD, BAKERS HILL.	1	440.00	
EFT36287	09/04/2020	THE WORKWEAR GROUP	A.BUDARICK - CATUDJ - BLUE - BLU - SHORT SLEEVE SHIRT	1		218.00
INV 1213784620/03/2020		THE WORKWEAR GROUP	A.BUDARICK - CATUDJ - BLUE - BLU - SHORT SLEEVE SHIRT	1	218.00	
EFT36288	09/04/2020	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE INKPEN LAND FILL SITE. MARCH 2020	1		1,131.23

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INV 845039	27/03/2020	TYRECYCLE PTY LTD	COLLECTION AND RECYCLING OF WASTE TYRES FROM THE INKPEN LAND FILL SITE. MARCH 2020	1	1,131.23	
EFT36289	09/04/2020	VERLINDENS ELECTRICAL SERVICE (WA)	TOWN HALL. REPLACE GLOBES AND LIGHTS AS PER QUOTE NQ04271.	1		4,399.12
INV 91058	24/03/2020	VERLINDENS ELECTRICAL SERVICE (WA)	TOWN HALL. REPLACE GLOBES AND LIGHTS AS PER QUOTE NQ04271.	1	2,287.12	
INV 91166	31/03/2020	VERLINDENS ELECTRICAL SERVICE (WA)	OLD RAILWAY MUSEUM. REPLACE REMOTE CONTROL UNITS IN FAULTY FANS.	1	2,112.00	
EFT36290	09/04/2020	VINCELEC	VISITORS CENTRE. REPLACE 3 X LIGHTS WITH LED AS PER QUOTE 44.	1		956.25
INV IV132	20/03/2020	VINCELEC	VISITORS CENTRE. REPLACE 3 X LIGHTS WITH LED AS PER QUOTE 44.	1	956.25	
EFT36291	09/04/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - 24/02/2020-08/03/2020	1		3,597.00
INV 02599	21/03/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - 24/02/2020-08/03/2020	1	1,842.50	
INV 02602	23/03/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) - 09/03/2020-22/03/2020	1	1,424.50	
INV 02642	01/04/2020	WA CONTRACT RANGER SERVICES	CAT MANAGEMENT EXPENSE -MARCH	1	330.00	
EFT36292	09/04/2020	WA LIBRARY SUPPLIES	BOOK COVERING MATERIALS (12 X 20M ROLLS CONTACT)	1		395.00
INV 0012203608/04/2020		WA LIBRARY SUPPLIES	BOOK COVERING MATERIALS (12 X 20M ROLLS CONTACT)	1	395.00	
EFT36293	09/04/2020	WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES JULY 2019 - JUNE 2020	1		43.80
INV SN00017301/04/2020		WARRICKS NEWSAGENCY	KILLARA - NEWSPAPER COPIES JULY 2019 - JUNE 2020	1	43.80	
EFT36294	09/04/2020	WAY SIGNS	RURAL ROAD NUMBER SIGN - STICK ON REFLECTIVE NUMBERS - (EXTRAS NUMBER 2)	1		132.00
INV INV-249827/03/2020		WAY SIGNS	RURAL ROAD NUMBER SIGN - STICK ON REFLECTIVE NUMBERS - (EXTRAS NUMBER 2)	1	132.00	
EFT36295	09/04/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ATTEND DEPOT FOR PN1610 TO CHECK OUT FUEL PUMP ON BULK FUEL TANK.	1		160.00
INV INV-100206/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ATTEND DEPOT FOR PN1610 TO CHECK OUT FUEL PUMP ON BULK FUEL TANK.	1	160.00	

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EFT36296	09/04/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	SALE OF BOOKS AT BKB CENTRE	1		141.46
INV 0030111002	04/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	SALE OF BOOKS AT BKB CENTRE	1	141.46	
EFT36297	09/04/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CRUCIAL BX500 240GB SSD	1		776.74
INV 25883	12/03/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CRUCIAL BX500 240GB SSD	1	720.00	
INV 209341	03/04/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING - CREATE 298 16.03.2020 - 3.04.2020	1	56.74	
EFT36298	09/04/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE SKATE PARK. REPAIR DRINK FOUNTAIN AS CONSTANTLY RUNNING.	1		250.00
INV 00111	03/04/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	WUNDOWIE SKATE PARK. REPAIR DRINK FOUNTAIN AS CONSTANTLY RUNNING.	1	250.00	
EFT36299	16/04/2020	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36300	16/04/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,100.00
INV MARCH 31/03/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,100.00	
EFT36301	16/04/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36302	16/04/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR MARCH 2020	1		5,409.36
INV MARCH 31/03/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS FOR MARCH 2020	1	5,409.36	
EFT36303	16/04/2020	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,957.53
INV MARCH 31/03/2020		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,957.53	
EFT36304	16/04/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MARCH 2020	1		2,843.23
INV MARCH 31/03/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MARCH 2020	1	2,843.23	

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EFT36305	16/04/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36306	16/04/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36307	16/04/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36308	16/04/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR MARCH 2020	1		1,905.73
INV MARCH 31/03/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS FOR MARCH 2020	1	1,905.73	
EFT36309	16/04/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR MARCH 2020	1		2,065.57
INV MARCH 31/03/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS FOR MARCH 2020	1	2,065.57	
EFT36310	17/04/2020	A & F SAVILL FAMILY TRUST	REFUND OF DEVELOPMENT APPLICATION FEE P19041/A11040. APPLICATION WITHDRAWN	1		295.00
INV P19041/A31/03/2020		A & F SAVILL FAMILY TRUST	REFUND OF DEVELOPMENT APPLICATION FEE P19041/A11040. APPLICATION WITHDRAWN	1	295.00	
EFT36312	17/04/2020	ADT SECURITY	KILLARA RESPITE CARE MONTHLY SECURITY MONITORING FROM 1/03/2020 UNTIL 31/05/2020	1		146.98
INV 2310423301/03/2020		ADT SECURITY	KILLARA RESPITE CARE MONTHLY SECURITY MONITORING FROM 1/03/2020 UNTIL 31/05/2020	1	146.98	
EFT36313	17/04/2020	AMD CHARTERED ACCOUNTANTS	AUDIT OF NORTHAM AQUATIC FACILITY CONSTRUCTION BBRE	1		1,595.00
INV 801769	20/03/2020	AMD CHARTERED ACCOUNTANTS	AUDIT OF NORTHAM AQUATIC FACILITY CONSTRUCTION BBRE	1	1,595.00	
EFT36314	17/04/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR MARCH 2020	1		5,389.06
INV 64131	26/03/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR MARCH 2020	1	749.96	
INV 64280	31/03/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR MARCH 2020	1	4,639.10	
EFT36315	17/04/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		181.30

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INV DEDUCT14/04/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		181.30	
EFT36316	17/04/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY MARCH 2020	1		84,319.61
INV 0003811927/03/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY MARCH 2020	1	46,734.38	
INV 38122	27/03/2020	AVON WASTE	2 x 3270 (240L) DOMESTICE RUBBISH (TOWN) PER FORTNIGHT.	1	37,585.23	
EFT36317	17/04/2020	BEAUREPAIRES	PN1308 - TOYOTA HILUX WORKMATE - 4 TYRES 205/70R15C LT & WHEEL ALIGNMENT	1		563.40
INV 6411327926/03/2020		BEAUREPAIRES	PN1308 - TOYOTA HILUX WORKMATE - 4 TYRES 205/70R15C LT & WHEEL ALIGNMENT	1	563.40	
EFT36318	17/04/2020	BLACKWELL PLUMBING PTY LTD	NORTHAM TOWN HALL. MULTIPLE CISTERN'S LEAKING, PLEASE SERVICE ALL CISTERN'S AND REPLACE WASHEERS TO ALL TAPS.	1		830.66
INV 0020939A12/03/2020		BLACKWELL PLUMBING PTY LTD	GRASS VALLEY HALL. REPAIR LEAKING CISTERN AND CHECK/SERVICE ALL PLUMBING FITTINGS.	1	216.40	
INV INV-211507/04/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM AERODROME. ANNUAL RPZ TESTING FOR WATER CORP.	1	290.26	
INV INV-211407/04/2020		BLACKWELL PLUMBING PTY LTD	NORTHAM TOWN HALL. MULTIPLE CISTERN'S LEAKING, PLEASE SERVICE ALL CISTERN'S AND REPLACE WASHEERS TO ALL TAPS.	1	324.00	
EFT36319	17/04/2020	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JANUARY & FEBRUARY 2020	1		1,666.66
INV BR0904209/04/2020		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR JANUARY & FEBRUARY 2020	1	1,666.66	
EFT36320	17/04/2020	COLIN YOUNG	PAYMENT FOR SUBSCRIPTION FOR GOTO MEETINGS SOFTWARE.	1		698.32
INV JW15/04/15/04/2020		COLIN YOUNG	PAYMENT FOR SUBSCRIPTION FOR GOTO MEETINGS SOFTWARE.	1	698.32	
EFT36321	17/04/2020	COUNTRYWIDE GROUP	CHAINSAW, ANNUAL SERVICE	1		175.50
INV 29177	25/03/2020	COUNTRYWIDE GROUP	CHAINSAW, ANNUAL SERVICE	1	175.50	
EFT36322	17/04/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MARCH 2020.	1		21,754.88



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INV MARCH	31/03/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MARCH 2020.	1	21,754.88	
EFT36323	17/04/2020	E FIRE & SAFETY	TOWN HALL. SUPPLY FIRE SERVICE LOGBOOK.	1		66.00
INV 520070	14/04/2020	E FIRE & SAFETY	TOWN HALL. SUPPLY FIRE SERVICE LOGBOOK.	1	66.00	
EFT36324	17/04/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT14/04/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT14/04/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT36325	17/04/2020	ELGAS PTY LTD	INKPEN FIRE STATION - 2 X 45KG GAS BOTTLES	1		290.20
INV 0362075506/04/2020		ELGAS PTY LTD	INKPEN FIRE STATION - 2 X 45KG GAS BOTTLES	1	290.20	
EFT36326	17/04/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - REPLACE COMPLETE FOAM SYSTEM, WITH AROUND THE PUMP SYSTEM	1		9,411.69
INV 66701	29/01/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	WUNDOWIE LT - HOSE REEL ASSEMBLY, 12MMX5M, COUPLINGS, 1 X FIXED, 1 X SWIVEL	1	1,251.76	
INV 67331	31/03/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - REPLACE COMPLETE FOAM SYSTEM, WITH AROUND THE PUMP SYSTEM	1	3,128.28	
INV 67334	31/03/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	CLACKLINE 2.4 - REPLACE COMPLETE FOAM SYSTEM, WITH AROUND THE PUMP SYSTEM	1	5,031.65	
EFT36327	17/04/2020	GROVE WESLEY DESIGN ART	NAME BADGE - JASON CACIC, COMMUNITY RANGER BOX BUSINESS CARDS - JASON CACIC	1		132.44
INV 5981	13/04/2020	GROVE WESLEY DESIGN ART	NAME BADGE JAYDEN POPE, PLANNING OFFICER	1	13.97	
INV 5985	13/04/2020	GROVE WESLEY DESIGN ART	NAME BADGE - JASON CACIC, COMMUNITY RANGER BOX BUSINESS CARDS - JASON CACIC	1	118.47	
EFT36328	17/04/2020	HENDRIKUS JOHANNES ELLENBROEK	RATES CREDIT REFUND FOR ASSESSMENT A2660	1		792.00
INV A.2660	08/04/2020	HENDRIKUS JOHANNES ELLENBROEK	RATES CREDIT REFUND FOR ASSESSMENT A2660		792.00	
EFT36329	17/04/2020	IT VISION	EXCEL INTERGRATION TRAINING FOR EXECUTIVE MANAGER CORPORATE SERVICES AND ACCOUNTANT	1		561.00
INV 32990	31/03/2020	IT VISION	EXCEL INTERGRATION TRAINING FOR EXECUTIVE MANAGER CORPORATE SERVICES AND ACCOUNTANT	1	561.00	

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EFT36330	17/04/2020	JR. & A.HERSEY PTY LTD	OXY GEL HAND SANITIZER SC324-500SX1	1		486.75
INV 0004616230/03/2020		JR. & A.HERSEY PTY LTD	OXY GEL HAND SANITIZER SC324-500SX1	1	486.75	
EFT36331	17/04/2020	IFA FIRST RESPONSE	ECOCLEAR PF BOX 100 LARGE	1		350.57
INV IN10535	31/03/2020	IFA FIRST RESPONSE	ECOCLEAR PF BOX 100 LARGE	1	350.57	
EFT36332	17/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	VINTAGE VEHICLE BUILDING. REPLACE BROKEN WINDOW TO BACK OF BUILDING.	1		222.20
INV 5209	24/03/2020	NORTHAM & DISTRICTS GLASS SERVICE	VINTAGE VEHICLE BUILDING. REPLACE BROKEN WINDOW TO BACK OF BUILDING.	1	222.20	
EFT36333	17/04/2020	OASIS OUTDOOR STRUCTURES	FOOTPATH REPLACEMENT FOR FITZGERALD STREET NORTHAM A.S PER CONTRACT C.201920-14	1		133,157.75
INV INV-050120/03/2020		OASIS OUTDOOR STRUCTURES	REMOVE AND REPLACE EXISTING PATH ON FITZGERALD ST.	1	607.75	
INV INV-050906/04/2020		OASIS OUTDOOR STRUCTURES	FOOTPATH REPLACEMENT FOR FITZGERALD STREET NORTHAM A.S PER CONTRACT C.201920-14	1	132,550.00	
EFT36334	17/04/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 1 X BOX GLOVES, 2 X HAND TOWEL ROLL, 1 X WIPES ON A ROLL AND 2 X BOXES OF TOILET PAPER.	1		71.39
INV 22660	09/04/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 1 X BOX GLOVES, 2 X HAND TOWEL ROLL, 1 X WIPES ON A ROLL AND 2 X BOXES OF TOILET PAPER.	1	71.39	
EFT36335	17/04/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET NORTHAM (POP UP SHOP) - STATEMENT NO:2188823.	1		261.20
INV 2188823	15/04/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - 185 FITZGERALD STREET NORTHAM (POP UP SHOP) - STATEMENT NO:2188823.	1	261.20	
EFT36336	17/04/2020	PHARMAUST MANUFACTURING	70% ALCOHOL HAND SANITIZER 500ML BOTTLES \$11.39 INC. SOLD 20/CTN	1		1,190.49
INV 0002800903/04/2020		PHARMAUST MANUFACTURING	70% ALCOHOL HAND SANITIZER 500ML BOTTLES \$11.39 INC. SOLD 20/CTN	1	1,190.49	
EFT36337	17/04/2020	SALLY ANNE BEECROFT	RATES CREDIT REFUND FOR ASSESSMENT A10552	1		121.00

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INV A.10552	08/04/2020	SALLY ANNE BEECROFT	RATES CREDIT REFUND FOR ASSESSMENT A.10552		121.00	
EFT36338	17/04/2020	SAMPSON ELECTRICAL CONTRACTORS PTY LTD	INSTALL ADDITIONAL UNSWITCHED GPO'S TO BE POSITIONED ADJACENT TO EXISTING GPO'S	1		1,831.50
INV 0000490608/04/2020		SAMPSON ELECTRICAL CONTRACTORS PTY LTD	INSTALL ADDITIONAL UNSWITCHED GPO'S TO BE POSITIONED ADJACENT TO EXISTING GPO'S	1	1,831.50	
EFT36339	17/04/2020	STEWART & HEATON CLOTHING CO.PTY LTD	BADGE FRF NVY - SHIRE OF NORTHAM	1		696.85
INV SIN-318581/03/2020		STEWART & HEATON CLOTHING CO.PTY LTD	VELCROSS NAME BADGES - BFB VOLUNTEERS	1	330.00	
INV SIN-318806/04/2020		STEWART & HEATON CLOTHING CO.PTY LTD	BADGE FRF NVY - SHIRE OF NORTHAM	1	366.85	
EFT36340	17/04/2020	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SHARP CONTAINER 4LT	1		113.88
INV 1357485	08/04/2020	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	SHARP CONTAINER 4LT	1	113.88	
EFT36341	17/04/2020	SYNERGY	SHIRE ADMIN BUILDING 20/02/2020-19/03/2020	1		2,361.48
INV 7968413419/03/2020		SYNERGY	SHIRE ADMIN BUILDING 20/02/2020-19/03/2020	1	1,720.44	
INV 1539025130/03/2020		SYNERGY	OLD SHIRE DEPOT 29/01/2020-30/03/2020	1	194.05	
INV 1127695001/04/2020		SYNERGY	OLD NORTHAM FIRE STATION 31/01/2020-01/04/2020	1	336.37	
INV 2361098002/04/2020		SYNERGY	RAP PARK - AVON YOUTH 03/02/2020-02/04/2020	1	110.62	
EFT36342	17/04/2020	THE PAPER COMPANY OF AUSTRALIA	x 150 REAMS PHOTOCOPY PAPER PREMIUM	1		750.75
INV 0004618006/04/2020		THE PAPER COMPANY OF AUSTRALIA	x 150 REAMS PHOTOCOPY PAPER PREMIUM	1	750.75	
EFT36343	17/04/2020	TOTAL INSTALL SOLUTIONS AUST PTY LTD	DIAGNOSE AND REPAIR CONFIGURATION ISSUES AT NORTHAM SES UNIT	1		682.00
INV 0604_!	06/04/2020	TOTAL INSTALL SOLUTIONS AUST PTY LTD	DIAGNOSE AND REPAIR CONFIGURATION ISSUES AT NORTHAM SES UNIT	1	682.00	
EFT36344	17/04/2020	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTION MARCH 2020.	1		244.78
INV 57911	26/03/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1	59.20	

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INV SN0001731/04/2020		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE SUBSCRIPTION MARCH 2020.	1	104.58	
INV SN00006101/04/2020		WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN MARCH 2020.	1	81.00	
EFT36345	17/04/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ALERTS MODULE - SHIRE OF NORTHAM WEBSITE	1		1,155.00
INV B08165709/04/2020		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ALERTS MODULE - SHIRE OF NORTHAM WEBSITE	1	1,155.00	
EFT36346	17/04/2020	WHE&TBELT SAFETYWEAR	STEEL CAP BOOTS - (MONGREL LACE UP)	1		135.00
INV 9366	09/04/2020	WHE&TBELT SAFETYWEAR	STEEL CAP BOOTS - (MONGREL LACE UP)	1	135.00	
EFT36347	17/04/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES AT PUMA - MARCH 2020.	1		1,533.38
INV MARCH 31/03/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL PURCHASES AT PUMA - MARCH 2020.	1	1,533.38	
EFT36348	20/04/2020	ALLAN JONES	REIMBURSEMENT FOR POLICE CLEARANCE & PRE-EMPLOYMENT MEDICAL.	1		242.10
INV 237902	06/03/2020	ALLAN JONES	REIMBURSEMENT FOR POLICE CLEARANCE & PRE-EMPLOYMENT MEDICAL.	1	242.10	
EFT36349	22/04/2020	AUSTRALIAN TAXATION OFFICE	BAS FOR MARCH 2020 - REF 428266173809160	1		24,162.00
INV BAS M&B1/03/2020		AUSTRALIAN TAXATION OFFICE	BAS FOR MARCH 2020 - REF 428266173809160	1	24,162.00	
EFT36350	23/04/2020	SPECIALISED TREE SERVICE	PRUNE ROADS TO SPEC - CLYDESDALE ROAD, SLK'S : 0.07-0.15, 0.90-1.11, 3.27, 4.65-4.94, 5.45-5.69, 6.30-6.52, 6.80-7.00, 7.16-7.62, 8.70-9.06, 12.54-13.54	1		17,373.60
INV 3288	08/04/2020	SPECIALISED TREE SERVICE	PRUNING TO SPECS - TANK ROAD - SLK: 0.52-0.58, 0.88-1.02, 1.80-2.10, 3.20-3.40, 4.58-4.65.	1	3,511.20	
INV 3289	09/04/2020	SPECIALISED TREE SERVICE	PRUNE ROADS TO SPEC - JENNAPULLIN RD - SLK'S : 0.17-0.36, 2.11-2.25, 2.34-2.59, 3.64-4.02, 4.18-5, 5.33-5.43, 7.20-7.33, 9.85-9.88, 10.00-10.21, 10.53-10.59, 12.56-12.65	1	6,458.10	
INV 3290	09/04/2020	SPECIALISED TREE SERVICE	PRUNE ROADS TO SPEC - CLYDESDALE ROAD, SLK'S : 0.07-0.15, 0.90-1.11, 3.27, 4.65-4.94, 5.45-5.69, 6.30-6.52, 6.80-7.00, 7.16-7.62, 8.70-9.06, 12.54-13.54	1	7,404.30	
EFT36351	23/04/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INEPEN WASTE MANAGEMENT FACILITY 10/03/2020-22/03/2020	1		3,136.00

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INV 0029	10/03/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 10/03/2020-22/03/2020	1	1,568.00	
INV 0030	24/03/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 24/03/2020 - 05/04/2020	1	1,568.00	
EFT36352	23/04/2020	AVON SERVICE SPECIALISTS	PN INSPECT STOCK TRAILER / SERVICE / REPAIR ELECTRICS AS JUST BEEN RECOVERED FROM BEING STOLLEN	1		750.55
INV 18639	14/04/2020	AVON SERVICE SPECIALISTS	PN INSPECT STOCK TRAILER / SERVICE / REPAIR ELECTRICS AS JUST BEEN RECOVERED FROM BEING STOLLEN	1	750.55	
EFT36353	23/04/2020	AVON VALLEY GLASS	REMOVE AND REINSTALL RIGHT SIDE FACING ROLLERSHUTTER THAT WAS PULLED DOWN BY VANDALISM.	1		1,733.20
INV 0001060516/03/2020		AVON VALLEY GLASS	AS PER QUOTE RECIEVED REMOVE AND REINSTALL RIGHT SIDE FACING ROLLERSHUTTER THAT WAS PULLED DOWN BY VANDALISM.	1	1,733.20	
			AS PER QUOTE RECIEVED			
EFT36354	23/04/2020	BOEKEMAN MACHINERY	PN1207 - CASE IH JX80 - REPAIR JX80 OIL LEAKS, INCLUSIVE OF THE HYDRAULIC LEAK AT 3PL ROCKSHAFT, REPAIR BREATHER LEAK, REPAIR ROCKER COVER AND REPAIR CRANKSHAFT LEAKS. REPAIR CLUTCH ASSY.	1		11,078.25
INV 283915	27/02/2020	BOEKEMAN MACHINERY	PN1207 - CASE IH JX80 - REPAIR JX80 OIL LEAKS, INCLUSIVE OF THE HYDRAULIC LEAK AT 3PL ROCKSHAFT, REPAIR BREATHER LEAK, REPAIR ROCKER COVER AND REPAIR CRANKSHAFT LEAKS. REPAIR CLUTCH ASSY.	1	11,078.25	
EFT36355	23/04/2020	CADD'S FASHIONS	BLACK TABLECLOTHS (245 x 140)	1		385.00
INV 20-0000230/03/2020		CADD'S FASHIONS	BLACK TABLECLOTHS (245 x 140)	1	385.00	
EFT36356	23/04/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE / METER READING FOR ADMIN	1		806.45
INV 43361	13/03/2020	COUNTRY COPIERS NORTHAM	ITEMS FOR STAFF USE: USBS	1	90.60	

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INV 43361	16/03/2020	COUNTRY COPIERS NORTHAM	CORPORATE VISITOR REGISTER	1	22.80	
INV 43361	19/03/2020	COUNTRY COPIERS NORTHAM	x 10 HEAVY DUTY ARCHIVE BOXES	1	68.40	
INV 43361	24/03/2020	COUNTRY COPIERS NORTHAM	TN-2350 - INK CARTRIDGES	1	177.85	
INV S8333	14/04/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE / METER READING FOR ADMIN	1	446.80	
EFT36357	23/04/2020	COUNTRYWIDE GROUP	POOL CHEMICALS INCLUDING WUNDOWIE POOL CHLORINE	1		2,094.81
INV 29141	19/03/2020	COUNTRYWIDE GROUP	SUPPLY CHAIN FOR POLESAW	1	39.60	
INV 29188	27/03/2020	COUNTRYWIDE GROUP	SET OF BLADES (3)	1	280.50	
INV 29240	09/04/2020	COUNTRYWIDE GROUP	EDGER BLADES	1	100.00	
INV 29244	09/04/2020	COUNTRYWIDE GROUP	REPLACE AND REPAIR POLE SAW - OIL IS NOT RECIEVING AT THE BAR	1	203.90	
INV 29254	15/04/2020	COUNTRYWIDE GROUP	HUSQVARNA TC 238	1	66.00	
INV 29268	16/04/2020	COUNTRYWIDE GROUP	KUBOTA F3680 BLR6893 BLADES	1	287.10	
INV 29277	20/04/2020	COUNTRYWIDE GROUP	POOL CHEMICALS INCLUDING WUNDOWIE POOL CHLORINE	1	1,117.71	
EFT36358	23/04/2020	COVS PARTS PTY LTD	TGC MED DISPOSABLE GLOVES	1		58.17
INV 1690073223/03/2020		COVS PARTS PTY LTD	TGC MED DISPOSABLE GLOVES	1	58.17	
EFT36359	23/04/2020	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION B001 (0608)	1		1,779.30
INV 367B	03/04/2020	INTERACTIVE MINING SERVICES	ANNUAL LEVEL 1 BRIDGE INSPECTION B001 (0608)	1	1,779.30	
EFT36360	23/04/2020	JASON CACIC	REIMBURSEMENT FOR POLICE CLEARANCE	1		49.90
INV 1002122312/02/2020		JASON CACIC	REIMBURSEMENT FOR POLICE CLEARANCE	1	49.90	
EFT36361	23/04/2020	JOHN LESLIE MOSES	RATES OVERPAYMENT REFUND FOR ASSESSMENT A10102 18 BURGOYNE STREET NORTHAM WA 6401	1		3,000.00
INV A10102	21/04/2020	JOHN LESLIE MOSES	RATES OVERPAYMENT REFUND FOR ASSESSMENT A10102 18 BURGOYNE STREET NORTHAM WA 6401		3,000.00	
EFT36362	23/04/2020	IFA FIRST RESPONSE	WHITELEY AUTOMATIC HAND SANITIZER DISPENSER 302017	1		69.08

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INV IN10293	19/03/2020	LEA FIRST RESPONSE	WHITELEY AUTOMATIC HAND SANITIZER DISPENSER 302017	1	69.08	
EFT36363	23/04/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - 01/04/2020-30/04/2020	1		916.66
INV 0000031527	03/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM - 01/04/2020-30/04/2020	1	916.66	
EFT36364	23/04/2020	MR NATURALLY CLEAN	SWIMMING POOL. ABLUTIONS CLEANING AS PER CONTRACT C.201920-08/03/2020-27/03/2020	1		2,776.18
INV INV1980	03/04/2020	MR NATURALLY CLEAN	SWIMMING POOL. ABLUTIONS CLEANING AS PER CONTRACT C.201920-08/03/2020-27/03/2020	1	2,776.18	
EFT36365	23/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD TOWN ADMIN. INSURANCE CLAIM REPLACE WINDOWS AFTER VANDALISM AS PER QUOTE 422. POLICE NUMBER 230320 081588331.	1		3,055.80
INV 5259	31/03/2020	NORTHAM & DISTRICTS GLASS SERVICE	OLD TOWN ADMIN. INSURANCE CLAIM REPLACE WINDOWS AFTER VANDALISM AS PER QUOTE 422. POLICE NUMBER 230320 081588331.	1	3,055.80	
EFT36366	23/04/2020	NORTHAM BETTA ELECTRICAL	PURCHASE TELSTRA SAMSUNG A30 BLUE TICK HANDSET.	1		329.00
INV 2001001109	04/2020	NORTHAM BETTA ELECTRICAL	PURCHASE TELSTRA SAMSUNG A30 BLUE TICK HANDSET.	1	329.00	
EFT36367	23/04/2020	NORTHAM COURIER SERVICE	SIGMA CHEMICAL DELIVERY	1		60.50
INV 2401	01/03/2020	NORTHAM COURIER SERVICE	SIGMA CHEMICAL DELIVERY	1	60.50	
EFT36368	23/04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1		120.00
INV 0000273101	04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	18.00	
INV 0000273202	04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	36.00	
INV 0000273303	04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	24.00	
INV 0000273406	04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	24.00	
INV 0000274608	04/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS GGODS - APRIL	1	18.00	
EFT36369	23/04/2020	NORTHAM FLORIST	FLOWER ARRANGEMENT FOR BABY GIRL TO BE DELIVERED TO PAUL KHER	1		100.00

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INV 22637	03/04/2020	NORTHAM FLORIST	FLOWER ARRANGEMENT FOR BABY GIRL TO BE DELIVERED TO PAUL KHER	1	100.00	
EFT36370	23/04/2020	NORTHAM MAZDA	80,000 KM SERVICE ON PN1516 - REGO N3333	1		621.15
INV 128018	31/03/2020	NORTHAM MAZDA	80,000 KM SERVICE ON PN1516 - REGO N3333	1	621.15	
EFT36371	23/04/2020	OASIS OUTDOOR STRUCTURES	REMOVE BUILD UP OF SILT FROM UNDER BRIDGE AND REMOVE FROM SITE. SUPPLY AND INSTALL ROCK PITCHING TO ABUTMENTS AND PIER AS SPECIFIED - CLYDESDALE BRIDGE #0616	1		37,598.00
INV INV-050806/04/2020		OASIS OUTDOOR STRUCTURES	REMOVE BUILD UP OF SILT FROM UNDER BRIDGE AND REMOVE FROM SITE. SUPPLY AND INSTALL ROCK PITCHING TO ABUTMENTS AND PIER AS SPECIFIED - CLYDESDALE BRIDGE #0616	1	36,410.00	
INV INV-051006/04/2020		OASIS OUTDOOR STRUCTURES	REMOVAL OF EXISTING KERB AND REPLACE WITH 500 MM STANDARD APRON AND MAKING GOOD WITH THE SURFACE. 9LM @ \$120/LM +GST	1	1,188.00	
EFT36372	23/04/2020	OXTER SERVICES	RE-OPENING FOR THE BURIAL OF JOSEPH PARR, NEW GRAVE FOR JULIE ANNE FREIND & RE-OPENING FOR THE BURIAL OF RONALD RYDER	1		12,455.01
INV 22478	13/03/2020	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF ALLAN RYDER	1	1,067.00	
INV 22537	20/03/2020	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF VICTOR ANTHONY VIRGIN & ANTHONY WILLIAM BATTISTA	1	2,134.00	
INV 22593	27/03/2020	OXTER SERVICES	RE-OPENING FOR THE BURIAL OF JOSEPH PARR, NEW GRAVE FOR JULIE ANNE FREIND & RE-OPENING FOR THE BURIAL OF RONALD RYDER	1	3,069.00	
INV 22596	27/03/2020	OXTER SERVICES	QUELLINGTON HALL TOILET. SUPPLY 3 X CARTONS OF TOILET PAPER AND 1 X GLOVES.	1	114.97	
INV 22632	02/04/2020	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF CLAIRE AIMEE MARIE CLEVELAND	1	1,067.00	
INV 22631	02/04/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X ULTRASLIM HANDTOWEL.	1	101.44	
INV 22659	09/04/2020	OXTER SERVICES	PUBLIC TOILET CLEANING FOR THE MONTH OF MARCH 30/03/2020-11/04/2020	1	2,833.60	
INV 22682	17/04/2020	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF STANLEY NIE & REOPENING FOR BURIAL OF BRADLEY JAMES SLATER	1	2,068.00	



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EFT36373	23/04/2020	PRIMARIES OF WA PTY LTD	RETICULATION FITTINGS	1		83.85
INV 4102282314/04/2020		PRIMARIES OF WA PTY LTD	RETICULATION FITTINGS	1	83.85	
EFT36374	23/04/2020	SWS PAINTING CONTRACTORS	SES BUILDING. PAINT ALL EXTERNAL WALLS, FACIAS, GUTTERS, DOWNPIPES AND EXPOSED RAFTERS AS PER QUOTE 231.	1		9,900.00
INV 174	12/03/2020	SWS PAINTING CONTRACTORS	SES BUILDING. PAINT ALL EXTERNAL WALLS, FACIAS, GUTTERS, DOWNPIPES AND EXPOSED RAFTERS AS PER QUOTE 231.	1	9,900.00	
EFT36375	23/04/2020	SYNERGY	AIRPORT 21/01/2020-20/03/2020	1		9,701.14
INV 2032907211/03/2020		SYNERGY	BKB 12/02/2020-11/03/2020	1	870.40	
INV 2060903320/03/2020		SYNERGY	AIRPORT 21/01/2020-20/03/2020	1	3,364.49	
INV 2072909623/03/2020		SYNERGY	IRISHTOWN BFB 23/01/2020-23/03/2020	1	135.45	
INV 2096908931/03/2020		SYNERGY	VISITORS CENTRE 30/01/2020-31/03/2020	1	1,531.02	
INV 2072916431/03/2020		SYNERGY	VISITORS CENTRE CONF ROOM 30/01/2020-31/03/2020	1	500.41	
INV 2012926308/04/2020		SYNERGY	BKB 11/03/2020-08/04/2020	1	502.33	
INV 2072926015/04/2020		SYNERGY	CREATE 298 18/03/2020-15/04/2020	1	578.71	
INV 2052922916/04/2020		SYNERGY	SHIRE ADMIN BUILDING 19/03/2020-16/04/2020	1	1,467.99	
INV 2012930816/04/2020		SYNERGY	KILLARA NEW BUILDING 19/03/2020-16/04/2020	1	750.34	
EFT36376	23/04/2020	TPG TELECOM	TPG ACCOUNT FOR MARCH 2020	1		6,271.68
INV 1507634801/04/2020		TPG TELECOM	TPG ACCOUNT FOR MARCH 2020	1	6,271.68	
EFT36377	23/04/2020	UNISITE GROUP PTY LTD AFT THE TR FAMILY TRUST T/AS GRILLEX	ESB-SC-STD-001-15AMP SINGLE BBQ WITH CABINET POWERCOATED BLACK SATAIN (INSURANCE EXCESS) PLUS FREIGHT	1		5,337.20
INV 111222	13/03/2020	UNISITE GROUP PTY LTD AFT THE TR FAMILY TRUST T/AS GRILLEX	ESB-SC-STD-001-15AMP SINGLE BBQ WITH CABINET POWERCOATED BLACK SATAIN (INSURANCE EXCESS) PLUS FREIGHT	1	5,337.20	
EFT36378	23/04/2020	WA CONTRACT RANGER SERVICES	POUND DUTIES (WEEKLY) 23/03/2020-05/04/2020	1		1,581.25

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INV 02643	08/04/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES (WEEKLY) 23/03/2020-05/04/2020	1	1,581.25	
EFT36379	23/04/2020	WBS GROUP PTY LTD	SES SHED NORTHAM. SUPPLY AND INSTALL 4 X ROLLER DOORS AS PER SITE VISIT AND QUOTE REF:6710/1.	1		26,180.00
INV 101710	03/04/2020	WBS GROUP PTY LTD	SES SHED NORTHAM. SUPPLY AND INSTALL 4 X ROLLER DOORS AS PER SITE VISIT AND QUOTE REF:6710/1.	1	26,180.00	
EFT36380	23/04/2020	WINPRO ELECTRICAL	SUPPLY AND INSTALL THREE SECURITY CAMERAS AT IMPOUND YARD WITH MONITORS INSIDE OLD DOG POUND	1		1,970.00
INV INV-806	14/04/2020	WINPRO ELECTRICAL	SUPPLY AND INSTALL THREE SECURITY CAMERAS AT IMPOUND YARD WITH MONITORS INSIDE OLD DOG POUND	1	1,970.00	
EFT36381	28/04/2020	DONALD VEAL CONSULTANTS PTY LTD	CONSULTANT SERVICES FOR NORTHAM BIKE PLAN 2019 DATED AUGUST2019 AS SET OUT IN TABLE 5.1 SEE ATTACHED	1		10,931.80
INV 1907000305/02/2020		DONALD VEAL CONSULTANTS PTY LTD	CONSULTANT SERVICES FOR NORTHAM BIKE PLAN 2019 DATED AUGUST2019 AS SET OUT IN TABLE 5.1 SEE ATTACHED	1	10,931.80	
EFT36382	28/04/2020	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 14/04/2020	1		60,270.00
INV PAYG14014/04/2020		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY RUN WEEK ENDING 14/04/2020	1	60,270.00	
EFT36383	28/04/2020	AVON SERVICE SPECIALISTS	SERVICE VEHICLE (INCLUSIVE OF PARTS, REPLACEMENT OF WASHER BOTTLE AND DPF SERVICE AS PER QUOTE #451) ON 06/04/2020	1		716.60
INV 18606	06/04/2020	AVON SERVICE SPECIALISTS	SERVICE VEHICLE (INCLUSIVE OF PARTS, REPLACEMENT OF WASHER BOTTLE AND DPF SERVICE AS PER QUOTE #451) ON 06/04/2020	1	716.60	
EFT36384	28/04/2020	CLARK EQUIPMENT	SUPPLY ONE NEW BOBCAT S590SFC SKID STEER LOADER WITH 4 IN 1 BUCKET AS PER RFQ SKID STEER LOADER - AS PER QUOTE # 0128	1		79,414.50
INV 0820790326/03/2020		CLARK EQUIPMENT	SUPPLY ONE NEW BOBCAT S590SFC SKID STEER LOADER WITH 4 IN 1 BUCKET AS PER RFQ SKID STEER LOADER - AS PER QUOTE # 0128	1	78,980.00	
INV 0820851509/04/2020		CLARK EQUIPMENT	DELIVER NEW BOBCAT TO 116 PEEL TERRACE ( NEW PLANT # WILL BE PN1908 )	1	434.50	

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EFT36385	28/04/2020	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2. PROGRESS CLAIM 15	1		67,223.08
INV 3961	17/04/2020	COOPER & OXLEY CONSTRUCTION CO PTY LTD	CONSTRUCTION OF NEW NORTHAM AQUATIC FACILITY AS PER CONTRACT 2018-2. PROGRESS CLAIM 15	1	67,223.08	
EFT36386	28/04/2020	COUNTRYWIDE GROUP	CHAINSAW, ANNUAL SERVICE	1		307.00
INV 29176	25/03/2020	COUNTRYWIDE GROUP	CHAINSAW, ANNUAL SERVICE	1	307.00	
EFT36387	28/04/2020	DMC CLEANING	VARIOUS SHIRE BUILDINGS - CLEANING FOR THE PERIOD 01/03/2020-31/03/2020	1		4,490.57
INV SON031	25/03/2020	DMC CLEANING	VARIOUS SHIRE BUILDINGS - CLEANING FOR THE PERIOD 01/03/2020-31/03/2020	1	4,490.57	
EFT36388	28/04/2020	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 X BOLLARDS WITH CAP 1.8M	1		180.30
INV 0000161631/03/2020		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP 2 X BOLLARDS WITH CAP 1.8M	1	143.00	
INV 0000161631/03/2020		E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	PICK UP SMALL CARTON FORM 35 STANHOPE GARDENS MIDVALE ( SWD BUILDING )	1	37.30	
EFT36389	28/04/2020	GLENN STUART BEVERIDGE	CLEAN ALL GUTTERS AND FLUSH DOWNPIPES. VARIOUS SHIRE (TOWN) BUILDINGS	1		7,975.00
INV 31	10/04/2020	GLENN STUART BEVERIDGE	CLEAN ALL GUTTERS AND FLUSH DOWN PIPES ON VARIOUS SHIRE FACILITIES	1	1,947.00	
INV 29	10/04/2020	GLENN STUART BEVERIDGE	WUNDOWIE FOOTY PAVILION. REPAIR DOWN PIPES.	1	220.00	
INV 30	10/04/2020	GLENN STUART BEVERIDGE	CLEAN ALL GUTTERS AND FLUSH DOWNPIPES. VARIOUS SHIRE (TOWN) BUILDINGS	1	3,531.00	
INV 35	10/04/2020	GLENN STUART BEVERIDGE	NORTHAM LIBRARY. CHECK DOOR LOCK ON ACCESSIBLE TOILET.	1	165.00	
INV 34	10/04/2020	GLENN STUART BEVERIDGE	CREATE 298. PICK UP FROM OXTERS AND INSTALL HAND TOWEL DISPENSER IN KITCHEN AREA.	1	77.00	
INV 33	10/04/2020	GLENN STUART BEVERIDGE	CLACKLINE AND KATRINE TOILETS. INSTALL HARD BARRICADE DE TO COVID 19.	1	418.00	
INV 32	10/04/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE. CLEAN GUTTERS AND FLUSH DOWN PIPES.	1	1,155.00	
INV 36	10/04/2020	GLENN STUART BEVERIDGE	QUELLINGTON HALL. REPAIR ALL DOWN PIPES AND FEED INTO RAINWATER TANK.	1	132.00	

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INV 39	15/04/2020	GLENN STUART BEVERIDGE	KILLARA RESPITE CARE. REMOVE METAL GRATES AND CLEAN OUT FOR STORM WATER.	1	330.00	
EFT36390	28/04/2020	GRAFTON ELECTRICS	VINTAGE VEHICLE BUILDING. FIX NON COMPLIANT ELECTRICS AS PER INSPECTION REPORT AND QUOTE, INCLUDING NEW SWITCHBOARD, RCD'S AND AND WIRING ISSUES.	1		4,596.02
INV 6826	15/04/2020	GRAFTON ELECTRICS	KILLARA DAY RESPITE. INSTALL MOBILE BOOSTER IN MAIN ADMIN BUILDING AT KILLARA.	1	198.00	
INV 6825	15/04/2020	GRAFTON ELECTRICS	ADMIN BUILDING. REPLACE 4 X FLUROS IN UNDER COVER AREA WITH LED BATTENS.	1	493.68	
INV 6829	15/04/2020	GRAFTON ELECTRICS	SOUTHERN BROOK HALL. REPLACE LIGHTS IN FRONT ENTRY AND STORE TO LED BATTEN STYLE.	1	296.34	
INV 6827	15/04/2020	GRAFTON ELECTRICS	SES SHED. INSTALL 2 X DOUBLE GPO'S TO SHED.	1	484.00	
INV 6837	17/04/2020	GRAFTON ELECTRICS	VINTAGE VEHICLE BUILDING. FIX NON COMPLIANT ELECTRICS AS PER INSPECTION REPORT AND QUOTE, INCLUDING NEW SWITCHBOARD, RCD'S AND AND WIRING ISSUES.	1	3,025.00	
INV 6841	21/04/2020	GRAFTON ELECTRICS	NORHTAM AERODROME. REPAIR REPLACE PADLOCK TO MAIN D/B.	1	99.00	
EFT36391	28/04/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1		587.77
INV 6232638	31/03/2020	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/07/2019 TO 30/06/2020 X 2 BOTTLES	1	587.77	
EFT36392	28/04/2020	JH COMPUTER SERVICES PTY LTD	FORTIGATE 80E-POE	1		11,550.00
INV 0000193649/03/2020		JH COMPUTER SERVICES PTY LTD	Fortigate 80E-POE	1	5,071.00	
INV 0000193749/03/2020		JH COMPUTER SERVICES PTY LTD	FORTIGATE 80E-POE	1	6,479.00	
EFT36393	28/04/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR BOONDINE ROAD 0.00-0.80 2 X TC'S CREW @ \$91/HOUR + GST X 18 HOURS	1		2,621.85
INV WS-2277	26/03/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANGEMENT FOR CHIDLOW STREET 0.02-0.30 2 X TC'S CREW @ \$91/HOUR + GST X 18 HOURS	1	897.60	

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INV WS-2276	26/03/2020	LGC TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR BOONDINE ROAD 0.00-0.80 2 X TC'S CREW @ \$91/HOUR + GST X 18 HOURS	1	1,724.25	
EFT36394	28/04/2020	MASTER BUILDING INSPECTORS	PROPERTY INSPECTION - ADMIN BUILDING	1		660.00
INV 1000001	20/03/2020	MASTER BUILDING INSPECTORS	PROPERTY INSPECTION - ADMIN BUILDING	1	660.00	
EFT36395	28/04/2020	MCLEODS BARRISTERS & SOLICITORS	OMALLEY PROSECUTION - 29 MCMULLEN ED WUNDOWIE	1		641.60
INV 113267	31/03/2020	MCLEODS BARRISTERS & SOLICITORS	OMALLEY PROSECUTION - 29 MCMULLEN ED WUNDOWIE	1	641.60	
EFT36397	28/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	CLACKLINE HALL POST OFFICE. REPAIR DOORS AND INSTALL BUILD OUT FRAME.	1		567.60
INV 5262	29/04/2020	NORTHAM & DISTRICTS GLASS SERVICE	CLACKLINE HALL POST OFFICE. REPAIR DOORS AND INSTALL BUILD OUT FRAME.	1	567.60	
EFT36398	28/04/2020	OASIS OUTDOOR STRUCTURES	REMOVE BROKEN FOOTPATH AND REPLACE	1		2,383.92
INV INV-051220/04/2020		OASIS OUTDOOR STRUCTURES	POOL KERB REPAIR. REMOVE BROKEN KERB. INSTALL NEW HAND FORM KERB. REPAIR AND REBURY DRIPLINE, REPLANT GREVILLIA.	1	749.98	
INV INV-051220/04/2020		OASIS OUTDOOR STRUCTURES	REMOVE BROKEN FOOTPATH AND REPLACE	1	1,259.94	
INV INV-051220/04/2020		OASIS OUTDOOR STRUCTURES	BROOM TCE PAD, FORM SUPPLY AND LAY NEW PAD FOR BARBEQUE	1	374.00	
EFT36399	28/04/2020	OFFICEWORKS SUPERSTORES PTY LTD	PARTITION SCREEN 1800 X 525MM WHITE FRAME GREY BOARD	1		304.95
INV 4721178213/03/2020		OFFICEWORKS SUPERSTORES PTY LTD	PARTITION SCREEN 1800 X 525MM WHITE FRAME GREY BOARD	1	304.95	
EFT36400	28/04/2020	PERTH SAFETY PRODUCTS PTY LTD	STOP HERE ON RED LIGHT	1		321.20
INV 0000981308/04/2020		PERTH SAFETY PRODUCTS PTY LTD	STOP HERE ON RED LIGHT	1	321.20	
EFT36401	28/04/2020	QUBE LOGISTICS (WA) PTY LTD	920KG GAS CYLINDER & FUEL LEVY	1		838.03
INV TS17927128/02/2020		QUBE LOGISTICS (WA) PTY LTD	920KG GAS CYLINDER & FUEL LEVY	1	838.03	
EFT36402	28/04/2020	SAFE T CARD AUSTRALIA PTY LTD	2 X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1		924.00

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INV INV-206601/04/2020		SAFE T CARD AUSTRALIA PTY LTD	2 X SAFE T CARDS MONITORING FEE 01-07-19 TO 30-06-2020	1	924.00	
EFT36403	28/04/2020	SHIRE OF GOOMALLING	PRINTING OF AVON VALLEY MATERIAL FOR 2020 CARAVAN & CAMPING SHOW- NORTHAM PORTION OF COSTS	1		258.50
INV 14263	18/03/2020	SHIRE OF GOOMALLING	PRINTING OF AVON VALLEY MATERIAL FOR 2020 CARAVAN & CAMPING SHOW- NORTHAM PORTION OF COSTS	1	258.50	
EFT36404	28/04/2020	STRATAGREEN	PARKS & GARDENS EQUIPMENT	1		1,678.50
INV 120306	07/04/2020	STRATAGREEN	PARKS & GARDENS EQUIPMENT	1	1,678.50	
EFT36405	28/04/2020	TELSTRA CORPORATION	BAKERS HILL BFB MARCH 2020	1		31.13
INV 6305302927/03/2020		TELSTRA CORPORATION	BAKERS HILL BFB MARCH 2020	1	31.13	
EFT36406	28/04/2020	TOTAL GREEN RECYCLING PTY LTD	RECYCLING AND TRANSFER OF E-WASTE FROM OLD QUARRY LAND FILL	1		2,615.09
INV INV7550 15/04/2020		TOTAL GREEN RECYCLING PTY LTD	RECYCLING AND TRANSFER OF E-WASTE FROM OLD QUARRY LAND FILL	1	2,615.09	
EFT36407	28/04/2020	TOTAL INSTALL SOLUTIONS AUST PTY LTD	SERVICE COLUMNS, 2 CHANNEL, 2 DESK DUCTS WITH COVERS , 2 POWER POINTS, GRID & COVER AND OUTLET KITS	1		4,397.80
INV 2003	11/04/2020	TOTAL INSTALL SOLUTIONS AUST PTY LTD	SERVICE COLUMNS, 2 CHANNEL, 2 DESK DUCTS WITH COVERS , 2 POWER POINTS, GRID & COVER AND OUTLET KITS	1	4,397.80	
EFT36408	28/04/2020	VINCELEC	NORTHAM DEPOT. SUPPLY AND INSTALL 2 X LED BATTEN LIGHTS TO UNDERCOVER AREA, AS PER QUOTE 62.	1		767.56
INV IV175	22/04/2020	VINCELEC	NORTHAM DEPOT. SUPPLY AND INSTALL 2 X LED BATTEN LIGHTS TO UNDERCOVER AREA, AS PER QUOTE 62.	1	767.56	
EFT36409	28/04/2020	WA RANGERS ASSOCIATION INC	SHOULDER BADGES SB1, SENIOR RANGER	1		185.35
INV 49	27/02/2020	WA RANGERS ASSOCIATION INC	SHOULDER BADGES SB1, SENIOR RANGER	1	185.35	

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EFT36410	28/04/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY FRONT AND REAR AMBER FLASHERS , SUPPLY WORK LIGHT TO REAR TO AIM REVERSING CAMERA AT NIGHT AND RELOCATE LIGHTBAR ENCLUDING FITTING TO FN1901 - REGO N10721	1		2,644.40
INV INV-994718/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SERVICE/REPAIR AIRCON IN FN1516 - REGO N11196	1	350.00	
INV INV-100828/11/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY FRONT AND REAR AMBER FLASHERS , SUPPLY WORK LIGHT TO REAR TO AIM REVERSING CAMERA AT NIGHT AND RELOCATE LIGHTBAR ENCLUDING FITTING TO FN1901 - REGO N10721	1	1,100.00	
INV INV-100802/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	ROAD BROOM LEFT HAND INDICATOR NOT WORKING GLOBES/WIRING FN1603 - REGO 1TRB674	1	159.50	
INV INV-100910/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	HIAB SWITCH BROKEN NEEDS REPLACING PARTS/LABOUR	1	458.40	
INV INV-101219/12/2019		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE BATTERY	1	576.50	
EFT36411	28/04/2020	WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 06/03/20, 10/03/20 & 13/03/2020.	1		3,020.60
INV 0030109903/03/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 17/02/20 & 25/02/20.	1	1,509.20	
INV 0030110627/03/2020		WHEATBELT NATURAL RESOURCE MANAGEMENT	WEEKLY MAINTENANCE OF NORTHAM CEMETERY AS PER ON GOING CONTRACT ' CEMETERY MAINTENANCE 06/03/20, 10/03/20 & 13/03/2020.	1	1,511.40	
EFT36412	28/04/2020	WHEATBELT SAFETYWEAR	BOOTS REQUIRED FOR STAFF SECONDED TO WUNDOWIE DEPOT	1		898.50
INV 9335	23/03/2020	WHEATBELT SAFETYWEAR	NITRO GLOVES IN LARGE 10/CARTON	1	265.00	
INV 9336	23/03/2020	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR CONVID 19.	1	225.00	
INV 9353	31/03/2020	WHEATBELT SAFETYWEAR	BOOTS REQUIRED FOR STAFF SECONDED TO WUNDOWIE DEPOT	1	305.00	
INV 9354	02/04/2020	WHEATBELT SAFETYWEAR	DISPOSABLE COVERALLS FOR COVID19 - KILLARA	1	42.50	
INV 9356	03/04/2020	WHEATBELT SAFETYWEAR	PPE EQUIPMENT FOR DEPOT	1	61.00	

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EFT36413	28/04/2020	ZENIEN	NORTHAM LIBRARY. INSTALL CCTV AS PER QUOTE - Q3480. INCLUDING OPTION OF SOUTH FACING CAMERA.	1		8,962.90
INV I7360	27/03/2020	ZENIEN	NORTHAM LIBRARY. INSTALL CCTV AS PER QUOTE - Q3480. INCLUDING OPTION OF SOUTH FACING CAMERA.	1	8,962.90	
EFT36414	30/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE	1		89,928.83
INV 224	29/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 224 Fixed Component - NEW RECREATION CENTRE		49,460.86	
INV 225	29/04/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL		40,467.97	
DD14960.1	06/04/2020	BANKWEST	ROSS RAYSON - MASTERCARD 22/2/20 TO 23/3/2020	1		3,959.10
INV B RUTTE	06/04/2020	BANKWEST	BRENDON RUTTER - MASTERCARD 22/2/20 TO 23/3/2020	1	1,431.59	
INV C YOUNG	06/04/2020	BANKWEST	COLIN YOUNG - MASTERCARD 22/2/20 TO 23/3/2020	1	1,682.42	
INV C KLEYN	06/04/2020	BANKWEST	CLINTON KLEYNHANS- MASTERCARD 22/2/20 TO 23/3/2020	1	350.38	
INV CHADD	06/04/2020	BANKWEST	CHADD HUNT - MASTERCARD 22/2/20 TO 23/3/2020	1	173.66	
INV R. RAYSON	06/04/2020	BANKWEST	ROSS RAYSON - MASTERCARD 22/2/20 TO 23/3/2020	1	321.05	
DD14994.1	14/04/2020	WA SUPER	Payroll deductions	1		24,831.81
INV SUPER	14/04/2020	WA SUPER	Superannuation contributions	1	20,912.38	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	2,446.04	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	88.11	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	33.19	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	280.53	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	584.00	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT	14/04/2020	WA SUPER	Payroll deductions	1	139.84	



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD14994.2	14/04/2020	ESSENTIAL SUPER	Superannuation contributions	1		399.19
INV SUPER	14/04/2020	ESSENTIAL SUPER	Superannuation contributions	1	399.19	
DD14994.3	14/04/2020	REST INDUSTRY SUPER	Superannuation contributions	1		641.03
INV SUPER	14/04/2020	REST INDUSTRY SUPER	Superannuation contributions	1	641.03	
DD14994.4	14/04/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		329.61
INV SUPER	14/04/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	329.61	
DD14994.5	14/04/2020	PRIME SUPER	Payroll deductions	1		447.67
INV SUPER	14/04/2020	PRIME SUPER	Superannuation contributions	1	322.74	
INV DEDUCT	14/04/2020	PRIME SUPER	Payroll deductions	1	124.93	
DD14994.6	14/04/2020	ONEPATH	Superannuation contributions	1		193.32
INV SUPER	14/04/2020	ONEPATH	Superannuation contributions	1	193.32	
DD14994.7	14/04/2020	MEDIA SUPER	Superannuation contributions	1		151.26
INV SUPER	14/04/2020	MEDIA SUPER	Superannuation contributions	1	151.26	
DD14994.8	14/04/2020	UNISUPER	Payroll deductions	1		552.81
INV SUPER	14/04/2020	UNISUPER	Superannuation contributions	1	398.54	
INV DEDUCT	14/04/2020	UNISUPER	Payroll deductions	1	154.27	
DD14994.9	14/04/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		317.48
INV SUPER	14/04/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	228.88	
INV DEDUCT	14/04/2020	MLC NOMINEES PTY LTD	Payroll deductions	1	88.60	
DD15044.1	29/04/2020	TENNANT AUSTRALIA	LEASE EQUIPMENT FOR CLEANING NORTHAM RECREATION CENTRE APRIL 2020	1		1,046.85
INV APRIL	2020/04/2020	TENNANT AUSTRALIA	LEASE EQUIPMENT FOR CLEANING NORTHAM RECREATION CENTRE APRIL 2020	1	1,046.85	

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DD15046.1	28/04/2020	WA SUPER	Payroll deductions	1		25,165.46
INV SUPER	28/04/2020	WA SUPER	Superannuation contributions	1	21,211.63	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	2,464.25	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	74.63	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	25.43	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	321.25	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	584.00	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	134.75	
INV DEDUCT28/04/2020	28/04/2020	WA SUPER	Payroll deductions	1	123.10	
DD15046.2	28/04/2020	ESSENTIAL SUPER	Superannuation contributions	1		167.76
INV SUPER	28/04/2020	ESSENTIAL SUPER	Superannuation contributions	1	167.76	
DD15046.3	28/04/2020	REST INDUSTRY SUPER	Superannuation contributions	1		665.04
INV SUPER	28/04/2020	REST INDUSTRY SUPER	Superannuation contributions	1	665.04	
DD15046.4	28/04/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1		316.79
INV SUPER	28/04/2020	(THE QUEENSLAND LOCAL GOVERNMENT SUPERANNUATION BOARD) LG SUPER	Superannuation contributions	1	316.79	
DD15046.5	28/04/2020	PRIME SUPER	Payroll deductions	1		449.28
INV SUPER	28/04/2020	PRIME SUPER	Superannuation contributions	1	323.90	
INV DEDUCT28/04/2020	28/04/2020	PRIME SUPER	Payroll deductions	1	125.38	
DD15046.6	28/04/2020	ONEPATH	Superannuation contributions	1		194.97
INV SUPER	28/04/2020	ONEPATH	Superannuation contributions	1	194.97	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15046.7	28/04/2020	MEDIA SUPER	Superannuation contributions	1		153.60
INV SUPER	28/04/2020	MEDIA SUPER	Superannuation contributions	1	153.60	
DD15046.8	28/04/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	28/04/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT	28/04/2020	UNISUPER	Payroll deductions	1	160.61	
DD15046.9	28/04/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		264.56
INV SUPER	28/04/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	190.73	
INV DEDUCT	28/04/2020	MLC NOMINEES PTY LTD	Payroll deductions	1	73.83	
DD14994.10	14/04/2020	HESTA SUPER FUND	Superannuation contributions	1		145.42
INV SUPER	14/04/2020	HESTA SUPER FUND	Superannuation contributions	1	145.42	
DD14994.11	14/04/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		68.81
INV SUPER	14/04/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	68.81	
DD14994.12	14/04/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,997.93
INV SUPER	14/04/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,717.61	
INV DEDUCT	14/04/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	280.32	
DD14994.13	14/04/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		204.72
INV SUPER	14/04/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	204.72	
DD14994.14	14/04/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		609.78
INV DEDUCT	14/04/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	170.17	
INV SUPER	14/04/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	439.61	
DD14994.15	14/04/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		80.31

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	14/04/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	80.31	
DD14994.16	14/04/2020	AMP LIFE LIMITED	Superannuation contributions	1		771.42
INV SUPER	14/04/2020	AMP LIFE LIMITED	Superannuation contributions	1	771.42	
DD14994.17	14/04/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	14/04/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD14994.18	14/04/2020	HOSTPLUS SUPER	Superannuation contributions	1		285.95
INV SUPER	14/04/2020	HOSTPLUS SUPER	Superannuation contributions	1	285.95	
DD14994.19	14/04/2020	SUNSUPER	Superannuation contributions	1		698.47
INV SUPER	14/04/2020	SUNSUPER	Superannuation contributions	1	698.47	
DD14994.20	14/04/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		136.33
INV SUPER	14/04/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	136.33	
DD15046.10	28/04/2020	HESTA SUPER FUND	Superannuation contributions	1		156.89
INV SUPER	28/04/2020	HESTA SUPER FUND	Superannuation contributions	1	156.89	
DD15046.11	28/04/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		45.04
INV SUPER	28/04/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	45.04	
DD15046.12	28/04/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,114.15
INV SUPER	28/04/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,836.18	
INV DEDUCT	28/04/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	277.97	
DD15046.13	28/04/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.43
INV SUPER	28/04/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.43	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15046.14	28/04/2020	BT SUPER FOR LIFE	Superannuation contributions	1		87.57
INV SUPER	28/04/2020	BT SUPER FOR LIFE	Superannuation contributions	1	87.57	
DD15046.15	28/04/2020	TELSTRA SUPER	Payroll deductions	1		39.87
INV SUPER	28/04/2020	TELSTRA SUPER	Superannuation contributions	1	11.39	
INV DEDUCT	28/04/2020	TELSTRA SUPER	Payroll deductions	1	28.48	
DD15046.16	28/04/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		22.78
INV SUPER	28/04/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	11.39	
INV DEDUCT	28/04/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	11.39	
DD15046.17	28/04/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		610.46
INV SUPER	28/04/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	440.10	
INV DEDUCT	28/04/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	170.36	
DD15046.18	28/04/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		77.72
INV SUPER	28/04/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	77.72	
DD15046.19	28/04/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.26
INV SUPER	28/04/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.26	
DD15046.20	28/04/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	28/04/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15046.21	28/04/2020	HOSTPLUS SUPER	Superannuation contributions	1		298.62
INV SUPER	28/04/2020	HOSTPLUS SUPER	Superannuation contributions	1	298.62	
DD15046.22	28/04/2020	SUNSUPER	Superannuation contributions	1		718.22
INV SUPER	28/04/2020	SUNSUPER	Superannuation contributions	1	718.22	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15046.23	28/04/2020	MACQUARIE SUPER.MANAGER	Superannuation contributions	1		136.33
INV SUPER.	28/04/2020	MACQUARIE SUPER.MANAGER	Superannuation contributions	1	136.33	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNIFUND	1,298,629.96
<b>TOTAL</b>		<b>1,298,629.96</b>

## Attachment 2

### Payment dates 1st April 2020 to 30<sup>th</sup> April 2020

- Municipal Fund payment cheque numbers 35304 to 35309 Total \$7,360.91.

Electronic Funds Transfer

- Municipal Fund EFT36165 to EFT36414 Total \$1,217,638.38.

Direct Debits Total \$73,630.67

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

Month	Cheques 2019/2020	EFT Payments 2019/2020	Direct Debits 2019/2020	Payroll 2019/2020	Total Payments 2019/2020
July	\$ 206,266.12	\$ 3,308,502.03	\$ 76,110.78	\$ 432,960.90	\$ 4,023,839.83
August	\$ 49,915.44	\$ 2,828,610.12	\$ 79,487.55	\$ 455,717.69	\$ 3,413,730.80
September	\$ 55,440.41	\$ 2,948,297.32	\$ 72,450.07	\$ 429,744.94	\$ 3,505,932.74
October	\$ 100,301.16	\$ 3,153,464.10	\$ 116,698.02	\$ 651,629.55	\$ 4,022,092.83
November	\$ 60,595.68	\$ 3,143,308.87	\$ 78,728.94	\$ 470,325.55	\$ 3,752,959.04
December	\$ 135,279.49	\$ 2,435,836.65	\$ 87,294.89	\$ 495,027.66	\$ 3,153,438.69
January	\$ 152,927.67	\$ 1,961,602.01	\$ 80,188.17	\$ 469,938.70	\$ 2,664,656.55
February	\$ 240,425.19	\$ 1,512,215.07	\$ 77,775.33	\$ 484,939.48	\$ 2,315,355.07
March	\$ 113,198.19	\$ 1,206,116.02	\$ 82,755.91	\$ 466,318.53	\$ 1,868,388.65
April	\$ 7,360.91	\$ 1,217,638.38	\$ 73,630.67	\$ 420,790.29	\$ 1,719,420.25
May					\$ -
June					\$ -
<b>Total</b>	<b>\$1,121,710.26</b>	<b>\$23,715,590.57</b>	<b>\$825,120.33</b>	<b>\$4,777,393.29</b>	<b>\$30,439,814.45</b>

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD14960.1

Summary Credit Card Payments	\$	Total
<b>Executive Manager Engineering Services</b>		
SHIRE OF NORTHAM PLATE REMAKE	36.90	
DOMINOS PIZZA - DEPOT STAFF MEETING	148.50	
BEST AND LESS - CLIP ON BELT PORTABLE HAND SANITIZERS	99.00	
BUNNINGS MIDLAND - PAVER PLAY EQUIPMENT BLUE RUBBER	65.98	<b>350.38</b>
<b>CESM</b>		

DOMINOS ESTORE NORTHAM - BUSHFIRE MANUAL ANNUAL REVIEW WORKSHOP	192.40	
COLES 0492 - REFRESHMENTS FOR CAPTAINS CBF SCENARIO NIGHT	44.50	
COLES 0492 - REFRESHMENTS FOR CAPTAINS CBF SCENARIO NIGHT	6.00	
RED ROOSTER NORTHAM - SCENARIO TRAINING NIGHT	324.00	
COLES - WATER FOR BAKERS HILL BFB	30.00	
DUNNINGS NORTHAM - VOLUNTEER TRAVEL EXPENSES TO TRAINING COURSE	61.71	
BEYOND POWER PTY LTQPS - FUEL FOR BAKERS HILL LT (FUEL CARD NOT WORKING)	33.05	
BRUNO CRENCI - KELLERBERRIN MOTEL - ACCOMMODATION FOR REGIONAL TRAINING COURSE - PAUL ANTONIO	120.00	
CUSTOM DESIGN & CUTT - CORE FLUTE	619.93	<b>1431.59</b>
<b>Executive Manager Corporate Services</b>		
LAMEY GV GEARING GRASS VALLEY - CATERING COUNCIL REFRESHMENTS 19TH MARCH	728.00	
DOME - REFRESHMENTS CEO CATCH UP YORK CEO	8.80	
MICROSOFT MONTHLY FEES	47.19	
TOOLMART - STEP LADDER FOR IT	79.00	
AMAYSIM - NORTHAM LIBRARY LIFT INTERNET MONITORING	10.00	
SUBSCRIPTION TO SURVEY MONKEY -SURVEY FOR COVID 19	349.09	
ADOBE CREATIVE CLOUD MONTHLY FEES	213.99	
LOGMEIN AUS PTY LTD - GO TO MEETING PROFESSIONAL	228.80	
BANK FEES - FOREIGN TRANSACTION FEES	17.55	<b>1682.42</b>
<b>Executive Manager Development Services</b>		
DOME - COUNCIL 26/2/20 CATERING	317.65	
BURSWOOD CAR RENTALS - CREDIT FOR HIRE FEES FOR WORKS MANAGER	-143.99	<b>173.66</b>
<b>Executive Manager Community Services</b>		
FACEBOOK BKB PAGE AWARENESS	31.85	
CLEAN UP AUSTRALIA - GLOVES (ADULT & CHILDREN) AND BAGS	249.40	
BUNNINGS -4 TOOL PICK UP	39.80	<b>321.05</b>
<b>Total Credit Card Expenditure</b>		<b>\$3,959.10</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 \$1,719,420.25 was submitted to the Ordinary Meeting of Council on Wednesday, 20 May 2020.

\_\_\_\_\_ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,719,420.25 was submitted to each member of the Council on Wednesday, 20 May 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 April 2020

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.1.3.4
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Simple Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For Council to receive the Financial Statement for the period ending 30 April 2020.

#### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 April 2020.

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#### A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 April 2020 is included as Attachment 1 to this Agenda and includes the following reports:

- Statement of Financial Activity;
- Operating Statements;
- Balance Sheet;
- Acquisition of Assets;
- Disposal of Assets;
- Information on Borrowings;
- Reserves;
- Net Current Assets;
- Cash Position;
- Rating Information:

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

the meeting, **new items this month are in bold**. Please note **budget amendments due to COVID -19 adopted are included in the Financial Statements for April 2020**.

### Notes to the Financial Statements

#### Operating Income

1. **Law and Order was over budget \$415,182 due to the receipt of a new Light Tanker vehicle funded by DFES for \$435,932 (timing)**
2. **Education and Welfare revenue is over budget by \$182,576 due to Killara Brokerage funding of \$187,726. There has been and unprecedented request for brokerage respite this financial year where funding was available. The funding has ceased from 30 April 2020. Anticipated revenue for 2020 to 2021 will be projected to be the same as the budgeted amount of \$60,000 in 2019 2020 financial year.**
3. Community Amenities revenue is \$68,090 over budget due to Old Quarry tipping fees of \$18,376 and Inkpen tipping fees of \$19,976 **and septage pond fees of \$36,819.**
4. Transport is over budget by \$168,817 due to the timing of Mainroads Grant funding.
5. Economic Services is under budget by \$152,481. This is due predominantly to  
Grants and Festivals \$65,000  
Building Permits \$18,401  
BKB income \$45,852  
Visitors Centre merchandise \$10,631
6. **Other Property and Services is over budget by \$36,524 due to the Sale of scrap metal, \$6,905, Workers Compensation Claims of \$22,086 and Insurance Claims of \$5,916**

#### Operating Expenditure

7. **Governance is under budget by \$85,449 due to the timing of the items presented below;**
  - **Long Service leave \$13,376**
  - **Consultants \$13,489**
  - **Refreshments \$4,814**
  - **Advertising \$11,376**
  - **Computer consultancy \$7,374**
  - **Printing and stationery \$6,080**
  - **Audit Fees \$6,140**
  - **Timing of sale of assets anticipated loss**
8. Education and Welfare are under budget by \$103,080 predominantly due to salaries, wages and superannuation of \$73,721, **training and conferences of \$8,191 and non-recurrent expenditure on furniture and fittings of \$9,793.**

9. Community Amenities are under budget by \$270,033 The items disclosed below are under budget year to date
- Rubbish site maintenance \$125,107 under (timing)
  - Green waste management \$35,000
  - Septage Pond Maintenance \$82,254
  - Drainage Management \$18,818
  - Town Planning salaries \$12,842
10. Recreation and Culture is under budget \$107,320 due to
- Public Halls \$30,263
  - Wundowie Pool utilities \$11,709
  - Northam Pool water \$19,362
  - Pool depreciation \$43,393 (timing)
11. Transport is under budget by \$392,898 due to
- Depreciation \$135,274 (timing)
  - Bridge maintenance of \$58,302 (timing).
  - Verge maintenance of \$80,581
  - Roadworks maintenance \$78,478
  - **Storm Damage \$53,725**
12. Other Economic Services is under budget by \$141,377 due to
- Festivals and events of \$42,498
  - Events signage of \$25,315
  - Main Street Heritage \$30,498
  - Loan Interest \$16,456 (timing)
  - **CBD Activation \$7,687**
  - BKB expenditure \$21,710
13. Other property and services is the timing of internal allocations and expenses for \$227,681 (non cash)

#### **Operating Revenue by Nature and Type**

14. Fees and charges are 3% over budget due to Killara brokerage
15. Other revenue is over budget by \$106,488 due to the Law and Order reimbursements for \$54,475 and items disclosed in Item 5 above.

#### **Operating Expenditure by Nature and Type**

16. Employee costs are under budget by \$76,267 due to Item 7.
17. Materials and contracts are under budget by 16% relating to items 8,9,10 and 11 disclosed above.
18. **Interest Expenses are \$36,195 under budget (timing)**
19. **Other expenditure is over budget by \$121,704 as disclosed in item 9 above (non cash) for \$91,782**

#### **Non Operating Grants Income**

20. Non operating grants are under budget by \$435,533 due to the item disclosed in Item 1 above.

### Capital Expenditure

21. Spencers Brook Road SLK 5400-7360 is over budget by \$259,714 due to additional Shire labour and overheads costs predominantly due to delays in contracts works being carried out.

## **B. CONSIDERATIONS**

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

Theme Area 6: Governance & Leadership.

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

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

The Financial Statements have been prepared in accordance with Council's 2019/20 Budget.

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

Section 6.4 and 6.26(2)(g) of the Local Government Act.

Local Government (Financial Management) Regulations 1996.

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

Nil.

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

N/A.

### **B.6 Risk Implications**

<b>Risk Category</b>	<b>Description</b>	<b>Rating (consequence x likelihood)</b>	<b>Mitigation Action</b>
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	The Report is to be presented to Council each month in order to comply with relevant legislation	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

Nil.

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.3944

Moved: Cr Little

Seconded: Cr Tinetti

**That Council receive the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 30 April 2020.**

**CARRIED 10/0**

The following questions were asked and answered prior to the meeting:


Reference	Page #	Amount	Details Reference	Question	Query By	Answer
	148		Reference to 31st March should be 30th April		Cr Pollard	Have corrected
	163		Loans at 6.48%+ interest rate	Is there an opportunity to payout or refinance these?	Cr Pollard	No unfortunately, the early termination fees payable are slightly less than the total interest remaining on the debt

Further Clarification was sought:

Question: Please provide more information in relation to the high interest loans in relation to terms and refinancing?

Answer: The Executive Manager Corporate Services took this question on notice.

## Attachment 1



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 30 APRIL 2020**

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**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2020**

	NOTE	19/20 Revised Budget \$	Ytd Budget \$	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<b>Operating</b>						
<b>Revenues</b>						
Governance		88,149	86,518	85,576	(10,942)	(11.34%)
General Purpose Funding Other		2,231,235	1,721,908	1,709,282	(12,626)	(0.73%)
General Purpose Funding Rates		10,417,484	10,435,509	10,436,434	925	0.01%
Law, Order, Public Safety	1	2,183,862	1,060,381	1,475,563	415,182	39.15%
Health		61,000	46,550	30,721	(15,829)	(34.00%)
Education and Welfare	2	1,198,324	1,178,719	1,361,295	182,576	15.49%
Housing		62,277	51,890	47,423	(4,467)	(8.61%)
Community Amenities	3	2,689,576	2,438,637	2,506,727	68,090	2.79%
Recreation and Culture		3,100,210	2,521,728	2,525,163	3,435	0.14%
Transport	4	3,784,939	2,314,886	2,483,703	168,817	7.29%
Economic Services	5	498,150	485,974	333,493	(152,481)	(31.38%)
Other Property and Services	6	130,200	107,870	144,394	36,524	33.86%
<b>Total Operating Revenue</b>		<b>26,455,406</b>	<b>22,460,570</b>	<b>23,139,774</b>	<b>679,204</b>	<b>3.02%</b>
<b>Expenses</b>						
Governance	7	(2,576,958)	(1,194,908)	(1,109,460)	85,448	7.15%
General Purpose Funding		(316,538)	(289,575)	(285,209)	4,366	1.51%
Law, Order, Public Safety		(1,805,408)	(1,433,016)	(1,432,076)	940	0.07%
Health		(322,270)	(264,025)	(249,409)	14,616	5.54%
Education and Welfare	8	(1,419,060)	(1,193,799)	(1,090,719)	103,080	8.63%
Housing		(75,223)	(61,863)	(52,882)	8,981	14.52%
Community Amenities	9	(3,613,222)	(2,763,329)	(2,493,296)	270,033	9.77%
Recreation & Culture	10	(5,741,582)	(5,017,783)	(4,910,463)	107,320	2.14%
Transport	11	(5,972,131)	(5,084,185)	(4,691,287)	392,898	7.73%
Economic Services	12	(2,555,843)	(2,205,446)	(2,064,069)	141,377	6.41%
Other Property and Services	13	(105,284)	(34,035)	(261,716)	(227,681)	(668.96%)
<b>Total Operating Expenses</b>		<b>(24,503,519)</b>	<b>(19,541,964)</b>	<b>(18,640,585)</b>	<b>901,379</b>	<b>4.61%</b>
<b>Removal of Non-Cash Items</b>						
(Profit)/Loss on Asset Disposals		937,426	1,194,339	1,206,921	12,582	
Movement in Employee Benefit Provisions		(302,478)	0	0	0	
Depreciation on Assets		4,435,758	3,742,794	3,735,148	(7,646)	
<b>Non Operating Items</b>						
Purchase Land and Buildings		(1,631,264)	(1,835,952)	(215,261)	1,620,691	
Purchase Plant and Equipment		(892,600)	(583,983)	(321,727)	262,256	
Purchase Furniture and Equipment		(61,286)	(42,276)	(11,469)	30,807	
Purchase Infrastructure Assets - Roads		(3,671,439)	(3,624,281)	(1,941,055)	1,683,226	
Purchase Infrastructure Assets - Footpaths		(205,140)	(259,140)	(120,697)	138,443	
Purchase Infrastructure Assets - Drainage		(1,913,159)	(1,822,404)	(1,433,057)	389,347	
Purchase Infrastructure Assets - Parks & Ovals		(1,015,482)	(350,970)	(506,805)	(155,835)	
Purchase Infrastructure Assets - Airfields		(193,600)	(161,330)	0	161,330	
Purchase Infrastructure Assets - Streetscape		(175,000)	(120,255)	(105,370)	14,885	
Purchase Infrastructure Assets - Other		(7,663,457)	(7,623,268)	(6,900,375)	722,893	
Proceeds from Disposal of Assets		2,094,959	1,180,491	1,180,491	(0)	
Repayment of Debentures		(376,179)	(343,636)	(343,636)	0	
Proceeds from New Debentures		4,500,000	4,500,000	4,500,000	0	
Self-Supporting Loan Principal Income		22,812	12,946	12,946	0	
Transfers to Restricted Assets (Reserves)		(5,642,892)	(268,205)	(268,205)	0	
Transfers from Restricted Asset (Reserves)		6,278,867	798,527	798,527	0	
Transfers from Restricted Asset (Other)		0	0	0	0	
ADD Net Current Assets July 1 B/Fwd		4,162,558	4,162,558	4,178,315	15,757	
LESS Net Current Assets Year to Date		0	1,474,561	9,556,509	8,081,948	
<b>Surplus/Deficit</b>		<b>0</b>	<b>(0)</b>	<b>(2,187,645)</b>	<b>(2,187,644)</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 APRIL 2020

1. OPERATING STATEMENT

	Note	Revised 19/20 Budget \$	Ytd Budget	19/20 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actual to Budget %
<b>OPERATING REVENUES</b>						
Rates		10,417,484	10,417,484	10,436,434	18,950	0%
Operating Grants Subsidies and Contributions		4,859,317	3,882,594	3,920,626	38,032	1%
Fees and Charges	14	3,893,503	3,492,766	3,613,179	120,413	3%
Interest Earnings		392,500	322,157	284,618	(37,539)	-12%
Other Revenue	15	898,876	879,909	986,397	106,488	12%
<b>TOTAL OPERATING REVENUE</b>		<b>20,461,680</b>	<b>18,994,910</b>	<b>19,241,254</b>	<b>246,344</b>	<b>1%</b>
<b>OPERATING EXPENSES</b>						
Employee Costs	16	(8,802,392)	(7,413,449)	(7,337,182)	76,267	1%
Materials and Contracts	17	(8,166,757)	(5,601,758)	(4,699,963)	901,795	16%
Utility Charges		(1,000,558)	(755,842)	(746,631)	9,211	1%
Depreciation of Non Current Assets		(4,435,758)	(3,742,794)	(3,735,148)	7,646	0%
Interest Expenses	18	(199,187)	(181,124)	(144,929)	36,195	20%
Insurance Expenses		(516,245)	(514,571)	(512,694)	1,877	0%
Other Expenditure	19	(121,759)	(132,650)	(254,354)	(121,704)	-92%
<b>TOTAL OPERATING EXPENSE</b>		<b>(23,242,656)</b>	<b>(18,342,188)</b>	<b>(17,430,901)</b>	<b>911,287</b>	<b>-5%</b>
Non Operating Grants Subsidies and Contributions	20	5,670,289	3,460,223	3,895,756	435,533	-13%
Profit on Asset Disposals		323,437	5,437	2,762	(2,675)	0%
Loss on Asset Disposals		(1,260,863)	(1,199,776)	(1,209,682)	(9,906)	-1%
<b>RESULTING FROM OPERATIONS</b>		<b>1,951,897</b>	<b>2,918,606</b>	<b>4,499,188</b>	<b>1,580,582</b>	<b>54%</b>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

2. BALANCE SHEET

	19/20 YTD Actual \$	18/19 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	9,817,033	8,123,774
Receivables	5,122,473	5,258,217
Inventories	0	0
<b>TOTAL CURRENT ASSETS</b>	<u>14,939,506</u>	<u>13,381,991</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	554,832	403,701
Land and Buildings	50,613,494	53,117,799
Property, Plant and Equipment	7,137,786	6,935,417
Infrastructure	168,671,144	160,465,459
Financial Assets	210,205	360,723
<b>TOTAL NON-CURRENT ASSETS</b>	<u>227,187,461</u>	<u>221,283,099</u>
<b>TOTAL ASSETS</b>	<u>242,126,967</u>	<u>234,665,090</u>
<b>CURRENT LIABILITIES</b>		
Payables	1,072,581	3,658,158
Interest-bearing Liabilities	(63,654)	279,985
Provisions	1,207,425	1,207,425
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,216,352</u>	<u>5,145,568</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,810
Payables	221,047	221,047
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>6,944,553</u>	<u>2,444,553</u>
<b>TOTAL LIABILITIES</b>	<u>9,160,905</u>	<u>7,590,121</u>
<b>NET ASSETS</b>	<u>232,966,062</u>	<u>227,074,969</u>
<b>EQUITY</b>		
Retained Surplus	114,501,484	108,080,070
Reserves - Cash Backed	4,485,566	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,011
<b>TOTAL EQUITY</b>	<u>232,966,062</u>	<u>227,074,969</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

3. ACQUISITION OF ASSETS	19/20 Revised Budget \$	19/20 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
<b>Governance</b>		
	Note	
Admin Building	47,500	11,688
Admin Building Solar	19,010	0
CEO Vehicle	58,000	0
New Telephone System	42,276	11,469
<b>Law, Order &amp; Public Safety</b>		
Rangers Ute	48,820	48,821
3.4 Urban Fire Appliance	470,491	470,491
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	82,055	1,118
Bakers Hill Fire Shed	413,350	600
LED Fire Danger Rating Signs	39,450	0
Automated Weather Station	8,149	0
Water Tank Smith Road	9,800	0
CCTV Wundowie	257,166	29,500
SES Building Replace Sliding Door	30,320	0
<b>Health</b>		
Manager Health Vehicle	35,000	29,181
<b>Education &amp; Welfare</b>		
Solar, Killara	11,300	0
Structural Repairs Memorial Hall	20,000	0
<b>Community Amenities</b>		
Design of Recycling Station Inkpen	40,000	15,463
Old Quarry Drainage	100,000	42,089
Rehab Investigation Old Tip Site	0	0
Wind Blown Waste Fence Old Quarry	25,000	0
Transfer Station Tip Shop	576,850	0
King Creek Drainage	7,150	0
Area Drainage	128,669	127,134
Planners Vehicle	35,000	32,076
Minson Avenue Streetscape	88,455	89,355
CBD Streetscape	76,545	14,245
Duracote Doors Bernard Park	5,100	0
Recoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

ENDING 30 APRIL 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Program (Continued)</u>			
<b>Recreation &amp; Culture</b>			
Wundowie Hall, Solar, Replace Ceiling, Toilet		19,950	7,510
Southern Brook Hall, New Ceiling, A/C to Kitchen		6,700	5,676
Northam Hall, New Curtain & Track		10,000	7,880
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Northam Aquatic Facility		7,084,942	6,813,324
Bert Hawke Pavilion - Upgrade, Including Kitchen C/fwd		40,000	0
Rec Centre, Roller Shutters & Remark Floor, CCTV		5,760	1,134
Solar Recreation Centre		38,130	24,947
Jubilee Oval Upgrade Electric Boards		40,750	2,250
Community Plan Implementation		90,000	0
Bert Hawke - Drainage C/fwd		40,000	0
Bert Hawke - Lighting C/fwd		20,000	4,097
POS Playground Improvements		122,920	15,700
Northam Youth Space		210,859	58,699
Notham Youth Space Programed Maintenance		26,500	1,156
Artificial Hockey Turf		414,453	424,904
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		80,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		0	0
General Library Upgrades, DAP, Paint interior, Solar, CCTV		121,054	96,554
AVVVA - Drainage Works		22,850	2,750
AVVVA - Roof Replacement C/fwd		0	0
Old Railway Station, Exit Gates & Ceiling Fans		18,500	14,579
<b>Transport</b>			
Northam Depot Redesign		10,000	6,400
Install Light and Pole Rear Shed Wundowie		3,500	3,150
Solar Northam Depot		11,300	0
Fitzgerald Footpath		50,280	30,800
Hovea Footpath		76,960	46,920
Balga Footpath		59,950	34,500
Wattle Crescent		17,950	8,477
Throssell Street - Drainage		14,000	14,782
Drainage - Rural Including WANDRRA		1,665,338	1,305,923
Spencers Brook Road SLK 5400 - 7360	21	142,000	401,714
Spencers Brook Road SLK 8650 - 10250		555,892	482,689
Spencers Brook Road 12000 - 12800		334,623	95,289
Zamia Terrace (0 - 480)		61,835	15,970
Chidlow Street West (360 - 670)		27,000	0
Coates Road (0 - 1700)		71,400	55,507
Vivan Street (0-200)		21,939	9,395

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget	19/20 Ytd Actual
Transport		\$	\$
Qualup Place (0 - 140)		15,102	199
Boondine Road (0-840)		70,345	34,542
Katrine Road		0	0
Tamma (1100 - 2400)		58,506	0
Chidlow Street West (20 - 300)		51,915	27,949
Chidlow Street West (1480 - 1950)		33,875	4,645
Park Lane (0 - 230)		31,548	22,318
Carlin Road (2740 - 3550)		50,537	82
Carter Street (200 - 410)		67,980	22,173
Ord Street (0 - 190)		15,310	5,909
Irishtown Road (0 - 10000)		159,078	1,212
Maintenance Capitalised		100,000	9,000
Coates Road		135,706	135,226
O'Neill Road		175,092	177,427
Charles Street (510 - 1070)		83,054	3,206
Kennedy Street (320 - 920)		54,563	25,863
Henty Place (0 - 270)		58,408	1,562
Martin Street (0 - 300)		70,909	55,840
Southern Brook Road (0 - 3070)		536,382	2,600
La neway Land Acquisition		0	0
Keane Street		22,000	0
Spencers Brook Road (16430 - 19340)		473,164	226,262
Gravel Resheeting		87,000	0
Kerb Renewal		109,238	79,913
Culvert Renewal		84,238	44,565
Kubota F3680 NS Front Mower, Canopy & Catcher		31,059	31,059
Bobcat Attachment		15,000	0
Volvo BL71 Backhoe		75,981	71,800
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane		82,701	0
Isuzu MLR 200 Tipper Manual		82,701	0
Dynapac Vibro Ride on Roller		51,372	0
Tandem Trailer		15,250	0
Pegasus 200 Verge Mower		15,510	0
Toyota Hilux workmate 2.7l		26,040	0
Mazda BT50T-top		26,041	0
Ford Ranger Dual Cab Alloy Tray		30,628	30,628
Mitsubishi Outlander Diesel 7 Seat		32,567	32,567
Holden Trail Blazer 7 Seat Diesel		42,249	42,249
Service Ground Locator Ground Penetrating Radar		9,000	0
Rock Bucket		10,000	3,345

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway		193,600	0
Economic Services			
Solar Visitor Centre		11,300	0
Signage Tower GEH Mitchell Avenue		10,000	1,770
Clark Street Water Metre		8,950	0
Water Pump Station Upgrade		169,681	0
Bakers Drainage		25,000	0
BKB Building		55,000	16,493
		<u>18,062,716</u>	<u>12,026,307</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		1,631,264	215,261
Plant and Equipment		892,600	321,727
Furniture and Equipment		61,286	11,469
Bush Fire Equipment		640,291	470,491
Playground Equipment		0	0
Infrastructure Assets - Roads		3,671,439	1,941,055
Infrastructure Assets - Footpaths		205,140	120,697
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,913,157	1,433,057
Infrastructure Assets - Parks & Ovals		1,015,482	506,805
Infrastructure Assets - Airfields		193,600	0
Infrastructure Assets - Streetscape		175,000	105,370
Infrastructure Assets - Other		7,663,457	6,900,375
		<u>18,062,716</u>	<u>12,026,307</u>



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	19/20 Budget	Ytd Actual	19/20 Budget	Ytd Actual	19/20 Budget	Ytd Actual
	\$	\$	\$	\$	\$	\$
Governance						
CEO Vehicle	37,380	0	30,000	0	(7,380)	0
Law Order & Public Safety						
PN 1514 Rangers Triton Ute	15,182	14,137	12,000	12,727	(3,162)	(1,410)
S102 Isuzu FTS BFB Inkpen N.3113		78,558		34,545		(44,011)
Health						
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Killarra Commuter Bus C/fwd					0	0
Community Amenities						
Manager Planning	20,178	19,501	17,000	13,182	(3,176)	(6,319)
Recreation & Culture						
Victoria Street Oval	2,048,800	2,048,800	989,000	989,000	(1,077,800)	(1,077,800)
Sale of Land, Yilgarn Ave	408,500	0	724,500	0	318,000	0
Sale Kingis Avenue	92,900		90,000		(2,900)	
Transport						
Kubota F3680 NS Front Mower, Canopy & Catche	12,823	7,752	7,000	909	(5,823)	(6,843)
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Cran	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	8,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7i	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,818	73,818	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,008	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
	3,032,385	2,387,412	2,094,959	1,180,491	(837,426)	(1,206,921)



SHIRE OF NORTHAM  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 30 APRIL 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit (Loss)	
	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$	19/20 Budget \$	Ytd Actual \$
Plant & Equipment						
CEO Vehicle	37,360	0	30,000	0	(7,360)	0
PN 1514 Rangers Triton Ute 4*4	15,162	14,137	12,000	12,727	(3,162)	(1,410)
Manager Health Vehicle	19,015	18,807	15,000	10,909	(4,015)	(7,898)
Manager Planning	20,178	19,501	17,000	13,182	(3,178)	(6,319)
Kubota F3680 NS Front Mower, Canopy & Catcher	12,823	7,752	7,000	909	(5,823)	(8,843)
Bobcat Attachment	3,000	0	3,000	0	0	0
Volvo BL71 Backhoe	75,068	0	17,000	0	(58,068)	0
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane	30,342	0	22,000	0	(8,342)	0
Isuzu MLR 200 Tipper Manual	33,333	0	20,000	0	(13,333)	0
Dynapac Vibro Ride on Roller	3,402	0	2,000	0	(1,402)	0
Bobcat Trailer 4500kg	6,157	0	1,000	0	(5,157)	0
Honda Four Wheel Motor Cycle	1,790	0	200	0	(1,590)	0
Toyota Hilux workmate 2.7i	11,219	0	11,000	0	(219)	0
Mazda BT50T-top	14,230	0	9,000	0	(5,230)	0
Mitsubishi Outlander Diesel 7 Seat	21,221	20,542	18,000	14,545	(3,221)	(5,996)
Hino Water Truck PN1501	132,290	132,290	73,818	73,818	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,008	24,005	29,443	26,766	5,437	2,762
Holden Trail Blazer 7 Seat Diesel	25,591	25,223	24,000	24,091	(1,591)	(1,132)
S102 Isuzu FTS BFB Inkpen N.3113		78,558		34,545		(44,011)
Land						
Sale of Land, Yilgarn Ave	408,500	0	724,500	0	318,000	0
Sale Kings Avenue	2,900	0	90,000	0	(2,900)	0
Victoria Street Oval	2,046,800	2,046,800	969,000	669,000	(1,077,800)	(1,077,800)
	3,032,385	2,387,412	2,094,959	1,180,491	(937,426)	(1,206,921)
					19/20 Budget \$	Ytd Actual \$
Profit on Asset Disposals					23,437	2,762
Loss on Asset Disposals					(1,260,863)	(1,209,682)
					(937,426)	(1,206,921)





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$	19/20 Budget \$	19/20 Ytd Actual \$
<b>Recreation &amp; Culture</b>									
Loan 208 - Northam Country Club **	7.36%	3,235	0	3,238	3,236	(3)	(3)	153	3
Loan 219A - Northam Bowling Club **	3.18%	163,041	0	19,575	9,710	143,466	153,331	8,854	2,568
Loan 223 - Recreation Facilities	6.06%	130,050	0	130,049	130,048	1	2	10,136	5,759
Loan 224 - Recreation Facilities	6.48%	816,395	0	46,765	46,765	769,630	769,630	57,285	43,174
Loan 227 - Youth Space	2.26%	500,000	0	45,097	22,421	454,903	477,579	12,110	5,100
Loan 228 - Swimming Pool	1.88%	0	4,500,000	93,194	93,194	4,406,806	4,406,806	58,868	53,001
<b>Economic Services</b>									
Loan 225 - Victoria Oval Purchase	6.48%	667,960	0	38,262	38,262	629,698	629,698	51,781	35,324
		2,280,681	4,500,000	376,180	343,636	6,404,501	6,437,043	199,187	144,929

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 APRIL 2020

	Revised 19/20 Budget				19/20 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
<b>6. RESERVES - CASH BACKED</b>										
Employee Liability Reserve	427,796	10,234	543,645	(74,250)	1,207,425	427,796	4,257		(32,574)	399,479
Aged Accomodation Reserve	227,404	5,440	5,000	(237,844)	-	227,404	2,414			229,818
Housing Reserve	265,507	6,352		(271,859)	-	265,508	2,819			268,327
Office Equipment Reserve	74,735	1,738		(76,523)	-	74,735	1,441			76,176
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	1,259	220,000	(230,000)	118,097
Road & Bridgeworks Reserve	89,498	2,141	200,000	(291,839)	-	89,498	950			90,448
Refuse Site Reserve	627,552	15,014	120,000	(556,848)	205,718	627,553	6,662			634,215
Regional Development Reserve	73,599	1,761		(75,360)	-	73,600	781			74,381
Speedway Reserve	147,600	3,531		-	151,131	147,601	1,567			149,168
Community Bus Replacement Reserve	2,414	58	15,000	(17,472)	-	2,414	26			2,440
Septage Pond Reserve	267,085	6,390	20,000	(58,643)	234,832	267,085	2,835			269,920
Killara Reserve	276,579	6,617	26,252	(59,643)	249,805	276,579	2,936			279,515
Stormwater Drainage Projects Reserve	33,593	804		(34,397)	-	33,593	357			33,950
Recreation and Community Facilities Reserve	584,376	13,981	1,314,254	(1,912,611)	-	584,377	3,027		(364,453)	222,951
Administration Office Reserve	685,801	16,407	200,000	(1,002,208)	-	685,802	6,632			692,434
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(647,523)	-	348,744	2,338		(156,500)	194,582
River Management Reserve	360,240	8,618		(368,858)	-	360,240	3,824			364,064
Parking Facilities Construction Reserve	216,138	5,171		(221,309)	-	216,138	2,294			218,432
Art Collection Reserve	23,205	555		(23,760)	-	23,205	246			23,451
Reticulation Scheme Reserve	80,662	1,930	10,000	(82,592)	-	80,662	856			81,518
Election Reserve	15,165	363		(15,528)	-	15,165	30		(15,000)	195
Revaluation Reserve	61,351	1,468	10,000	-	72,819	61,351	651			62,002
Covid-19 Reserve			2,138,305		2,138,305					
<b>Total Cash Backed Reserves</b>	<b>5,015,882</b>	<b>120,000</b>	<b>5,522,892</b>	<b>(6,278,867)</b>	<b>4,379,907</b>	<b>5,015,888</b>	<b>48,205</b>	<b>220,000</b>	<b>(798,527)</b>	<b>4,485,566</b>

Total Interest & Transfers

5,642,892

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



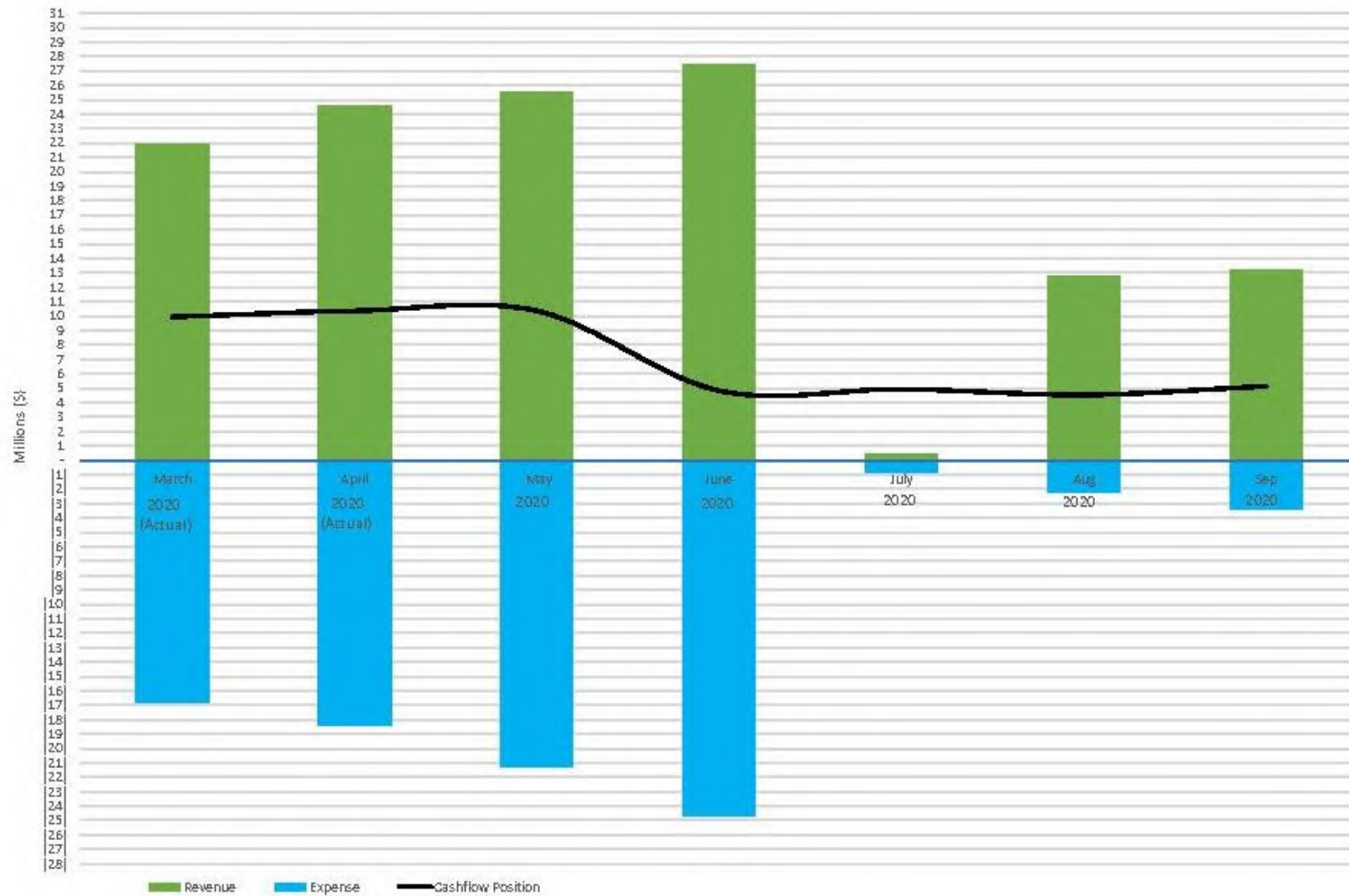
SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 APRIL 2020

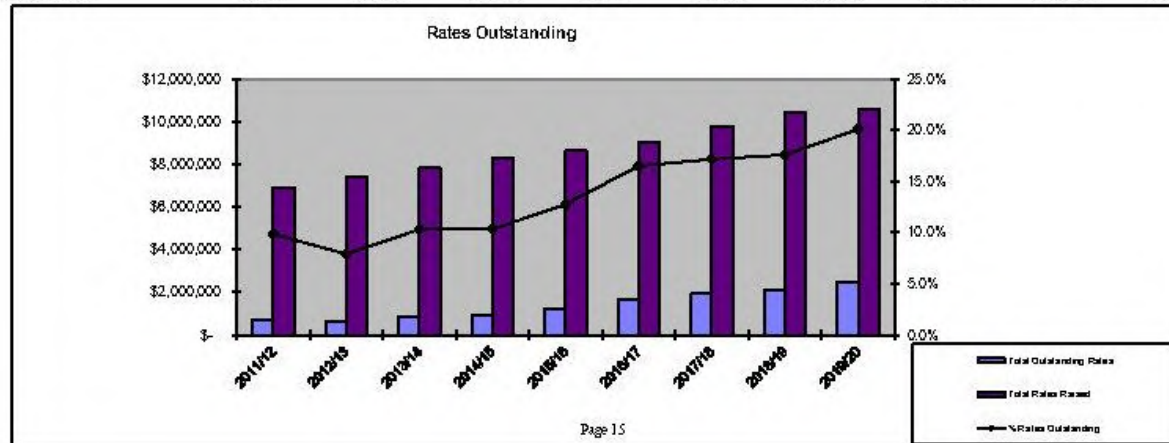
	19/20 Budget	19/20 Ytd Actual	18/19 Financial Report
	\$	\$	\$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	884,354	5,331,467	1,983,523
Cash - Restricted Unspent Grants	0	0	1,124,363
Cash - Restricted Reserves	4,379,907	4,485,566	5,015,888
Self Supporting Loan	25,095	2,200	15,758
Receivables	2,915,065	380,294	3,308,497
Rates - Current	0	2,833,412	0
Pensioners Rates Rebate	0	21,026	0
Provision for Doubtful Debts	0	(131,842)	0
GST Receivable	0	87,859	0
Accrued Income/Prepayments	0	1,929,524	1,933,962
Inventories	1,000	0	0
	<u>8,205,421</u>	<u>14,939,506</u>	<u>13,381,990</u>
<b>LESS: CURRENT LIABILITIES</b>			
	<u>(4,825,204)</u>	<u>(1,483,256)</u>	<u>(5,145,568)</u>
<b>NET CURRENT ASSET POSITION</b>	<u>3,380,217</u>	<u>13,456,250</u>	<u>8,236,422</u>
Less: Cash - Reserves - Restricted	(4,379,907)	(4,485,566)	(5,015,888)
Add: Current Loan Liability	385,911	(63,654)	279,985
Add: Leave Liability Reserve	363,779	399,479	427,796
Add: Budgeted Leave	250,000	250,000	250,000
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>0</u>	<u>9,556,509</u>	<u>4,178,315</u>

Shire of Northam-Cash Position



SHIRE OF NORTHAM  
RATING REPORT  
FOR THE PERIOD ENDED 30 APRIL 2020

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>Key Rating Dates</b>									
RATES ISSUED	06/06/2011	5/06/2012	4/06/2013	14/06/14	14/06/15	14/06/2016	1/06/2017	15/06/2018	4/06/2019
RATES DUE	22/06/2011	24/06/2012	23/06/2013	3/07/2014	25/06/2015	3/06/2016	14/06/2017	14/06/2018	9/06/2019
2nd INSTALMENT DUE	22/11/2011	10/11/2012	23/11/2013	3/12/2014	25/11/2015	3/01/2016	14/11/2017	10/11/2018	9/12/2019
3rd INSTALMENT DUE	23/01/2012	24/01/2013	24/01/2014	9/02/2015	25/01/2016	3/01/2017	15/01/2018	21/01/2019	10/02/2020
4th INSTALMENT DUE	22/03/2012	24/03/2013	24/03/2014	9/04/2015	25/03/2016	3/03/2017	15/03/2018	21/03/2019	14/04/2020
Outstanding 1st July	\$521,194	\$582,531	\$588,847	\$718,120	\$873,898	\$1,118,220	\$1,483,858	\$1,535,793	\$1,737,187
Rates Levied	\$8,851,708	\$7,312,029	\$7,758,147	\$8,222,618	\$8,562,189	\$8,931,257	\$9,584,551	\$9,925,048	\$10,342,585
Interest, Ex gratia, interim and back rates less writeoffs	\$83,079	\$68,857	\$73,830	\$80,154	\$83,173	\$208,077	\$205,218	\$474,784	\$238,337
<b>Rates paid by month</b>									
1 July	51,948	38,805	47,443	82,554	29,105	43,333	60,002	94,838	87,543
2 August	1,120,912	1,043,183	23,961	119,840	700,198	267,778	2,054,983	1,858,889	213,196
3 September	3,251,815	3,804,324	1,152,418	2,850,420	4,519,842	4,243,288	3,784,731	4,014,835	2,829,221
4 October	318,701	443,703	3,790,848	2,550,091	830,888	1,188,138	484,807	590,724	3,256,037
5 November	859,481	880,522	444,497	506,022	842,858	908,844	1,038,340	962,902	574,138
6 December	172,178	160,885	855,338	854,900	214,507	336,154	189,794	239,893	724,440
7 January	441,740	489,219	194,157	295,829	441,881	464,328	837,884	881,148	427,789
8 February	112,298	188,351	502,178	508,828	148,327	260,983	258,355	174,143	578,493
9 March	438,277	448,128	178,270	258,379	601,418	589,884	670,482	821,970	478,994
10 April	105,483	261,010	517,451	484,185	188,587	182,282	184,940	230,157	680,188
11 May									
12 June									
Total YTD	8,702,791	7,315,888	7,534,355	8,088,829	8,295,385	8,562,985	9,321,878	9,837,277	9,845,019
% Ytd Rates Outstanding	9.9%	7.9%	10.3%	10.3%	12.8%	16.5%	17.2%	17.6%	20.1%
Ytd Outstanding	733,188	827,529	888,069	830,061	1,213,882	1,692,570	1,931,577	2,098,347	2,473,089



### 12.4.3 Policy - F 4.9 Panel of Prequalified Suppliers

<b>Address:</b>	
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	
<b>File Reference:</b>	
<b>Reporting Officer:</b>	Project Contract Administration Officer
<b>Responsible Officer:</b>	Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

As per the Local Government (Functions and General) Regulations 1996, Part 4, Division 3 Clause 24AC (1) (a) A local government must not establish a panel of pre-qualified suppliers unless it has a written policy.

The purpose of this report is to present to Council a Policy for endorsement which allows this function to be implemented

#### ATTACHMENTS

Attachment 1: Policy document – F 4.9 Panels of Prequalified Suppliers

#### A. BACKGROUND / DETAILS

The Shire has recently established a software data base (Vendor Panel) to better manage quoting and tendering functions and the compliance tasks associated with this. In doing so Shire Staff have determined the need to establish pre-qualified panels of suppliers for some works and / or goods and services, particularly focusing on local suppliers and create efficiencies at an operational level while maintaining these compliances.

To enable the Shire to establish panels of prequalified suppliers they must first have a written a policy in place.

#### B. CONSIDERATIONS

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

Theme Area: Economic Growth

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

Objective: Encourage local consumers to 'buy local' and support local businesses

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

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

Enabling staff access to pre-qualified panel of Local suppliers better supporting the local economy.

## **B.3 Legislative Compliance**

The policy has been reviewed in the context of compliance with the Councils legislative requirements as per Local Government (Functions and General) Regulations 1996 Part 4 — Provision of goods and services Division 3 — Panels of pre-qualified suppliers.

24AB. Local government may establish panels of pre-qualified suppliers

A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.

*[Regulation 24AB inserted: Gazette 18 Sep 2015 p. 3808.]*

24AC. Requirements before establishing panels of pre-qualified suppliers

- (1) A local government must not establish a panel of pre-qualified suppliers unless —
  - (a) it has a written policy that makes provision in respect of the matters set out in subregulation (2); and
  - (b) the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.
- (2) The matters referred to in subregulation (1)(a) are —
  - (a) how the local government will procure goods or services from pre-qualified suppliers, including any process for obtaining quotations from them; and
  - (b) how the local government will ensure that each pre-qualified supplier on a panel of pre-qualified suppliers will be invited to quote for the supply of the goods or services that the pre-qualified suppliers will be expected to supply; and
  - (c) how the local government will ensure clear, consistent and regular communication between the local government and pre-qualified suppliers; and
  - (d) any factors that the local government will take into account when distributing work among pre-qualified suppliers; and
  - (e) the recording and retention of written information, or documents, in respect of —
    - (i) all quotations received from pre-qualified suppliers; and
    - (ii) all purchases made from pre-qualified suppliers.

[Regulation 24AC inserted

#### B.4 Policy Implications

This is a new Policy

#### B.5 Stakeholder Engagement / Consultation

Nil.

#### B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Projects & services may not be delivered as cost effectively as they might have otherwise been.	Possible (3) x major (4) = High (12)	Budget parameters will still be required to be complied with in accordance with Council policy framework.
Health & Safety	Nil.		
Reputation	Potential reputational damage in the event Council does not adequately support local business community Potential reputational damage in the event Council does not receive good value for expending community funds.	Possible (3) x Minor (2) = Moderate (6)	Clearly articulate the position of Council and rationale behind this decision making. Establishing a Policy which enables Panels of Local Pre-qualified suppliers.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		



**C. OFFICER'S COMMENT**

In order to be able to establish panels of prequalified suppliers a new policy is required to be established as set out the Local Government Functions and General) Regulations 1996, Part 4, Division 3. It is expected that Council will benefit both financially and thought administrative efficiencies on adoption of the presented policy.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.3945**

**Moved: Cr Mencshelyi**

**Seconded: Cr Williams**

**That Council adopt Policy F 4.9 Panel of Prequalified Suppliers as presented.**

**CARRIED 10/0**

**Attachment 1: Policy document – F 4.9 Panels of Prequalified Suppliers**



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

**FINANCE / ACCOUNTING**

**F 4.9 Panels of Pre-Qualified Suppliers**

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

**OBJECTIVE**

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

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

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

**SCOPE**

The policy applies to purchases.

**POLICY**

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

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

**Establishing a Panel**

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

#### **Distributing Work Amongst Panel Members**

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

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

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

#### **Purchasing from the Panel**

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

CS-POLICY-10 F 4.9 Panels of Pre-Qualified Suppliers Policy\_DRAFT

### Recordkeeping

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

For the creation of a Panel, this includes:

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

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

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

#### 12.4.4 Adoption of Waste Local Law 2020

<b>Address:</b>	N/A
<b>Owner:</b>	Shire of Northam
<b>Applicant:</b>	N/A
<b>File Reference:</b>	2.3.2.15
<b>Reporting Officer:</b>	Cheryl Greenough, Coordinator Governance / Administration
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

This report is for Council to consider any submissions and to adopt the Waste Local Law in accordance with section 3.12(4) of the *Local Government Act 1995*.

#### ATTACHMENTS

- Attachment 1: Waste Local Law 2020
- Attachment 2: Letter of approval from DWER

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#### A. BACKGROUND / DETAIL

At the Ordinary Council Meeting of 18 December 2019, Council resolved to undertake public advertising of the Waste Local Law. On 15 January 2020 in accordance with s3.12 of the *Local Government Act 1995*, local public notice was provided in the Avon Valley & Wheatbelt Advocate.

The public notice outlined the purpose and effect of the proposed Local Law, and invited submissions with regard to the local law for a period of six weeks ending on 4 March 2020.

A copy of the proposed local law was forwarded to the Department of Local Government and Communities and the Minister for Environment; Disability Services; Electoral Affairs.

This report considers the submission made on behalf the Minister who consequently proposed minor amendments to the Local Law. No public submissions were received.

The Waste Local Law is the final local law in a series of 13 local laws reviewed by Council over the past three years.

The Waste Local Law presented will become a local law once it has been adopted by Council by Absolute Majority and Gazetted. Once this has occurred the local law must be approved by the Joint Standing Committee on Delegated Legislation.

## B. CONSIDERATIONS

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

Theme Area:

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

Objective: Sustainable waste management with the aim of reducing and reusing waste effectively

### B.2 Financial / Resource Implications

The Government Gazette pricing per page is \$165.35

The cost of advertising approximately \$350

### B.3 Legislative Compliance

*Local Government Act 1995 section 3.12*

(4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

(5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

(6) *After the local law has been published in the Gazette the local government is to give local public notice —*

*(a) stating the title of the local law; and*

*(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*

*(c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*

### B.4 Policy Implications

N/A

### B.5 Stakeholder Engagement / Consultation

6 weeks consultation was advertised on 15/1/2020

Consultation was undertaken with Councillors, staff and authorised staff from the office of the Hon. Stephen Dawson MLC, Minister for Environment; Disability Services; Electoral Affairs.

### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The potential of extra costs should the Shire not comply with the Act	Unlikely (2) x Minor (2)= Low (4)	Ensure compliance with the Act
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Should the Shire not comply with the requirements of the Act there would be consequences	Likely (4) x Medium (3) = High (12)	Ensure compliance with the Act
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

### C. OFFICER'S COMMENT

The Waste Local Law was undertaken as a comprehensive and comparative review of the current Waste Amendment Local Law 2011. Based on information provided by the Minister, the preference was to use the Western Australian Local Government Association (WALGA) Model local law.

As a result of the redraft, the Waste Amendment Local Law 2011 and any other editions will be repealed and replaced with the Waste Local Law 2020.

#### Public Submissions

During the public submission period, one submission was received from the Hon. Stephen Dawson MLC, Minister for Environment; Disability Services; Electoral Affairs.

Based on the feedback from the Minister, administrative amendments and minor edits were made to the proposed Waste Local Law. It should be noted that these edits do not change the intention or application of this local law.

#### Modifications

The Ministers office gave instructions on 26 March 2020 to make the following changes:

1. The title is now to be the Waste Local Law 2020;
2. In clause 2.10 delete sub-clause (2)(c) as there is already an existing requirement to clean up the verge in clause 2.10(3)(a);

3. Clause 5.1(d) amended to reference subclause 2.11(1) not 2.110(1);
4. Schedule 2 – Prescribed offences
  - Item 18 altered to reference subclause 2.11(1) not 2.10(1)
  - Item 20 altered to reference subclause 2.11(3); and
5. Signature block to read:  
Consented to:

Chief Executive Officer  
Department of Water and Environmental Regulation  
Dated this        of        2020

**Purpose and Effect**

Purpose: The Shire of Northam Waste Local Law 2019 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.

Effect: The effect is to provide greater control on waste and waste facilities within the district.

For the adoption of the local law it is not a requirement for the Purpose and Effect to be read aloud by the President but it is a requirement to be placed in the advertisement.



## RECOMMENDATION / COUNCIL DECISION

Minute No: C.3946

Moved: Cr Ryan  
Seconded: Cr Galloway

That Council:

1. Request the CEO to provide Statewide public notice that Council have adopted the Waste Local Law 2020 as presented with the following purpose and effect in accordance with s3.12 of the *Local Government Act 1995*;

**Purpose:** The Shire of Northam Waste Local Law 2020 provides for the management of organic waste, recycling waste, waste facilities and waste receptacles within the Shire of Northam.

**Effect:** The effect is to provide greater control on waste and waste facilities within the district.

2. Request the CEO to complete the local law process by publishing the local law in the *Government Gazette* as described in s3.12(6) of the *Local Government Act 1995*.

CARRIED 10/0

**Attachment 1: Waste Local Law 2020**

**SHIRE OF NORTHAM**

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**WASTE LOCAL LAW 2020**

*Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995*

SHIRE OF NORTHAM

**Waste Local Law 2020**

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**Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995**

**SHIRE OF NORTHAM**

**Waste Local Law 2020**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Northam resolved on **[insert date]** to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the Shire of Northam Waste Local Law 2020

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

The Shire of Northam Waste Local Law 2009, published in the *Government Gazette* on 28 July 2009 and all amendments from time to time, including the Shire of Northam Waste Amendment Local Law 2011, are repealed.

**1.5 Meaning of terms used in this local law**

(1) In this local law—

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General Regulations 1996)*;

**local government** means the Shire of Northam;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste ;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

#### 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

#### 1.7 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

#### 1.8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

### Part 2 - Local government waste

#### 2.1 Supply of receptacles

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

#### 2.2 Deposit of waste in receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

#### 2.3 General waste receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—



- (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
- (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

## 2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply —
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

## 2.10 Building Construction

- (1) In this clause  
**building waste receptacle** means a receptacle –
  - (a) that has been supplied for the use of the premises by a person other than the local government or its contractor.
  - (b) the waste from which is collected and removed from the premises by a person other than the local government or its contractor;**building work** has the same meaning as in the *Building Act 2011* and includes demolition work;  
**building work waste** means all waste from building work that is capable of being windblown; and  
**demolition work** has the same meaning as in the *Building Act 2011*.
- (2) During all periods of building work on a premises the owner or occupier of the premises shall:
  - (a) provide and maintain on such premises a building waste receptacle with adequate capacity suitable for the collection and disposal of building work waste;
  - (b) ensure building work waste is deposited and kept in the building waste receptacle; and
- (3) The owner or occupier of the premises shall ensure that within 2 days of completion of works on site –
  - (a) the site and the thoroughfare verge immediately adjacent to it is cleared of all refuse generated or originating from the building or development site; and
  - (b) that all building waste receptacles are permanently removed from the site.

## 2.11 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—

- (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.11(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

### Part 3 - General duties

#### 3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

#### 3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
- (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.

- (2) A person must not remove any waste from a receptacle without the approval of –
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### 3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## Part 4 - Operation of waste facilities

### 4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

### 4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

### 4.3 Signs and directions

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

### 4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.

- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### 4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### 4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

### Part 5 - Enforcement

#### 5.1 Objection and appeal rights

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.11(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

#### 5.2 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

#### 5.3 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

#### 5.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

#### 5.5 Form of notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.

- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.



**Schedule 1 - Meaning of 'non-collectable waste'**  
[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

**Schedule 2 - Prescribed offences**

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorised waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.11(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.11(2)	Removing waste for commercial purposes	\$350
20	2.11(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	4.3(2)	Failing to comply with a sign or direction	\$500
30	4.3(4)	Failing to comply with a direction to leave	\$500
31	4.4(1)	Disposing waste without payment of fee or charge	\$500
32	4.5(1)	Depositing waste contrary to sign or direction	\$500
33	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
34	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
35	4.6(1)(c)	Lighting a fire in a waste facility	\$300
36	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
37	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
38	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
39	4.6(2)	Acting in an abusive or threatening manner	\$300

Dated this \_\_\_\_\_ of \_\_\_\_\_ 2020

The Common Seal of the Shire of Northam )  
 was affixed by authority of a resolution )  
 of the Council in the presence of: )

\_\_\_\_\_  
 CHRISTOPHER ANTONIO  
 PRESIDENT

\_\_\_\_\_  
 JASON WHITEAKER  
 CHIEF EXECUTIVE OFFICER

Consented to:



\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER  
DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION

Dated this 07 of April 2020

**Attachment 2: Letter of approval from DWER**



Government of Western Australia  
Department of Water and Environmental Regulation

Your ref: 23.2.15/064421  
Our ref: DWERDG241/20  
Enquiries: Leanne Reid, 6364 7028

Mr Jason Whiteaker  
Chief Executive Officer  
Shire of Northam  
PO Box 613  
NORTHAM WA 6401

Email: [records@northam.wa.gov.au](mailto:records@northam.wa.gov.au)

Dear Mr Whiteaker

**SHIRE OF NORTHAM WASTE LOCAL LAW 2020**

I refer to your correspondence dated 30 March 2020 requesting consent to the Shire of Northam Waste Local Law 2020.

I confirm that I consent to the Shire of Northam Waste Local Law 2020 and accordingly have signed and enclosed two copies of the Local Law.

My decision to provide consent to the making of the Local Law is based on policy considerations and the responsibility for ensuring that the Local Law is within power rests with the Local Government.

I request that you provide the Minister for Environment, the Minister for Local Government and me with a copy of the Waste Local Law as gazetted.

Yours sincerely



Mike Rowe  
**DIRECTOR GENERAL**

**07 April 2020**

Enc: Shire of Northam Waste Local Law 2020 (2 copies)

Prime House, 8 Davidson Terrace Joondalup Western Australia 6027  
Locked Bag 10 Joondalup DC WA 6919  
Telephone: 08 6364 7000 Facsimile: 08 6364 7001  
[www.dwer.wa.gov.au](http://www.dwer.wa.gov.au)

### 12.4.5 Fees and Charges 2020/21 Adoption

<b>Address:</b>	N/A
<b>Owner:</b>	N/A
<b>Applicant:</b>	N/A
<b>File Reference:</b>	8.2.8.1
<b>Reporting Officer:</b>	Zoe Macdonald, Accountant
<b>Responsible Officer:</b>	Colin Young, Executive Manager Corporate Services
<b>Officer Declaration of Interest:</b>	Nil
<b>Voting Requirement:</b>	Absolute Majority
<b>Press release to be issued:</b>	No

#### BRIEF

For the Council to consider the schedule of fees and charges for the 2020/21 financial year.

#### ATTACHMENTS

Attachment 1: Schedule of Fees and Charges 2020/21

#### A. BACKGROUND / DETAILS

Council has adopted the annual schedule of fees and charges separately from the budget document in the past to enable more time to consider each proposed charge for the forthcoming year.

Changes to proposed fees and charges adopted by Council on 30 March 2020 determined no increase in fees and charges in the 2020/21 financial year. A review will be undertaken in the first quarter to 2021 regarding the 2021/22 financial year.

#### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.3913**

**Moved: Cr Della**

**Seconded: Cr Mencshelyi**

**That Council;**

- 1. Not increase any rates in the dollar for at least the 2020/21 financial year, and will reassess its position in relation to rate increases for future years in the first quarter to 2021;**

2. Not implement any 2020 revaluations (either Unimproved or Gross Rental), which would normally be applied at 1 July 2020;
3. Not increase fees and charges in the 2020/21 financial year, and will reassess its position in relation to fees and charges increases for future years in the first quarter to 2021;
4. Will decrease its charge on overdue rates from the current 11% p.a. calculated daily, to 0% to have immediate effect and lasting until February 1 2021 at which time Council will reassess its position;
5. Will remove the requirement for an administration fee to be paid when paying by instalment and the 5% interest charge immediately;
6. Will offer a 5% discount to ratepayers who pay their 2020/21 rates in full by the due date;
7. Will consider future financial relief measures available to it during its 2020/21 budget deliberations;
8. As per Council policy G 1.7 Risk Management enters the following mitigation strategies in the organisational risk register;
  - a. Issue press release on Council position relating to COVID-19 response;
  - b. Monitor and report at least quarterly any projected cash flow issues; and
  - c. Set policy parameter to report budget variances to Council based on nature and type.

CARRIED 10/0

## 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

Changes to proposed fees and charges as adopted by Council on 30 March 2020 C.3913, determined no increase in fees and charges in the 2020/21 financial year. A review will be undertaken in the first quarter of the 2021/22 financial year.

### B.3 Legislative Compliance

Section 6.16 to 6.19 of the Local Government Act (1995) governs the imposition of fees and charges.

Many of the fees and charges listed on the attachment are statutory charges and cannot be modified by the Council. They are included on the list to provide readers of the final budget document with a complete

list of charges which the Council may levy, and may be subject to change.

Local Government (Financial Management) Regulations 1996.

#### B.4 Policy Implications

Nil.

#### B.5 Stakeholder Engagement / Consultation

Council staff.

#### B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	If fees are not considered fair and equitable, members of the community may develop a poor opinion of Council	Rare (2) x Medium (3) = Low (3)	Consideration has been taken to align the current emergency and financial bearing of fees and charges on the Northam Community with regular meetings of Council
Service Interruption	N/A	N/A	N/A
Compliance	The <i>Local Government Act 1995</i> has been adhered to during the setting of fees and charges. With COVID-19 amendment	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



## B. OFFICER'S COMMENT

The recommended alterations to the fees and charges adopted by Council for the financial year 2019/2020 relate to Community Amenities under Town Planning and Recreation and Culture.

- This brings the Shire fees and charges in line with Planning and Development Regulations 2009
- Where Town Planning Scheme amendments are requested. The recommendation inclusion of fees, is to provide applicants with an estimate, and ensure cost recovery. Fees are payable on application.
- Extractive Industry licenses have a new fee structure to reflect the time spent on Extractive Industry License applications, inspections and renewals.

As required by section 6.17 of the act, the following was partially taken into account in determining the amount of a fee or charge for a service due to the declaration of a State of Emergency, supporting the local economy and community was determined paramount in the COVID-19 crisis.

- (a) the cost to the local government of providing the service or goods;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

The Northam Aquatic facility fees and charges were reviewed to account for the extended pool opening season and the additional facilities now provided. Extensive research was done comparing similar facilities in other Shires and the cost to Council to operate the facility, the fees struck were considered fair and affordable.

The organisations identified in the following list are those who have regular recurrent events/programmes occurring in the Shire of Northam. They have requested fees and charges be waived to assist their events and programmes annually with individual reports being presented to Council to write off the fees and charges.

Each of these events/programmes are perceived as having a charitable/community service benefit. In all cases previous requests for fee waiver have been approved by Council, or by delegated authority as per Policy C3.4-Write off/Waive of small fees or debts. It is felt that acknowledging these groups in the annual fees and charges will reduce the administrative requirement of producing Council reports each occasion

### **Charitable/ fundraising events**

- Wheatbelt Relay For Life
- Youth Futures Pipeline Challenge
- Vintage Swap Meet

- Give Me 5 For Kids Fundraising events
- Pink Up Northam

### **Community Service**

- Directions Careers Expo
- School Drug Education and Road Aware (SDERA) Health and Well Being Expo
- Seniors Council of WA-Seniors Olympics
- Northam RSL

Additional requests for write off of fees and charges will continue to be presented to Council as required.

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

**Minute No: C.3947**

**Moved: Cr Della**  
**Seconded: Cr Tinetti**

**That Council adopts the attached schedule of fees and charges 2020/21 as presented in Attachment 1.**

**CARRIED 10/0**

The Coordinator Administration / Governance left the meeting at 7:23pm.

## Attachment 1: Schedule of Fees and Charges 2020/21

SCHEDULE OF FEES AND CHARGES 2020/2021 PROPOSED CHARGES					
Note a minimum of 10c increases applied to small items					
FEES AND CHARGES		GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	* Inclusive GST Inclusive	* Inclusive GST Inclusive	
<b>GENERAL PURPOSE FUNDING</b>					
Rates					
Calculated Rate-in-Dollar (\$) Charge	Council	O/GS	10.0200 cents in the \$	<b>Council Motion C.3813</b> 10.0200 cents in the \$	03013003
GRV - Townsites and Other Areas within Old Shire Boundaries	Council	O/GS	10.8522 cents in the \$	10.8522 cents in the \$	03013003
GRV - Townsites Commercial, Industrial, Community	Council	O/GS	10.8522 cents in the \$	10.8522 cents in the \$	03013003
Unimproved Value Area:					
Agricultural Local	Council	O/GS	0.6189 cents in the \$	0.6189 cents in the \$	03013003
Agricultural Regional	Council	O/GS	0.3099 cents in the \$	0.3099 cents in the \$	03013003
Small Rural Landholdings	Council	O/GS	0.8372 cents in the \$	0.8372 cents in the \$	03013003
Minimum Rate: A minimum rate of per assessment is applied to areas throughout the Shire of Northam.	Council	O/GS	\$944, except Agricultural Regional of \$874	\$944, except Agricultural Regional of \$874	03013003
A 5% discount to ratepayers who pay their 2020/21 rates in full by the due date					
Interest: Interest of 11% p.a. calculated daily, is applied where the instalment option has not been selected by the ratepayer and payment has not been received within 35 days of the date of the rate notice being issued or where an instalment remains unpaid. (FM Reg 70 & 71 after the due date)	Council	Input Taxed	11%	0% calculated daily until 1st February 2021 at which time it will be reassessed	03013033
Rates by Instalment: Administration Fee - per instalment ( FM Reg 67) Interest Charge ( FM Reg 65)	Statutory Statutory	O/GS Input Taxed	\$10.00 5.30%	\$0.00 5.30%	03013053 03013043
<b>ADMINISTRATION</b>					
(I) Copies of Agendas / Minutes - Annually	Council	O/GS	\$148 + \$11.00 postage		04053033
	Council	O/GS	\$20.00 + \$11.00 postage		
(II) Copies of Agendas / Minutes - Monthly (per set)					04053033
(III) Rates Enquiry Fees Confirmed Rates Enquiry/Zoning Orders	Council	O/GS O/GS	\$97.00 \$152.00		03013063 03013063
(IV) Dishonoured Cheque Fee	Council	Yes	\$15.00		04053033
(V) Photocopying - Black & White	Council	Yes	25c per A4 page *		04053033
		Yes	\$1.10 per A3 page *		04053033
(V) Photocopying - Colour	Council	Yes	\$1.10 per A4 page *		04053033
		Yes	\$3.30 per A3 page *		04053033
(V) Photocopying - Use of own paper	Council	Yes	\$0.20 cents per page *		04053033
(VI) Bedroom Rolls	Council	O/GS	\$34.00		04053033
	Council				
(VII) GIS Maps		Yes	\$1.40 per A4 page *		04053033
(VIII) Property Listing - Hard Copy	Council	O/GS	\$107.00		04053033
(IX) Property Listing - USB	Council	O/GS	\$113.00		04053033
Access to Council Documents The following documents are available for public inspection at the Council Office, free of charge. Members of the public may purchase copies of these documents and the charges are shown.					
- Council Agenda	Council	O/GS	\$0.25 cents each page		04053033
- Council Minutes	Council	O/GS	\$0.25 cents each page		04053033
- Policy Manual	Council	O/GS	\$0.25 cents each page		04053033
- Annual Financial Statements	Council	O/GS	\$0.25 cents each page		04053033
- Annual Report	Council	O/GS	\$0.25 cents each page		04053033
- Council Local Laws	Council	O/GS	\$0.25 cents each page		04053033
- Planning Applications (By Consent)	Council	O/GS	\$0.25 cents each page		04053033
- Planning Application Register	Council	O/GS	\$0.25 cents each page		04053033
- Building Application Register	Council	O/GS	\$0.25 cents each page		04053033
- Register of Elected Members Allow & Benefits	Council	O/GS	\$0.25 cents each page		04053033
- Register of Employees Salaries & Benefits	Council	O/GS	\$0.25 cents each page		04053033
Elections Local Government Elections - No Nomination Fee (Elections Reg 25)	Statutory	O/GS	As per regulations		TRUST- TYP E 4

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
<i>Statutory fees and charges cannot be modified by Council but may be subject to change</i>			Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
			ODS = Yes =			
<b>ADMINISTRATION continued</b>						
<b>Freedom of Information Charges</b> (set by Schedule 1 of the FOI Regulations 1993)						
(I)	Application fee	Statutory	OOS	\$30.00		04053023
(II)	Hourly charge to deal with application	Statutory	OOS	\$30.00		04053023
(III)	Photocopying	Statutory	OOS	20c copy		04053023
(IV)	Advance deposits	Statutory	OOS	25%		04053023
(V)	A further advance deposit which may be required by an agency under Section 16(4) of the Act, expressed as a percentage of estimated charges, will be payable in excess of the application fee	Statutory	OOS	75%		04053023
<b>LAW, ORDER AND PUBLIC SAFETY</b>						
<b>Fire Control</b>						
(I)	Fire Prevention - Fines & Penalties	Statutory	OOS	Set by Regulation		05063003
(II)	Recovery/ Admin fee	Statutory	OOS	\$15.00 per infringement		05063003
(III)	Fines Enforcement Register					
	- Final Demand	Statutory	OOS	\$21.90 (Set by Regulation)		05063003
	- Enforcement Certificate	Statutory	OOS	\$18.65 (Set by Regulation)		05063003
	- Registration of Infringement Notice	Statutory	OOS	\$70.50 (Set by Regulation)		05063003
	- Notice of Intention to enforce Licence Suspension Order	Statutory	OOS	\$39.10 (Set by Regulation)		05063003
(IV)	Fire Breaks Installation	Council	Yes	Cost recovery *		05063063
<b>Water Charges</b>						
(I)	Wandoole Standpipe	Council	GST Free	\$3.35 Per Kilolitre		05063043
(II)	Bakers Hill Standpipe	Council	GST Free	\$9.16 Per Kilolitre		05063043
(III)	Oacillie Standpipe	Council	GST Free	\$7.27 Per Kilolitre		05063043
(IV)	Northam Standpipe	Council	GST Free	\$7.27 Per Kilolitre		05063043
(V)	Grass Valley Standpipe	Council	GST Free	\$9.16 Per Kilolitre		05063043
(VI)	Minimum charge for water taken from standpipes	Council	GST Free	\$20.50		05063043
<b>Rural Road Numbering</b>						
		Council	Yes	No charge		05083063
<b>Animal Control</b>						
(I)	Replacement Dog Tags	Council	Yes	\$3.00 each		05073003
(II)	Registration Fees - Dogs					
	- Sterilised Dog	Statutory	OOS	\$20.00 for 1 year		05073003
		Statutory	OOS	\$42.50 for 3 years		05073003
		Statutory	OOS	\$100 for lifetime		05073003
	- Unsterilised Dog/ Dangerous Dog	Statutory	OOS	\$30.00 for 1 year		05073003
		Statutory	OOS	\$120.00 for 3 years		05073003
		Statutory	OOS	\$250 for lifetime		05073003
	- Working Dog	Statutory	OOS	25% of registration fee		05073003
	(Definition of WORKING DOG is dog used for droving or tending of stock)					
	Dogs kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment annually		05073033
(III)	Dangerous dog declaration administration fee	Council	OOS	\$110		05073033
	FAILURE TO REGISTER A DOG MAY RESULT IN A \$200.00 PENALTY UNDER THE DOGS ACT 1976 NB: New legislation for Seniors does not apply to dog registration fees.					
	Pension Card Holders (Regulation 4(2))	Council	OOS	50% of fee		05073003
	- Definition of PENSIONER for concessional purposes is a person issued with a Pensioner Health Benefit Card as follows:					
	- Aged Pension					
	- Invalid Pension					
	- Widowed Pension					
	- Supporting Parents Pension					
	- Carer's Pension					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change			Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
			ODS = Yes =			
<b>LAW, ORDER AND PUBLIC SAFETY Continued</b>						
<b>Animal Control Continued</b>						
(I)	Replacement Cat Tags	Council	Yes	\$3.00 each		05073103
	Registration Fees - Cats	Statutory	OOS	\$20.00 for 1 year		05073103
		Statutory	OOS	\$42.50 for 3 years		05073103
	- Pensioners	Statutory	OOS	\$21.25 for 3 years		05073103
		Statutory	OOS	\$100.00 for lifetime		05073103
	- Pensioners	Statutory	OOS	\$30.00 for lifetime		05073103
	Registration after 31 May in any year, for that registration year	Statutory	OOS	50% of fee otherwise payable		05073103
	Annual Application for approval or renewal of approval to breed cats	Statutory	OOS	\$100.00 per cat		05073103
(II)	Licence Fees - Cats					
	- Permit to keep 3 to 4 cats (Note: Council Approval Required)	Council	Yes	\$70.00*		05073053
	- Cattery Permit Licence to keep 5 or more cats p.a.	Council	OOS	\$64.00		05073053
	- Cats kept in an approved kennel establishment	Statutory	OOS	\$200 per establishment		05073053
	- Voluntary surrender of Cat fee	Council	Yes	\$25.00*		05073053
(III)	Fines & Penalties - Dogs & Cats	Statutory		Set by Regulation		05073013
(IV)	Recovery/Admin fee - Dogs & Cats	Council	OOS	\$22.00 per infringement		05073013
(V)	Fines Enforcement					
	Issuing Final Demand	Statutory	OOS	\$18.50 (Set by Regulation)		05073013
	Preparing Enforcement Certificate	Statutory	OOS	\$15.75 (Set by Regulation)		
	Registration of Infringement Notice	Statutory		\$99.00 (Set by Regulation)		
(VI)	Annual Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogs) per establishment	Statutory	OOS	\$200.00		05073033
(VII)	Call Out Fee - Pound Release etc	Council	Yes	\$208.00* (3hrs or part thereof)		05073023
		Council	Yes	\$84.00* (thereafter)		05073023
(IX)	Processing of 3-6 Dog Application Fee	Council	Yes	\$72.00*		05073013
(X)	Transfer Kennel Licence - Bulk Kennel Licence (>6 dogs or >6 cats or >6 cats/dogs/cats)	Council	Yes	\$72.00*		05073033
(I)	Impounding - Ranger Fees					
	Impounding of rams, wethers, ewes, lambs, goats (After 6.00 am but before 6.00 pm)	Council	OOS	\$130.00		05073023
	- 1 - 5 animals	Council	OOS	\$165.00		05073023
	- 6 - 10 animals	Council	OOS	\$210.00		05073023
	- over 10 animals					
(II)	Impounding of rams, wethers, ewes, lambs, goats (After 6.00 pm but before 6.00 am)	Council	OOS	\$220.00		05073023
	- 1 - 5 animals	Council	OOS	\$280.00		05073023
	- 6 - 10 animals	Council	OOS	\$360.00		05073023
	- over 10 animals					
(III)	Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 am but before 6.00 pm)	Council	OOS	\$140.00		05073023
	- First Animal					
	Initial charge same irrespective of Impoundings					
	- next 2 to 5 animals	Council	OOS	\$85.00		05073023
	- next 6 to 10 animals	Council	OOS	\$63.00		05073023
	- over 10 animals	Council	OOS	\$44.00		05073023
(IV)	Impounding of horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (After 6.00 pm but before 6.00 am)	Council	OOS	\$210.00		05073023
	- First Animal					
	Initial charge same irrespective of Impoundings					
	- next 2 to 5 animals	Council	OOS	\$133.00		05073023
	- next 6 to 10 animals	Council	OOS	\$75.00		05073023
	- over 10 animals	Council	OOS	\$61.00		05073023

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change			Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
			ODS =			
			Yes =			
<b>LAW, ORDER AND PUBLIC SAFETY Continued</b>						
<b>Animal Control Continued</b>						
(V)	TABLE OF POUNDAGE FEES FOR ANIMALS IMPOUNDED					
	- Rams, wethers, ewes, lambs, goats (First 24 hours or part)	Council	OGS	\$7.00		09073023
	- Rams, wethers, ewes, lambs, goats (Subsequent each 24 hours or part)	Council	OGS	\$6.00		09073023
	- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (First 24 hours or part)	Council	OGS	\$16.50		09073023
	- Horses, mules, asses, camels, bulls, boars, mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves or pigs (Subsequent each 24 hours or part)	Council	OGS	\$16.50		09073023
(VI)	Cat Impound Fees					
	- Impounding/Release fees	Council	OGS	\$116.00		09073023
	- Sustainance Fee per day - per cat	Council	OGS	\$10.00		09073023
(VII)	Cat/Possum Trap Hire deposit bond	Council	OGS	\$100.00		TRUST
(VIII)	Cat/Possum Trap Hire Fee	Council	Yes	\$6.00* per week		09073043
(IX)	<del>Cat/Possum Trap Hire Fee</del>	<del>Council</del>	<del>Yes</del>	<del>\$6.00</del>		<del>09073043</del>
(X)	Dog Impound Fees					
	- Impounding/Release fees	Council	Yes	\$116.00		09073023
	- Sustainance Fee per day - per dog	Council	OGS	\$10.00		09073023
(XI)	Voluntary surrender and/or destruction/disposal of dog	Council	Yes	\$25.00*		09073023
(XII)	Table of Sustainance Charges of Animals Impounded					
	- Rams, wethers, ewes, lambs, goats and pigs horses, camels, oxen, bulls, cows, steers, and heifers per day, per animal.	Council	OGS	\$35.00 daily/per animal		09073023
	Vehicle Impound Fees					
(I)	Ranger Fee	Council	OGS	\$143.00		09063083
(II)	Towing expenses as per service	Council	OGS	Cost Recovery		09063083
(III)	Per day Impound fee	Council	OGS	\$16.50		09063083
	Shopping Trolleys					
(I)	Trolley to Release	Council	Yes	\$25.00*		09063083
(II)	Day In Pound	Council	Yes	\$10.00*		09063083
(III)	Admin Fee	Council	Yes	\$25.00*		09063083
<b>HEALTH</b>						
<b>Health Inspection &amp; Licence Fees</b>						
(I)	Food Business Notification (fees set by Food Act 2008)					
	- Exempt* (i) - Charitable	Council	OGS	No Fee		07143003
	- Exempt* (i) - Prepackaged	Council	OGS	No Fee		07143003
	- All Others (except Food Stalls at events and markets are exempt from fees - notification form and registration still required)	Council	OGS	\$60.00 per application		07143003
	Registration					
	- Low Risk***	Council	OGS	\$117.00 pa		07143003
	- Medium Risk****	Council	OGS	\$208.00 pa		07143003
	- High Risk****	Council	OGS	\$290.00 pa		07143003
	Application					
	- Establish New Food Business Premises (other than supermarket)	Council	OGS	\$233.00 per application		07143003
	- Establish New Supermarket Premises	Council	OGS	\$1,161.00 per application		07143003
	- Mobile Food Vendor	Council	OGS	\$180.00 per application		07143003
	- Alter Existing Food Business Premises (other than supermarket)	Council	OGS	\$180.00 per application		07143003
	- Alter Existing Supermarket Premises	Council	OGS	\$940.00 per application		07143003
	* Exempt Food Business is a Food Business:- i) In which 100% of profits go for community or charitable causes, staff or contractors are not paid and the food is cooked and presented for immediate consumption or is not potentially hazardous food. ii) that sell only pre-packaged non-potentially hazardous food (eg: newsagents selling pre-packaged confectionary or falafel vendors serving tea/coffee in connection with another service).					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
		ODS =			
		Yes =			
<b>HEALTH (continued)</b>					
*** Risk rating as per Classification for Temporary or Mobile Food Businesses assessed by Shire's Health Services.					
<b>Food Business Accreditation and Auditing</b>					
	- Application for Food Safety Program Accreditation (Shire Northam Health Department Audit)	Council	O/S	\$345.00 per application	07143003
	- Application for Food Safety Program Accreditation (applicant provides written advice from an approved third party auditor)	Council	O/S	\$118.00 per application	07143003
	- Application for Amendment to a Accredited Food Safety Program	Council	O/S	\$118.00 per application	07143003
	- Consideration of Subsequent Additional Written Advice	Council	O/S	\$95.00 per application	07143003
(i)	<b>Animal Food Processing Premises/ Retail Pet, Meat Shops</b>				
	- Notification Fee (fees set by Food Act 2006)	Council	O/S	\$65.00 per application	07143003
(ii)	<b>Outdoor Eating Facilities/Al fresco Dining on Public Places Licence</b>				
	- Per Establishment - annual fee	Council	O/S	\$1 pa	07143003
(v)	<b>Stables</b>				
	- Stable Licence	Council	O/S	\$95.00 pa	07143003
(vi)	<b>Morque / Morluary</b>				
	- Morque Licence	Council	O/S	\$95.00 pa	07143003
(vi)	<b>Lodging House</b>				
	- Lodging House Licence	Council	O/S	\$117.00 pa	07143003
(vii)	<b>Caravan Parks and Camping Grounds Application</b>				
	- Application Fee	Statutory	O/S	\$200.00 per application #	07143003
	<b>Licence</b>				
	- Annual fee or multiplication of site prices below (whichever is greater)	Statutory	O/S	\$200.00 per annum #	
	- Long Stay Sites	Statutory	O/S	\$5.00 per site #	07143003
	- Short Stay Sites and Sites In Transit	Statutory	O/S	\$5.00 per site #	07143003
	- Camp Sites	Statutory	O/S	\$3.00 per site #	07143003
	- Overflow	Statutory	O/S	\$1.50 per site #	07143003
	- Licence Renewal After Expiry	Statutory	O/S	20 per application #	07143003
	- Temporary Licence - Pro-rata of application fee with minimum	Statutory	O/S	\$100.00 per application #	07143003
	- Transfer of Licence	Statutory	O/S	\$100.00 per application #	07143003
(viii)	<b>#Fees are set by the Caravan Parks and Camping Grounds Regulations 1997.</b>				
	<b>Temporary Accommodation</b>				
	- Application Temporary Accommodation (up to 12 consecutive months)	Statutory	Yes	\$182.00 per application	
(ix)	<b>Offensive Trades</b>				
	- Tannery Licence	Statutory	O/S	\$295.00 pa #	07143003
	- Piggery Licence	Statutory	O/S	\$295.00 pa #	07143003
	- Slaughtering Licence	Statutory	O/S	\$295.00 pa #	07143003
	- Knackery Licence	Statutory	O/S	\$295.00 pa #	07143003
	- Laundry/ Drycleaning Establishment Licence	Statutory	O/S	\$147.00 pa #	07143003
	- Bone Mill Licence	Statutory	O/S	\$171.00 pa #	07143003
	- Blood Drying	Statutory	O/S	\$171.00 pa #	07143003
	- Any other Offensive Trade Licence not specified in regulations	Statutory	O/S	\$295.00 pa #	07143003
(x)	<b>#Fees are set under the Health (Offensive Trades Fees) Regulations 1997</b>				
	<b>Stallholders Application</b>				
	- Application Not-for-Profit / Charitable Organisations*	Council	O/S	No Fee	
	- Application for Stall holders (other than above)	Council	O/S	\$35.00 per application	7143003
	- Public Liability Cover	Council	O/S	\$12.00 per stall/per day	
	<b>Permit- (includes Food Stall holders)</b>				
	- Daily (1 day-includes Food Stall holders)	Council	O/S	\$25.00 per stall per day	07143003
	- Weekly (7 consecutive days-includes Food Stall holders)	Council	O/S	\$144.00 per stall per week	07143003
	- Monthly (30 consecutive days-includes Food Stall holders)	Council	O/S	\$257.00 per stall per month	07143003
	- Annual (365 consecutive days-includes Food Stall holders)	Council	O/S	\$1,225.00 per stall per pa	07143003
	- Charitable & Not-for-Profit Organisations (Includes Food Stalls)	Council	O/S	No Fee (Permit still required)	07143003
	<b>Blanket Stall holders for Single Event (group permit application with one single fee for multiple stalls at a single event)</b>	Council	O/S	\$182.00 per application per event	07143003
	<b>Blanket Stall holders for Recurring Approved Markets*** (group permit application with one single fee for multiple nominated market days)</b>	Council	O/S	\$182.00 per application per annum	07143003
* not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid.					
** food stall holders other than 'Exempted Food Businesses' are required to have a current 'Food Business Registration Certificate'.					
*** Northam Lions Club Inc, Northam Farmers Market					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	* Includes GST Inclusive	* Includes GST Inclusive	
<b>HEALTH continued</b>					
(x)	Street Trader (Trader) Application	Council	OCS	No Fee	
	- Application Not-for-Profit / Charitable Organisations*	Council	OCS	\$37.00 per application	07 143003
	- Application Food Traders**	Council	OCS	\$37.00 per application	07 143003
	- Application all other than the above Traders	Council	OCS	\$37.00 per application	07 143003
	Permit (includes Food Stall holders)				
	- Daily (1 day)	Council	OCS	\$25.00 per day	07 143003
	- Weekly (7 consecutive days)	Council	OCS	\$144.00 per week	07 143003
	- Monthly (30 consecutive days)	Council	OCS	\$257.00 per month	07 143003
	- Annual (365 consecutive days)	Council	OCS	\$1,225.00 per pa	07 143003
	* not-for-profit organisations are those in which 100% of profits are for community or charitable causes and staff or contractors are not paid				
	** food street traders other than "Exempted Food Businesses" are required to have a current "Food Business Registration Certificate"				
(xi)	Street Entertainers (Busker) Application	Council	OCS	No Charge	07 143003
	- Application Fee (applies to all Street Entertainers applications)				
	Permit				
	- Daily (1 day)	Council	OCS	\$25.00 per day	07 143003
	- Weekly (7 consecutive days)	Council	OCS	\$144.00 per week	07 143003
	- Monthly (30 consecutive days)	Council	OCS	\$257.00 per month	07 143003
	- Annual (365 consecutive days)	Council	OCS	\$1,225.00 per pa	07 143003
(xii)	Sign Licence Permit				
	- Portable Signs on Thoroughfares	Council	OCS	\$35.00 per annum	07 143003
(xiv)	Effluent Disposal				
	- Application and Permit to Use	Statutory	OCS	\$235.00 per application#	10273013
(xv)	Public Buildings/Events				
	- Assessment - Public Building/ Event - Low/Medium Risk	Statutory	OCS	\$154.00 per application #	07 143003
	- Assessment - Public Building/ Event - High Risk	Statutory	OCS	\$371.00 (Max) per application #	07 143003
	- Assessment - Alteration to Existing Public Building	Statutory	OCS	\$102.00 per application #	07 143003
(xvi)	Environmental Health Service Provision				
	- Compliance / Administration	Statutory	Yes	\$125.00* per hour #	07 143013
	- Other Local Governments	Statutory	Yes	\$125.00* per hour #	07 143013
(xvii)	Liquor Licensing / Gaming & Wagering				
	- Section 39 Request	Council	OCS	\$57.00 per application	07 143003
	- Section 55 Request	Council	OCS	\$57.00 per application	07 143003
<b>WELFARE</b>					
<b>Killara</b>					
(a)	Fees set in accordance with HACC guidelines				
	Client attendance fees				
	Level one: a pensioner income only or an annual income of up to \$30,000 (single) or up to \$50,000 (couple)	Council	OCS	Day Care \$8.00 per service	08 171 033 - HACC
				Social Support \$8.00 per service	08 173 033 - CHSP
				Fee cap \$64.00 pw	
	Level two: Non pensioner - an annual income more than \$30,001 (single) or more than \$50,001 (couple)	Council	OCS	Day Care \$15.00 per service	08 171 033 - HACC
				Social Support \$15.00 per service	08 173 033 - CHSP
				Fee cap \$154.00 pw	
	Client referred from workers compensation, insurance claims, Agency Brokerage etc.	Council	Yes	Fees full cost recovery*	08 171 033 - HACC
					08 173 033 - CHSP
(b)	Fees & Charges for Killara Centre Services				
(i)	Meals only				
	Full day (Morning Tea & Lunch)	Council	OCS	\$10.00	08 171 043 - HACC
	Morning Tea only with half day attendance	Council	OCS	\$6.00	08 171 043 - HACC
	Afternoon Tea & Dinner	Council	OCS	\$11.00	08 171 043 - HACC
	Breakfast	Council	OCS	\$7.00	08 171 043 - HACC
(ii)	Transportation Fee				
	HACC - Centre based day care or group bus/vehicle transport	Council	OCS	\$3.00 per one way trip	08 171 043 - HACC
	Up to 10 kms	Council	OCS	\$5.00 per one way trip	08 171 043 - HACC



SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

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FEES AND CHARGES		GST	2019/2020	2020/2021	Account
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		OOS =			
		Yes =			
<b>WELFARE continued</b>					
	11 kms to 30 kms	Council	OOS \$8.00 per one way trip		06 171 073 - HACC
	31 kms to 60 kms	Council	OOS \$10.00 per one way trip		06 171 073 - HACC
	61 kms to 99 kms	Council	OOS \$15.00 per one way trip		06 171 073 - HACC
	Overnight respite or other non HACC service - full cost recovery	Council	OOS Full cost Recovery		
(c)	Fees for Clients from other Brokers				
(iii)	Personal Care and Respite Day: 6am - 6pm	Council	\$47.50 per hour		06 173 093
	Evening: 6pm - 6am	Council	\$48.00 per hour		06 173 093
	Weekend:	Council	\$52.50 per hour		06 173 093
	Public Holidays: (Min. 4 hours)	Council	\$53.00 per hour		06 173 093
	* A minimum of time of 2 hours is provided, however shorter periods can be negotiated under special circumstances				
	* A minimum time of 4 hours is required for public holidays				
	* 24-hours notice is required in regard to the cancellation of services and a fee may apply if the required notice is not given.				
(iv)	Social Support Day: 6am - 6pm	Council	\$47.50 per hour		06 173 093
	Evening: 6pm - 6am	Council	\$48.00 per hour		06 173 093
	Weekend:	Council	\$52.50 per hour		06 173 093
	Public Holidays: (Min. 4 hours)	Council	\$53.00 per hour		06 173 093
<b>HOUSING</b>					
	Kurling Midge Aged Accommodation Units- Window:	Council	Input Taxed \$202.00		09243003
	- Single (per fortnight) - Single bedroom Unit	Council	Input Taxed \$256.00		09243003
	- Couple (per fortnight) - Double bedroom Unit				
	Electricity (paid direct to Western Power)				
	Water (Shire of Northam) invoiced and costs billed to occupants				09243033
<b>COMMUNITY AMENITIES</b>					
Refuse Removal (Sanitation Collection Charges)					
a)	Residential Refuse Removal				
(i)	240 L Residential Mobile Garbage Bin - Per Service (Compulsory Rubbish Removal Service Charge)	Council	OOS \$170.00 per annum (weekly)	on budget adoption	10253003
(ii)	240 L Residential Mobile Recycling Bin - Per Service (Rubbish Removal Service Charge)	Council	OOS \$90.00 per annum (fortnightly)	on budget adoption	10253113
(iii)	240 L Residential Mobile Recycling Bin - Pensioners (Recycling Rubbish Removal Service Charge)	Council	OOS \$70.00 per annum (fortnightly)	on budget adoption	10253113
b)	Commercial Refuse Removal				
(i)	240 L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$170.00 per annum (weekly)	on budget adoption	10253043
(ii)	240 L Commercial Mobile Recycling Bin (Recycling Rubbish Removal Service Charge)	Council	OOS \$90.00 per annum (fortnightly)	on budget adoption	10253113
(iii)	1900L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$1,010.00* per annum (weekly)	on budget adoption	10253113
(iv)	1900L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$305.00* per annum (fortnightly)	on budget adoption	10253113
(v)	1900L Commercial Mobile Recycling Bin	Council	OOS \$1110.00* per annum (fortnightly)	on budget adoption	10253043
(vi)	3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$2020.00* per annum (weekly)	on budget adoption	10253043
(vii)	3000L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$1,010.00* per annum (fortnightly)	on budget adoption	10253043
(viii)	3000L Commercial Mobile Recycling Bin	Council	OOS \$2220.00* per annum (fortnightly)	on budget adoption	10253043
(ix)	4900L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$3030.00* per annum (weekly)	on budget adoption	10253043
(x)	4900L Commercial Mobile Garbage Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$1515.00* per annum (fortnightly)	on budget adoption	10253043
(xi)	4900L Commercial Mobile Recycling Bin (Compulsory Rubbish Removal Service Charge)	Council	OOS \$3330.00* per annum (fortnightly)	on budget adoption	10253043
(xii)	Additional One-off Rubbish Collection Services (services on-charged to resident/business)	Council	Yes At cost		10253043

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

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			DDI =			
			Yes =			
<b>COMMUNITY AMENITIES continued</b>						
<b>Landfill Site Waste Disposal Charges</b>						
a)	Inkpen Road Landfill Site - Waste Disposal Charges					
(i)	Domestic Waste from the Shire of Northam Residents Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0m) Tip pass must be <u>produced</u> by any person entitled to the pass	Council	Yes	No Charge (Maximum 10 disposals per year plus unlimited clean green waste disposals) No Pass-Pay As Indicated Below		10253023
(ii)	Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m x 1.0m	Council	Yes	\$65.00 per m <sup>3</sup> \$33.00 Min Charge		10253023
(iii)	Commercial/Industrial Waste	Council	Yes	\$65.00 per m <sup>3</sup> \$33.00 Min Charge		10253023
(iv)	Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006)	Council	Yes	Levy = (Weight X 92%) X \$70 per tonne (\$77.00 inc GST) #		10253103
(v)	#Fees are set under the Environmental Protection Regulations 1987. Unadulterated Building Rubble (Includes brick, concrete, rock, soil, green waste) (At the discretion of the gate house attendant)	Council	Yes	\$30.00 per m <sup>3</sup> \$20.00 Min Charge		10253023
(vi)	Unadulterated Building Rubble (Includes brick, concrete, rock, soil, green waste) (Subject to weighbridge certificate being provided)	Council	Yes	\$38.00 per tonne \$25.00 Min Charge		10253023
(vii)	Asbestos (includes digging hole and burial, rounded up to full m <sup>3</sup> )	Council	Yes	\$65.00 per m <sup>3</sup>		10253023
(viii)	Disposal of Animals					
	- Small (cat or dog)	Council	Yes	\$10.00 each		10253023
	- Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.00 each		10253023
	- Large (cow or horse)	Council	Yes	\$25.00 each		10253023
(ix)	Disposal of Car Bodies	Council	Yes	No Charge		10253023
(x)	Tyres					
	- Passenger Tyres	Council	Yes	\$5.00 Per Tyre		10253023
	- Passenger Tyres with rim			\$10.00 Per Tyre		
	- Light truck Tyres	Council	Yes	\$7.00 Per Tyre		10253023
	- Light truck Tyres with rim			\$14.00 Per Tyre		
	- Truck/ Bobcat Tyres	Council	Yes	\$17.00 Per Tyre		10253023
	- Truck/ Bobcat Tyres with rim			\$34.00 Per Tyre		
	- Super Single Tyres	Council	Yes	\$20.00 Per Tyre		10253023
	- Super Single Tyres with rim			\$40.00 Per Tyre		
	- Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$190.00 per Tyre		10253023
	- Tractor/ Loader Tyre > 1 metre no rim	Council	Yes	\$200.00 per Tyre		10253023
	- Earthmoving/Other Large Tyres no rims	Council	Yes	Cost of Recycling plus 10% handling & administration fee		10253023
(xi)	Waste Oil					
	- Motor Oil >30 Litres	Council	Yes	\$0.27 Per Litre		10253023
(xii)	Special Burials (including fiber glass insulation, ablatol, dicalol and any other waste)	Council	Yes	\$65.00 per m <sup>3</sup> \$33.00 Min Charge		10253023
(xiii)	Commercial/Industrial Waste (Subject to weighbridge certificate being provided)	Council	Yes	\$65.00 per m <sup>3</sup> \$33.00 Min Charge		10253023
(xiv)	Commercial Recycling Drop-Off	Council	Yes	\$65.00 per m <sup>3</sup> \$33.00 Min Charge		10253023
b)	Old Quarry Road Landfill Site - Waste Disposal Charges					
(i)	Domestic Waste from the Shire of Northam Residents Cars, Utilities, Vans and Trailers (not exceeding 2.4m x 1.2m x 1.0m) Tip pass must be <u>produced</u> by any person entitled to the pass	Council	Yes	No Charge (Maximum 10 disposals per year plus unlimited clean green waste disposals) No Pass-Pay As Indicated Below		10253033
(ii)	Domestic Waste from Outside of the Shire of Northam or Volumes of Domestic Waste Exceeding 2.4m x 1.2m x 1.0m	Council	Yes	\$65.00 per tonne \$33.00 Min Charge		10253013
(iii)	Commercial/Industrial Waste	Council	Yes	\$65.00 per tonne \$33.00 Min Charge		10253033
(iv)	Environmental Protection Landfill Levy (Mandatory fee applies to all waste received from the metropolitan areas unless exempted under the Environmental Protection Amendment Regulations 2006)	Council	Yes	Levy = (Weight X 92%) X \$70.00 per tonne (\$77.00 inc GST) #		10253103
(v)	Unadulterated Building Rubble (brick, concrete, rock, soil, green waste) (At the discretion of the gate house attendant)	Council	Yes	\$38.00 per tonne \$25.00 Min Charge		10253033
(vi)	Asbestos (includes digging hole and burial, rounded up to full m <sup>3</sup> )	Council	Yes	\$95.00 Per tonne		10253033

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

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Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
<b>COMMUNITY AMENITIES continued</b>					
<b>Landfill Site Waste Disposal Charges continued</b>					
(VI)	Disposal of Animals				
	- Small (cat or dog)	Council	Yes	\$10.00 each	10253033
	- Medium (pig, sheep, alpaca, calf, foal, ostrich, emu)	Council	Yes	\$15.00 each	10253033
	- Large (cow or horse)	Council	Yes	\$25.00 each	10253033
(VII)	Disposal of Car Bodies	Council	Yes	No Charge	10253033
(IX)	Tyres				
	- Passenger Tyres	Council	Yes	\$5.00 Per Tyre	10253033
	- Passenger Tyres with rim			\$10.00 Per Tyre	
	- Light truck Tyres	Council	Yes	\$7.00 Per Tyre	10253033
	- Light truck Tyres with rim			\$14.00 Per Tyre	
	- Truck/ Bobcat Tyres	Council	Yes	\$17.00 Per Tyre	10253033
	- Truck/ Bobcat Tyres with rim			\$34.00 Per Tyre	
	- Super Single Tyres	Council	Yes	\$20.00 Per Tyre	10253033
	- Super Single Tyres with rim			\$40.00 Per Tyre	
	- Tractor/ Loader Tyre < 1 metre no rim	Council	Yes	\$190.00 per Tyre	10253033
	- Tractor/ Loader Tyre > 1 metre no rim	Council	Yes	\$200.00 per Tyre	10253033
	- Earthmoving/Other Large Tyres no rims	Council	Yes	Cost of Recycling plus 10% handling & administration fee	10253033
(X)	Waste Oil				
	- Motor Oil >30 Litres	Council	Yes	\$0.27 Per Litre	10253033
(XI)	Special Burials (including fiber glass insulation, clinical and any other waste)	Council	Yes	\$95.00 Per Tonne \$50.00 Min Charge	10253033
(XII)	Septage Pond Liquid Waste Disposal	Council	Yes	\$0.075 Per Litre	10253013
(XIII)	Commercial Recycling Drop-Off	Council	Yes	\$160.00 per tonne \$16 min charge	10253013
<b>Town Planning</b>					
(I)	Development/Subdivision Contributions				
	Residential Zoned Lot (applicable to Residential Design Codes) 1-5 Slots	Council	OCS	\$1,515.00 per lot	10303003
	More than 5 Slots	Council	OCS	As per endorsed Development Contribution Plan	10303003
	All Other Zone Property 1-5 Slots	Council	OCS	\$1,010.00 per lot	10303003
	More than 5 Slots	Council	OCS	As per endorsed Development Contribution Plan	10303003
(II)	Development Applications				
	Determination of development application (other than for an extractive industry) where the estimated cost of development is -				
	- Not more than \$30,000	Statutory	OCS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009 and if development commenced or carried out twice the amount of the fee payable	10303003
	- more than \$30,000 but not more than \$300,000	Statutory	OCS	• •	10303003
	- more than \$300,000 but not more than \$2.5 million	Statutory	OCS	• •	10303003
	- more than \$2.5 million but not more than \$5 million	Statutory	OCS	• •	10303003
	- more than \$5 million but not more than \$21.5 million	Statutory	OCS	• •	10303003
	- more than \$21.5 million	Statutory	OCS	• •	10303003
	Determination of development application for an extractive industry	Statutory	OCS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.	10303003
	Determining a development application for an extractive industry where the development has commenced or been carried out.	Statutory	OCS	The fee in item 3 plus, by way of penalty, twice that fee.	10303003
	<del>Request for minor amendment of an approved development under \$500,000 value - Determining an application to amend or cancel development approval.</del>	Statutory	OCS	<del>\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.</del>	<del>10303003</del>
	<del>Request for major amendment to an approved development over \$500,000</del>	Statutory	OCS	<del>\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.</del>	<del>40303003</del>
	<del>Definitive comments on proposals prior to formal lodgement</del>	Council	OCS	<del>\$34.00</del>	<del>40303003</del>

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
<i>Statutory fees and charges cannot be modified by Council but may be subject to change</i>			Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
			ODS =			
			Yes =			
<b>COMMUNITY AMENITIES Continued</b>						
(ii)	<del>Variation of Residential Design codes and Shire Local Planning Policy</del> <del>Where the estimated cost of the development is:</del> <del>Not more than \$50,000</del> <del>More than \$50,000</del>	Council Council	OGS OGS	\$150.00 \$300.00		10.303003 10.303003
(iv)	Provision of Subdivision clearance - Up to 5 lots	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
	- <del>5 to 105 lots</del> more than 5 lots but not more than 195 lots	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
	- More than 195 lots	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(v)	Application for a approval of Home occupation <del>Business Cottage Industry</del> - Initial Fee	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
	- Renewal Fee	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(vi)	Application for change of use or for alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or alteration, extension or change of use has not commenced or been carried out	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(vii)	Issue of Zoning Certificate (Orders/Zone Enquiry)	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(viii)	Reply to a property settlement questionnaire	Statutory	OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(ix)	- (Combined Orders/Zoning/Rates Enquiry) Issue of written planning advice	Statutory Statutory	OGS OGS	\$ As per the maximum fee prescribed under the Planning and Development Regulation 2009.		10.303003
(x)	Section 40 (Liquor Licensing) request	Council	OGS	\$53.00		10.303033
(xi)	Advertising Costs (All applications) - Letters of Consultation - Onsite Sign - Newspaper Advertisement	Council Council Council	Yes Yes Yes	\$137.00 * \$137.00 * Advertising Cost * At Cost		10.303013 10.303013 10.303013
	<b>Sign Application</b> Signage less than or equal 4m <sup>2</sup> Signage greater than 4m <sup>2</sup>	Council Council	OGS OGS	\$67.00 \$408.00		10.303033 10.303033

Note: All Town Planning Fees are exclusive of GST unless

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change			Treatment	* Indicate GST Inclusive	* Indicate GST Inclusive	
			ODS =			
			Yes =			
<b>COMMUNITY AMENITIES Continued</b>						
<b>Town Planning Continued</b>						
(i)	Relocated House - Bank Bond or Guarantee	Council	OGS	\$31,000.00		TRUSTTYPE 32
	Publications					
	Scheme Text	Council	OGS	\$52.00		10.303033
	Local Planning Strategy	Council	OGS	\$52.00		10.303033
	Scheme maps A3	Council	OGS	\$52.00		10.303033
	Northam Development Plan	Council	OGS	\$52.00		10.303033
	Northam Regional Centre Growth Plan	Council	OGS	\$101.00		10.303033
	Town Planning Scheme Amendments					
	Basic Amendment*	Council		\$5,000.00		
	Standard Amendment*	Council		\$7,300.00		
	Complex Amendment*	Council		\$10,000.00		
	* Estimate only and refunds or additional charges may apply depending on the actual costs incurred.					
	Executive Manager, Senior Planning Officer, Planning Officer, Environmental Officer, Administration Officer		OGS	\$As per the maximum fee prescribed under the Planning and Development Regulations 2009		10.303003
		Statutory				
(ii)	Professional Advice	Council	Yes	\$212.00 per hour*		10.303003
	Executive Manager					
	Senior Planning Officer	Council	Yes	\$162.00 per hour*		10.303003
	Planning Officer	Council	Yes	\$116.00 per hour*		10.303003
	Administration Officer	Council	Yes	\$81.00 per hour*		10.303003
(iii)	Extractive Industry Licences (Development approval also required)					
	Application for renewal of Extractive Industry Licence	Council	Yes	\$390.00		43.403062
	Application to transfer Extractive Industry Licence	Council	Yes	\$390.00		43.403062
	Extractive Industry Annual Licence Fee	Council	Yes	\$390.00		43.403062
	Extractive Industry Licence - SCC Quarry	Council	Yes	\$1,770.00		43.403062
	Excavation of materials less than 50,000 cubic metres per annum and/or from an excavation area less than 50 hectares per annum					
	New licence application fee	Council	Yes	\$2,200.00		
	Annual licence fee	Council	Yes	\$300.00		
	Licence renewal fee	Council	Yes	\$1,100.00		
	Excavation of materials greater than 50,000 cubic metres per annum and/or from an excavation area more than 50 hectares per annum					
	New licence application fee	Council	Yes	\$2,200.00		
	Annual licence fee	Council	Yes	\$1,000.00		
	Licence renewal fee	Council	Yes	\$1,300.00		
	Excavation of materials greater than 100,000 cubic metres per annum and/or from an excavation area greater than 100 hectares per annum					
	New licence application fee	Council	Yes	\$2,200.00		
	Annual licence fee	Council	Yes	\$1,300.00		
	Licence renewal fee	Council	Yes	\$1,900.00		
	Excavation of materials greater than 200,000 cubic metres per annum and/or from an excavation area greater than 200 hectares					
	New licence application fee	Council	Yes	\$2,200.00		
	Annual licence fee	Council	Yes	\$2,000.00		
	Licence renewal fee	Council	Yes	\$2,300.00		
	Excavation of materials greater than 500,000 cubic metres per annum and/or from an excavation area greater than 500 hectares					
	New licence application fee	Council	Yes	\$2,200.00		
	Annual licence fee	Council	Yes	\$2,300.00		
	Licence renewal fee	Council	Yes	\$2,300.00		
	Road maintenance contribution	Council	Yes	\$0.30 per tonne		
	Rehabilitation Bond	Council	Yes	\$3,500 per hectare or as agreed by Council determined on costing of approved rehabilitation plan.		
	Refer to Shire of Northam Extractive Industries Local Law for further details					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST		2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment		*Indicates GST Inclusive	*Indicates GST Inclusive	
		ODS =				
		Yes =				
<b>COMMUNITY AMENITIES-Continued</b>						
<b>Town Planning Continued</b>						
<b>Cemetery</b>						
<b>(1) Fees &amp; Charges - Northam Public Cemetery</b>						
<b>Grant of Right of Burial</b>						
- Grant of Right of Burial	Council	Yes	\$138.00*			10.313.033
- Grant of Right of Burial (Reservation/Reissue)	Council	Yes	\$138.00*			10.313.033
- Transfer Grant of Right of Burial	Council	Yes	\$94.00*			10.313.033
- Grant of Right of Placement	Council	Yes	\$94.00*			10.313.033
- Transfer Grant of Right of Placement	Council	Yes	\$65.00*			10.313.033
- Copy of Grant of Right of Burial / Placement	Council	Yes	\$19.00*			10.313.033
<b>Burial Fees: (Includes land &amp; diggins)</b>						
- New Grave Adult Burial	Council	Yes	\$1,045.00*			10.313.033
- New Grave Child Burial (under 13 years of age)	Council	Yes	\$825.00*			10.313.033
- New Grave Still born	Council	Yes	\$570.00*			10.313.033
- Exhumation Fee	Council	Yes	\$1,450.00*			10.313.033
- Reinterment after exhumation Fee	Council	Yes	\$1,045.00*			10.313.033
- Reopening of Grave	Council	Yes	\$1,121.00*			10.313.033
- Digging Deeper Graves	Council	Yes	\$117.00*			10.313.033
- Oversize Casket	Council	Yes	\$117.00*			10.313.033
<b>Placement of Ashes In Niche Wall:</b>						
- Single	Council	Yes	\$188.00*			10.313.033
- Double	Council	Yes	\$306.00*			10.313.033
- Plaques	Council	Yes	At Cost & Freight*			10.313.033
<b>Plot Fee per plot</b>						
Monumental Work Licence	Council	OCS	\$188.00			10.313.013
Funeral Directors Licence						
- Annual Licence	Council	OCS	\$134.00			10.313.023
- Single Burial Permit	Council	OCS	\$62.00			10.313.023
<b>Lawn Cemetery:</b>						
- Digging of new Grave	Council	Yes	\$1,480.00*			10.313.033
- Reopening of Grave	Council	Yes	\$1,480.00*			10.313.033
- Plaques	Council	Yes	At Cost & Freight*			10.313.033
<b>Placement of Ashes In Garden:</b>						
- Single	Council	Yes	\$188.00*			10.313.033
- Double	Council	Yes	\$306.00*			10.313.033
- Plaques	Council	Yes	At Cost & Freight*			10.313.033
<b>Placement of Ashes In Grave</b>						
- Per Interment	Council	Yes	\$300.00*			10.313.033
- Plaques	Council	Yes	At Cost & Freight*			10.313.033
<b>Exhumation of Ashes</b>						
	Council	Yes	\$230.00* for first two hours \$59.00* per hour thereafter			10.313.033
Refer Council's Local Laws Relating to Northam Cemeteries for definition of Grant of Right of Burial						

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
<b>RECREATION AND CULTURE</b>					
<b>Ovals and Outdoor Playing Area</b>					
Raying Fields - Bert Hawke, Jubilee Oval, Henry St, Wundowie & Bakes Hill					
Annual Club Fees					
Cricket	Council	Yes	\$3,400.00		11343083
Junior Cricket	Council	Yes	\$2,100.00		11343083
Hockey	Council	Yes	\$5,900.00		11343083
Football Junior	Council	Yes	\$2,900.00		11343083
Football senior (per club)	Council	Yes	\$7,700.00		11343083
Athletics	Council	Yes	\$2,000.00		11343083
Casual Hourly Hire	Council	Yes	\$25.00		11343083
- Lights at Additional Cost per hour	Council	Yes	\$16.00 per hour *		11343083
- Casual Full Day Hire (over 4 hours includes public toilets & changerooms)	Council	Yes	\$390.00 *		11343083
- Casual Half Day Hire (up to 4 hours includes public toilets & changerooms)	Council	Yes	\$200.00 *		11343083
Outdoor courts					
- Senior Game (no lights)	Council	Yes	\$13.00 per hour *		11343083
- Lights at Additional Cost per hour	Council	Yes	\$4.20 per hour per court *		11343083
Reserve Camping Fee (overflow facility)	Council	Yes	\$15.00 per night *		11343083
Showers (Side Show Alley Staff for Aq Show)	Council	Yes	\$4.00 *		11343083
Special Events (Circus etc)	Council	Yes	\$798.00 *		11343083
Wundowie Oval Lighting paid direct by clubs.					
Wundowie Oval annual usage fee Education Department	Council	Yes	\$8,800.00 plus CPI		11343173
Bonds - Regular Hitings	Council	OQS	Up to \$2,000.00		TRUSTTYPE 11
Bonds - Special Hitings/Events eg Circus, AWWA, Pony Club, etc	Council	OQS	Up to \$2,000.00		TRUSTTYPE 11
<b>Recreation Centre</b>					
Programs					
- Senior Program	Council	Yes	\$7.50		11343143
- Senior Program per player 10 Game Discount	Council	Yes	\$67.50		11343143
- Junior Program	Council	Yes	\$6.50		11343143
- Social Sports Team	Council	Yes	\$45.00		11343143
Team Forget Fee	Council	Yes	\$45.00		11343143
Birthday Parties					
- Basic Party	Council	Yes	\$100.00 for up to 10 children plus \$10.00 per child thereafter *		11343143
- Deluxe Party	Council	Yes	\$160.00 for up to 10 children plus \$16.00 per child thereafter *		11343143
- Premium Party	Council	Yes	\$220.00 for up to 10 children plus \$22.00 per child thereafter *		11343143
Facilities					
- Activity Rooms 1,2 and 3 - for Community Organisations (individually)	Council	Yes	\$30.00 per hour \$210.00 per day *		11343083
- Activity Rooms 1,2 and 3 - for Commercial Organisations (individually)	Council	Yes	\$45.00 per hour \$315.00 per day *		11343083
- Activity Rooms 1 and 2 - hired concurrently - for Community Organisations	Council	Yes	\$45.00 per hour \$315.00 per day *		11343083
- Activity Rooms 1 and 2 - hired concurrently - for Commercial Organisations	Council	Yes	\$94.00 per hour \$494.00 per day *		11343083
- Hospitality Area for Community Organisations	Council	Yes	\$60.00 per hour \$420.00 per day *		11343083
- Hospitality Area for Commercial Organisations	Council	Yes	\$90.00 per hour \$630.00 per day *		11343083
- Kitchen Area for Community Organisations	Council	Yes	\$20.00 per hour *		11343083
- Kitchen Area for Commercial Organisations	Council	Yes	\$30.00 per hour *		11343083
Full Centre Hire - for Community Organisations / 8 Hour day ##	Council	Yes	\$1,400.00		11343083
Full Centre Hire - for Community Organisations / Hour ##	Council	Yes	\$200.00		11343083
Full Centre Hire - for Commercial Organisations / 8 Hour day ##	Council	Yes	\$2,100.00		11343083
Full Centre Hire - for Commercial Organisations / Hour ##	Council	Yes	\$300.00		11343083
Sports Hall					
- Court Hire per court	Council	Yes	\$35.00 \$245.00 per day		11343083
- Sporting Club Office	Council	Yes	\$195.00 per annum *		11343083
- Storage Cage	Council	Yes	\$112.00 per annum *		11343083
- Creche (exclusive hire includes staff member)	Council	Yes	N/A		11343083
30% discount applies on all Ovals and Recreation Centre hires for Junior and Senior group bookings until 4pm Mon-Fri					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10% increases applied to small items

FEES AND CHARGES		GST	20 19/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	* Indicate GST Inclusive	* Indicate GST Inclusive	
		ODS =			
		Yes =			
<b>RECREATION AND CULTURE Continued</b>					
<b>Equipment Hire</b>					
Public Address System	Council	Yes	\$20.00*		11343073
Projector & Screen	Council	Yes	\$20.00*		11343073
Tea & coffee provision	Council	Yes	\$2.50 per person		
<b>Public Hall Hire - Northam &amp; Wundowie</b>					
Meetings, Training and Conventions Please note meetings are charged for time used (including any set up and clearing time) Includes: Kitchen, chairs and tables Half Day 4 Hours, Full Day 8 Hours Commercial Use Lesser Hall - for Commercial Use	Council	Yes	\$25.00* per hour \$175.00* per day		11323013
Town Hall - for Commercial Use	Council	Yes	\$25.00* per hour \$175.00* per day		11323013
Memoria Hall - for Commercial Use	Council	Yes	\$35.00* per hour \$385.00* per day		11323013
Wundowie Hall - Entire Facility - for Commercial Use	Council	Yes	\$85.00* per hour \$995.00* per day		11323013
Wundowie Hall- Main Hall - for Commercial Use	Council	Yes	\$70.00* per hour \$490.00* per day		11323013
Wundowie Hall - Meeting Room - for Commercial Use	Council	Yes	\$35.00* per hour \$385.00* per day		11323013
Community Use Lesser Hall - for Community Use	Council	Yes	\$10.00 per hour \$70.00* per use full day		11323013
Town Hall - for Community Use	Council	Yes	\$12.00* per hour \$84.00* per use full day		11323013
Memoria Hall - for Community Use	Council	Yes	\$10.00 per hour \$70.00* per use full day		11323013
Wundowie Hall - Entire Facility - for Community Use	Council	Yes	\$19.50* per hour \$137.00* per use full day		11323013
Wundowie Hall- Main Hall - for Community Use	Council	Yes	\$12.00* per hour \$84.00* per use full day		11323013
Wundowie Hall - Meeting Room - for Community Use	Council	Yes	\$10.00 per hour \$70.00* per use full day		11323013
<b>Public Hall Hire - Northam &amp; Wundowie Continued</b>					
<b>SPORTING ACTIVITIES</b>					
<del>Northam Facilities do not permit hire for sporting activities</del>					
<b>REHEARSALS</b>					
The charge for rehearsals applies for each occasion the building is used. Booking of the hall for rehearsals is subject to the building not being required for a full booking at the time.					
<b>FACILITY HIRE BOND - EVENTS INVOLVING ALCOHOL</b>					
* Rate will depend on venue and functions					
	Council	OGS	\$100.00-\$2,000.00		TRUST TYPE 1 or 11
<b>CONDITIONS AND FEES FOR HIRE</b>					
- Any damage to furniture to be paid by the hirer					
- Any request for furniture to be on the site's					
* application to hire form and hiring fees to be paid in advance					



SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change		Treatment	* Includes GST Inclusive	* Includes GST Inclusive	
		DDs = Yes =			
<b>RECREATION AND CULTURE Continued</b>					
<b>Northam and Wundowie Swimming Pool Fees &amp; Charges</b>					
For every adult over the age of 18 years - Council	Council	Yes	\$4.00		11 333 103
For every adult over the age of 18 years (10 Passes) - Council	Council	Yes	\$44.00		11 333 103
Child 5 years - 17 years - Council	Council	Yes	\$3.00		11 333 103
Child 5 years - 17 years (10 Passes) - Council	Council	Yes	\$30.00		11 333 103
Wundowie For every adult over the age of 18 years - Council	Council	Yes	\$4.00		11 333 103
Wundowie For every adult over the age of 18 years (10 Passes) - Council	Council	Yes	\$41.00		11 333 103
Wundowie Child 5 years - 17 years - Council	Council	Yes	\$3.00		11 333 103
Wundowie Child 5 years - 17 years (10 Passes) - Council	Council	Yes	\$32.00		11 333 103
Northam For every adult over the age of 18 years - Council	Council	Yes	\$5.00		11 333 103
Northam For every adult over the age of 18 years (10 Passes) - Council	Council	Yes	\$46.00		11 333 103
Northam Child 5 years - 17 years - Council	Council	Yes	\$4.00		11 333 103
Northam Child 5 years - 17 years (10 Passes) - Council	Council	Yes	\$37.00		11 333 103
Free entrance is provided to children up to 5 years of age - Council	Council	Yes	No Charge		11 333 103
Spectator / Pensioner entrance - Council	Council	Yes	\$2.00		11 333 103
Spectator - Swimming Lessons & Swimming Club - Council	Council	Yes	No Charge		11 333 103
Wundowie Full Season Pass - Family: 2 adults and 2 children under 17 yrs old - Council	Council	Yes	\$280.00		11 333 113
Wundowie Half Season Pass - Family: 2 adults and 2 children under 17 yrs old# - Council	Council	Yes	\$145.00		11 333 113
Wundowie Full Season Pass - Additional Family Member - Council	Council	Yes	\$62.00		11 333 113
Wundowie Half Season Pass - Additional Family Member # - Council	Council	Yes	\$35.00		11 333 113
Wundowie Single Full Season Pass - Adult - Council	Council	Yes	\$90.00		11 333 113
Wundowie Single Half Season Pass - Adult # - Council	Council	Yes	\$54.00		11 333 113
Wundowie Single Full Season Pass - Child - Council	Council	Yes	\$70.00		11 333 113
Wundowie Single Half Season Pass - Child # - Council	Council	Yes	\$42.00		11 333 113
Wundowie Single Full Season Pass - Pensioner - Council	Council	Yes	\$40.00		11 333 113
Wundowie Single Half Season Pass - Pensioner - Council	Council	Yes	\$24.00		11 333 113
Northam Full Season Pass - Family: 2 adults and 2 children under 17 yrs old - Council	Council	Yes	\$430.00		11 333 113
Northam Half Season Pass - Family: 2 adults and 2 children under 17 yrs old# - Council	Council	Yes	\$240.00		11 333 113
Northam Full Season Pass - Additional Family Member - Council	Council	Yes	\$100.00		11 333 113
Northam Half Season Pass - Additional Family Member # - Council	Council	Yes	\$55.00		11 333 113
Northam Single Full Season Pass - Adult - Council	Council	Yes	\$130.00		11 333 113
Northam Single Half Season Pass - Adult # - Council	Council	Yes	\$90.00		11 333 113
Northam Single Full Season Pass - Child - Council	Council	Yes	\$115.00		11 333 113
Northam Single Half Season Pass - Child# - Council	Council	Yes	\$70.00		11 333 113
Northam Single Full Season Pass - Pensioner - Council	Council	Yes	\$65.00		11 333 113
Northam Single Half Season Pass - Pensioner - Council	Council	Yes	\$40.00		11 333 113
Scholars of State and other registered Primary and Secondary schools (other than holders of season tickets) accompanied by Teacher during normal school hours (per person - group discount) - Council	Council	Yes	\$3.00		11 333 123
Lane Hire Community - Council	Council	Yes	\$10.00 per lane per hour		11 333 103
Lane Hire Commercial - Council	Council	Yes	\$20.00 per lane per hour		11 333 103
Private lessons/Classes - Council	Council	Yes	\$9.00* per lesson		11 333 103
Pool Hire (Including operator) - Council	Council	Yes	\$130.00* per hour		11 333 103
Annual Club Fee - Swimming Clubs - Council	Council	Yes	\$1200.00 per annum		
# Half Season Pass Is only from opening of the season to 31 Dec or 1 Jan to closing of the season					
Staff Discount					
A 50% discount for staff on entry to the Shire's swimming pools, including season passes.					
Pool Season opening day and Australia Day					Free Entry
Note: Fees and charges for the Northam Pool are subject to change with the opening of the new facility					
<b>Sound Shell - Bernard Park, Northam (if using lights etc)</b>					
Hire by Community Organisations - Council	Council	Yes	\$14.00* per hour		11 343 023
Hire by Commercial Organisations - Council	Council	Yes	\$30.00* per hour		11 343 023
<b>Northam Region Library</b>					
Replacement Borrower's Card - Council	Council	Yes	\$1.00*		11 353 023
Photocopying/Printing - Council	Council	Yes	\$0.20* per page		11 353 033
Photocopying/Printing Colour - Council	Council	Yes	\$0.50* per page		11 353 033
<b>Workshops &amp; Professional Development</b>					
<b>Craft Workshop</b>					
Child - Under the age of 18 - Council	Council	Yes	\$10.00*		11 353 043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been signed listing all children - Council	Council	Yes	\$15.00*		11 353 043
Adult - Person over the age of 18 - Council	Council	Yes	\$25.00*		11 353 043
<b>Fine Arts</b>					
Child - Under the age of 18 - Council	Council	Yes	\$10.00*		11 353 043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been signed listing all children - Council	Council	Yes	\$15.00*		11 353 043
Adult - Person over the age of 18 - Council	Council	Yes	\$25.00*		11 353 043
<b>Special Interests</b>					
Child - Under the age of 18 - Council	Council	Yes	\$10.00		11 353 043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been signed listing all children - Council	Council	Yes	\$15.00*		11 353 043
Adult - Person over the age of 18 - Council	Council	Yes	\$25.00*		11 353 043

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
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<b>RECREATION AND CULTURE (Continued)</b>					
T, Cyber Safety, Social Media	Council	Yes			
Child - Under the age of 18	Council	Yes	\$10.00		11.353043
Family - Where more than 1 Child from a family is booked into the same workshop and a medicare card has been lodged listing all children	Council	Yes	\$15.00		11.353043
Adult - Person over the age of 18	Council	Yes	\$25.00*		11.353043
Professional Development					
Corporate - Full Day (9.30am to 12 noon commence 1pm to 4 pm)	Council	Yes	\$102.00*		11.353043
Corporate - Half Day (9.30am to 12 noon)	Council	Yes	\$66.00*		11.353043
Staff - Full Day (9.30am to 12 noon commence 1pm to 4pm)	Council	Yes	\$82.00*		11.353043
Staff - Full Day	Council	Yes	\$46.00*		11.353043
All of the above fees include the cost of presenter fees and where applicable morning & afternoon tea, and materials where possible. Participant are advised if extra costs for materials are required. In addition a 10% surcharge will apply to non library members. The workshops are to be delivered in the library. Where numbers require the use of another facility, costs of hire will be an additional cost to the course charges.					
<b>Create 236</b>					
Half Day Pass (Shared desk for half day)	Council	Yes	\$15.00*		TBA
Day Pass (shared desk for one day)	Council	Yes	\$30.00*		TBA
Occasional (shared desk for one day per week) per month	Council	Yes	\$80.00*		TBA
Regular (shared desk three days per week) per month	Council	Yes	\$240.00*		TBA
Meeting room hire (half day)	Council	Yes	\$125.00*		TBA
Meeting room hire (full day)	Council	Yes	\$200.00*		TBA
<b>Bilya Koorl Boodja Centre</b>					
Workshop/Exhibition Space Community Rate	Council	Yes	\$30.00 per half day/ \$100.00 full day*		
Workshop/Exhibition Space Commercial Rate	Council	Yes	\$100.00 per half day/ \$200.00 full day*		
Meeting Room Community Rate	Council	Yes	\$30.00 per hour*	\$25.00 per day*	
Meeting Room Commercial Rate	Council	Yes	\$60.00 per hour*	\$50.00 per day*	
Cultural awareness training	Council	Yes	\$275.00-\$550.00*	\$275.00-500.00 per day*	13783003
Entry Fee Adult	Council	Yes	\$10.00*		13783003
Entry Fee Child (5-13yrs)	Council	Yes	\$5.00*		13783003
Concession	Council	Yes	\$5.00*		13783003
Family (2 adults & 2 children)	Council	Yes	\$25.00*		13783003
Additional Child	Council	Yes	\$5.00*		13783003
School Groups	Council	Yes	80% of the full rate*		13783003
Bus Tours (23+ passengers)	Council	Yes	80% of the full rate*		13783003
<b>TRANSPORT</b>					
Special Series Shire Number Plates					
Special Series Plate Fee	Council	Yes	\$114.00		12413043
Note: DOTC charge \$200.00 for supply - Total Fee \$313					
<b>Airport</b>					
Lease establishment fee	Council	Yes	\$3,366.00*		1243013
Lease transfer fee	Council	Yes	\$1,683.00*		1243013
Lease rental fees	Council	Yes	as per lease*		1243013
Aircraft parking per plane per week	Council	Yes	\$110.00* per week		
Commercial flight training contribution to runway lights	Council	Yes	\$396.00 per annum		
<b>ECONOMIC SERVICES</b>					
<b>Visitor Servicing</b>					
(i) Bus tours	Council	Yes	\$15.00* per head		13773073
(ii) Bus tours - group of 15 or more	Council	Yes	\$12.00* per head		13773073
(iii) Walking tours	Council	Yes	\$12.00* per head		13773073
(iv) Walking tours - group of 10 or more	Council	Yes	\$102.00* per tour		13773073
(v) Tour Guide for Bus Groups	Council	Yes	\$102.00* per tour		13773073
<b>Building Control</b>					
(i) Relocated Ho use - Inspection Fee - (Prior to Building Application Approval)	Council	Yes	\$351.00		13463093
- Distance up to 100km radius of Northam Shire	Council	Yes	Actual cost		13463093
* Distance over 100kms from Shire Offices shall incur additional charge of \$50 per hour to the officer's time and a charge for additional mileage at Public Service Award Rates)					
(ii) <del>Township Footpath/Working/Competition/Pool/Bond - Residential</del> Infrastructure Bond Residential	Council	OOS	\$1,000.00		TRUSTTYPE 22
<del>Township Footpath/Working/Competition/Pool/Bond - Infrastructure Bond Commercial</del>	Council	OOS	\$1,300.00		TRUSTTYPE 22
<del>Rural/Road/Relocated/Infrastructure Bond Rural</del>	Council	OOS	\$1,000.00		TRUSTTYPE 9
(iv) Copies of Building Plans					
(a) office copies		Yes	\$31.00*		13463033
(b) archive copies		Yes	\$73.00*		13463033
(v) Building Application Fee - Residential - Un-certified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES			GST	2019/2020	2020/2021	Account
Statutory fees and charges cannot be modified by Council but may be subject to change			Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
			OOS =			
			Yes =			
<b>ECONOMIC SERVICES continued</b>						
<b>Building Control continued</b>						
(V)	Building Application Fee - Commercial or Residential - Certified	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(VI)	Application for a Demolition Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(VII)	Application to extend the time during which a building permit, demolition permit, occupancy permit or building approval certificate has effect	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(VIII)	Application for an Occupancy Permit	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(IX)	Application for a Building Approval Certificate, retrospective approval for unauthorised work for class 1 and 10 buildings (houses and non habitable buildings)	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(X)	Application as defined in regulation 31	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(XI)	Building Application Fee - Minimum all classes	Statutory	OOS	\$ As per the fee prescribed in the Building Regulations		13463003
(XII)	Certificate of Design Compliance Class 2-9 Buildings (Commercial)	Council	Yes	0.1% (min \$323*) of value of works		13463003
(XIII)	Certificate of Building Compliance	Council	Yes	Class 10 \$411.00* Class 1a min. \$373.00* Class 2-9 \$633.00* Strata Units (per unit) \$468.00*		13463003
(XIV)	Cert of Construction Compliance (Class 2-9 Buildings - where the Shire has issued the CDC and building is <300 m <sup>2</sup> and < 3 storeys)	Council	Yes	Buildings less than 2000 m <sup>2</sup> \$633.00*, Buildings over 2000 m <sup>2</sup> \$963.00*		13463003
(XV)	Fast Track Fee	Council	Yes	\$151.00*		13463003
(XVI)	Pool Inspection or reinspection Fee not scheduled	Council	Yes	\$77.00*		13463043
(XVII)	Building Surveyor Hourly Charge Rate	Council	Yes	\$112.00*		13463003
(XVIII)	Levy	Statutory	OOS	\$ As per the fee prescribed		TRUSTTYPE 30
(XIX)	BCITF Levy	Statutory	OOS	\$ As per the fee prescribed by the BCITF		TRUSTTYPE 29
(XX)	Swimming Pool Inspection fee per annum scheduled	Statutory	OOS	\$25.00		13463043
(XXI)	Verge / Road Permits	Council	Yes	\$183.00		13463013
(XXII)	Application for battery powered smoke alarm. Regulation 61 of the Building Regulations 2012 provides for exceptional circumstances where only battery powered smoke alarms can be used	Statutory	OOS	\$179.00		13463003
<b>Community Bus</b>						
	Deposit	Council	OOS	\$35.00		TRUST
	Hire Usage Rate per km	Council	Yes	\$1.00*		13493103
	- Minimum charge of \$30.00 applies to external users					
	Cancellation Fee (otherwise 24hrs notice required)	Council	Yes	\$25.00*		13493103
	Cleaning Surcharge Fee If Bus returned unclean	Council	Yes	\$60.00*		13493103
	50% discount for eligible pensioners (such as Silver Wings, Northam over 60)					
	NB: Bus must be returned fully fuelled up after use or the hire will be invoiced.	Council	Yes	Actual costs*		13493103
	NB: No Smoking on Bus.					
	Bookings made with the Shire of Northam Administration Centre. Telephone: (08) 9522 5153 Hours: 8.30 am to 4.30 pm					

SCHEDULE OF FEES AND CHARGES  
2020/2021 PROPOSED CHARGES

Note a minimum of 10c increases applied to small items

FEES AND CHARGES		GST	2019/2020	2020/2021	Account
<i>Statutory fees and charges cannot be modified by Council but may be subject to change</i>		Treatment	*Indicates GST Inclusive	*Indicates GST Inclusive	
		ODS =			
		Yes =			
<b>OTHER PROPERTIES AND SERVICES</b>					
<b>Private Works</b>		Yes	Cost Plus 40%		14.903003
<b>Tree Seedlings</b> The Shire will provide 50% subsidy for the cost of a tree seedling tray provided by a approved suppliers (maximum 2 trays per property per year) Note: Details can be provided by the Shire Administration Office.			50% of cost		New
<b>Crossovers</b>					
Bonda Vehicle Crossover - Townsite	Council	OGS	\$1,300.00		TRUSTTYPE 9
<b>Crossover Subsidy's</b> Council will provide up to 50% of the total cost of construction of a					
Piped (Culvert) Crossover - (to maximum Value \$1,300)	Council	Yes	\$1,300.00		14.903003
Non-piped Crossover - (to maximum value \$800)	Council	Yes	\$800.00		14.903003
<b>Note: First crossing to property only</b> Additional cost per m2 concrete 100mm thickness Four metre deep driveway	Council	Yes	\$145.00		14.903003 14.903003

**12.5 COMMUNITY SERVICES**

Nil.

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

**16. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr C R Antonio declared the meeting closed at 7:25pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 20 May 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

