



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

15 July 2020



NOTICE PAPER
Ordinary Council Meeting
15 July 2020

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Hospitality Room of the Northam Recreation Centre, Peel Terrace, Northam on 15 July 2020 at 5:30pm.

There will be a Forum meeting held in the Hospitality Room of the Northam Recreation Centre, Peel Terrace, Northam on 8 July 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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

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

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1. DECLARATION OF OPENING

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

2. ATTENDANCE

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

J E G Williams

M I Girak

A J Mencshelyi

D Galloway

T M Little

R W Tinetti

M P Ryan (at 5.33pm)

S B Pollard

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker

C D Kleynhans

C B Hunt

C Young

N K Vinicombe

Gallery:

Public

Heather Meiklem

Marie Edmonds

2.1 APOLOGIES

Executive Manager Community Services

R Rayson

2.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Della, from 4 July 2020 to 19 July 2020 (inclusive).

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Procon Developments – Contract Amendment	13.1	Cr J E Williams	Impartiality	One of Cr Williams' sons works for the Fresh Trading Co. which is a subsidiary of Procon, however son is not living with her or a dependent.
Proposed Workshop – 26 York Road, Northam	12.3.3	Cr S B Pollard	Impartiality	Applicant is a long time resident and is known to Cr Pollard

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Cr M P Ryan entered the meeting at 5.33pm.

<u>Visitations and Consultations</u>	
18/06/2020	RCAWA Meeting – Video Conference
19/06/2020	Avon-Midland Country Zone Meeting – Calingiri
22/06/2020	MMM Weekly Radio Interview - Northam
22/06/2020	Australia's Biggest Morning Tea Fundraiser event - Northam
23/06/2020	OASG Fortnightly Meeting – Intra-agency exercise
25/06/2020	LEMC Fortnightly Meeting Debrief
29/06/2020	MMM Weekly Radio Interview - Northam
30/06/2020	WALGA – Business of Local Government Webinar
30/06/2020	Triple M recording on Men's Suicide announcements
30/06/2020	ABC Midwest and Wheatbelt interview on Draft Budget
02/07/2020	Northam Chamber of Commerce Business Gathering
03/07/2020	AROC Fortnightly COVID-19 President's Video Conference
04/07/2020	Lions Community Markets - Northam
06/07/2020	MMM Weekly Radio Interview - Northam
07/07/2020	OASG Fortnightly Meeting
08/07/2020	WACHS LGA Wheatbelt Weekly COVID-19 Video conference
08/07/2020	Meeting regarding potential Community Radio
13/07/2020	MMM Weekly Radio Interview - Northam
<u>Upcoming Events</u>	
17/07/2020	Wheatbelt District Emergency Management Meeting - Video
17/07/2020	AROC Fortnightly COVID-19 President's Video Conference
17/07/2020	Shire of Northam meet with Northam Chamber of Commerce
20/07/2020	MMM Weekly Radio Interview - Northam
20/07/2020	Voice of the Avon Quarterly Radio Interview - York
21/07/2020	OASG Fortnightly Meeting
24/07/2020	Joint Visit with City of Wanneroo – Northam Aquatic Facility
24/07/2020	Northam Aero Club AGM - Northam
27/07/2020	MMM Weekly Radio Interview
31/07/2020	AROC Fortnightly COVID-19 President's Video Conference
03/08/2020	MMM Weekly Radio Interview
04/08/2020	Humans of the Wheatbelt – Book Launch - Northam
04/08/2020	Official Opening of Northam Regional Hospital Extensions
06/08/2020	RCAWA Meeting - Perth
10/08/2020	MMM Weekly Radio Interview
14/08/2020	Governor's Prayers Breakfast - Perth

17/08/2020	MMM Weekly Radio Interview
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Operational Matters:

COVID-19

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

As we have now moved into Phase 4, in which the State Government of Western Australia has eased restrictions further, it is a timely reminder for everyone to remain vigilant and to keep physical measures in place.

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

COVID-19 Measures

The Shire of Northam, at the recent June Ordinary Council Meeting, passed the draft budget. Included in the draft budget were a range of initiatives in response to the COVID-19 recovery. The aim is to not assist our Community and local businesses survive but thrive also.

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

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

Strategic Matters:

Shire of Northam Projects

Included within the Economic Support Measure of \$5.5M within the draft budget are a number of strategic projects. These include \$930,000 as part of the Northam CBD connectivity strategy, \$600,000 toward the rehabilitation of the old Northam Pool Site, including providing an RV friendly overnight stay area, \$250,000 toward RV friendly parking in Bakers Hill and Wundowie. There is also \$50,000 allocated toward the continuation of the Bakers Hill community precinct and \$2,000,000 for the redevelopment of the Shire of Northam Depot amongst other projects.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

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

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

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

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

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

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

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

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

Nil.

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

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

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

Nil.

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

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

Nil.

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

Minute No: C.3975

Moved: Cr Pollard

Seconded: Cr Tinetti

That Council grant Cr M P Ryan leave of absence for the dates of 17 August 2020 to the 21 August 2020 (inclusive).

CARRIED 9/0

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 17 JUNE 2020

RECOMMENDATION

Minute No: C.3976

Moved: Cr Williams

Seconded: Cr Little

That the minutes of the Ordinary Council meeting held on Wednesday, 17 June 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JULY 2020

A member of the public entered the room at 5.36pm.

RECOMMENDATION

Minute No: C.3977

Moved: Cr Williams

Seconded: Cr Girak

That Council receive the notes from the Council Forum meeting held Wednesday, 8 July 2020.

CARRIED 9/0



Shire of Northam

Notes

Council Forum Meeting

8 July 2020

Council Forum Meeting Notes
8 July 2020



NOTICE PAPER

Ordinary Council Meeting

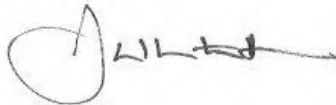
15 July 2020

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Hospitality Room of the Northam Recreation Centre, Peel Terrace, Northam on 15 July 2020 at 5:30pm.

There will be a Forum meeting held in the Hospitality Room of the Northam Recreation Centre, Peel Terrace, Northam on 8 July 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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Preface

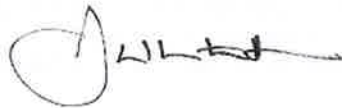
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

At the next Ordinary Meeting of Council the Notes will be received, subject to any amendments made by the Council. The "Received" Notes are then signed off by the Presiding Person.

Please refer to the Ordinary Council meeting agenda and minutes for further information and details in relation to the matters and items discussed at the Forum meeting.

Unconfirmed Notes

These notes were approved for distribution on 10 July 2020.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 15 July 2020.

Signed: 

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

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Council Forum Meeting Notes
8 July 2020



1. DECLARATION OF OPENING

The Shire President Cr C R Antonio declared the meeting open at 5.33pm.

2. ATTENDANCE

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

J E G Williams

M I Girak

A J Mencshelyi

D Galloway

T M Little

R W Tinetti

M P Ryan

Staff:

Chief Executive Officer

Executive Manager Development Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker

C B Hunt

C Young

N K Vinicombe

2.1 APOLOGIES

Councillor

Executive Manager Community Services

Executive Manager Engineering Services

S B Pollard

R Rayson

C Kleynhans

2.2 APPROVED LEAVE OF ABSENCE

Leave of absence has been approved for Councillor Della, from 4 July 2020 to 19 July 2020 (inclusive).

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

Nil.

4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

There was no clarification sought in relation to this item.

Council Forum Meeting Notes
8 July 2020



5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

Nil.

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Nil.

7.2 PRESENTATIONS

Nil.

7.3 DEPUTATIONS

The Shire President clarified that a deputation can be put forward concerning any item – the item does not have to form part of the agenda.

8. APPLICATION FOR LEAVE OF ABSENCE

Nil.

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 17 JUNE 2020

There was no clarification sought in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 8 JULY 2020

There was no clarification sought in relation to this item.

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

Nil.

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 8 JUNE 2020

There was no clarification sought in relation to this item.

11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 22 JUNE 2020

There was no clarification sought in relation to this item.

11.3 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 6 JULY 2020

There was no clarification sought in relation to this item.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 CEO - Industry Attraction Fund

Clarification was sought in relation to:

- The background behind the final decision/recommendation put forward by staff. There was discussion as to why the development incentive was favoured over the housing incentive. The Chief Executive Officer advised that the thinking behind the final recommendation was that economic return on investment would be potentially more significant with the Industry attraction given it would create more significant flow on economic benefits and ultimately also have a positive impact on the housing market.
- The uptake of land around the Shire in recent times. The Executive Manager for Development Services advised that there were still a significant number of vacant blocks in the Shire, and from discussions with local builders several weeks ago, there has been more enquiries and interest concerning land but not many signed building contracts.
- The Chief Executive Office asked Council whether sufficient detail had been provided in the report for Councillors to be able to make a decision, or whether Councillors would prefer further detail. Council indicated they felt there was sufficient information provided to enable a decision to be made.
- How the Shire would judge project applications based on the clause "the project does not cause detriments to existing businesses". The Chief Executive Officer advised that the mentioned clause was recommended to provide Council the option of assessing any application on its individual merits, whilst assessing at the time whether Council feels there would be an adverse impact on any local businesses through the provision of unfair competition.

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- The criteria concerning the creation of 75 jobs and 80% of employees required to reside in the Shire. The Chief Executive Officer confirmed that these criteria were required per individual application, as the intent is to attract a major industry / employer.
- Whether smaller businesses could be considered at all for the application. The Chief Executive Officer advised that the decision was up to Council, but the recommendation would be to consider major developments only.
- Whether the criterion of requiring 80% of employees to reside in the Shire was attainable. The Chief Executive Officer advised that staff felt this was firstly achievable and secondly given the substantial sum of money Council is looking at granting, a significant return on investment is / should be expected.
- The Chief Executive Officer was asked whether there was any opportunity to get State Government support in providing other infrastructure such as headwork contribution. The Chief Executive Officer advised this was unlikely, although he had briefed the Wheatbelt Development Commission Chief Executive Officer on the concept.

12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Update on COVID-19 Pandemic Response Strategy/Framework

Clarification was sought in relation to:

- Spelling mistakes in Attachment 2. The Chief Executive Officer and Executive Manager for Development Services advised that staff would check these errors and amend as required.

12.3.2 Proposed Amendment – LED Advertising Sign at 3484 Great Eastern Highway, Copley

Clarification was sought in relation to:

- Whether the only element being amended was the timeframe. The Executive Manager for Development Services confirmed that this was the case.
- Whether the trees at the site were being moved. The Executive Manager for Development Services advised that he would double-check but was fairly certain that the trees were being moved.

12.3.3 Proposed Workshop – 26 York Road, Northam

Clarification was sought in relation to:

- Whether the address was correct as York Road or whether it should be amended to Old York Road. The Executive Manager for Development Services advised that York Road was the correct address.
- Whether the shed is for commercial or private operation. The Executive Manager for Development Services advised that the shed is not technically for commercial operation, however as the shed is being constructed on land that is zoned as industrial and the owner will not be residing there, it has been classed as commercial.
- Questions regarding dimensions, boundaries and set-back of the shed. The Executive Manager for Development Services described the set-back and boundaries of the property and provided a location description on the property.
- Whether a location map could be provided for the property. The Executive Manager for Development Services advised that a location map would be provided in the agenda for the Ordinary Council Meeting.
- Whether the proposed dirt floor was acceptable and meets contamination/hygiene standards. The Executive Manager for Development Services advised that the proposed dirt floor was not ideal, however it is not a requirement that it be concrete. The floors for the kitchen and toilet would be concreted as per health/building standards.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – June 2020

It was noted that several queries and responses have already been provided for this item before the meeting, and Councillors are able to present queries in email to the Executive Manager for Corporate Services before the Ordinary Council Meeting.

The following queries were raised prior to the Council Forum meeting:

Reference	Page #	Amount	Details Reference	Question	Query By	Answer
EFT35317	174-176	\$65,680.43	A number of invoices again seem to be excessive e.g. Vacant Land GEH Avon Hills,	I assume this is all consumption?	Cr Pollard	Yes, this is all consumption due to a drier than average summer

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			Killara, traffic island, Bernard Park, Visitors Centre, Recreation Centre, vacant land Taylor Street etc."			
				Can a brief summary of how we actively manage our water use be provided e.g. automatic reticulation vs manual, assessment of volumes required vs. best guess.?		'As part of the Shires Waterwise commitment there are several projects being rolled out to assist with data collection to enable the Shire to analyse and mitigate high consumption areas. This includes the installation of Azility which will monitor utility usage/emissions and the installation of smart meters on the reuse water lines. There are some 40 9 Volt controllers and only 1 designated manual irrigation line. (Minson Ave). This manual line is because of the length of line (over 350 meters with three take off points along the line). The remainder of the controllers are 240 volt- 9volt supply and are at all our larger parks. The

Council Forum Meeting Notes
8 July 2020



						volumes used is dictated by the climatic conditions and the health of the plants. Irrigation requirements are a reflection of the climatic conditions being experienced and the ability to keep open spaces healthy."
EFT 36322	177	\$3,838.96	Youth Space \$4k water corporation	I assume this is all consumption?	Cr Pollard	The cost is associated with trying to establish turf and landscaping, similar to that which was noted for Apex Park. This will always be higher in cost for the first couple years.
EFT 36719	179	\$8,800.00	Damage to Track \$8,800	Why was damage incurred?	Cr Pollard	The rehabilitation costs for the crossover, drainage and mulching were predetermined from previous race course works on the site. As the crossover was traversed by semi-trailers of up to 60 movements per day, the damage was foreseeable and the Shire agreed to pay the \$8,800 as a reimbursement.
EFT 36720	179	\$2,157.61		Do not use Used	Cr Pollard	This supplier is Ag Implements and the account should still be in use. It has now been changed back

Council Forum Meeting Notes
8 July 2020



EFT 36739 and 36790	181, 189	\$7,524.00 and \$7,524.00	Education still used, should be education	Education is the correct wording	Cr Pollard	Wrong on the purchase order can not be changed once invoiced. Asked to manually change for the remainder of the financial year
EFT 36760	184	\$3,645.00	WANDRRA	I thought all WANDRRA work was subcontracted out?	Cr Pollard	The cost is associated with trying to establish turf and landscaping, similar to that which was noted for Apex Park. This will always be higher in cost for the first couple years. WANDRRA work included Almond Avenue undertaken by Shire labour. This is all part of the WANDRRA claim through Main roads
EFT 36780	187-188	\$213,354.27	WANDRRA	I thought all WANDRRA work was subcontracted out?	Cr Pollard	
EFT 36788	189	\$660.00	WANDRRA	I thought all WANDRRA work was subcontracted out?	Cr Pollard	
EFT 36810	192	\$5,300.46	WANDRRA	I thought all WANDRRA work was subcontracted out?	Cr Pollard	
EFT 36840	197	\$572.00	WANDRRA	I thought all WANDRRA work was subcontracted out?	Cr Pollard	
EFT 36785	188	\$90,353.62	Variation 1 \$313 x 6 Hours is \$1900 approx. Is the variation the \$10k only and the \$80k the contract price?	Why is there a variation please?	Cr Pollard	The contract was plus traffic management which is why a variation was done
EFT 36802	191	\$7,810.00	was WestTarps	Local Provider not competitive?		Westarp and Premier Tarps are not the same? Premier Tarps and Power Tarps are the same and located in Perth. Further to this, Premier

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						Tarps were the only provider able to fit out the Shire of Northam's particular vehicle in Western Australia. The local provider could not supply what was required
EFT36808	192	\$4,408.27	Bushfire Uniforms	Is Wheatbelt Safetywear or Cadds not a local choice	Cr Pollard	Dress Shirts are purchased from local suppliers but safety uniforms are purchased from the DFES Central supplier as they have required specifications
DD15161	207	\$286.91	St Johns Hall, Wheatbelt NRM	Why are we paying for this?	Cr Pollard	Wheatbelt NRM reimburse water annually, so the Shire are not paying for this

12.4.2 Financial Statement for the period ending 30 June

Clarification was sought in relation to:

- How the cash balance and rates percentages were performing. The Executive Manager for Corporate Services advised that the cash balance and rates percentages were performing as per usual, though in June the rates were somewhat soft.

The following queries were raised prior to the Council Forum meeting:

Reference	Page #	Details Reference	Question	Query By	Answer
Note 9	219	ESL Operating Variance \$79,956 over budget	Why is this so far over?	Cr Pollard	There were a lot of unexpected expenses due to major failures of some critical systems/components on a few of our ageing appliances, this has now been rectified and the

Council Forum Meeting Notes
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					fleet is almost up to the standard that it should be. This includes replacement of nearly every tyre due to expiry date, a new diff rebuild, major water tank repair and new foam system on one appliance, replacement of faulty defective equipment, DFES where made aware before the expenditure and agreed to reimburse the Shire.
		SES Operating Budget Variance \$27,490	Why is this so far over?	Cr Pollard	All large overspends were pre-approved by the LGGS funding officer within DFES prior to undertaking the repairs.
Note 21	220	Pool Water under budget \$25,682	Pleasing to see	Cr Pollard	Noted
Recommendation	222	Recommendation	Recommendation should be 30 th June, not 3 rd June	Cr Pollard	Noted, will be changed

12.4.3 Debtors Write-Off

Clarification was sought in relation to:

- Whether all options have been exhausted for collection of this debt. The Executive Manager for Corporate Services advised that all collection means have been exhausted – as the business has gone into administration/receivership, the Shire has been advised that there are no company funds available to be paid to unsecured creditors.

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8 July 2020



12.4.4 Annual Report Adoption

Clarification was sought in relation to:

- The title of the item being incorrect. The Chief Executive Officer advised that it should read "Annual Budget Adoption", and would be amended in the agenda for the Ordinary Council Meeting.
- When this item would be ready for presenting to Councillors. The Chief Executive Officer and Executive Manager for Corporate Services advised that the budget would be ready by Friday – Councillors have already seen most of the detail, it is just the statutory details remaining, and any changes would be highlighted.

This item has been removed from the agenda. The Chief Executive Officer will propose a special meeting date later in July..

12.5 COMMUNITY SERVICES

12.5.1 2020/21 Community Support Grants- COVID-19

Clarification was sought in relation to:

- Whether the proposed committee could be the same as the Local Business Support Committee. The Chief Executive Officer advised that if this was desired the Terms of Reference of the committee would be required to be amended.

13. MATTERS BEHIND CLOSED DOORS

13.1 CONFIDENTIAL Procon Developments – Contract Amendment

Notes for this item are in the confidential addendum.

13.2 CONFIDENTIAL Uniting Church Homes – Contract Amendment

Notes for this item are in the confidential addendum.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

Council Forum Meeting Notes
8 July 2020



The Shire President, Cr C R Antonio, declared the meeting closed at 6.23pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 8 JUNE 2020

Receipt of Minutes:

RECOMMENDATION

Minute No: C.3978

Moved: Cr Antonio

That Council receive the minutes from the Local Business Support Committee meeting held on 8 June 2020.

CARRIED 9/0



Shire of Northam
Heritage, Commerce and Lifestyle

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DISCLAIMER

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

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

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

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

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

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

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

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

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08 June 2020



1. DECLARATION OF OPENING

The Shire President, Chris Antonio declared the meeting open at 4.01 pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

C R Antonio
J E G Williams
A J Mencshelyi

Staff:

Community Development Officer
Executive Development Services
Executive Assistant to the CEO

M Blackhurst
C B Hunt
N K Vinicombe

3.1 APOLOGIES

Chief Executive Officer
Councillor

J Whiteaker
M P Ryan

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

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

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

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's

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land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT SCHEME APPLICATIONS GRANT	5.1	Cr Antonio	Impartial	Knows most of the applicants
LOCAL BUSINESS SUPPORT SCHEME APPLICATIONS GRANT	5.1	Cr Mencshelyi	Impartial	Knows applicants of grants 16 and 17
LOCAL BUSINESS SUPPORT SCHEME APPLICATIONS GRANT	5.1	Community Development Officer Michelle Blackhurst	Impartial	Application 11

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 25 MAY 2020

COMMITTEE DECISION

Minute No: LBSC.14

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the minutes of the Local Business Support Committee meeting held on 25 May 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Local Business Support Committee Meeting Minutes
08 June 2020



5. COMMITTEE REPORTS

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Michelle Blackhurst, Community Development Officer declares an Interest in Application 12, her business could be viewed as a competitor to the applicant. The Executive Manager Community Services undertook the assessment of this application.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

Shire of Northam has received seven applications for assessment by the Committee.

The following applications were received:

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08 June 2020



Applicant	Funding stream	Project	Amount requested
Application 11 - Angie Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00
Application 12 - Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and advertising of business	\$5,000
Application 13 - Everlastings on Fitzgerald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Website and professional photography service	\$2,000
Application 14 - Grass Valley Tavern	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Completion of works stipulated for health and safety compliance to operate business	\$10,000
Application 15 - JLo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000
Application 16 - Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website with new images and improve search engine optimism	\$2,000
Application 17 - Route 94 Bakers Hill	Up to \$5,000 for increasing business opportunity and sustainability	Logos and branding, new website and industry specific equipment	\$5,000

Local Business Support Committee Meeting Minutes
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B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

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

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

Shire of Northam has received seven applications for assessment by the Committee.

A summary of the applications with officers comments are included as Confidential Attachment 5.1.1.

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COMMITTEE DECISION

Minute No: LBSC.16

Moved: Cr Mencshelyi
Seconded: Cr Williams

That the Local Business Support Committee does not approve grant application 11 - Angie Roe Photography.

CARRIED 3/0

Clarification was sought with regards to Application 11 – Angie Roe Photography. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide further detail of potential diversification. Upon sufficient demonstration and detail of diversification, the committee will reconsider the application.

COMMITTEE DECISION

Minute No: LBSC.17

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve grant application 12 - Eley Hooper Skin Therapist.

CARRIED 3/0

Clarification was sought with regards to Application 12 – Eley Hooper Skin Therapist. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide quotes for the courses the applicant wishes to undertake. Upon sufficient provision of quotes, the committee will reconsider the application.

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COMMITTEE DECISION

Minute No: LBSC.18

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee approves grant application 13 - Everlastings on Fitzgerald - \$2,000 (ex GST).

CARRIED 3/0

COMMITTEE DECISION

Minute No: LBSC.19

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve grant application 14 - Grass Valley Tavern.

CARRIED 3/0

Clarification was sought with regards to Application 14 – Grass Valley Tavern. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must demonstrate potential diversification (i.e. through the provision of accommodation services). Upon sufficient demonstration of diversification, the committee will reconsider the application and may fund the applicant up to 50% of the provided quote.

COMMITTEE DECISION

Minute No: LBSC.20

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee approve grant application 15 - JLo Designs - \$2,000 (ex GST)

CARRIED 3/0

Local Business Support Committee Meeting Minutes
08 June 2020



COMMITTEE DECISION

Minute No: LBSC.21

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve grant application 16 - Northam Caravan Park

CARRIED 3/0

Clarification was sought with regards to Application 16 – Northam Caravan Park. It was discussed that the Community Development Officer will provide feedback to the applicant. This feedback will stipulate that the applicant must provide quotes in their grant application. Upon sufficient provision of quotes, Application 16 will be reconsidered by the committee.

COMMITTEE DECISION

Minute No: LBSC.22

Moved: Cr Mencshelyi
Seconded: Cr Williams

That the Local Business Support Committee approves grant application 17 - Route 94 Bakers Hill - \$5,000 (ex GST) – on the stipulation that the applicant will provide a quote for and procure from a local website designer

CARRIED 3/0

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

The next meeting will take place on Monday 22 June 2020, to commence at 4:00pm.

Local Business Support Committee Meeting Minutes
08 June 2020



8. DECLARATION OF CLOSURE

There being no further business, the Shire President Chris Antonio declared the meeting closed at 4.46 pm.

"I certify that the Minutes of the Local Business Support Committee Meeting held on Monday, 8 June 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 22 JUNE 2020

Receipt of Minutes:

RECOMMENDATION

Minute No: C.3979

Moved: Cr Antonio

That Council receive the minutes from the Local Business Support Committee meeting held on 22 June 2020.

CARRIED 9/0



Shire of Northam
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DISCLAIMER

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22 June 2020



1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 4.00pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President

C R Antonio
J E G Williams

Staff:

Community Development Officer
Chief Executive Officer
Acting Executive Assistant to the CEO

M Blackhurst
J Whiteaker
N Vinicombe

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3. DISCLOSURE OF INTERESTS

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

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

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

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

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An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Applicants are known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Ms M Blackhurst	Impartiality	Applicant 18 (Angie Roe Photography) is known to Ms Blackhurst

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 08 JUNE 2020

RECOMMENDATION

Minute No: LBSC.23

Moved: Cr Williams

Seconded: Cr Antonio

That the minutes of the Local Business Support Committee meeting held on 08 June 2020 be confirmed as a true and correct record of that meeting.

CARRIED 2/0

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22 June 2020



5. COMMITTEE REPORTS

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

Ms M Blackhurst declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications, as applicant 18, Angie Roe Photography, is known to her.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.1.9.16
Reporting Officer:	Michelle Blackhurst, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Michelle Blackhurst, Community Development Officer declares an Interest in Application 18, her business could be viewed as a competitor to the applicant. The Chief Executive Officer undertook the assessment of this application.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

Local Business Support Committee Meeting Minutes
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The Shire of Northam has received three applications for assessment by the Committee. Two additional applications were received, however they were not complete and require further information for assessment.

The following applications were received for assessment:

Applicant	Funding stream	Project	Amount requested
Application 18 Angie Roe Photography (resubmission)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00
Application 19 Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00
Application 20 J & A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business.	\$5,000.00

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

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

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Local Business Support Committee Meeting Minutes
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N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

Shire of Northam has received seven applications for assessment by the Committee.

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

Application 18

Applicant	Funding stream	Project	Amount requested
Angie Roe Photography (resubmission)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	New computer	\$5,339.00

RECOMMENDATION

Minute No: LBSC.24

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee approve a grant of \$2,400 (excluding GST) to the business 'Angie Roe Photography' for approximately 50% of the total project cost for the purchase of a new computer.

CARRIED 2/0

Application 19

Applicant	Funding stream	Project	Amount requested
Dokta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000

RECOMMENDATION

Minute No: LBSC.25

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee do not approve a grant for the business 'Dokta Daycare and Vacation Care', and invite Dokta Daycare to consider resubmitting the grant application, focussing on local content and non-consumable items.

CARRIED 2/0

Application 20

Applicant	Funding stream	Project	Amount requested
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J & A Building/Shed Boss	Up to \$5,000 for increasing business opportunity and sustainability	Signage to increase street presence of business.	\$5,000.00
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RECOMMENDATION

Minute No: LBSC.26

Moved: Cr Williams
Seconded: Cr Antonio

That the Local Business Support Committee approve a grant of 50% of \$5,260 (approximately \$2630) (excluding GST) to the business 'J & A Building' to support the purchase of signage.

CARRIED 2/0

6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

The next meeting will be held on 29 June 2020.

8. DECLARATION OF CLOSURE

The Shire President, Cr C R Antonio declared the meeting closed at 4.41 pm.

11.3 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 6 JULY 2020

Receipt of Minutes:

RECOMMENDATION

Minute No: C.3980

Moved: Cr Antonio

That Council receive the minutes from the Local Business Support Committee meeting held on 6 July 2020.

CARRIED 9/0

Clarification was sought regarding criteria for successful applicants of the local business grants. The Shire President advised that several applicant have been rejected, both on the grounds of insufficient grant application information provided by the applicant and because the application did not meet the desired criteria and outcomes as outlined in the grant application terms and conditions.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Business Support

Committee Meeting

06 July 2020

Local Business Support Committee Meeting Minutes
6 July 2020



DISCLAIMER

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

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

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

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

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

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

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

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Local Business Support Committee Meeting Minutes
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1. DECLARATION OF OPENING

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

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

Cr Antonio
J E G Williams
A J Mencshelyi

Staff:

Community Development Officer
Chief Executive Officer
Executive Assistant to the CEO

M Blackhurst
J Whiteaker
N K Vinicombe

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT WITHOUT APOLOGY

Cr M P Ryan

3. DISCLOSURE OF INTERESTS

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

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

An **indirect financial** interest includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

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

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Some of the applicants are known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr J E Williams	Impartiality	Some of the business owners applying for grants are well known to Cr Williams
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr A J Mencshelyi	Impartiality and Financial	Financial with respect to Quin's Gourmet Butchers (Cr Mencshelyi's wife supplies the business with products); Impartial with respect to Bakers Hill Pie Shop, Rural Supplies + Hardware and Northam Caravan Park, as the owners are known to Cr Mencshelyi

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 22 JUNE 2020

RECOMMENDATION

Minute No: LBSC.27

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the minutes of the Local Business Support Committee meeting held on 22 June 2020 be confirmed as a true and correct record of that meeting, with missing Councillors being marked as absent.

CARRIED 3/0

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5. COMMITTEE REPORTS

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

Cr J E Williams declared an impartiality interest in 5.1 – Local Business Support Grant Scheme Applications as some of the business owners applying for grants are well known to her.

Cr A J Mencshelyi declared an impartiality interest and a financial interest in 5.1 – Local Business Support Grant Scheme Applications as his wife supplies Quin's Gourmet Butchers with products, and the owners of the Bakers Hill Pie Shop, Rural Supplies + Hardware and Northam Caravan Park are well known to Cr Mencshelyi.

5.1 LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS

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

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

The Shire of Northam has received twelve applications for assessment by the Committee. Two of these are resubmissions and a further two were incomplete and have been returned with a request for further information.

The following ten applications are being presented for assessment:

Applicant	Funding stream	Project	Amount requested
Application 21 Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	Activity Book – collaborative business marketing project	\$5,000
Application 22 Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Storage extension to existing building	\$10,000
Application 23 Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000
Application 24 Confetti and Co.	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website and strategic planning	\$2,000
Application 25 Dokta Daycare	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000
Application 26 Eley Hooper Skin Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of advanced training and equipment to grow skin care business	\$5,000
Application 27 Fox and Hen Handmade Crafts	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses	Website creation for online presence	\$1,862

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	working together for investing in online and e-commerce activities		
Application 28 In-Balance Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000
Application 29 Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website with new images and improve search engine optimism	\$2,000
Application 30 Quin's Gourmet Butchers	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of laptop to be used for instant messaging, accessing emails at the shop and staff training	\$1,500

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth.

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

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

C. OFFICER'S COMMENT

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

Application 21

Applicant	Funding stream	Project	Amount requested
Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	Activity Book – collaborative business marketing project	\$5,000

RECOMMENDATION

Minute No: LBSC.28

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee not approve a grant of \$1,196 (excluding GST) to the business 'Autopro Northam' for printing costs involved with business activation project 'Activity Book', and that feedback will be provided to the applicant indicating that further details are required and business uptake quantified.

CARRIED 3/0

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Application 22

Applicant	Funding stream	Project	Amount requested
Bakers Hill Rural Supplies & Hardware	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Storage extension to existing building	\$10,000

RECOMMENDATION

Minute No: LBSC.29

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

That the Local Business Support Committee approve a grant of \$10,000 (excluding GST) to the business 'Bakers Hill Rural Supplies & Hardware' for approximately 50% of the total project cost to develop storage extensions to existing business, on the condition that the building improvements are approved by the Shire of Northam prior to commencement.

CARRIED 3/0

Application 23

Applicant	Funding stream	Project	Amount requested
Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000

RECOMMENDATION

Minute No: LBSC.30

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

That the Local Business Support Committee approve a grant to the business 'Bakers Hill Pie Shop' for 50% of the total cost (up to \$4,410 (excluding GST)) being to purchase an industrial dishwasher.

CARRIED 3/0

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Application 24

Applicant	Funding stream	Project	Amount requested
Confetti and Co.	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website and strategic planning	\$2,000

RECOMMENDATION

Minute No: LBSC.31

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

That the Local Business Support Committee approve a grant to the business 'Confetti and Co.' for 50% of the total cost (up to \$1400 (excluding GST)) being to refresh current website and strategic planning.

CARRIED 3/0

Application 25

Applicant	Funding stream	Project	Amount requested
Dokta Daycare	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000

RECOMMENDATION

Minute No: LBSC.32

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

That the Local Business Support Committee approve a grant for the business 'Dokta Daycare and Vacation Care' up to \$2000 for primary furniture items associated directly with childcare (including change tables and cots).

CARRIED 3/0

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Application 26

Applicant	Funding stream	Project	Amount requested
Eley Hooper Skin Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of advanced training and equipment to grow skin care business	\$5,000

RECOMMENDATION

Minute No: LBSC.33

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

That the Local Business Support Committee approve a grant to the business 'Eley Hooper Skin Care' for \$598 (excluding GST) to support training and 50% (up to \$2,000 excluding GST) to purchase specialist Dermalux machine.

CARRIED 3/0

Application 27

Applicant	Funding stream	Project	Amount requested
Fox and Hen Handmade Crafts	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Website creation for online presence	\$1,862

RECOMMENDATION

Minute No: LBSC.34

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

That the Local Business Support Committee approve a grant to the business 'Fox and Hen Handmade Crafts' of \$1,862 (excluding GST) for the development of a website.

CARRIED 3/0

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Application 28

Applicant	Funding stream	Project	Amount requested
In-Balance Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000

RECOMMENDATION

Minute No: LBSC.35

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant to the business 'In-Balance Physiotherapy and Fitness' for \$5,000 (excluding GST) to purchase software needed to diversify business.

CARRIED 3/0

Application 29

Applicant	Funding stream	Project	Amount requested
Northam Caravan Park	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website with new images and improve search engine optimism	\$2,000

RECOMMENDATION

Minute No: LBSC.36

Moved: Cr Williams
Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant to the business 'Northam Caravan Park' for \$1,250 (excluding GST) being 50% of the cost to redevelop their website and \$695 (excluding GST) for professional photography.

CARRIED 3/0

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Cr Menchshelyi declared a financial interest in this item and left the room at 4.50pm.

Application 30

Applicant	Funding stream	Project	Amount requested
Quin's Gourmet Butchers	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of laptop to be used for instant messaging, accessing emails at the shop and staff training	\$1,500

RECOMMENDATION

Minute No: LBSC.37

**Moved: Cr Williams
Seconded: Cr Antonio**

That the Local Business Support Committee approve a grant to the business 'Quin's Gourmet Butchers' for \$1,500 (excluding GST) to purchase a laptop for business.

CARRIED 2/0

Cr Menchshelyi entered the room at 4.52pm.

6. URGENT BUSINESS APPROVED BY DECISION

REQUEST TO CHANGE CONDITION

Application 17: Route 94 Bakers Hill requested a change to condition listed that procurement must be local for website development.

Request - I would like to request exemption from engaging a Web Designer within the Shire of Northam. The designer based in Northam has a specific target client base that our project falls outside, furthermore I think the timeline for delivery I am aiming at would be difficult for them to obtain. Other aspects of the project will be completed within the shire as previously outlined.

This has been discussed with Creative IQ and they have advised that they do not have an issue with this as they are not able to accept all requests to complete websites that are being received.

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RECOMMENDATION/DECISION

Minute No: LBSC.38

Moved: Cr Williams

Seconded: Cr Antonio

That the Local Business Support Committee approve an amendment to a grant condition imposed on the business 'Route 94 Bakers Hill' to now allow Website Development to be undertaken by a supplier outside of the Shire of Northam.

CARRIED 3/0

7. DATE OF NEXT MEETING

The next meeting will occur on 20 July 2020.

8. DECLARATION OF CLOSURE

The Shire President Cr Chris Antonio declared the meeting closed at 5.11 pm.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Industry Attraction Fund

File Reference:	3.1.3.8
Reporting Officer:	Jason Whiteaker – Chief Executive Officer
Responsible Officer:	Jason Whiteaker – Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Yes

BRIEF

For Council to consider a framework for the proposed business / industry development incentive scheme

ATTACHMENTS

Attachment 1: Nil

A. BACKGROUND / DETAILS

Forming part of the Council's response to the COVID-19 pandemic, a business/industry development incentive scheme has been discussed. This was formalised as part of the 2020/21 Annual Draft Budget deliberations, where Council set aside \$1,000,000 and requested staff to develop further guidelines around the concept for Council consideration.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth

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

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation

B.2 Financial / Resource Implications

Council has made a \$1,000,000 provision in the 2020/21 Draft Annual Budget for the proposed incentive scheme.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

The Chief Executive Officer has briefly discussed the concept with the Wheatbelt Development Commission CEO, who provided some verbal input.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Funds provided do not result in desired outcomes	Possible (3) x Consequence (3) = Moderate (9)	Ensure guidelines clearly stipulate required outcomes
Health & Safety	N/A		
Reputation	Segments of the community may feel the proposal is not a good use of funds	Possible (3) x Consequence (3) = Moderate (9)	Clearly communicate purpose, benefits & controls in place to maximise return (press release etc.)
Service Interruption	N/A		
Compliance	N/A		
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

In considering the options for proposed incentive scheme staff have contemplated a range of concepts;

1. Home Building Grant

(Leveraging existing State/Federal Government Grants): Council has established a number of 'key indicators of success', two of these are growing our population and growing our labour force. This being the case the opportunity was considered around leveraging the home building grants. Under the WA "Building Bonus" scheme, WA homebuyers — both owner-occupiers and investors — who build a new house will be eligible for a \$20,000 grant. This WA Grant is in addition to the Federal

grant of \$25,000 for new builds. Consideration was given to Council offering \$25,000 grants for home builders and potential \$25,000 to first home (buyers) builders. This would push the total grants available up to \$70,000. With the \$1,000,000 cap this would equate to up to an additional 40 homes in the Shire of Northam. In relation to returns, staff have not attempted to quantify economic return to the community, however in relation to direct financial returns to the Shire of Northam it would equate to around 5% return on investment (with annual rates and charges, discounted by vacant land rates);

In relation to implementation, this would seem to be relatively simple. It would be proposed to piggy-back straight off the WA Government Scheme, so would be a case of show eligibility and approval for that scheme and access to Shire of Northam grant would be forthcoming.

2. Industry Expansion / Attraction scheme

There are a number of these types of incentive schemes in place across Australia. Staff have reviewed a number of these and have developed the following criteria.

Minimum eligibility criteria include:

- minimum capital investment of \$5 million
- maximum grant of \$1 million dollars (dollar for dollar)
 - grants will be negotiated with the successful applicant(s) and may take the form of cash contributions, land provision or peppercorn lease, waiver of rates or other development or ongoing charges
- project creates a minimum of 75 fulltime equivalent jobs, with a commitment to REQUIRE at least 80% to live in the Shire of Northam
- proven commercial viability
- current operational business of more than 2 years
- project does not cause detriment to existing businesses.
- preference will be given to the following sectors;
 - Agriculture and Agri Innovation
 - Freight & Logistics
 - Aviation
 - Tourism
 - Manufacturing & professional services
 - Education & Training
 - Utility & Waste services

The following activities would be excluded from the scheme;

- Projects that do not demonstrate a significant sustained increase in local employment and economic activity;

- Recurrent costs (eg. operating, maintenance and office costs such as rent, insurance, telephone etc.);
- Ongoing salaries/employment of new or existing staff;
- Requests for retrospective funding where projects are known to the Shire of Northam and / or have been commenced prior to receiving funding approval;
- projects currently planned for Shire of Northam will not be considered
- GST payments (this applies to GST registered originations only);
- Activities that would be undertaken in the normal course of business such as maintenance and upgrades;
- Routine replacement or upgrades of plant and equipment using standard technologies; or
- Projects that will require ongoing assistance from the Shire of Northam, Western Australian government or Australian Federal government;
- Projects requiring planning, pre-feasibility and feasibility work.

3. Land Development Grant:

The third option considered is related to option one in that it would address what staff felt was an inhibitor to growth, which is land availability. The concept was that, in order to position the community for growth in the event of a major development, quality land and housing was required. However, a review of land availability indicates that there is sufficient zoned land to accommodate growth. As a related aside however a review of the current housing stock is of concern. There appears to be a limited number of 'quality' homes available for sale in Northam – this could be an inhibitor to growth, particularly when trying to attract professional people. With this in mind staff are liaising with local builders to try and link them with vacant land owners to look at house and land packages. Council should keep this in mind if a large employment generating business is attracted to the area.

RECOMMENDATION

Minute No: C.3981

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

- 1. Endorses the Shire of Northam Industry Expansion / Attraction scheme, in accordance with the framework provided**
- 2. Directs the Chief Executive Officer to develop the formal grant guidelines and grant agreement**
- 3. Authorises the Chief Executive Officer to actively promote the Shire of Northam Business / Industry Development Incentive Scheme, calling for registrations of interest**

CARRIED 8/1

12.2 ENGINEERING SERVICES

Nil.

12.3 DEVELOPMENT SERVICES

12.3.1 Update on COVID-19 Pandemic Response Strategy/Framework

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

BRIEF

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

ATTACHMENTS

Attachment 1: COVID-19 Response Strategy/Framework
Attachment 2: Action Summary

A. BACKGROUND / DETAILS

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

At this meeting Council resolved the following –

That Council;

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

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

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

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

Objective:

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

B.2 Financial / Resource Implications

There are significant financial implications resulting from the strategy, which Council has been briefed on previously. 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 as of June 2020							
Job No	Description	GL Account	Description	Budget	Actual	Outstanding Orders	Total Actual
CV01	COVID 19 COMMUNITY INITIATIVES	04042182	COVID 19	20,000	3,933	2,824	6,757
CV02	COVID19 WORKS - MATERIALS	04042182	COVID 19	10,000	6,719	5,236	11,955
CV03	COVID 19 PPE and Cleaning Supplies	04042182	COVID 19	25,000	19,448	1,196	20,644
CV04	COVID 19 ICT Equipment	04042182	COVID 19	20,000	16,230	6,000	22,230
CV05	COVID 19 Holding Account	04042182	COVID 19	944,394		-	
CV06	COVID 19 Economic Initiatives	04042182	COVID 19	30,000	17,469	4,150	21,619
CV07	COVID 19 Business Support Grant scheme	04042182	COVID 19	100,000	5,010	-	5,010
Total				1,149,394			88,215

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

Minute No: C.3982

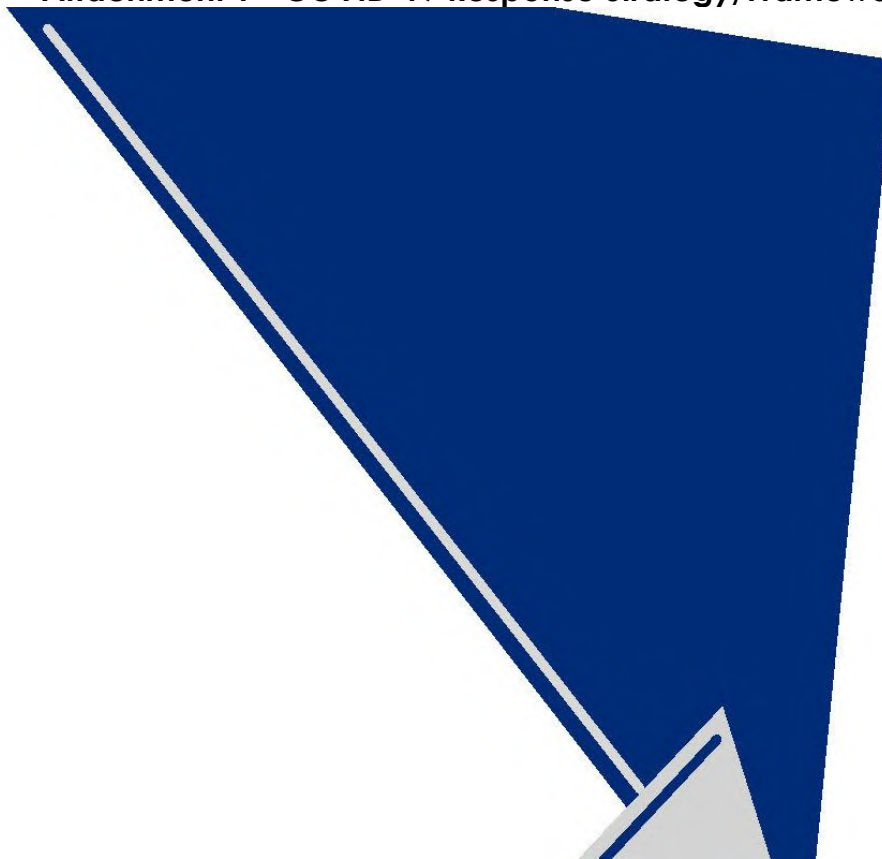
Moved: Cr Ryan

Seconded: Cr Little

That Council endorses the updated COVID-19 Virus Response Strategy/Framework as presented.

CARRIED 9/0

Attachment 1 - COVID-19 Response Strategy/Framework.



**COVID-19 Virus
Response
Strategy / Framework**

The Shire of Northam is a vibrant growing community that is safe, caring and inclusive. We are recognised as a community that values our heritage, preserves our environment and promotes our commerce.

Document Control			
Version No.	Date	Author	Council Endorsement
DRAFT	6 April 2020	Jason Whiteaker	
V1	15 April 2020	Jason Whiteaker	15 April 2020
V2	15 May 2020	Chadd Hunt	20 May 2020
V3	29 May 2020	Chadd Hunt	17 June 2020
V4	2 July 2020	Chadd Hunt	

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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.
- 16th March 2020- Declaration of Public Health State of Emergency(WA)
- 18 March 2020 - a human biosecurity emergency was declared by the Governor-General, David Hurley, under Section 475 of the Biosecurity Act 2015.
- 18th March 2020- Public Health Act (WA)- Mass Gatherings Directions (No 1) issued
- 20th March 2020- Public Health Act(WA)- Mass Gatherings Directions (No 2) issued
- 23rd March 2020- Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 1)(places closed include pubs, bars, clubs, gyms, recreation centre, restaurant (dine in), place of worship)
- 25th March 2020 - Emergency Management Act (WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 2)(places now include community centres, libraries, swimming pools)
- 25th March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 1)

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- 30th March 2020- Public Health Act(WA)- Closure of certain Places of Business, Worship and Entertainment Directions (No 3)(playgrounds, skate parks and outdoor gyms now included)
- 30th March 2020- Public Health Act(WA)- Preventative Restriction of Activities Directions (No 2)
- 31st March 2020- Public Health Act (WA) - Prohibited Gathering Directions
- 7th April 2020- Emergency Management Act (WA) - Closure and Restriction (Limit the Spread) Directions (No1)
- 26th April 2020- Emergency Management Act (WA) - Closure and Restriction (Limit the Spread) Directions (No2)
- 10th May 2020 - The WA Government released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May. <https://www.wa.gov.au/sites/default/files/2020-05/COVID19-WA-roadmap.pdf>
- 17th May 2020-Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 3)
- 29th May 2020- WA Government announced Phase 3 of Roadmap will be in place from 6th June 2020
- 5th June 2020 - Emergency Management Act (WA)- Closure and Restriction (Limit the Spread) Directions (No 4)
- 17th June 2020- Council endorses 2020-21 Draft Budget which includes \$7.1 million provision for COVID-19 related response
- 22nd June 2020 - WA Government announces Phase 4 of Roadmap will be in place from 26th June 2020 <https://www.wa.gov.au/sites/default/files/2020-06/Phase-4-roadmap.pdf>
- 26th June 2020 - Emergency Management Act (WA) - Closure and Restriction (Limit the Spread) Directions (No 5)

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COVID-19 WA roadmap Phase 4

Phase 1

Phase 2

Phase 3

Phase 4

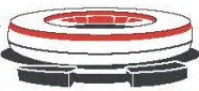
27 June

Gatherings

- All existing limits removed
- Limits now only determined by WA's reduced 2sqm rule
- The 2sqm rule includes staff only at venues that hold more than 500 patrons
- Optus Stadium, HBF Park and RAC Arena to operate at 50 per cent temporary capacity

Businesses

- Unseated service permitted at all food businesses and licensed premises
- Gyms can operate without staff present
- Casino gaming floor reopened, with temporary conditions
- Unseated events, performances, live music, concerts permitted, except for large scale multi-stage music festivals



Phase 5

18 July*

2sqm


2sqm rule no longer applies

REMOVAL OF REMAINING STATE GOVERNMENT RULES

*Dates may be adjusted, depending on health advice.


Phase 6

WA hard border and access to remote Aboriginal communities




WA's border removal will be considered based on best health advice, taking into account infection rates over east.


Stay vigilant, protect yourself and others




Avoid close contact with others
Practise physical distancing



Healthy hygiene
Wash your hands regularly. Cover your mouth/nose when you cough/sneeze



Download the COVIDSafe app



2 square metre per person capacity rule for WA venues

We're all in this together.

WA.gov.au

2) Our Objectives

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



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.

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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
	Food businesses not aware of responsibilities / implications of COVID19-measure	Likely(4) x High(4) = High(16)	Section ii 1a
Health & Safety	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)

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	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 three of WA Government roadmap to recovery. To be undertaken by established Covid-19 Education Team
- (2) Waste and recycling management:
 - (a) Secure continuity of both kerbside collection and waste disposal service with contractors
 - (b) Ensure waste disposal sites can continue to operate through contractors
 - (c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)
- (3) Ranger Services:
 - (a) Secure continuity of service
- (4) Organisational:
 - (a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements
 - (b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff
 - (c) Physical modification to all operational centres to ensure social distancing
 - (d) Reduction in site inspections (e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses
 - (e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment
 - (f) Commence reopening Shire of Northam facilities (at 6 June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bringing 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

iii) Medium term actions

- (1) Health services:
 - (a) Ongoing community education programs
 - (b) Ongoing business consultation/compliance
 - (c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts
- (2) Waste and recycling management:
 - (a) Review need to increase service levels (two weekly pickups?)
 - (b) Review need for green waste verge side collection service, in the case of total lockdown
 - (c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues
- (3) Ranger Services:
 - (a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)
 - (b) Investigate 1 year free dog/cat registration rollover
- (4) Organisational:
 - (a) Continuity of supply of PPE (including sanitisers), cleaning equipment
 - (b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility
- (5) Bush Fire Brigades:
 - (a) Development of protocols for cleaning regime following notification of COVID-19 infection in a Brigade/appliance

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- (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.

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At 1 April 2020 the Council employed 128 employees.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council unable to financially sustain workforce	Almost Certain (5) x Extreme (5) = High (25)	Section f (financial) & Section iii (7)
Health & Safety	Unable to provide safe work environment	Possible (3) x Extreme (5) = High (15)	Section iii (2)
	Staff become disengaged as result of working remotely / individually	Possible (3) x Extreme (5) = High (15)	Section iii (1)
Reputation	Unable to deliver appropriate services	Possible (3) x Extreme (5) = High (15)	Section ii (1)
	Insufficient work to keep staff gainfully employed / busy	Possible (3) x Extreme (5) = High (15)	Section iii (3) (5) Section ii (3) Section I (3)
Service Interruption	Service outputs are not maintained as result of crisis	Possible (3) x Extreme (5) = High (15)	Section iii (4) (5) Section iv (1) (2)
	Services unable to continue as a result of being closed down by State government	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1)
	Staff fall ill as result of virus and unable to attend work, impacting service deliverables Employees stood down or terminated do not return when activities relaunch resulting in loss of corporate knowledge	Almost Certain (5) x Extreme (5) = High (25)	Section ii (1) Section iii

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Compliance	As result of pandemic focus and staff working offsite compliance with policy & legislation 'slips'	Possible (3) x Major (4) = High (12)	Section iii (6)
Property	NIL		
Environment	NIL		

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ii) Short term actions

- (1) Activate business continuity plan:
 - (a) Ensure the occupational health & safety of employees
 - (b) Closure of facilities (redeployment of staff)
 - (c) Move staff offsite
 - (d) Move to working from home model
 - (e) Provide security of tenure for employees
 - (f) Monitor staff levels to ensure service delivery can be maintained.
 - (g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19
 - (h) Extend invitation to redeploy staff externally to health and WAPOL
 - (i) Continue services online, where possible:
 - Development services
 - Health
 - Building
 - Planning
 - Regulatory
 - Emergency
 - Administrative & financial
 - Governance
 - Community services
 - Libraries (online / click & collect)
 - Youth
 - (j) Commence reopening Shire of Northam facilities (at 6th June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bring back of staff into office environments
 - (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.

iii) Medium term actions

- (1) Monitor health & wellbeing of employees:
 - (a) Online survey
- (2) Provide training & retraining opportunities where required/possible;

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- (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.

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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)

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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 postponed/cancelled seasons	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		

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ii) Short term actions

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

ii) Medium term actions

- (1) Support & plan community events for recovery phase;
 - (a) Northam Weekend Markets (monthly)
 - (b) Local events to support local suppliers, businesses etc. where possible
 - (c) Northam Agricultural Show (September 2020)

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- (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

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- (b) Promote local tourism ancillary businesses.
- (8) Community Support Initiatives adopted by Council include -
 - (a) No interest on rates 2020-21
 - (b) No rates instalment charges
 - (c) No charging of interest on outstanding rates until February 2021
 - (d) Waiving all sporting club fees for 2020-21 (Council owned facilities)
 - (e) \$300,000 funding for CSRFF Small Grants for local sporting groups
 - (f) \$80,000 for implementation of Community Plans for Bakers Hill, Wundowie and Grass Valley
 - (g) \$25,000 for developing playground in Southern Brook
 - (h) \$50,000 for upgrading playground at Bakers Hill Recreation Centre
 - (i) \$50,000 for supporting local community events

iv) Long term actions

- (1) Deliver key events, including:
 - (a) Confirm 2021 World Women's Ballooning Championships Celebration
 - (b) Northam Motor Sport Festival
 - (c) Wundowie Iron Festival
 - (d) Bakers Hill Community Fair
 - (e) Northam Agricultural Show
 - (f) Avon Descent
 - (g) Christmas on Fitzgerald
- (2) Focus on activation of Northam Central Business District;
- (3) Support sporting associations;
 - (a) Provide human resource support for sporting associations looking to reactivate
 - (b) Undertake opportunities identified in section iii
- (4) Survey Community to gauge community wellness and identify areas of focus.

d) Economic

The total GRP for the Shire of Northam is unknown, with these statistics only collected on a regional basis. The most recent information available for the Shire of Northam as it relates to the profile of locally registered businesses indicates;

Professional Services – 155; Health, Social Welfare and Education – 37; Retail, Tourism and Hospitality – 87; Construction – 165; Manufacturing – 37; Transport and Logistics – 62; Agriculture – 169; Other – 96

According to the Avon Sub Regional Economic Strategy the major drivers of the economy are industrial uses, professional services, agriculture and construction.

Economic Stratification (prioritized based on Economic Input to Community), Priority 1 – Construction, Manufacturing, Agriculture, Transport and Logistics, Priority 2 – Retail Tourism and Hospitality, Professional Services, Priority 3 – Health, Social Welfare and Education, Other

According to the Small Area Labour Markets – December quarter 2019, which is being used as the baseline for future comparative purposes, the Shire of Northam had a total labour force of 5,757 and an unemployment rate of 6.0%.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial/ Economic	Council uses fund ineffectively	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Local economy sustains significant medium/long term damage	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
Health & Safety	NIL		
Reputation	Council not communicating effectively	Possible (3) x Medium (3) = Moderate (9)	Section ii (1) (2)

	Council fails to respond to economic crisis and provides no support	Likely (4) x Medium (3) = High (12)	Sections ii, iii, iv Section ii (a), (b)
	Council uses funds ineffectively	Likely (4) x Medium (3) = High (12)	Section ii (3) (f) Section ii (c)
	Council not supportive of business	Likely (4) x Medium (3) = High (12)	Section ii (3), (4) (f), iii (2)
	Council is seen to be not supportive / inclusive of NCCI	Likely (4) x Medium (3) = High (12)	Section ii (5), iii (1), iv
	Planned and new developments do not occur in Shire of Northam over the coming two years	Likely (4) x Medium (3) = High (12)	Section iii, iv
	Council owned land not available for development	Possible (3) x Medium (3) = Moderate (9)	Section iii (6)
Service Interruption	NIL		
Compliance	NIL		
Property	NIL		
Environment	NIL		

ii) Short term actions

- (1) Communicate Councils economic support and stimulus packages and decision;
- (2) Connect with business community;
 - (a) Direct email to businesses
 - (b) Private Facebook page
 - (c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief
- (3) Provide initial small scale initial economic stimulus package;
 - (a) As part of our economic support package for Northam businesses, we're offering \$250,000 in grants for small to medium sized businesses and non-profit organisations to invest in online and e-commerce capabilities, take part in training and professional development to position themselves for future opportunities, and undertake capital works.
Grants could include:
 - Up to \$2,000 for investing in online and e-commerce activities.

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- Up to \$2,000 for training and professional development.
 - Up to \$1,000 for financial planning advice
 - Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions.
- COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.
- Develop online application form and assessment criteria
 - Establish Committee of Council with delegated authority to make determinations on grants:
 - Shire President – Cr Antonio
 - Deputy Shire President – Cr Williams
 - Cr M Ryan
 - Cr A Mencshelyi

- (4) Review policies and delegations to ensure fast / efficient development & building assessments and approvals;
- (5) Engage 'forecast.ID' to build a community and economic profile for Shire of Northam;
- (6) Consider reduction or deferral of planning, building and health fees and charges.
- (7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)
- (8) As part of recovery phase, commence buy local campaign in partnership with Northam Chamber of Commerce

ii) Medium term actions

- (1) Facilitate future development opportunities to position for recovery;
 - (a) [REDACTED] (est. 40 jobs)
 - (b) [REDACTED] (est. 40 jobs)
 - (c) [REDACTED] (est. 30 jobs)
 - (d) [REDACTED] (est. 200 jobs)
 - (e) [REDACTED] (Aged Care facility) (est. 40 jobs)

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- (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 2020
 - (d) No charge for ratepayers who choose pay by instalment in 2020/21
- (4) Identify future development opportunities;
 - (a) Identify / secure land for future development (services)
 - (b) Ensure zoning appropriate for development
 - (c) Develop incentives for development
- (5) Assess need for development of longer term economic stimulus package;
- (6) Review Councils land rationalisation strategy to identifying property potential for development (look at innovative ways to develop).
- (7) Council adopts 2020-21 Budget with the following COVID-19 related economic stimulus packages:
 - (a) Economic Support (\$5.5 million)
 - (b) Community Support (\$0.6 million) refer to section c above for further details
 - (c) Economic Stimulus Initiative (\$1 million**) – subject to final Council endorsement
- (8) Economic Support Package includes –
 - (a) \$930,000 for Northam CBD Connectivity Strategy implementation
 - (b) \$600,000 for demolition of Old Pool Site Northam and development of RV Friendly overnight stay
 - (c) \$250,000 to develop RV friendly parking area in Bakers Hill and Wundowie
 - (d) \$50,000 to continue development of Bakers Hill Community Precinct
 - (e) \$2,000,000 to redevelop Shire Northam Depot

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- (f) Focus on light plant replacement from local dealerships
- (g) Refocus of delivery model to ensure local business involvement for projects

iv) Long term actions

- (1) Resume / progress existing long term economic development strategies;
- (2) Intelligence;
 - (a) Monitor number of businesses not reopening;
 - (i) Request Chamber of Commerce continue tracking
 - (b) Monitor unemployment / job seekers levels
- (3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;
 - (a) Rate holidays
 - (b) Peppercom leases
 - (c) Land provision.

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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)

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	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		

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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 diminish naturally as the financial year progresses. It is projected to be 1-2 by year end.
- \$4,477,268 in cash backed reserve funds.
- \$6,595,849 in long term debt
- A debt service ratio of 1:10.825
- 33% in outstanding rates, with the final instalment due in April 2020
- A capacity to borrow an additional \$8m-10m, based on the projections made in the most recent Long Term Financial Plan.

i) Risk Assessment

Risk Category	Description	Inherent Rating (likelihood x consequence)	Mitigation Action
Financial	Council experiences Liquidity Issues	Almost Certain (5) x Extreme (5) = Extreme (25)	Section ii, iii, iv
	Council makes decisions which are not financially sustainable	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
	Council borrowings exceeds capacity	Possible (3) x Extreme (5) = Extreme (15)	Section iii (5)
	Council unable to deliver future projects due to inadequate finance	Possible (3) x Extreme (5) = Extreme (15)	Section ii, iii, iv
Health & Safety	Nil		
Reputation	Council fails to meet its financial obligations	Possible (3) x Extreme (9) = Moderate (9)	Section ii, iii, iv
	Community dissatisfied with how Council applies funding	Possible (3) x Extreme (3) = Moderate (9)	Section ii, iii, iv

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Service Interruption	NIL		
Compliance	Statutory requirements are not met	Likely (4) x Medium (3) = High (12)	Section iii (3) (4)
Property	NIL		
Environment	NIL		

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ii) Short term actions

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

ii) Medium term actions

- (1) Develop 2020/21 annual budget with the following parameters;
 - (a) Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters
 - (b) Focus on labour intensive programs
 - (c) Focus Council projects with significant local content
 - (d) Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects
 - (e) Ensure whole of life cost of projects is considered when making decisions around projects
 - (f) Aiming to maintain Council within acceptable key financial indicator parameters
 - (g) No increase in individual wages or salaries in 2020/21
- (2) Review long term financial plan – establish 3 to 5 year financial recovery plan;
- (3) Focus on regulatory compliance and internal audit processes;
- (4) Continue quarterly Audit Committee meetings;

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- (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.

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Attachment 2 – Action Summary

COVID-19 STRATEGY FRAMEWORK ACTIONS

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
1	\$0	Response/Recovery	(1) Health Services:(a) Education – local business communicated with regarding specific COVID-19 measures / opportunities such as take-away food options	Short	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate) Site visit to Rumble in the Jungle for social distancing complaint.Regular visits and updates for each phase undertaken see Gdrive/ COVID Register. Info sheet, emails, website and FB page updates constant through pandemic. Most business back to normal operations. New Public Building certificates issued were necessary.
2	\$2,387	Response/Recovery	(1) Health Services:(b) Education –website development with links to relevant Dept. of Health and other, sites. Develop information sheet for businesses	Short	Carmen Sadleir	Completed	01/04/20	Information sheet published in the Avon Valley Advocate on 01/04/2020 and circulated through electronic channels. Website implemented with alerts banner being inserted on home page. Website and FB page updated as each phase or directions notice has changed.
3	\$0	Response/Recovery	(1) Health Services:(c) Compliance – business (soft approach), in particular ensuring food standards are met	Short	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Regular visits and updates for each phase undertaken, see Gdrive/ COVID Register. New Public Building certificates issued were necessary.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
4	\$0	Response/Recovery	(2) Waste and recycling management;(a) Secure continuity of both kerbside collection and waste disposal service with contractors	Short	Carmen Sadleir	Completed	31/03/20	Verified Waste Services continuity with contractors collection services and landfill management. Avon Waste have COVID response plan and resources to continue operations. See I95198.
5	\$0	Response/Recovery	(2) Waste and recycling management;(b) Ensure waste disposal sites can continue to operate through contractors	Short	Carmen Sadleir	Completed	31/03/20	Verified Waste Services continuity with contractors for collection services and landfill management. Should some Old Quarry Road Landfill staff be affected Avon Waste will still have resources to operate. If Inkpen Landfill site contractor Steve Murcutt became unwell, site would then be closed to the public and municipal waste from collection and local buisnesses will be transported directly to Old Quarry Landfill.
6	\$0	Response/Recovery	(2) Waste and recycling management;(c) Ensure sufficient cover material to enable waste disposal site to operate (and comply)	Short	Carmen Sadleir	Completed	22/04/20	Currently adequate and managed through day to day management of site. Additional material is available at racecourse (subject to access) as well as material near new round about on Mitchell Ave and Holfreter Ave if necessary.
7		Response/Recovery	(3) Ranger Services;(a) Secure continuity of service	Short	Chadd Hunt	Completed	25/03/20	WA Contract Rangers and adjoining Shires contacted to arrange cover for emergency situations should staff be affected by COVID-19. General reciprocal arrangements agreed to.
8		Response/Recovery	(4) Organisational;(a) Provide advice to staff on correct cleaning and sanitising protocols, development of COVID-19 specific Safe Work Method Statements	Short	Patsy Repec	Completed	01/04/20	Health officer and Saftey officers have provided significant advice to staff and management. SWMS have been developed for library, handling parcels, cleaning staff. Process implemented for social distancing in work places, front counters, take 5, vehicle cleaning and equipment. SWMS developed for entire Organisation in regards to COVID19 Protocol and registered into Promapp.
9		Response/Recovery	(4) Organisational;(b) Ensure sufficient supplies of cleaning materials, PPE (hand sanitisers) are available to all staff	Short	Patsy Repec	Completed	01/04/20	All Departments have been covered for PPE and cleaning materials and information provided with supplies such as SDS's

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
10		Response/Recovery	(c) Physical modification to all operational centres to ensure social distancing	Short	Shane Moorhead	Completed	30/03/20	Tables were added to the front counters of all point of contact areas. Sneeze guards were installed at the Rec Centre and Library POS.
11		Response/Recovery	(d) Reduction in site inspections(e.g. swimming pools), site visits and non-essential meetings, to allow redeployment of officer time to COVID-19 related focuses	Short	Chadd Hunt	In Progress		Compliance officer has been partially redeployed to Engineering services - only dealing with urgent compliance and swimming pool matters
12		Response/Recovery	(e) Keep key administration services open, limiting access to areas such as licencing, promote service by appointment	Short	Cheryl Greenough	In Progress		
13		Response/Recovery	(5) Bush Fire Brigades;(a) Provide guidelines for operational purposes, cleaning and disinfecting vehicles and facilities	Short	Brendon Rutter	In Progress		
14		Response/Recovery	(6) Develop COVID-19 Virus Response Strategy / Framework & report progress to Council, and community	Short	Jason Whiteaker	In Progress		Adopted by Council at Ordinary Council Meeting held on 15/04/2020. Reporting progress is ongoing.
15	\$0	Response/Recovery	(7) Emergency Response;(a) Call Local Emergency Management Committee meeting	Short	Brendon Rutter	Completed	20/03/20	Meeting held on 20/03/2020.
16		Response/Recovery	(7) Emergency Response;(b) Provide opportunity for regular (initially weekly) LEMC briefings	Short	Brendon Rutter	In Progress		Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.
17		Response/Recovery	(1) Health services;(a) Ongoing community education programs	Medium	Carmen Sadleir	In Progress		Constant advice disseminated to staff, execs, community through website and facebook.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
18		Response/Recovery	(1) Health services;(b) Ongoing business consultation/compliance	Medium	Carmen Sadleir	In Progress		For Food Businesses the initial phone contact and questionnaires were completed by 26 March 2020. Follow up site visits between 7-14 April and just a few left to visit. Some businesses were closed already as well. Contacted via phone some other affected businesses such as beauty, nail salon spas, hair dressers, fitness and gyms, real-estate agents, function centres (Bridgely and Buckland Estate). Site visit to Rumble in the Jungle for social distancing complaint. Continuous site visits, phone calls, FB page and email up dates with businesses with regards to social distancing and hygiene measures. See register in G Drive/ COVID.
19		Response/Recovery	(1) Health services;(c) Assist Department of Health, where requested, following up notifiable cases and tracing contacts	Medium	Carmen Sadleir	No Action		Spoken with Anne Foyer (Wheatbelt Public Health Unit) who is heading up COVID-19 in wheatbelt. No current assistance required.
20		Response/Recovery	(2) Waste and recycling management;(a) Review need to increase service levels (two weekly pickups?)	Medium	Carmen Sadleir	No Action		Not required.
21		Response/Recovery	(2) Waste and recycling management;(b) Review need for green waste verge side collection service, in the case of total lockdown	Medium	Carmen Sadleir	No Action		Not required.
22		Response/Recovery	(2) Waste and recycling management;(c) If operating develop strict protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Medium	Carmen Sadleir	No Action		Not in operation yet. Avon Waste have implemented hygiene measure at gatehouse, hand washing, sanitising of equipment and limited contact with customers.
23		Response/Recovery	(3) Ranger Services;(a) Soft approach to compliance due to financial stress (dog/cat registration fees etc.)	Medium	Chadd Hunt	In Progress		Based on a case by case assessment.
24		Response/Recovery	(3) Ranger Services;(b) Investigate 1 year free dog/cat registration rollover	Medium	Chadd Hunt	In Progress		
25		Response/Recovery	(4) Organisational;(a) Continuity of supply of PPE (including sanitisers), cleaning equipment	Medium	Patsy Repec	In Progress		Supplies to all Departments continually being distributed and topped up on a minimum of twice weekly and whenever notified that resupply is required. Ongoing

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
26		Response/Recovery	(4) Organisational;(b) Development of protocols for cleaning regime following notification of COVID-19 infection in the workplace/Council facility	Medium	Patsy Repec	No Action		Contract cleaners would be called in and would be following the Dept of Health Guidelines for De-contamination cleaning. SWMS can be developed by myself if and when the need arises.
27		Response/Recovery	(6) Emergency Recovery;(a) Monthly LEMC meetings	Medium	Brendon Rutter	In Progress		Meetings have been scheduled fortnightly up until 25/06/2020. At this time the frequency will be reviewed.
28		Response/Recovery	(1) Health services;(a) Undertake audit of food business premises to understand who/what is still operating	Long	Carmen Sadleir	No Action		Inspections and communication constant through pandemic. Register of inspections and communication kept in the COVID-19 G Drive system. Updated businesses through each phase change.
29		Response/Recovery	(1) Health services;(b) Develop guidelines for free food business registration for new enterprises	Long	Carmen Sadleir	No Action		Not really required, existing businesses adapted to new/ alternative businesses where possible. Communicated with all Food Businesses to ensure they knew what options they had.
30		Response/Recovery	(1) Health services;(c) Undertake a baseline community survey following the finalisation of the pandemic and a follow up survey 12 months later to gauge any major changes	Long	Carmen Sadleir	No Action		
31		Response/Recovery	(2) Waste and recycling management;(a) Monitor/review protocols and guidelines for operation of tip shop in regards to COVID-19 issues	Long	Carmen Sadleir	No Action		
32		Response/Recovery	(3) Ranger Services;(a) Develop procedure/policy for free reduced dog/cat registration/microchipping	Long	Chadd Hunt	No Action		
33		Response/Recovery	(4) Organisational;(a) Increased inspection regime on those previously postponed (e.g. swimming pool fences)	Long	Chadd Hunt	No Action		
34		Response/Recovery	(5) Bush Fire Brigades;(a) Assess impacts of COVID-19 on volunteer base	Long	Brendon Rutter	No Action		
35		Organisational	(1) Activate business continuity plan;(a) Ensure the occupational health & safety of employees	Short	Patsy Repec	Completed	30/06/20	Ongoing Daily, site visits at least twice per week to ensure that all employees are informed of any Safety issues, assisting with any queries (i.e. roll-out of Take 5). Ensuring that all Safety process are being utilised and practised at all times.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
36		Organisational	(1) Activate business continuity plan;(b) Closure of facilities (redeployment of staff)	Short	Bev Jones	Completed	30/12/1899	All staff available for redeployment have been assessed in relation to skills and experience & redeployed in areas most suited to their abilities. Regular contact is maintained with redeployed staff to ensure health and wellbeing is maintained. All staff back in the workplace.
37		Organisational	(1) Activate business continuity plan;(c) Move staff offsite	Short	Jason Whiteaker	Completed	11/06/20	This process has highlighted the need to review the BCP, was largely ineffective and not a workable document
38		Organisational	(1) Activate business continuity plan;(d) Move to working from home model	Short	Jason Whiteaker	Completed	18/06/20	Staff have now largely returned to the office. Reviewing systems and processes to ascertain whether working from home will be offered as a long term option
39		Organisational	(1) Activate business continuity plan;(e) Provide security of tenure for employees	Short	Bev Jones	Completed	30/12/1899	Weekly updates to staff ensure that developments in relation to tenure are communicated.
40		Organisational	(1) Activate business continuity plan;(f) Monitor staff levels to ensure service delivery can be maintained.	Short	Bev Jones	Completed	30/12/1899	Regular contact between Executive team and HR to ensure that service levels are maintained as required, in some cases redeployed staff have been transferred to alternative areas with a greater need for support.
41		Organisational	(1) Activate business continuity plan;(g) Recruit additional staff if service levels are unable to be maintained due to leave being taken as a result of COVID-19	Short	Bev Jones	Completed	30/12/1899	Recruitment has continued in essential areas to ensure service delivery.
42		Organisational	(1) Activate business continuity plan;(h) Extend invitation to redeploy staff externally to health and WAPOL	Short	Jason Whiteaker	Completed	29/05/20	BCP activated, have offered to WAPOL & DoH. Currently working with DoH who are interested in taking on staff. No take up required

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
43		Organisational	(1) Activate business continuity plan; (i) Continue services online, where possible: • Development services • Health • Building • Planning • Regulatory • Emergency • Administrative & financial • Governance • Community services • Libraries (online / click & collect) • Youth (j) Commence reopening Shire of Northam facilities (at 6th June 2020) in line with the requirements of phase three of WA Government roadmap to recovery. This will include phased bringing back of staff into office environments (k) Finalise reverting redeployed staff back to their primary workplaces from 18 May 2020.	Short	Jason Whiteaker	Completed	26/06/20	With restrictions now largely being removed, all services are functional
44		Organisational	(1) Monitor health & wellbeing of employees;(a) Online survey	Medium	Bev Jones	Completed	30/12/1899	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
45		Organisational	(2) Provide training & retraining opportunities where required/possible	Medium	Bev Jones	Completed	30/05/20	Staff have been upskilled to enable them to perform in alternative areas, White cards have been acquired by staff redeployed to Engineering Services, potential traffic management training if emergency situation continues, all staff learning new skills in alternative areas
46		Organisational	(3) Review organisational structure (based on learning of new business model implemented as result of COVID-19)	Medium	Jason Whiteaker	In Progress		CEO is currently working through a review of the organisational structure. Looking to have completed in September/October 2020
47		Organisational	(4) Review Human Resource Plan;(a) Position organisation for back to full operations (staff levels)	Medium	Bev Jones	No Action		On hold until further notice

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
48		Organisational	(4) Review Human Resource Plan;(b) Assess employee numbers – retain/reduce/increase – in context of the new environment which exists	Medium	Bev Jones	No Action		On hold until further notice
49		Organisational	(5) Strong focus on compliance & internal	Medium	Cheryl Greenou	In Progress		
50		Organisational	(6) Review effectiveness of working from home arrangements;(a) Output assessment	Medium	Bev Jones	In Progress		Survey completed, timesheets completed by redeployed staff
51		Organisational	(6) Review effectiveness of working from home arrangements;(b) Staff survey	Medium	Bev Jones	Completed	30/12/1899	Contacted CEO for approval to commence survey to all staff. Survey launched and results provided to Executive team.
52		Organisational	(7) Develop taking of leave strategy to utilise current 100% backed leave reserve, to offset / lesson wages required for 20/21 budget (i.e. requirement for staff to take 10% of outstanding leave, potentially saving Council \$150k in 2020/21 operating expenses	Medium	Colin Young	Completed	01/05/20	Stategy in place for staff to have 30% less annual leave than they held as of 31/3/2020 by the end of the 2020/21 financial year, 30/06/2021, staff have been informed and executive managers to monitor leave movements.
53		Organisational	(1) Implement new business / service delivery models (if appropriate), based on learnings of COVID-19 response	Long	Jason Whiteaker	No Action		
54		Organisational	(2) Implement new or retain current structure	Long	Jason Whiteaker	No Action		
55		Community	(1) Activate organisational business continuity plan	Short	Jason Whiteaker	Completed	02/03/20	Activated
56		Community	(2) Develop community communication strategy and weekly implementation plan	Short	Vic Williams	Completed		Now only to be updated with each new phase

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
57		Community	(3) Coordinate human / social services response; (a) Focus on 'at risk'; (i) Establish community support hot line (ii) Develop neighbour assistance program (iii) Personal contact to be made with registered pensioners (iv) Personal contact to be made with Noongar community	Short	Ross Rayson	In Progress		23/4 Community Support hotline established. Operates Monday-Friday 8am-5pm. Arrangements made for monitoring capability over Easter and ANZAC Long weekends. ii. Neighbourhood assistance program established. Approx. 15 people registered to assist. Approx 15 people registered for assistance via hotline or Neighbour assist program. Mailout to all residents with information sheet, and Neighbour Assist registration cards included. iii. All registered pensioners contacted via telephone. Follow up calls to those that requested to occur w/c 27/4 iv. Contact made through Local elders. Ongoing contact with local elders to determine if there are any particular areas of need.
58		Community	(4) Coordinate youth services response;(a) Develop programs with youth (online, at home / private activities)	Short	Ross Rayson	In Progress		23/4 Established Youth support services working group. Group currently meets weekly to discuss ongoing issues. Rec Centre staff have produced approx. 200 activity packs for children/youth which have been distributed via service organisations 18/5 Weekly meetings ongoing. Some youth services now re-opened. Some community outreach still occurring from ACS.
59		Community	(5) Noongar Community; (a) Elders to deliver message to Noongar community	Short	Ross Rayson	In Progress		23/4 Coordinated message from local elders for promotion of health message amongst Noongar community. Coordinating with Wheatbelt Health to deliver regular social media messages around COVID-19.
60		Community	(5) Noongar Community; (b) Look at potential of Noongar patrol (only with WAPOL identify need)	Short	Ross Rayson	In Progress		23/4. Only had brief discussions about this. No progress. 18/5 No progress as no identified need in the community

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
61		Community	(5) Noongar Community;(c) Link with Aboriginal Health Services (ACOSH / WGP)	Short	Ross Rayson	In Progress		23/4. Links have been made with associated health networks. Ongoing contact continues.
62		Community	(6) Volunteers;(a) Engage with volunteers (focus bush fire brigades & SES)	Short	Brendon Rutter	In Progress		
63		Community	(7) Monitor community social media platforms daily to gauge community perceptions/concerns/issues/ideas	Short	Vic Williams	In Progress		Ongoing- very little comment from community on COVID issues now
64		Community	(1)Support & plan community events for recovery phase; (a)Northam Weekend Markets (monthly) (b)Local events to support local suppliers, businesses etc. where possible (c)Northam Agricultural Show (September 2020) (d)Wundowie Iron Festival (October 2020) (e)Christmas on Fitzgerald (December 2020) (f)Bakers Hill Community Fair (December 2020) (g)Northam Motor Sport Festival (April 2021) (h)Avon Descent (August 2021) (i)Confirm 2021 World Women's Ballooning Championships (September 2021)	Medium	Vic Williams	In Progress		External events have restarted planning. We are now planning a reduced version of the Avon River Festival
65		Community	(2) Deliver Council projects which will support long term recovery activities	Medium	Clinton Kleynhans	In Progress		
66		Community	(3) Continue to work closely with community support and youth agencies to coordinate service delivery	Medium	Ross Rayson	In Progress		18/5 Continuing to meet regularly with community support and youth agencies to identify need and coordinate solutions.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
67		Community	(4)Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions; (a)Explore opportunities and support for potential of winter sports to be commenced and run through summer in conjunction with summer sports; (i)Re-activate community facilities and sporting fields (ii)Facility bookings to be coordinated (iii)Explore opportunity to coordinate festival of sport week when sport is able to recommence (iv)Work with State Sporting Associations to provide assistance to local sporting groups	Medium	Glenn Paddick	No Action		
68		Community	(4)Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(b)Provide ongoing support for sporting groups; (i)Make contact with each sporting club to ascertain their planning around future seasons	Medium	Glenn Paddick	No Action		
69		Community	(4) Connect with sporting clubs and associations to gauge how they are positioned to recommence activities after COVID-19 restrictions;(c) Ensure sporting facilities are maintained to high level whilst not being utilised	Medium	Glenn Paddick	No Action		
70		Community	(5) Continue to maintain parks, gardens and reserves to a high standard	Medium	Clinton Kleynhans	In Progress		
71		Community	(6) Monitor, and respond where appropriate, community social media platforms regularly to gauge community perceptions/concerns/issues/ideas	Medium	Vic Williams	In Progress		Ongoing- very little comment from community on COVID issues now

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
72		Community	(7) Develop local tourism activation plan, aimed at attracting visitors to the Shire, once they can;(a) Promote local tourism experiences(b) Promote local tourism ancillary businesses.	Medium	Vic Williams	In Progress		In progress
73		Community	(1)Deliver key events, including; (a)Confirm 2021 World Women's Ballooning Championships Celebration (b)Northam Motor Sport Festival (c)Wundowie Iron Festival (d)Bakers Hill Community Fair (e)Northam Agricultural Show (f)Avon Descent (g)Christmas on Fitzgerald	Long	Vic Williams	In Progress		Working on this with event organisers
74		Community	(2) Focus on activation of Northam Central Business District	Long	Michelle Blackhurst	No Action		
75		Community	(3) Support sporting associations;(a) Provide human resource support for sporting associations looking to reactivate(b) Undertake opportunities identified in section iii	Long	Glenn Paddick	No Action		
76		Community	(4) Survey Community to gauge community wellness and identify areas of focus	Long	Ross Rayson	No Action		
77		Economic	(1) Communicate Council's economic support and stimulus packages and decision	Short	Vic Williams	Completed		Communicated all assistance programs, and continue to do so where appropriate. Others to be marketed as they arise
78		Economic	(2) Connect with business community;(a) Direct email to businesses(b) Private Facebook page(c) Support business owners by writing to all 'shop' owners (lessors), encouraging rent relief	Short	Michelle Blackhurst	No Action		

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
79		Economic	<p>(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:</p> <ul style="list-style-type: none"> • Up to \$2,000 for investing in online and e-commerce activities. • Up to \$2,000 for training and professional development. • Up to \$1,000 for financial planning advice • Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions. <p>COVID-19 is testing us all – and part of our response must be to innovate. These new grants could be used to undertake online learning and webinars, purchase hardware and software, develop websites and e-commerce, or boost digital marketing.</p> <ul style="list-style-type: none"> • Develop online application form and assessment criteria • Establish Committee of Council with delegated authority to make determinations on grants; • Shire President – Cr Antonio • Deputy Shire President – Cr Williams • Cr M Ryan • Cr A Mencshelyi 	Short	Michelle Blackhurst	In Progress		Released on website on 22/04/2020. Connected with businesses and raised awareness about the stimulus package.
80		Economic	(4) Review policies and delegations to ensure fast / efficient development & building assessment & approvals	Short	Chadd Hunt	Completed	15/04/20	Revised Planning delegations and fees adopted by Council on 15/04/2020.

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
81		Economic	(5) Engage a suitable economics firm (such as 'forecast. ID') to build a community and economic profile for Shire of Northam	Short	Jason Whiteaker	Completed	13/05/20	forecast.ID have been employed. Community and economic profile received and available on Council website
82		Economic	(6) Consider reduction or deferral of planning, building and health fees and charges	Short	Chadd Hunt	Completed	17/06/20	Planning fees adopted by Council 15-04-2020. Council has adopted fees and charges for 2020-21

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83		Economic	(7) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives)	Short	Jason Whiteaker	Completed	18/06/20	Formed part of 2020 budget deliberations ECONOMIC SUPPORT a.Oliver Street road works 262,000 b.CBD & Bernard Park master plans (estimates) a.St John Ambulance 250,000 b.Signage / alfresco / parklets 50,000 c.Depot 2,000,000 d.Old Northam Pool demolition 400,000 e.RV Friendly - Northam (including overnight site development at former pool) 250,000 f.RV Friendly Bakers Hill 100,000 g.Bernard Park Play Centre Render 15,000 h.Replace Burt Hawke ceiling 50,000 i.Kitchen Memorial Hall 30,000 j.Overnight caravan stay dump point 20,000 k.Train Station (Peel/Minson/Duke) 80,000 l.New Toilets & Parking (Skate Park) 170,000 m.Shade Structures Bernard Park 75,000 n.Install outdoor shade structures around Bakers Hill Oval 50,000 o.New Kitchen Bert Hawke

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
83				Short	Jason Whiteaker	Completed	18/06/20	<p>30,000</p> <p>p.RV Friendly Wundowie 150,000</p> <p>COMMUNITY SUPPORT</p> <p>q.Waiving all sporting club fees 2020/21 for Council owned facilities & looking at incentives / support for sporting groups 150,000</p> <p>r.Local Sporting projects (2/3 support for applications to CSRFF) 300,000</p> <p>s.Community Plans 50,000</p> <p>t.Southern Brook Playground 25,000</p> <p>u.Upgrade existing playground at Rec. Centre Bakers Hill 25,000</p> <p>v.Community events 50,000</p> <p>ECONOMIC STIMULUS</p> <p>w.Development incentive 1,000,000</p>
84		Economic	(1)Facilitate future development opportunities to position for recovery; (a)Bunnings Development (est. 40 jobs) (b)George Weston Foods Development (est. 40 jobs) (c)KFC Development (est. 30 jobs) (d)Procon Logistics Hub Development (est. 200 jobs) (e)Uniting Church Homes (Aged Care facility) (est. 40 jobs)	Medium	Jason Whiteaker	In Progress		Making regular contact. George Weston Foods have withdrawn their interest, Bunnings have recently been granted their approvals and will be commencing construction, have been in discussions with KFC and they are looking to finalise design and submit building applications in coming 8 weeks. Procon are still working through their approval processes with WAPC

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
85		Economic	(2) Intelligence;(a) Monitor number of businesses going into hibernation / closing(i) Request Chamber of Commerce to continue tracking (b) Monitor unemployment / job seekers (c) Liaise with local accountants group	Medium	Michelle Blackhurst	No Action		Businesses have been surveyed by the Northam Chamber of Commerce
86		Economic	(3)Rate relief; (a)Nil increase in Rates levied (b)5% discount on rates paid within 35 days of notice being issued (c)Reduction in interest on outstanding rates, from 11% p.a (currently), to 0% - effective 1 April 2020 to 1 February 2020 (d)No charge for ratepayers who choose pay by instalment in 2020/21.	Medium	Colin Young	In Progress	02/07/20	Completed for 19/20 financial year, expect to be adopted Council during July
87		Economic	(4) Identify future development opportunities;(a) Identify / secure land for future development (services)(b) Ensure zoning appropriate for development(c) Develop incentives for development	Medium	Chadd Hunt	No Action		
88		Economic	(5) Assess need for development of longer term economic stimulus package	Medium	Jason Whiteaker	In Progress		In progress
89		Economic	(1) Resume / progress existing long term economic development strategies	Long	Jason Whiteaker	No Action		
90		Economic	(2) Intelligence;(a) Monitor number of businesses not reopening;(i) Request Chamber of Commerce continue tracking(b) Monitor unemployment / job seekers levels	Long	Michelle Blackhurst	No Action		
91		Economic	(3) Market development opportunities within the Shire of Northam, assessing opportunities for incentives to development;(a) Rate holidays(b) Peppercorn leases(c) Land provision.	Long	Chadd Hunt	No Action		
92		Project Delivery	(1) Consolidate all Council projects into Engineering Services (this 'project' area)	Short	Clinton Kleynhans	In Progress		
93		Project Delivery	(2) Review human resource capacity assessing requirement to increase, to allow projects to be brought forward and delivered if required	Short	Clinton Kleynhans	In Progress		

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
94		Project Delivery	(3) Review 2019/20 budget projects for local content and prioritise for input into short term budget review; (a) Set aside \$1,000,000 for immediate response purposes in 2019/20 (b) Reallocate refocus reserve funds, setting aside \$2,000,000 for response purposes in 2020/21	Short	Clinton Kleynhans	No Action		
95		Project Delivery	(4) Deliver currently budgeted projects	Short	Clinton Kleynha	In Progress		
96		Project Delivery	(5) Identify future potential projects which can be brought forward into 2019/20 & 2020/21 financial years that focus on; (a) Positioning community for recovery, focusing on Council established strategies (CBD enhancement/activation, tourism, community infrastructure enhancement, regional centre of sport & recreational activities, events) (b) Demonstrating a significant local content (c) Maintaining and potentially increase Council works & services staffing levels.	Short	Clinton Kleynhans	No Action		
97		Project Delivery	(1) Develop budget, with Council to determine suite of projects to be delivered as part of economic stimulus	Medium	Clinton Kleynhans	No Action		
98		Project Delivery	(2) Deliver budgeted works	Medium	Clinton Kleynha	In Progress		
99		Project Delivery	(3) Review asset plans to position for ongoing future sustainability	Medium	Clinton Kleynhans	No Action		
100		Project Delivery	(4) Work with local business to ensure they are aware of upcoming projects focuses (tie in with economic grants – providing local businesses sufficient time and support to prepare for upcoming projects	Medium	Clinton Kleynhans	No Action		
101		Project Delivery	(1) Resume normal capital projects, with a specific focus on future asset sustainability	Long	Clinton Kleynhans	In Progress		

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
102		Financial	(1) Review current financial position;(a) Assess Councils capacity to take on additional debt if required(b) Focus on short term liquidity	Short	Colin Young	In Progress	27/05/20	Assessed and presented to council at the Statagic Meeting held on the 27/5/2020
103		Financial	(2) Monitor cash flow monthly	Short	Colin Young	Completed	21/05/20	Being monitored monthly and presented to Council as part of the monthly financial report
104		Financial	(3) Review policies to facilitate local purchasing	Short	Colin Young	Completed	30/03/20	Council endorsed policies at the Special Council meeting held on 30/03/2020.
105		Financial	(4) Provide 7 day payment terms for small and medium sized business	Short	Colin Young	In Progress		All efforts are being made for payments to be made within 7 days
106		Financial	(5) Rationalise current (2019/20 budgeted) projects with focus on local content	Short	Colin Young	Completed	24/04/20	Review completed
107		Financial	(6) Establish COVID-19 immediate response funds	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
108		Financial	(7) Review current reserves to position for medium & long term response to COVID-19 pandemic	Short	Colin Young	Completed	30/03/20	Established and adopted by Council on the 30/3/2020
109		Financial	(8) Develop financial hardship policy	Short	Colin Young	Completed	15/04/20	Council endorsed policy at the Ordinary Council meeting held on 15/04/2020.
110		Financial	(9) Review Council provided leases (discounting/waiving?)	Short	Cheryl Greenough	In Progress		
111		Financial	(10) Council will review complete list of projects to shortlist for immediate delivery or budget consideration (May 2020)	Short	Clinton Kleynhans	No Action		
112		Financial	(11) Council to make decision on short term community support / stimulus package (currently \$1,000,000)	Short	Colin Young	In Progress		
113		Financial	(12) Council will make determination on details (including estimated quantum) of medium – long term economic stimulus package (including but not limited to project stimulus focused, rate deferral or waivers, other initiatives).	Short	Colin Young	In Progress		Expect final adoption to occur July

Item#	Cost	Category	Action	Timeframe	Officer	Progress	Completed	Comment
114		Financial	(1)Develop 2020/21 annual budget with the following parameters: (a)Refer section 3 (d – economic) (iii) and section 3 (c – community) (iii) for rate parameters (b)Focus on labour intensive programs (c)Focus Council projects with significant local content (d)Maintain and potentially increase Council works & services staffing levels to deliver high labour content projects (e)Ensure whole of life cost of projects is considered when making decisions around projects (f)Aiming to maintain Council within acceptable key financial indicator parameters (g)No increase in individual wages or salaries in 2020/21.	Medium	Colin Young	In Progress		Expect final adoption to occur July
115		Financial	(2) Review long term financial plan - establish 3 to 5 year financial recovery plan	Medium	Colin Young	No Action		Will review after reporting period, September/October
116		Financial	(3) Focus on regulatory compliance and internal audit processes	Medium	Cheryl Greenough	In Progress		
117		Financial	(4) Continue quarterly Audit Committee meetings	Medium	Colin Young	In Progress		Next meeting expected August.
118		Financial	(5) Council ensures its future borrowing (debt) decisions are in the context of its financial health indicators, including our debt service ratio.	Medium	Colin Young	Completed	27/05/20	Presented to Council at Statagic meeting held on 27/5/2020
119		Financial	(1) Implement 3 to 5 year financial recovery plan.	Long	Colin Young	No Action		

12.3.2 Proposed Amendment – LED Advertising Sign at 3484 Great Eastern Highway, Copley

Address:	Lot 801 (3484) Great Eastern Highway, Copley
Owner:	Drostdy P/L t/as Drostdy Trust
Applicant:	Pinnacle Planning
File Reference:	P19101 / A16416
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

Council at its Ordinary Meeting held on 19 February 2020 resolved (Minute No. C.3879) to conditionally approve the development application to relocate the existing LED advertising sign 90 metres east of its existing position due to road widening works by Main Roads WA.

Condition 1 time limits the approval to three (3) years from the date of determination (i.e. 19 February 2023) unless an extension is granted by Council.

An application to amend Council's development approval has been received on behalf of the landowner to delete condition 1. This application is the subject of this report.

ATTACHMENTS

- Attachment 1: Application
- Attachment 2: DA Approval

A. BACKGROUND / DETAILS

Council at its Ordinary Meeting held on 20 September 2017 resolved (Minute No. C.3138) to conditionally approve the LED advertising sign for a period of 3 years, which lapses on 20 September 2020.

The sign was constructed soon after and has been in operation since. It is currently located approximately 30 metres east of the entrance to the property and comprises of a single sided static sign panel 2.5 metres in height and 8.8 metres in length attached to a brick support structure, with stone cladding.

During the assessment of the original application and consultation with Main Roads WA, future road works were identified in the area, and accordingly, a time limited approval was recommended.

As a result of notification from Main Roads WA, the landowner elected to relocate the sign and submitted an application for development approval for the new location, which was 90 metres east of its existing position.

Council considered this application at its meeting held on 19th February 2020 and approved the application subject to conditions. The condition time limiting the approval was carried over from the original development approval together with the majority of the other conditions.

Due to the costs associated with the relocation of the significant structure, the landowner has lodged an application to amend the development approval by deleting condition 1.

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: Maintain an efficient and safe regional road network.

B.2 Financial / Resource Implications

There are no financial / resource implications associated with this proposal. The relevant application fee has been paid.

B.3 Legislative Compliance

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 77 of the Regulations provides the ability to amend or cancel a development approval, which includes amending or deleting any condition to which the approval is subject. The application has been made in accordance with this provision. Council may approve the application with or without conditions or refuse the application under the provisions of this clause.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

Main Roads WA were again consulted in regards to this proposal and specifically the amendment, and they have no objections to the deletion of the condition or removal of the time limiting aspect of the approval.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Applicant appeals determination to SAT.	Possible (3) x Insignificant (1) = Low (3)	Nil.
Health & Safety	Non-compliance with conditions relating to luminance, messages and display.	Possible (3) x Insignificant (1) = Low (3)	Regular monitoring.
Reputation	N/a	N/a	N/a
Service Interruption	N/a	N/a	N/a
Compliance	Non-compliance with conditions relating to luminance, messages and display.	Possible (3) x Insignificant (1) = Low (3)	Regular monitoring.
Property	N/a	N/a	N/a
Environment	N/a	N/a	N/a

C. OFFICER'S COMMENT

The Applicant has outlined the reasons for applying to delete condition 1, and therefore removing the time limiting aspect of the approval, which includes:

- Exemplary management of the sign's content in accordance with the development approval;
- No adverse road safety aspects demonstrated in the Road Safety Report prepared by Cardno;
- Costs associated with the relocation of the site as a result of the road widening works being carried out by Main Roads WA; and
- Continued ability to guarantee inclusion of community content.

From a planning perspective, there are no reasons why the approval needs to continue to be time limited. The sign has been operating without complaint and in accordance with the conditions of development approval. The proposed road widening works by Main Roads WA are now underway and there are no future proposals affecting this site. Accordingly, the Applicant's request to amend the development approval is supported.

RECOMMENDATION

Minute No: C.3983

Moved: Cr Mencshelyi

Seconded: Cr Girak

That Council resolves, in accordance with the provisions of clause 77 of Schedule 1 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, to:

- 1. Delete condition 1 of development approval (ref: P19101) dated 24 February 2020.**
- 2. Advise the Applicant that all other conditions of the development approval remain unchanged.**

CARRIED 8/1

Clarification was sought regarding the removal of the trees. The Executive Manager for Development Services advised that the tree removal was the responsibility of Main Roads.

Attachment 1 – Application

4 June 2020

Chief Executive Officer
Shire of Northam
Administration Centre
PO Box 613
NORTHAM WA 6401



Attention: Planning Services

Dear Sir/Madam

Development Application – Proposed Static Signage Lot 801 (No. 3484) Great Eastern Highway, Copley
Regulation 77 Amendment – Removal of Condition of Planning Approval (Condition 1)

Pinnacle Planning acts on behalf of the owners of the above site.

We are instructed by our Client to prepare and file an Application under regulation 77 of the Deemed (Local Planning Schemes) Provisions of an Advertising Sign on Lot 801 (No. 3484) Great Eastern Highway, Copley (subject site).

To enable the Application to progress, please find attached the following:

- A completed and signed Shire of Northam Application for Development Approval Form;
- A completed and signed Shire of Northam Development Application Checklist;
- A copy of the Certificate of Title; and
- A copy of the approval to which this amendment application relates to.

Background Information

On 19 February 2020, the Shire, at its Ordinary Council Meeting approved the relocation of an electronic sign, that was required to be moved for the purpose of a Main Roads widening and realignment project for Great Eastern Highway.

In addition, the original approval of the proposal was initially limited to a three (3) year time limit, on the basis that the applicant was required to demonstrate appropriate management of the illuminated sign.

There was no intention to, after the initial approval period to further limit the approval period of the sign. This is particularly relevant, as the further approval of the sign has now had to incorporate further financial expense, due to the moving of the sign.

Accordingly, we are looking to have Condition 1 on the approval issued on 19 February 2020 removed.

1

Planning Framework Considerations

Pursuant to the provisions of the Planning and Development (Local Planning Scheme) Regulations 2015 (Regulations), an Applicant may elect to modify an approval obtained, in a number of ways. Specifically, Clause 77 of the Regulations states:

"77. Amending or cancelling development approval
(1) An owner of land in respect of which development approval has been granted by the local government may make an application to the local government requesting the local government to do any or all of the following —
(a) to amend the approval so as to extend the period within which any development approved must be substantially commenced;
(b) to amend or delete any condition to which the approval is subject;
(c) to amend an aspect of the development approved which, if amended, would not substantially change the development approved;
(d) to cancel the approval."

Clause 77 (1)(b) is relevant to this application, as it affords the applicant the ability, and Local Authority the power to amend or delete any condition to which the approval relates.

In this instance, Condition 1 of the approval is sought to be deleted.

Rationale and Basis for Application

The applicant has demonstrated exemplary management of the sign since it was initially installed and has worked with the local authority to ensure the sign is appropriately managed. In this regard, we are not aware of any complaints that the Shire has received, that has led to this being passed on to our Client for resolution, or anything more serious such as a notice.

Therefore, there are no management or operational issues that would be relevant to suggest the time limit should be retained.

In addition to the management matters, the re-application of the signage earlier this year, that was ultimately approved, was the subject of further road safety assessment reporting, and a referral to Main Roads.

The road safety report provided by Cardno confirmed that the site was completely compliant from a road safety perspective, and completely in accordance with the Main Roads Guidelines.

This component is relevant, as the road safety reporting requires the assessment of crash data, over a three year period. The reporting did not find additional crashes since the sign was initially installed, and accordingly, Main Roads recommended approval for the application.

Accordingly, there are no road safety reasons preventing Condition 1 being removed.

A further matter relevant for consideration is the costs associated with the moving of the sign. Our Client is not moving the existing sign for the purpose of commercial reasons, it is to enable Main Roads to realign Great Eastern Highway.

If the road re-alignment was not occurring, other than there being no basis to continue to time limit the signage, there would be no physical construction costs required in order to keep the sign in place and continue to operate.

However, in this instance, our client is moving their asset, to work with Main Roads in their road works being undertaken. It therefore is not desirable to have to have financial uncertainty regarding the time limitation of the asset, and have to pay to have it relocated at the same time.

Finally, we note that the Local Community has had a great deal of usage of the signage project. There have been a range of community and council signage adverts displayed on the board, and it is clear that both the Shire, and community see the sign as a benefit.

In considering the above and attached, we request that the Shire of Northam issue the amended approval under delegated authority on an expedited basis. Should you wish to discuss the above in further detail, please do not hesitate to contact the undersigned.

Yours faithfully,

PINNACLE PLANNING



BEN CARTER

Encl.

Attachment 2 – DA Approval



Mr Ben Carter
Pinnacle Planning
158 RAILWAY PARADE

WEST LEEDERVILLE WA 6007

Our Ref : A16416/P19101/OPA8044
Enquiries : Jacky Jurmann

Dear Ben

**RE: RELOCATION OF EXISTING ON-SITE SIGNAGE
3484 GREAT EASTERN HIGHWAY COPLEY WA 6562**

Thank you for your application lodged on behalf of the landowner, Drostdy Pty Ltd ATF Drostdy Trust, regarding the above proposal.

I wish to advise that Council at its Ordinary Meeting held on Wednesday 19 February 2020 resolved to approve your application for the relocation of the existing third-party LED advertising sign at the above property. This approval is subject to the conditions contained on the attached Notice of Determination and approved plans (attached).

Pursuant to Clause 76(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, an affected person (the applicant or the owner of the land) may apply to the State Administrative Tribunal for a review of a reviewable determination in accordance with the *Planning and Development Act 2005* Part 14.

You are also reminded that **this approval does not constitute a Building Permit**. In order to begin construction and on-site works, you are required to lodge and have issued a Building Permit, addressing any conditions of this Development Approval relevant to the permit.

Should you have any further queries regarding this matter please contact the undersigned on 9622 6134 or via email mgrplanning@northam.wa.gov.au.

Yours sincerely



JACKY JURMANN
MANAGER PLANNING SERVICES

24 February 2020

Encl: *Notice of Determination*

ABN 42 826 617 380
395 Fitzgerald Street - PO Box 613, Northam WA 6401
T (08) 9622 6100 F (08) 9622 1910
E records@northam.wa.gov.au W www.northam.wa.gov.au

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A16416 Application No.: P19101
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Planning and Development Act 2005

SHIRE OF NORTHAM

**NOTICE OF DETERMINATION ON APPLICATION FOR
DEVELOPMENT APPROVAL**

Address: 3484 Great Eastern Highway, Copley			
Lot/Loc.:	801	Plan/Diagram:	410804
Vol. No.:	2923	Folio No.:	718
Application date:	17/12/2019	Received on:	18/12/2019

Description of proposed development:

Third-Party LED Advertising Sign (Relocation of Existing Sign)

The application for development approval is:

- Approved subject to the following conditions
 Refused for the following reason(s):

Conditions/reasons for refusal:

1. The development approval is valid for three (3) years from the date of determination unless an extension is granted by Council.
2. The development hereby permitted taking place in accordance with the approved plans.
3. The sign hereby permitted shall not contain any flashing or moving lights at any time.
4. The maximum luminance level of the electronic graphic display screen is not to exceed 300 candelas per metre square (cd/m²).
5. The electronic graphic display screen sign is to:
 - a. Be screened or shielded from view to ensure that any illumination or light spill does not cause a nuisance to surrounding sensitive land uses and receiving environments; and
 - b. Be switched off between 10.00 pm and 5.00 am the following day.
6. The electronic graphic display screen sign is to only display consecutive static messages in either text or pictographic formal only (no video or animation).
7. The electronic graphic display screen sign is to display only single, self-contained messages, which are to have a 'dwell' duration of not less than 60 seconds. Messages must change instantaneously with no blank screen between messages. Sequencing of messages is prohibited.
8. The duration of transition between the full display of one message and the full display of the next message is not to exceed 0.1 seconds. Transitional effect such as 'fade', 'zoom', 'fly-in/out' and scrolling effects shall not be permitted.

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A16416 Application No.: P19101
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9. The electronic graphic display screen sign is not to display advertising in a format normally used for traffic control or warning, incident or traffic management, or road safety or driver information messages. The content of advertisements shall exclude symbols, graphics or text that could be mistaken for an instruction to drivers or any colours, shapes or lighting that could be mistaken for a traffic sign or traffic control signal, or a format normally used for traffic control or warning, incident or traffic management, or road safety or driver information messages (e.g. use of matrix characteristics, font series and colours, and font and word spacing as commonly applied by road authorities on fixed and trailer-mounted variable message signs).
10. The letter size and legibility of text displayed by the electronic graphic display screen sign is to conform to the guidelines set out in Austroads' Guide to Traffic Management Part 10: Traffic Control and Communication Devices.
11. The illumination of any reflective sign materials is to conform to the guidelines set out in Austroads' Guide to Traffic Management Part 10: Traffic Control and Communication Devices.
12. The electronic graphic display screen sign is not permitted to contain motion, changes in luminance or any effects that create the illusion of movement.
13. The content of the electronic graphic display screen sign is not to include any of the following:
 - a. Colours and shapes arranged that may be mistaken for a traffic signals, traffic signs or instruction signs;
 - b. Symbols, graphics or text that entices drivers to immediately turn or change lanes, or which could be mistaken for an instruction to drivers; and
 - c. Complicated / long website, social media or email addresses, and text messaging instructions.
14. Prior to commencement of any onsite works, a Sign Management Plan is to be prepared and submitted by the applicant to the satisfaction of the local government, detailing the following:
 - a. Arrangements for the control of advertising content to be displayed; and
 - b. Management and maintenance of the sign.
15. The content of the advertisements to be displayed being suitable to a broad audience and displaying images that present a positive Shire image, with a minimum of 20% of the content displaying images and text relating to local tourism, local business and local community events in the Shire of Northam as approved by the local government.
16. Prior to operation, the application / owner of the electronic graphic display screen sign is to provide the local government with indemnity from prosecution and exemption from any legal liability resulting from claims due to driver distraction that may be caused by the sign, with the applicant / owner accepting all responsibility for such claims.
17. Removal of graffiti and rectification of any damage or degradation to the electronic graphic display screen sign, on any part of the structure, is to be

Shire of Northam Local Planning Scheme No.6 <i>Cl. 86(4) of the deemed provisions for local planning schemes</i>	Office Use Only File No.: A16416 Application No.: P19101
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undertaken immediately by the owner, or at such later time as may be agreed in writing by the local government.

18. Prior to operation, an asset protection zone shall be established surrounding the sign and maintained for the duration of the approval to the satisfaction of the local government.
19. At the expiration of the approval or discontinuance of the use of the sign, whichever occurs first, the sign and structure shall be removed and the affect land remediated to a condition suitable for agricultural uses.
20. In the event the site where the sign has been erected is required for future roadworks, the applicant shall upon receipt from Main Roads, remove the sign at their own expense.
21. Vegetation within the state road reserve shall not be removed or trimmed to improve the visibility of the proposed advertising sign.

Date of Determination: 19 February 2020

Advice Notes:

Note 1: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.

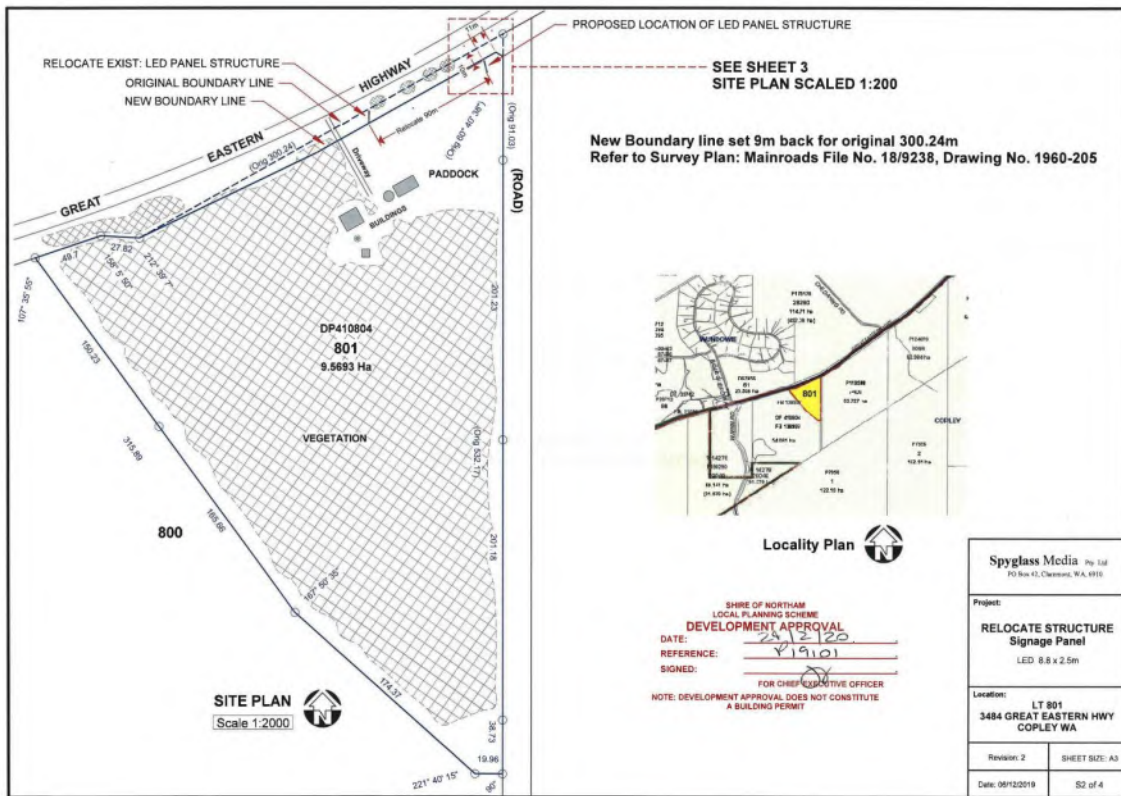
Note 2: Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

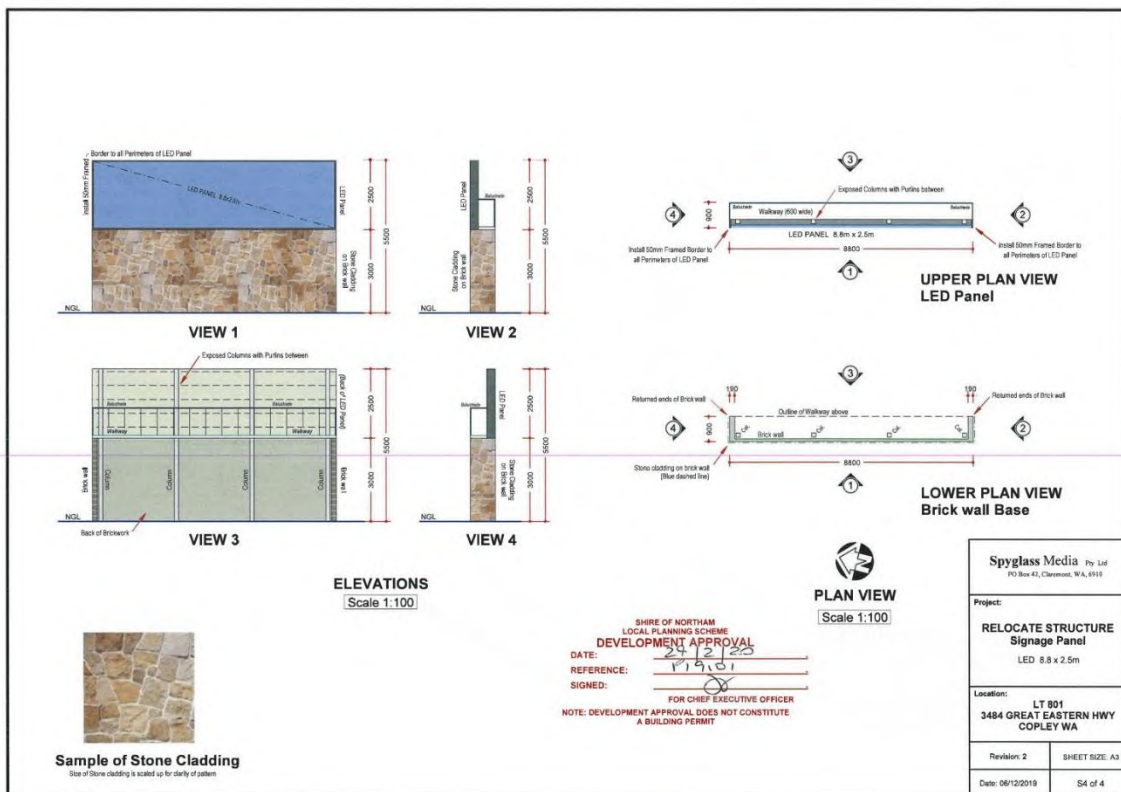
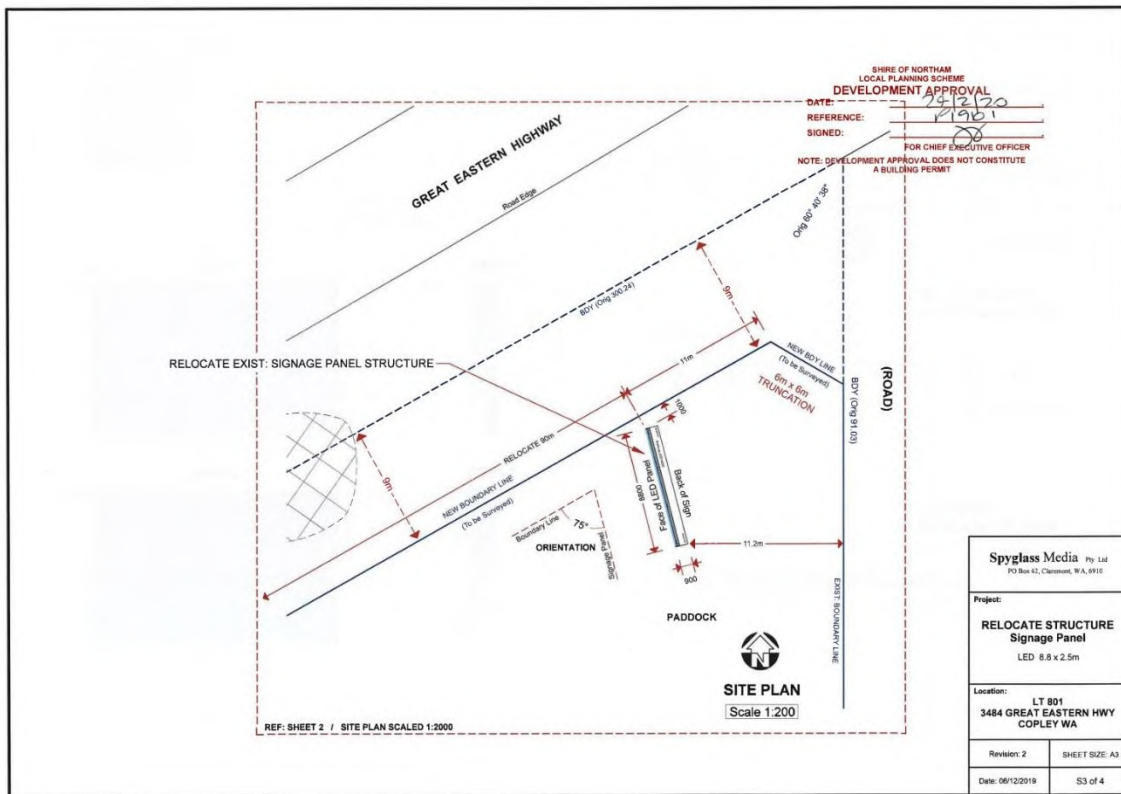
Note 3: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Note 4: A development approval is not an approval to commence any works associated with the development. A Building Permit must be obtained prior to commencement of any site and building works. Please liaise with the Shire's Building Section to ascertain the requirements to allow for a building permit to be issued.

Signed: _____
for and on behalf of the Shire of Northam

Dated: 29/2/2020





Cr S B Pollard declared an impartiality interest in 12.3.3 – Proposed Workshop – 26 York Road, Northam as the applicant is a long time resident and is known to Cr Pollard.

12.3.3 Proposed Workshop – 26 York Road, Northam

Address:	Lot 800 (26) York Road, Northam
Owner:	Joseph Kaczmarek
Applicant:	Akron Pty Ltd
File Reference:	A13293 / P20016
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple
Press release to be issued:	No

BRIEF

An application for development approval has been received to construct a workshop on a vacant lot situated at 26 York Road, Northam. The workshop is for use by the owner (no employees) to repair and store his private vehicles, which he describes as a 'man cave'.

An objection has been received from a neighbouring landowner and in accordance with Council's Delegations, the application is being referred to Council for determination.

ATTACHMENTS

- Attachment 1: Original Plans
- Attachment 2: Amended Plans
- Attachment 3: Statutory Assessment
- Attachment 4: Schedule of Submissions
- Attachment 5: Submissions
- Attachment 6: Locality Plan

A. BACKGROUND / DETAILS

The site is located on the York Road on the entry to town from York and is currently vacant with the exception of a small shed and sea container located on the rear of the property. An area in the location of the proposed development has been previously levelled.

In 2018 the site was amalgamated from 2 lots to current lot 800 and an older single storey dwelling was demolished.

The application proposes to construct a steel-framed workshop building clad in cream trim-dek wall and roof sheeting. The workshop will have an area of 432m² and will contain a mezzanine, lunch room and universally accessible toilet. A disabled car space will be situated at the front of the building with 5 other spaces sited along the western boundary.

Application Timeline

- 25/02/20 – Application submitted for workshop proposed nil setback and tilt-up panel workshop building. (Attachment 1)
- 16/03/20 – Site visit conducted.
- 16/03/20 – Neighbour notification period (14 days).
- 31/03/20 – Two submissions received raising concerns regarding the proposal.
- 08/04/20 – Additional information requested from Applicant.
- 12/06/20 – Amended plans received from Applicant. (Attachment 2)
- 12/06/20 – Amended plans referred to submitters for 14 days.
- 23/06/20 – Further submission received.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth

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

Objective: Pursue a range of developments in sectors including retirement living, renewable energy, agribusiness, innovation, logistics and aviation.

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

Shire of Northam Local Planning Scheme No. 6

Refer to Attachment 3 for an assessment of the relevant provisions of LPS6.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

The original and amended application was referred to adjoining landowners for comment. Two submissions were received in response.

Main Roads WA were also requested to provide comments on the proposal. Initial concerns were raised regarding potential traffic generation from the development if it was approved as a full commercial operation.

Refer to the Schedule of Submissions for assessment of the issues raised in the submissions.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/a	N/a	N/a
Health & Safety	N/a	N/a	N/a
Reputation	N/a	N/a	N/a
Service Interruption	N/a	N/a	N/a
Compliance	Conditions of approval not complied with.	Minor (2) x Unlikely (2) = Low (4)	Compliance action to be instigated to remedy situation.
Property	N/a	N/a	N/a
Environment	Minor pollution incident due to spill of oils or failure of septic.	Minor (2) x Unlikely (2) = Low (4)	Compliance action to be instigated to remedy situation.

C. OFFICER'S COMMENT

The application has been submitted as a workshop for the landowner to store and repair his private vehicles with no employees. The most appropriate land use definition is 'motor vehicle repair', which is a permitted use in the zone.

Industry – Light could also be an applicable land use definition and is also permitted in the zone. This definition would permit panel beating and spray painting, however details of these activities have not been provided and the approval of the proposal using this land use definition could result in adverse impacts on neighbouring properties and/or the environment if appropriate mitigation measures are not included in the development, and is therefore not considered appropriate.

Similarly, an unconditional approval to operate a motor vehicle repair workshop on the site may enable a full commercial operation to occupy the site in the future without further assessment of potential noise emissions, traffic generation or other environmental impacts.

The submissions received and the comments from Main Roads WA have been considered in the assessment of this application, and as a result amendments

have been made to the proposal that have resulted in a better design outcome.

Conditions have been recommended (as identified in the Statutory Assessment) to improve the development and to mitigate potential impacts on neighbouring properties.

The development is being recommended for condition approval as outlined in the Officer's Recommendation.

RECOMMENDATION

Minute No: C.3984

Moved: Cr Ryan

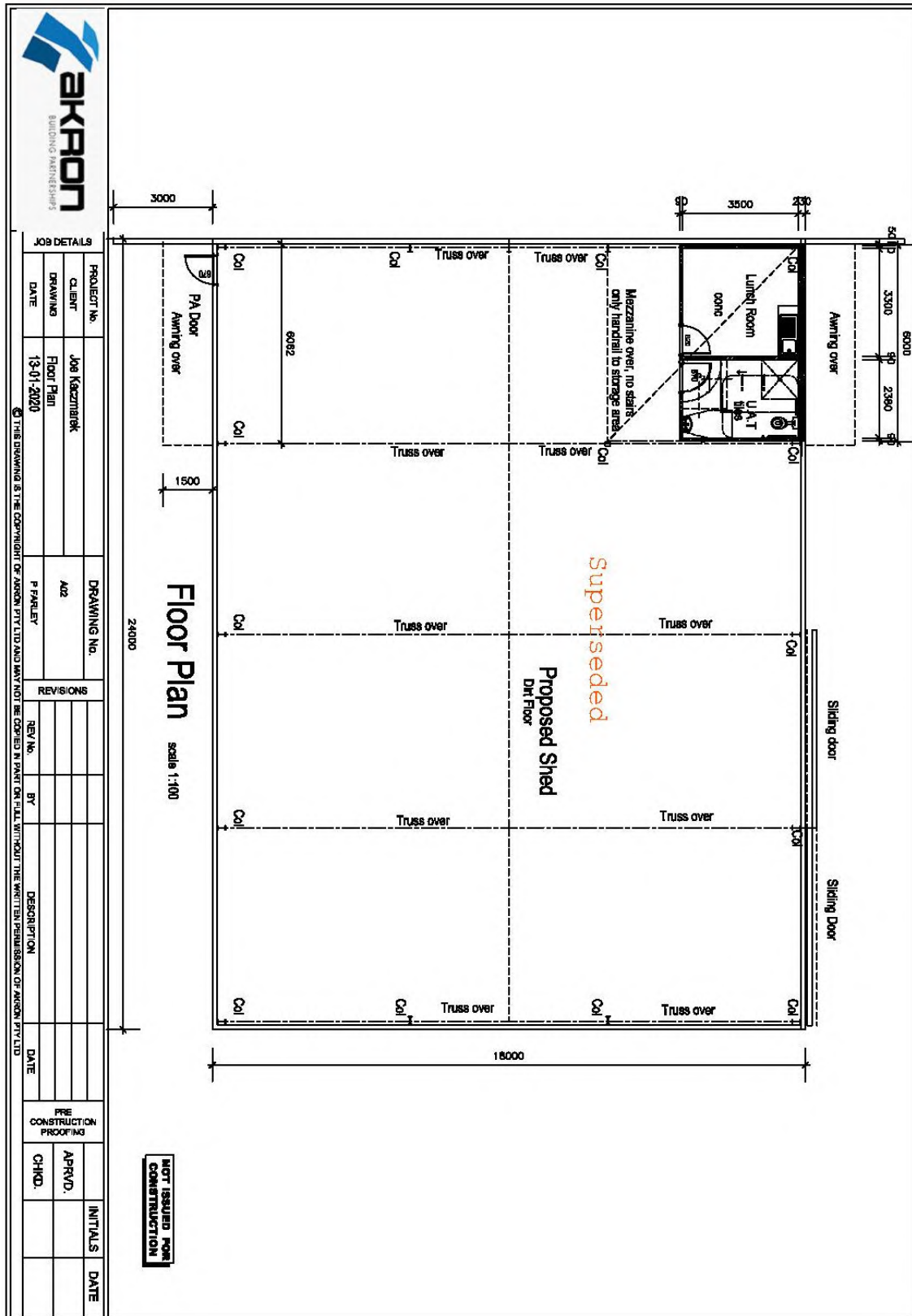
Seconded: Cr Girak

That Council resolves to APPROVE the application for development approval (ref: P20016) and accompanying plans to construct a workshop for motor vehicle repairs at Lot 800 (26) York Road, Northam, in accordance with clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:

- 1. All development must be carried out in accordance with the approved plans [and drawings] listed below:
 - Site Plan (Drawing No. A01) dated 05/06/20;
 - Floor Plan (Drawing No. A02) dated 14/05/20;
 - Elevations (Drawing No. A03) dated 14/05/20;
 - Elevation Section (Drawing No. A04) dated 14/05/20;In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.**
- 2. At all times during construction of the development all works and construction activities must be undertaken so as to avoid noise, vibration and dust nuisance to occupiers of land in the vicinity to the satisfaction of the local government.**
- 3. Prior to commencement of any works, a detailed landscaping and irrigation plan prepared by a suitably qualified person shall be submitted to the local government for approval. The plan shall include details of front and boundary fencing.**
- 4. Prior to occupation, the development permitted shall be connected to an approved effluent disposal system compliant with the provisions of the WA Government Sewerage Policy.**
- 5. Prior to occupation, the approved stormwater management measures shall be implemented to the satisfaction of the local government.**

6. Prior to occupation, vehicle crossover(s) shall be constructed to the satisfaction of the local government in consultation with Main Roads WA.
7. Prior to occupation, the car parking and loading area(s), and vehicle access and circulation areas shown on the approved site plan, including the provision of universally accessible (disabled) car parking is to be constructed, drained, and line marked to the satisfaction of the local government.
8. Prior to occupation, landscaping shall be completed in accordance with the approved plans to the satisfaction of the local government. All landscaped areas and irrigation shall be maintained on an ongoing basis to the satisfaction of the local government.
9. Prior to occupation, all piped, ducted and wired services, air conditioners, hot water systems, water storage tanks, service meters and bin storage areas shall be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street.
10. The workshop may only be operated by the landowner and no employees are permitted without prior approval from the local government.
11. No outdoor works or storage associated with the approval use is permitted without the prior approval of the local government.
12. No advertising signage is permitted to be displayed without the prior approval of the local government.

CARRIED 9/0



JOB DETAILS		DRAWING No.		REVISIONS		PRE CONSTRUCTION PROOFING	
PROJECT No.	Joe Kaczmarek	A02				APRVD.	INITIALS
CLIENT						CHKD.	DATE
DRAWING	Floor Plan						
DATE	13-07-2020						
DRAWING No.		REV No.	BY	DESCRIPTION	DATE		
P FARLEY							

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AKRON
BUILDING PARTNERSHIP

JOB DETAILS		DRAWING No.		REVISIONS		PRE CONSTRUCTION PROOFING		INITIALS	DATE
PROJECT No.	Joe Kaszmarek	AKS		REV No.	BY	DESCRIPTION	DATE		
CLIENT									
DRAWING	Elevations								
DATE	13-07-2020								

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Superseded

Elevations

scale 1:100

Concrete parapet wall on boundary (unpainted)

PA door

Zincalume trimdek to roof @ 5 degree roof pitch
50 mm amficon insulation under

Colorbond sliding doors
5200 clearance
(Classic Cream)

Colorbond trimdek wall sheeting
(Classic Cream)

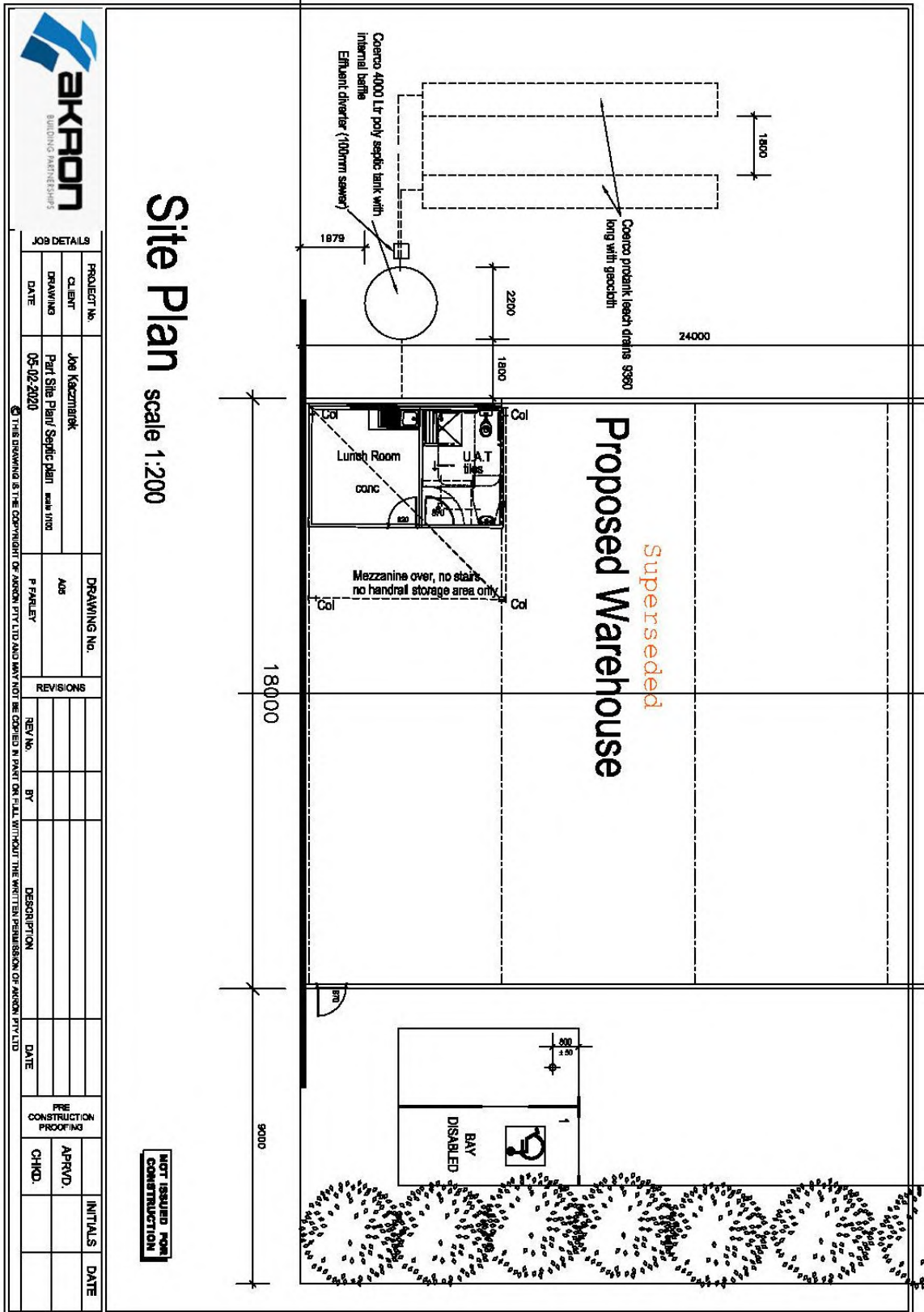
Zincalume trimdek to roof @ 5 degree roof pitch
50 mm amficon insulation under

Colorbond trimdek wall sheeting
(Classic Cream)

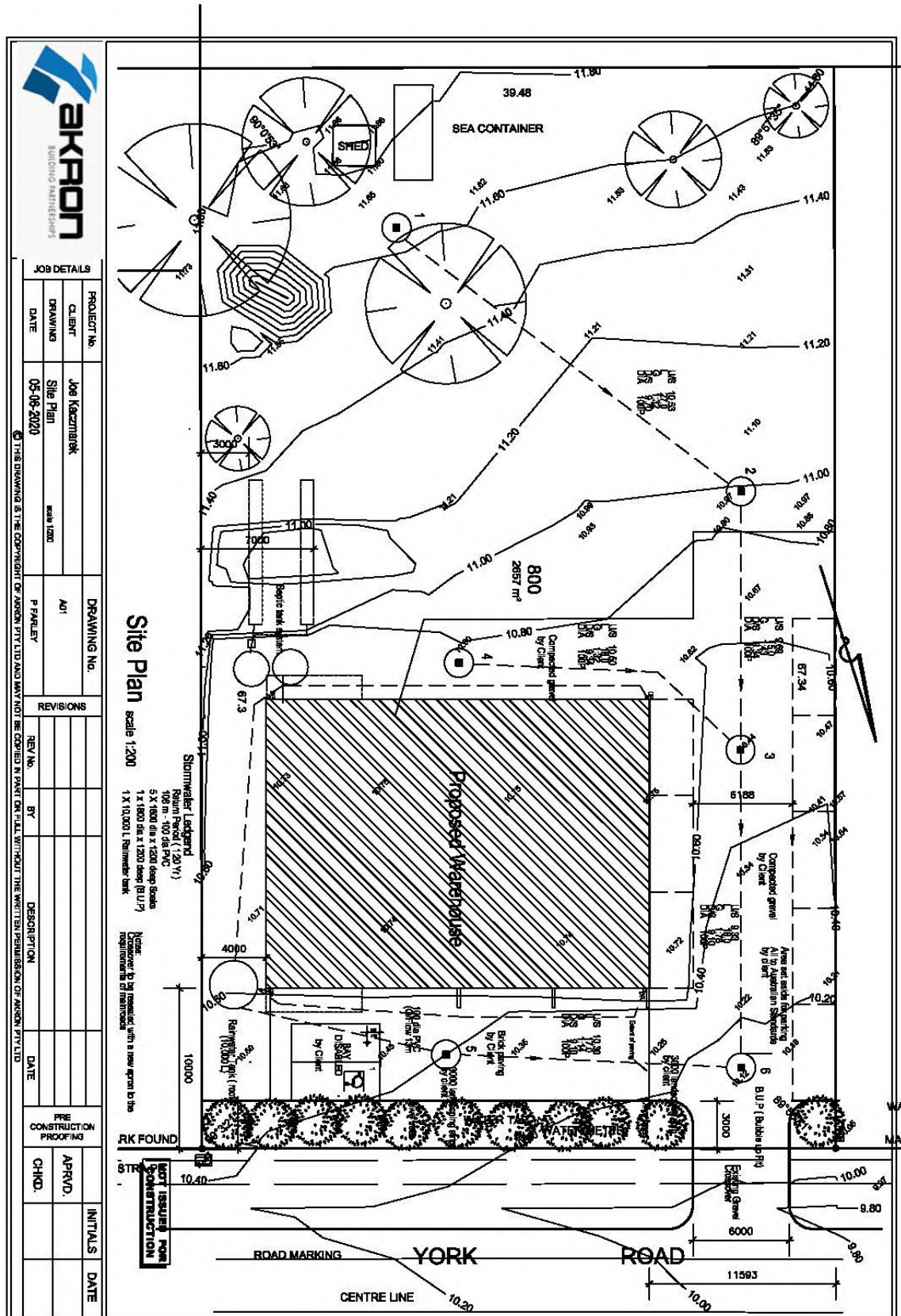
Select brickwork

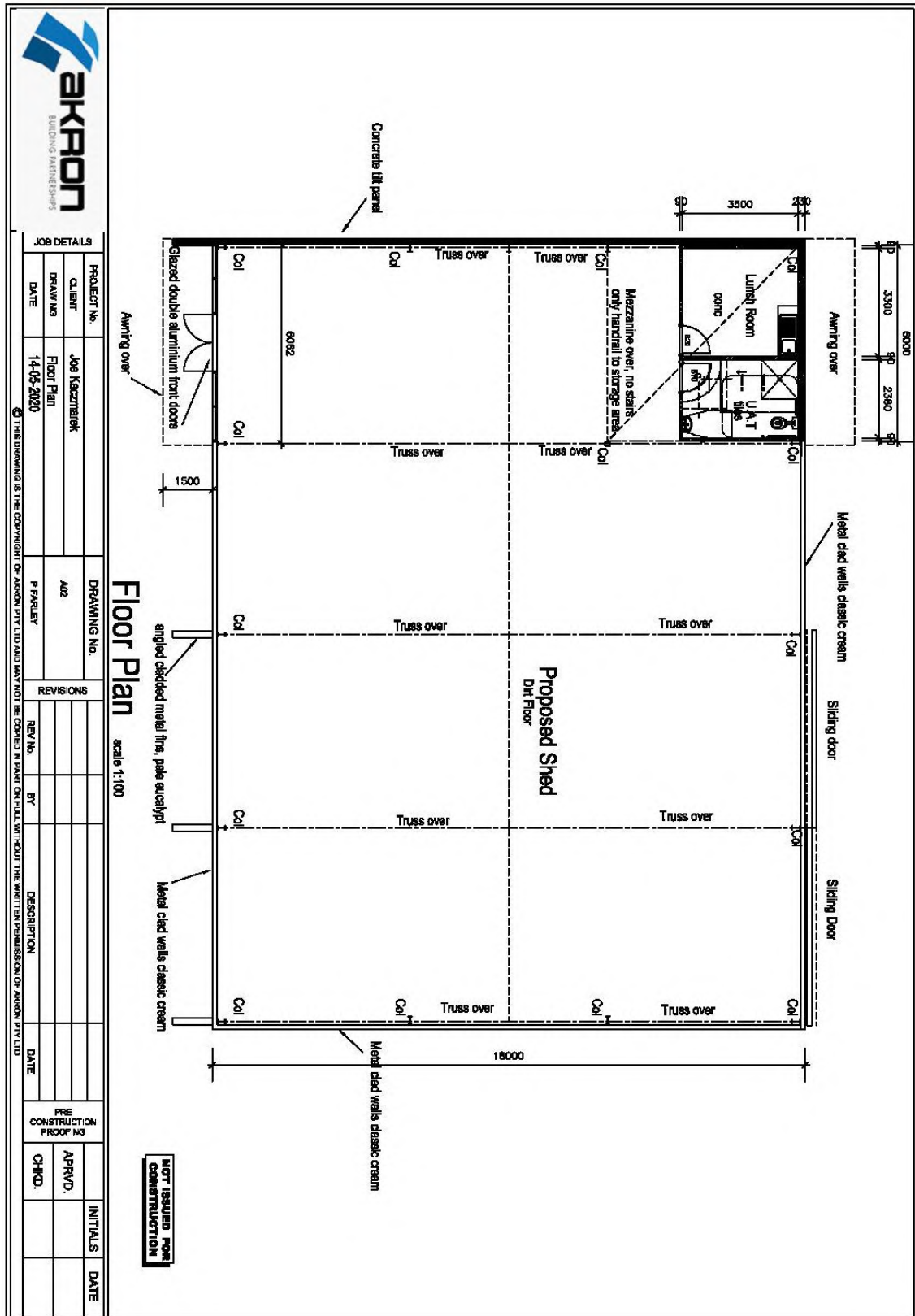
Concrete parapet wall on boundary
(unpainted)

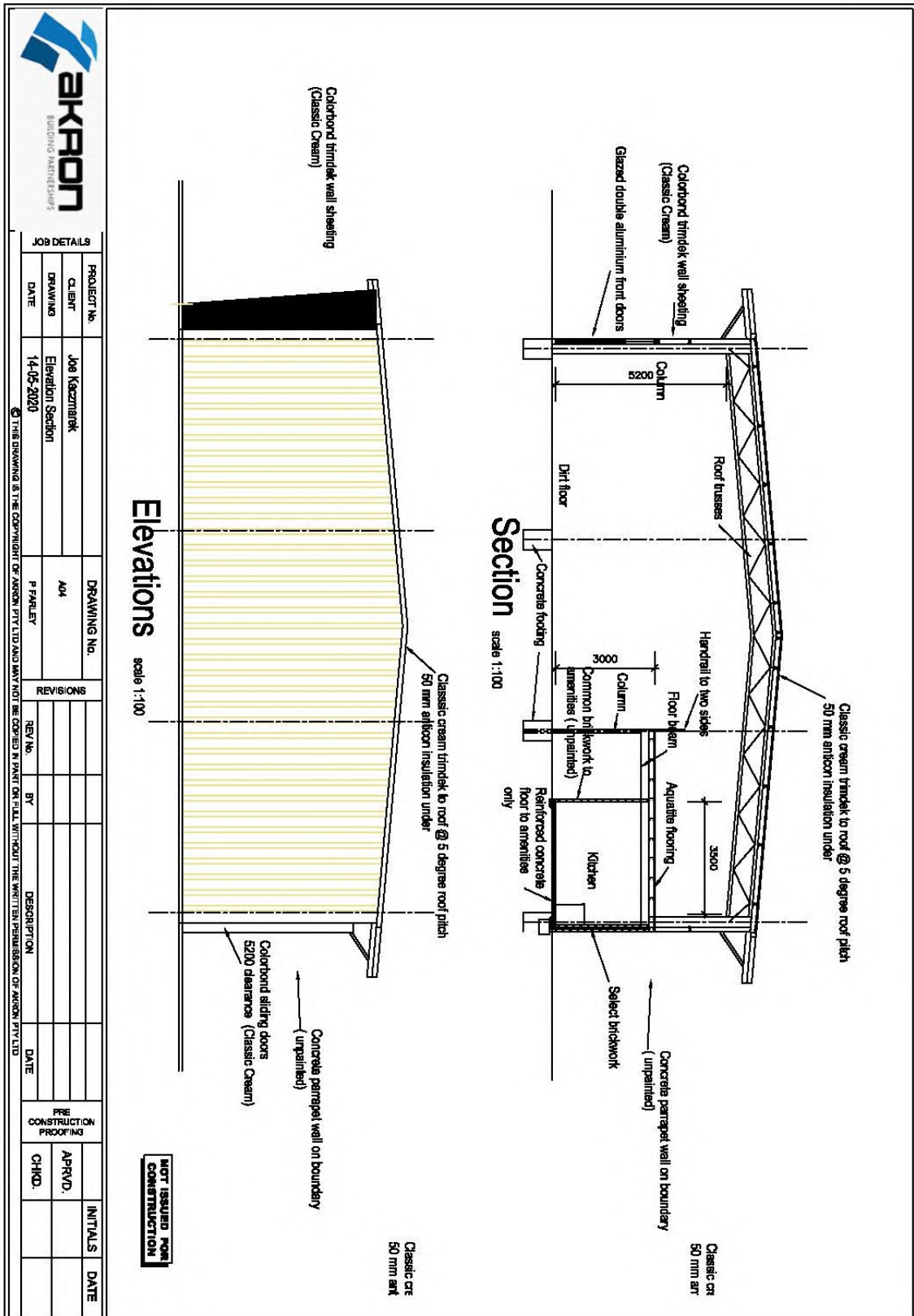
NOT ISSUED FOR CONSTRUCTION



Attachment 2 – Amended Plans







Attachment 3 – Statutory Assessment

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

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
4.5	Setbacks: 7.5m front and rear; 4m sides	10m front; >10m rear; 4m side; 11.593m side.	Complies.
	Landscaping: 10%	Landscaping indicated on site plan across front of site.	Does not comply. <10% indicated. Landscaping plan to be submitted. Condition required.
4.8	Outdoor storage areas	No outdoor storage areas indicated on site plan.	Condition required not permitting outdoor storage or works.
4.9	Building façade – brick, plate glass or other material.	Front façade includes glazed double aluminium front doors; classic cream colourbond trimdek wall sheeting; classic cream roof cladding.	Front façade treatment considered acceptable for proposal and location.
4.12	Landscaping may be required.	Site plan includes landscaping on frontage. Applicant advises a landscaping plan will be submitted as a condition of approval.	Condition required. Landscaping on site plan <10%.
4.13	Car parking as per Table 3, including disabled spaces: Light and service industry – 1/50m ² GFA.	9 car parking spaces indicated on site plan, including a disabled space.	Complies.
4.16	Access for loading and unloading of vehicles	Workshop to be accessed from rear.	Adequate area exists at rear of lot for loading and unloading vehicles.
4.19	Use of setback areas – landscaping, driveways and parking.	Disabled parking space, landscaping and general car parking.	Uses are acceptable. Complies.

Clause	Provision	Proposal	Assessment
4.23	Sea containers – approval required.	Existing sea container located at the rear of the property.	The sea container has been on site since approx. 2016 (Landgate aerial). LPP5 permits up to one sea container on the subject property with approval. Shire records indicate that no approval has been granted. Recommend approval be granted for the sea container to remain on site.
4.24	Advertisements unless exempt as per Schedule 5 require approval.	No details of advertisements have been submitted.	Advice note required to advise Applicant of the requirement for any advertisements that are not exempt.
4.28.2	On-site effluent system can be approved if usage does not exceed 540 litres per 2,000m ² lot size and site conditions are acceptable.	Site plan indicates traditional septic system and leach drains to be installed to service amenities. Soil conditions as per Geotechnical report.	Approval from the Shire's EHO will be required prior to finalising the system and location, and then installation. Condition required.
4.28.3	Minimum standard fence is 1.8m to 2.4m high link mesh fence.	No details of fencing provided.	Condition required.
4.28.4	Development to be sufficiently setback to minimise amenity impacts.	Amended plans now setback building 4m and 10m from side boundaries and 10m from front boundary.	Setbacks comply with Table 2 and are considered acceptable to minimise amenity impacts.
4.31	Amenity of non-residential development – external appearance; dimensions and proportions; materials; effect on nearby properties and occupants; effect on landscape and natural	Amended plans now include architectural features in the front façade including glazed double glass doors, colourbond cladding, angled metal fins and roof overhang. Stormwater details have been submitted.	The amendments to the design have improved the appearance of the development, particularly when viewed from York Road, and the increased setback greatly reduces the effect on the adjoining

Clause	Provision	Proposal	Assessment
	environment; any other matter.		dwelling. The stormwater can be appropriately managed and conditions relating to effluent disposal can be imposed to manage this aspect.
Deemed Provisions – Clause 67 of Regulations			
A	Aims and provisions of LPS6	Workshop for storage and repair of motor vehicles.	Land uses are permitted and development is consistent.
C	Any SPPs – SPP5.4: Road and Rail Noise	Workshop for storage and repair of motor vehicles.	Not applicable to proposed development.
F	Any policy of the State – Government Sewerage Policy	Traditional septic system and leach drains.	Does not comply. Geotechnical report indicates hard clay soils. Secondary treatment system required. Condition required.
G	Any LPP: LPP5 – Sea Containers	One existing sea container on site (no approval on record).	One sea container up to 12ft can be approved. Recommend approval be granted to keep the sea container on site. The proposed workshop will provide screening when viewed from a public place.
I	Report of review of LPS6	Workshop for storage and repair of motor vehicles.	Review report does not affect the proposed development.
M	Compatibility of development, including likely effect from height, bulk, scale, orientation and appearance.	Workshop for storage and repair of motor vehicles.	Amended plans were submitted to improve front façade and to provide greater setbacks to the adjoining property. The development is now considered

Clause	Provision	Proposal	Assessment
			compatible with the locality.
N	Amenity of the locality, including environmental impacts, character of locality and social impacts.	Workshop for storage and repair of motor vehicles.	No impacts on the amenity have been identified following the receipt and assessment of the amended plans.
O	Likely effect on natural environment and water resources.	Stormwater management plan submitted with geotechnical report. Septic system and leach drains indicated on site plan.	Geotechnical report confirms stormwater can be managed as proposed (in principle approved granted). Refer to comments re: clause F regarding on-site effluent disposal.
P	Adequate provision of landscaping	Minimal landscaping indicated along frontage. Applicant indicates landscaping plan will be submitted.	10% landscaping required. Condition required to submit landscaping plan.
Q	Suitability of land taking into account risks such as bushfire, flooding, etc.	Workshop for storage and repair of motor vehicles.	No risks identified.
R	Suitability of land taking into account risk to human health and safety.	Workshop for storage and repair of motor vehicles.	No risks identified subject to suitable management of stormwater and disposal of effluent.
S	Adequacy of access and egress; and arrangements for loading, unloading, manoeuvring and parking of vehicles.	Workshop for storage and repair of motor vehicles; parking provided on site; and access to workshop at rear of building.	Site plan indicates use of existing access from York Road and gravel crossover. The crossover should be upgraded to be suitable for the proposed use. Condition required, including liaison with Main Roads.
T	Traffic likely to be generated and impacts.	Workshop for storage and repair of motor vehicles.	Application is for a 'man cave' and has been assessed as a motor vehicle repairs to

Clause	Provision	Proposal	Assessment
			be operated by the owner with no employees. A condition is required to ensure that should this situation change, then further approval is required to assess and manage potential impacts from an increase in intensity of the activity resulting in an increase in traffic.
U	Availability of public utility services; storage, management and collection of waste; access for people with a disability.	Workshop for storage and repair of motor vehicles. Disabled amenities and parking provided.	On-site effluent disposal proposed (as assessed in this report). No details of waste management. Condition required. Access, amenities and parking indicated on site plan. Construction to comply with the relevant standards. Condition required.
W	History of the site	Workshop for storage and repair of motor vehicles on a vacant lot.	Refer to Background section of this report.
Y	Any submissions received on the application	Workshop for storage and repair of motor vehicles.	Two submissions were received objecting to the original proposal. Amended plans were re-referred and a further submission was received.
ZA	Comments from any other authority consulted.	Workshop for storage and repair of motor vehicles.	Main Roads were consulted initially regarding the proposal and raised concerns regarding access and traffic generation. Conditions required to upgrade access and to limit activity to minimise traffic.

Attachment 4 – Schedule of Submissions

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
1.	<p>Stan Kaczmarek (owner Lot 116 (30) York Road, Northam) <i>(Submission 1 re: original plans.)</i></p>	<ul style="list-style-type: none"> • Developments need to be judged against prescribed land use guidelines and relevant building codes. • Shire has to decide whether development is required within the community and is tasteful, appealing and adds to the amenity of the shire. • Oppose low budget thoughtless and unappealing buildings that degrade aesthetics and street appeal. • Feature survey demonstrates earthworks have already been completed. • Earthworks have been taken to boundary and have not been retained causing inundation from runoff. • Site plan calls development a warehouse, the Shire refers to it as a workshop and light industrial building. Clarity is required. • Site plan misrepresents position of gravel crossover and indicates it to stay gravel, which could cause an issue for road users over time. • Parking area is marked as gravel, which could cause issues over time for road users. 	<ul style="list-style-type: none"> • Development applications are assessed against the provisions of LPS6 and any relevant policies. Compliance with the building codes is a subject for the building permit. • It is acknowledged that earthworks have already been completed, however issues such as erosion and stormwater management can be addressed in conditions on this application. • The land use definition has been determined on the information provided by the Applicant in regards to the proposed use of the building, and will be addressed in the approval and conditions. • The crossover construction will be determined by Main Roads as part of their approval process. • The construction of the parking area and disabled bay will be conditioned to ensure that it is fit for purpose and does not degrade or erode over time.

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
		<ul style="list-style-type: none"> • Disabled bays shown as brick paved, which could also wash out over time. • No stormwater controls are shown. Will the Shire improve stormwater in the area? How will the stormwater affect the road and will the Applicant be asked to contribute to stormwater infrastructure improvements? • Site plan does not show or demonstrate security in the form of fences. Requests non-permeable fencing along boundary of Lot 116 with suitable landscaping prior to commencement of works to provide a visual screen and secure the work site. • Parapet wall is highly invasive and overshadows the residential property. It is longer than 18m and greater than 5.2m in height. Appropriate setbacks and reorientation of the building would be less intrusive. • No overshadowing survey has been provided. • Difficult to comment on potential noise and traffic when Applicant has not stated the intended use or operating hours. • The landscaping shown does not indicate the height it will grow. 	<ul style="list-style-type: none"> • A stormwater plan, including calculations have now been provided with the amended plans. • Fencing and landscaping are issues that can be addressed as conditions of approval. • The nil setback has been addressed in the amended plans. • Noise and traffic generation have been assessed based on the information provided by the Applicant regarding the proposed use, which is considered to be negligible. • The construction of the floor will need to comply with the building codes to provide compliant universal access. • Access into the building by visitors is also a matter for the Applicant / occupier to control in accordance with safe work requirements. • Fire safety is also a matter that will be addressed in the building permit. • Amended plans submitted have improved the appearance of the building.

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
		<ul style="list-style-type: none"> • Floor is shown as dirt. How will vermin be controlled and disabled access be provided? • PA door allows visitors to enter directly into industrial working environment. • Should building of this size demonstrate fire safety protocols in way of sprinklers? • Elevations show street façade in classic cream with no windows. A more appealing colour should be sought. • Building has no street appeal with façade merely a tin shed of large proportions. 	
2.	Helen Mitchell, 24 York Road, Northam (owner/ occupier)	<ul style="list-style-type: none"> • Access is needed to the eastern wall of house for maintenance. • I need exit points to bedroom windows on eastern side of house in case of fire, etc. • Applicant needs to supply an easement that is not to be fenced against the house. • Otherwise I do not have an issue. 	<ul style="list-style-type: none"> • As indicated on the submitted feature survey, the dwelling has an existing nil setback. • Proposed workshop building setback is 11.593m from lot boundary, which in this case is also the dwelling. • No easements were required at the time of amalgamation. Any future easements for maintenance of the dwelling is now a private issue. • An existing wire fence is located slightly within the boundary of Lot 800. The location of any future



No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
			dividing fencing is to be determined by landowners.
3.	Stan Kaczmarek (owner Lot 116 (30) York Road, Northam) <i>(Submission 2 re: amended plans.)</i>	<ul style="list-style-type: none"> • Feature survey demonstrates earthworks have already been completed. • Earthworks have been taken to boundary and have not been retained causing inundation from runoff. • Site plan calls development a warehouse, the Shire refers to it as a workshop and light industrial building. Clarity is required. • Site plan still misrepresents position of gravel crossover and indicates it to stay gravel, which could cause an issue for road users over time. • Crossover still listed as gravel with a note to be resealed to Main Roads standards. Will the Shire mandate a sealed crossover? • Parking area is marked as gravel, which could cause issues over time for road users. • Disabled bays shown as brick paved, which could also wash out over time. • Pleasing to see an effort to control stormwater has been included with the addition of a rainwater tank. Given the roof size, is 10,000L sufficient? 	<ul style="list-style-type: none"> • It is acknowledged that earthworks have already been completed, however issues such as erosion and stormwater management can be addressed in conditions on this application. • The land use definition has been determined on the information provided by the Applicant in regards to the proposed use of the building, and will be addressed in the approval and conditions. • The crossover construction will be determined by Main Roads as part of their approval process. • The construction of the parking area and disabled bay will be conditioned to ensure that it is fit for purpose and does not degrade or erode over time. • A stormwater plan prepared by a hydraulic engineer that includes calculations has been approved.

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
		<ul style="list-style-type: none"> • Front of property (York Rd) has very little stormwater management. Will the Shire improve this and will the Applicant be required to contribute? • Site plan does not show or demonstrate security in the form of fences. Requests non-permeable fencing along boundary of Lot 116 with suitable landscaping prior to commencement of works to provide a visual screen and secure the work site. • The concrete wall is now setback 4m and remains unpainted. Is this the minimum setback required? • Applicant has not provided solar impact or overshadowing even after 4m setback is applied. • Are the olive trees shown as landscaping acceptable? • Are septic systems still sanctioned where deep sewerage is not available? • Self-contained environmental treatment solutions are now available and do not require extensive leach drain systems. • Is the septic system positioned with adequate setbacks? • Floor is shown as dirt, which is a very low standard. How would vermin be controlled? How is disabled access 	<ul style="list-style-type: none"> • Fencing and landscaping are issues that can be addressed as conditions of approval. • The setback to the boundary and dwelling is considered sufficient to minimise impacts on neighbouring properties. The area is transitioning to an industrial area with the dwellings being non-conforming uses until such time these properties are developed. • The construction of the floor will need to comply with the building codes to provide compliant universal access. • Access into the building by visitors is also a matter for the Applicant / occupier to control in accordance with safe work requirements. • Fire safety and access to the mezzanine are also matters that will be addressed in the building permit. • The amended plans have improved the appearance of the building through the inclusion of vertical cladding and 6m of glazed aluminium windows including

No.	Name & Address of Affected Property	Summary of Issues Raised	Officer's Comment
		<p>provided? How can dirt floors be impervious to leaching of hydrocarbons?</p> <ul style="list-style-type: none"> • Although development now shows front doors visitors still enter directly into work environment. • How is the mezzanine accessed? • The colour scheme is not very appealing and may look unattractive. • Development has no street appeal. It is a large tin shed. • No attempt has been made to produce an architectural fit for purpose building. • How can the Shire become an inviting robust commercial hub if we do not set high standards? 	<p>double glazed entry doors to the front elevation.</p>



Attachment 5 – Submissions

Submission on Proposed Workshop 26 York Road Northam WA 6401

REF: A13293/P20016.

Chief Executive Officer,

Thank you for the opportunity to make comment on the proposed development that shares the boundary of my residential property (lot 116).

The concerns and comments I have are in reference to the documents furnished to me dated 16/03/2020 refer headings for concerns and comments:

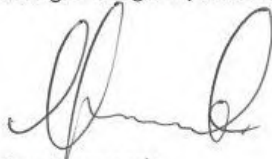
- Feature Survey of Lot 800
- Site Plan
- Floor Plan
- Elevations
- Summary

The Shire is tasked with many responsibilities not only to the development applicant but also to Rate payers, Residents and the wider Shire community and Visitors. Developments need to be judged against the prescribed land use guidelines and the relevant building codes.

In addition, the shire also has to decide weather the development is required within the community and is tasteful, appealing, practical and adds to the amenity of the shire. A rushed development without caveats and protocols in place leads to a poor development that sits on the landscape for many years.

I welcome modern and vibrant developments within the shire but oppose low budget thoughtless and unappealing buildings which serve to degrade the aesthetics and street appeal for the whole community to see.

I ask to be kept informed of the Development Application process and respectfully reserve the right to legal representation and challenge should the need arise.



Stan Kaczmarek

Landowner Lot 116
Email: stankaczmarek@bigpond.com
Phone: 0417 126 007

Date: 24/03/2020

Feature Survey of Lot 800

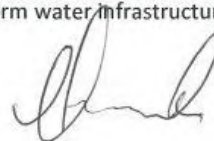
- The Lot Survey demonstrates that earth works have already been completed and the contour survey (spot heights) have been altered.
 - Is this normal practise prior to a development approval?
- As the earth works have been undertaken the boundary to Lot 116 has been excavated and not retained this exposes the development site to be inundated with run off from my property in a rain event. This was not the case prior to excavation.
 - As I did not alter or excavate the site is this now my responsibility to retain run off from my property?

Site Plan

- The Site Plan calls the development a Warehouse, the shire refers to the development as a Workshop and Light Industrial Building.
 - For clarity what is the intended use of this development? As the naming conventions have a different meaning and therefore a different use.
- The Site Plan mis represents existing features for example the position of the existing gravel crossover. The actual existing crossover is at the boundary of Lot 18, although this may seem to be minor, it is incorrect.
- The crossover is listed as gravel with no plan to change to concrete/bitumen. Over time with use this would expel the loose gravel onto the main road and present as a hazard to visitors and road users.
 - Will the shire mandate a sealed crossover as is quite normal for smart industrial developments?
- The parking area is marked as compacted gravel, which with the current fall of the land from rear of the block to the front, in a rain event will cause significant erosion to the hardstand and inevitably wash out onto the main road. This loose surface presents numerous hazards for vehicle and pedestrian access to the site.
- As disabled parking bays have been shown as brick paved which is an improvement over compacted gravel however can also become uneven and hazardous very quickly.
- Control of storm water run off from the proposed site or building is not shown or demonstrated. Although it is expected of all developments to control storm water it would be pertinent for the applicant to show how this will be controlled given that the major road to the front of the property (York Road) has very little storm water management.
 - Will the shire improve storm water management in this area in view of such a development?
 - How will the unretained storm water from this site effect the major road and infrastructure?
 - Will the applicant be asked to contribute to storm water infrastructure improvements?

REF A13293/P20016

Stan Kaczmarek



2

- The Site Plan does not show or demonstrate security in the form of fences on any of the boundaries. It is requested that suitable non permeable fencing be installed with appropriate retaining along the boundary with Lot 116 with suitable landscaping in place prior to commencement of building works. This would provide a visual screen and secure the work site.
- The Parapet wall shown on the Site Plan is highly invasive and over shadows the residential property, it is longer than 18 meters in length and greater than 5.2 meters in height. The building size fits easily within the land boundary without the need to parapet. With appropriate setbacks in place and by reorientation the building fits on the site with less intrusion. Should the need arise no maintenance to this wall could be conducted over time without entering the adjoining property and this is unacceptable.

The applicant has not provided a solar impact or over shadowing survey to demonstrate the effect of such a sizeable structure on the boundary. It is presented as an unpainted monolithic concrete structure that dominates the boundary and is unattractive and intrusive.

- Is this an attempt of "Brutalism Architecture"?

It is requested that the building be reorientated so as to avoid a parapet wall and apply appropriate setbacks to maintain visual aesthetics.

- It is difficult to comment on potential noise and traffic to the site when operational, as the applicant has not stated the intended use or operating hours of this development.
- Although some landscaping is shown on the Development Application to the road front (York Road) it is not confirmed what it will be and to what height it will grow.
 - Given that the applicant has shown this landscaping what will it be and to what height will it grow?

Floor Plan

- The proposed shed shows the floor as "Dirt", for a modern industrial building this seems a very low building standard for a modern development.
 - How would vermin be controlled with a dirt floor?
 - How would disabled persons access the facility negotiating thresholds and using the facilities (toilet and lunchroom) across a dirt floor?
- The PA door allows visitors to enter directly into an industrial working environment, with no reception or office facility to make enquiries. Given that there is no central control point for access, visitors would be wandering the site and interacting with machinery with possibility of vehicle impact on person, as there is no delineation to prevent this from occurring.
- Should a building of this size and nature demonstrate fire safety protocols perhaps in the way of sprinkler systems?

REF A13293/P20016

Stan Kaczmarek



3

Elevations

- The Elevations shows that the street visible face of the building is in classic cream with no windows, unless this is a company colour scheme a more appealing and softening colour should be sought (for example Dune or Paper Bark).
- The proposed development building has no street appeal with the façade merely a tin shed of large proportions.

Summary

- The earth works being completed prior to development approval is of concern to due process.
- The lack of clarity in building use makes any submission difficult.
- Poor detail in the development plan.
- The lack of a non-permeable fence along the boundary with Lot 116 for security and visual aesthetics.
- The lack of sealed hardstands and crossover.
- The intrusive and unattractive Parapet Wall.
- The lack of Landscaping to the site.
- No office/reception area
- The lack of workplace safety protocols for visitors and potential persons employed within.
- The building has very little street appeal and is not in keeping with vibrant modern developments. The fact that the building has a dirt floor further demonstrates that this building would be better suited to a farm as an out-building and not a modern development within the town boundary. There has been no attempt to produce an architectural fit for purpose building with an inviting façade that is appealing to the community and its visitors visually from the street.
- Good examples of modern developments within the vicinity of this proposed development are Frames West and Wheatbelt Steel in Byfield street. Both demonstrate attractive painted tilt up facades that front the road and maintain office/reception areas for visitors to approach. They have sealed hardstands and crossovers along with Palisade fencing to the front boundary of the property for security. These both present as very inviting and tasteful developments and are aesthetically pleasing.

The current Development Proposal falls far short of community expectations in a modern society and does little to beautify and add to the amenity of the Shire.

I appeal to the shire to reject the proposed development in its current format.

REF A13293/P20016

Stan Kaczmarek



4



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NORTHAM WA 6401

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Fax: (08) 9622 1910

Email: records@northam.wa.gov.au
Website: www.northam.wa.gov.au

SHIRE OF NORTHAM RECEIVED 30 MAR 2020	
FILE A13293	STATUS <i>at</i>
DOC I95462	RES No. <i>Jaydn</i>

TO: Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

OUR REF: A13293 / P20016

**SUBMISSION ON
PROPOSED WORKSHOP
26 YORK ROAD NORTHAM WA 6401**

Name Helen Mitchell
Address 24 York Road Northam W.A 6401
Telephone Number: Business _____ Private 041 797 3095
Email Address: hba41205@bigpond.net.au

SUBJECT OF SUBMISSION: (State how your interests are affected, whether as a private citizen, on behalf of a company or other organization, or as an owner or occupier of property)

ADDRESS OF PROPERTY AFFECTED BY PROPOSAL: (if applicable)
(include lot number and nearest street intersection)

SUBMISSION: (Give in full your comments and any arguments supporting your comments – continue on additional sheets, if necessary)

Please see attached.

DATE 30/3/20 SIGNATURE H Mitchell

SUBMISSIONS TO BE RETURNED BY: 31/03/2020
Please note that due to time constraints the use of EMAIL for notification of incoming meetings is preferred. Alternately the progress of planning applications can be viewed on Councils website www.northam.wa.gov.au

I Helen Mitchell as owner/occupier of 24 York Road Northam need access to the Eastern wall of my house for maintenance to either windows/guttering/walls etc.

I need exit points to bedroom windows on the Eastern side of my house in case of fire etc. Otherwise the owner of Lot 26-28 needs to supply an easement as his property boundary is right up against the Eastern wall of my house.

Please note: not to be fenced against the house.

Otherwise I do not have an issue with his building plan.

Comments on Proposed Warehouse/Workshop 26 York Road Northam WA 6401

REF: A13293/P20016.

Manager Planning Services, Shire of Northam (Jacky Jurman),

Thank you for allowing further comment on the proposed development at 26 York Road that shares the residential boundary with lot 116.

Documents received 12/06/2020 included:

- Site Plan
- Floor Plan and
- Elevations

The feature Survey was not included.

In my previous submission a number of comments and questions that I raised, remained unanswered or addressed. I will therefore pose these questions again so that the shire has the opportunity to address these against the relevant planning codes and Shire standards. This will allow for a better understanding as to what is acceptable within the Shire and what is not.

I respectfully ask to be kept informed of the development application process and reserve the right to legal representation and challenge should the need arise.



Stan Kaczmarek

Landowner Lot 116

Email: stankaczmarek@bigpond.com

Phone: 0417 126 007

Date: 23/06/2020

Feature Survey of Lot 800

- The Lot Survey demonstrates that earth works have been completed and the contour survey (spot heights) are a result of these earth works and not the original lay of the land.
 - Is this normal practice prior to a development approval?
- As the earth works have been undertaken the boundary to Lot 116 has been excavated and not retained this exposes the development site to be inundated with run off from my property in a rain event. This was not the case prior to excavation.
 - As I did not alter or excavate the site is this now my responsibility to retain run off from my property?
 - Will the applicant put in place appropriate retaining?

Site Plan

- The Site Plan calls the development a Warehouse, the shire refers to the development as a Workshop.
 - For clarity what is the intended use of this development? As the naming conventions, have a different meaning and therefore a different use.
 - What are the operating hours of this development?
 - What noise levels will this development generate when operating?
- The Site Plan still mis- represents existing features for example the position of the existing gravel crossover. The actual existing crossover is at the boundary of Lot 18; although this may seem to be minor, it is incorrect.
 - I believe it should read as proposed new crossover.
- The crossover is listed as gravel on the site plan. With a note to be resealed with a new apron to the requirements of Main Roads.
 - Will the shire mandate a sealed crossover (concrete/bitumen) as is quite normal for smart industrial developments?
- The parking area is marked as compacted gravel, which with the current fall of the land from rear of the block to the front, in a rain event will cause significant erosion to the hardstand and inevitably wash out onto the main road. This loose surface presents numerous hazards for vehicle and pedestrian access to the site.
 - Will the area set aside for parking and listed as compacted gravel by client, be a condition set down prior to occupancy?
- As disabled parking bays have been shown as brick paved, which is an improvement over compacted gravel this can also become uneven and hazardous very quickly.
- It is pleasing to see the effort to maintain and control storm water run-off from the proposed site and building has been included, with the addition of a rainwater tank.
 - Given the roof space, is a 10,000 L tank sufficient?
- The front of the property (York Road) has very little storm water management.
 - Will the shire improve storm water management in this area in view of such a development?
 - Will the applicant be asked to contribute to storm water infrastructure improvements?

REF: A13293/P20016.

Stan Kaczmarek



- The Site Plan does not show or demonstrate security in the form of fences on any of the boundaries. It is requested that suitable non-permeable fencing be installed with appropriate retaining along the boundary with Lot 116 with suitable landscaping in place prior to commencement of building works. This would provide a visual screen and secure the work site.
 - Will the Shire mandate appropriate security to this site as requested?
- The concrete wall shown on the Site Plan now is set back 4 meters and remains unpainted.
 - Is this the minimum setback required by the Shire?
- The applicant has not provided a solar impact or over shadowing survey to demonstrate the effect of such a sizeable straight structure even after the 4 meter setback is applied.
- As the applicant has now shown the landscaping across the front as Olive Trees.
 - Is this acceptable to the Shire?
- With regards to Septic Systems.
 - Are these still sanctioned by the Shire where deep sewage is not available?
- Given that self-contained environmental treatment solutions (health department approved) are now available (such as Ozzie Kleen) would these not be more effective as a wastewater treatment solution in gravel based soils? As they do not require extensive leach drain systems.
 - Is the Septic System positioned with adequate setbacks?

Floor Plan

- The proposed shed shows the floor as "Dirt", for a modern industrial building this seems a very low building standard for a modern development.
 - How would vermin be controlled with a dirt floor?
 - How would disabled persons access the facility negotiating thresholds and using the facilities (toilet and lunchroom) across a dirt floor?
 - How can the dirt floor be impervious to leaching of, for example hydrocarbons?
- Although the development now shows glazed double aluminium front doors visitors still enter directly into an industrial working environment, with no reception or office facility to make enquiries. Given that there is now a central control point for access, visitors would be directly entering a working area, as there is no delineation to prevent this from occurring.
- A Mezzanine level is shown over the lunch room/toilet block with only hand rails and no stairs.
 - How would this be accessed?

REF: A13293/P20016.

Stan Kaczmarek



Elevations

- The Elevations shows that the street visible face of the building is in classic cream with glazed double aluminium front doors, the colour scheme is not very appealing and may look unattractive.
- The proposed development building has no street appeal with the façade merely a tin shed of large proportions.

Summary

- The earth works having been completed prior to development approval is of concern to due process.
 - The lack of clarity in building use makes any submission difficult.
 - Poor detail in the development plan.
 - The lack of a non-permeable fence along the boundary with Lot 116 for security and visual aesthetics.
 - The lack of definitive crossover material.
 - The unattractive straight concrete Wall.
 - The lack of Landscaping to the site apart from front facade.
 - No office/reception area.
 - The lack of workplace safety protocols for visitors and potential persons employed within.
 - A dirt floor.
 - Mezzanine storage area without access.
- The building has very little street appeal and is not in keeping with vibrant modern developments. The fact that the building has a dirt floor further demonstrates that this building is not suited as a modern development within the town boundary. There has been no attempt to produce an architectural fit for purpose building with an inviting façade that is appealing to the community and its visitors visually from the street.

The current Development Proposal falls far short of community expectations in a modern society and does little to beautify and add to the amenity of the Shire.

How can the Shire become an inviting robust commercial hub if we do not set high standards and expectations of development applications?

REF: A13293/P20016.

Stan Kaczmarek



Attachment 6 – Locality Plan

Locality Plan - 26 York Road, Northam



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Please refer to original documentation for all legal purposes.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – June 2020

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

BRIEF

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

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – 1 June to 30 June 2020.
Attachment 2: Declaration.

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 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

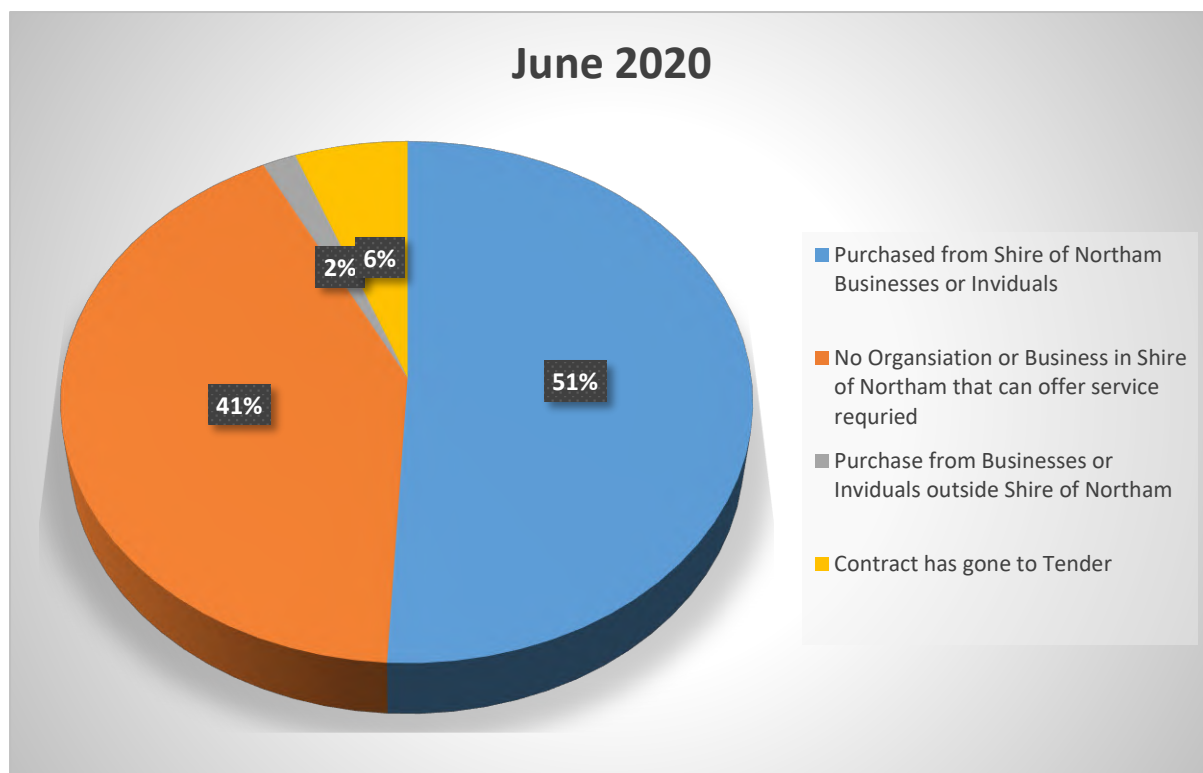
Not applicable.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

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



RECOMMENDATION

Minute No: C.3985

Moved: Cr Mencshelyi

Seconded: Cr Girak

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

- Municipal Fund payment cheque numbers 35314 to 35324 Total \$135,698.50.
- Municipal Fund EFT36707 to EFT36899 Total \$1,150,490.28.
- Direct Debits Total \$80,305.13.
- Payroll Total \$428,707.32.

TOTAL: \$1,795,201.23

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

CARRIED 9/0

Attachment 1

Date: 01/07/2020
Time: 8:13:14AM

Shire of Northam

USER: Kathy Scholz
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35314	03/06/2020	PETTY CASH	VISITORS CENTRE PETTY CASH & FLOAT DUE TO REOPENING AFTER COVID-19	1		600.00
INV FLOAT R20/05/2020		PETTY CASH	FLOAT RECREATION CENTRE \$200 AS PER FLOAT REGISTER DUE TO RE-OPENING OF REC CENTRE	1	200.00	
INV FLOAT P03/06/2020		PETTY CASH	VISITORS CENTRE PETTY CASH & FLOAT DUE TO REOPENING AFTER COVID-19	1	400.00	
35315	03/06/2020	SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY RETENTION - PALMER CIVIL CONSTRUCTION. EXP 21/2/2021.	1		29,489.15
INV 0000275408/05/2020		SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY RETENTION - PALMER CIVIL CONSTRUCTION. EXP 21/2/2021.	1	29,489.15	
35316	03/06/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		130.00
INV DEDUCT12/05/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
INV DEDUCT26/05/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	
35317	03/06/2020	WATER CORPORATION	REC CENTRE 08/01/2020-12/05/2020	1		65,680.43
INV 9011154706/05/2020		WATER CORPORATION	VACANT LAND GE HWY AVON HILLS 04/03/2020-05/05/2020	1	338.58	
INV 9007906712/05/2020		WATER CORPORATION	OLD FIRE STATION 10/03/2020-11/05/2020	1	559.27	
INV 9007908612/05/2020		WATER CORPORATION	KILLARA 08/01/2020-11/05/2020	1	4,689.76	
INV 9007909712/05/2020		WATER CORPORATION	JUBILEE OVAL 08/01/2020-11/05/2020	1	1,147.53	
INV 9007906912/05/2020		WATER CORPORATION	MEDICAL CENTRE WELLINGTON ST 08/01/2020-11/05/2020	1	241.64	
INV 9007908012/05/2020		WATER CORPORATION	OLD GIRLS SCHOOL 08/01/2020-11/05/2020	1	137.78	
INV 9007908112/05/2020		WATER CORPORATION	TRAFFIC ISLAND 08/01/2020-11/05/2020	1	486.16	
INV 9007908012/05/2020		WATER CORPORATION	OLD POST OFFICE BUILDING 08/01/2020-11/05/2020	1	600.24	
INV 9007903913/05/2020		WATER CORPORATION	BKB 10/03/2020-12/05/2020	1	673.03	
INV 9007904013/05/2020		WATER CORPORATION	MEMORIAL HALL 09/01/2020-12/05/2020	1	779.16	

Ordinary Council Meeting Minutes
15 July 2020



Date: 01/07/2020
Time: 8:13:14AM

Shire of Northam

USER: Kathy Scholz
PAGE: 2

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007904013/05/2020		WATER CORPORATION	CREATE 298 09/01/2020-12/05/2020	1	3,231.06	
INV 9007904013/05/2020		WATER CORPORATION	NORTHAM LIBRARY 09/01/2020-12/05/2020	1	2,415.02	
INV 9007907313/05/2020		WATER CORPORATION	RIVER BANK BROOME TCE 09/01/2020-12/05/2020	1	1,386.54	
INV 9007907413/05/2020		WATER CORPORATION	BERNDARD PARK 09/01/2020-12/05/2020	1	10,929.70	
INV 9008729813/05/2020		WATER CORPORATION	VISITORS CENTRE 10/03/2020-12/05/2020	1	2,177.65	
INV 9012642713/05/2020		WATER CORPORATION	GARDEN MIND ST 10/03/2020-12/05/2020	1	305.65	
INV 9007903913/05/2020		WATER CORPORATION	ST JOHN'S HALL 09/01/2020-12/05/2020	1	286.91	
INV 9007907413/05/2020		WATER CORPORATION	BERNARD PARK PLAYGROUP 09/01/2020-12/05/2020	1	768.42	
INV 9007909713/05/2020		WATER CORPORATION	REC CENTRE 08/01/2020-12/05/2020	1	21,880.33	
INV 9007929413/05/2020		WATER CORPORATION	AVONMALL 09/01/2020-12/05/2020	1	2,761.04	
INV 9011070413/05/2020		WATER CORPORATION	SNACKBAR 01/05/2020-30/06/2020	1	215.54	
INV 9007913514/05/2020		WATER CORPORATION	DEPOT 13/03/2020-13/05/2020	1	431.10	
INV 9007913114/05/2020		WATER CORPORATION	NORTHAM DEPOT BUILDING 13/01/2020-13/05/2020	1	462.17	
INV 9007917015/05/2020		WATER CORPORATION	CEMETERY 16/03/2020-14/05/2020	1	1,184.23	
INV 9007916615/05/2020		WATER CORPORATION	MORBY COTTAGE 16/03/2020-14/03/2020	1	47.71	
INV 9007915515/05/2020		WATER CORPORATION	AIRPORT 16/03/2020-14/05/2020	1	1,575.96	
INV 9012475715/05/2020		WATER CORPORATION	VANCANT LAND TAYLOR ST NORTHAM 16/03/2020-13/05/2020	1	272.69	
INV 9007923415/05/2020		WATER CORPORATION	APEX PARK TOILETS 16/01/2020-14/05/2020	1	214.94	
INV 9022053218/05/2020		WATER CORPORATION	STANDEPIPE CLARK ST 17/03/2020-15/05/2020	1	174.83	
INV 9007917218/05/2020		WATER CORPORATION	BERT HAWKE OVAL 17/03/2020-15/05/2020	1	908.95	
INV 9007918419/05/2020		WATER CORPORATION	PERINA WAY PARK 19/03/2020-18/05/2020	1	1,458.27	
INV 9007923619/05/2020		WATER CORPORATION	SWIMMING POOL HOUSE 19/03/2020-18/05/2020	1	291.77	
INV 9007925919/05/2020		WATER CORPORATION	RESERVE NEWCASTLE RD 19/03/2020-18/05/2020	1	966.47	
INV 9021499419/05/2020		WATER CORPORATION	OLD SWIMMING POOL 19/03/2020-18/05/2020	1	188.34	
INV 9007925920/05/2020		WATER CORPORATION	FOUND 23/03/2020-19/05/2020	1	71.45	

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INV 9007927520/05/2020		WATER CORPORATION	OLD QUARRY TIP 23/03/2020-19/05/2020	1	62.33	
INV 9007926020/05/2020		WATER CORPORATION	SPORTS GROUND AT COLBATCH 23/01/2020-19/05/2020	1	88.97	
INV 9012562920/05/2020		WATER CORPORATION	ROAD VERGE MITCHELL AVE 22/01/2020-19/05/2020	1	191.07	
INV 9010596321/05/2020		WATER CORPORATION	GEORGE NUICH PARK 24/03/2020-20/05/2020	1	1,078.17	
35318	18/06/2020	SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY DUPLICATED PAIDED TO INCORRECT TRUST	1		29,489.14
INV T1192	18/06/2020	SHIRE OF NORTHAM	C.201920-01 - REINSTATEMENT REPAIRS TO FLOOD DAMAGED INFRASTRUCTURE (AGRN 822) 12MONTHS DEFECTS LIABILITY DUPLICATED PAIDED TO INCORRECT TRUST	1	29,489.14	
35319	24/06/2020	PETTY CASH	PETTY CASH REIMBURSMENT 05/12/2019 TO 15/06/2020.	1		492.00
INV ADMIN F15/06/2020		PETTY CASH	PETTY CASH REIMBURSMENT 05/12/2019 TO 15/06/2020.	1	492.00	
35320	24/06/2020	SHIRE OF NORTHAM	C.201920-21 - NORTHAM AIRPORT TAXIWAY EXTENSION 12MONTHS DEFECTS LIABILITY RENTION - GDR CIVIL CONTRACTING . EXP 25/05/2021.	1		3,334.15
INV T1080	21/05/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF APRIL 2020.	1	55.00	
INV T1079	21/05/2020	SHIRE OF NORTHAM	EAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF CF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF APRIL 2020.	1	24.75	
INV T1080	21/05/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MARCH 2020.	1	85.00	
INV T1079	21/05/2020	SHIRE OF NORTHAM	EAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF CF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MARCH 2020.	1	33.00	
INV 1667	15/06/2020	SHIRE OF NORTHAM	C.201920-21 - NORTHAM AIRPORT TAXIWAY EXTENSION 12MONTHS DEFECTS LIABILITY RENTION - GDR CIVIL CONTRACTING . EXP 25/05/2021.	1	3,136.40	
35321	24/06/2020	SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions	1		65.00
INV DEDUCT09/06/2020		SHIRE OF NORTHAM SOCIAL CLUB	Payroll deductions		65.00	

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35322	24/06/2020	WATER CORPORATION	YOUTH SPACE 11/03/2020 TO 11/05/2020.	1		3,838.96
INV 9007909712/05/2020		WATER CORPORATION	YOUTH SPACE 11/03/2020 TO 11/05/2020.	1	3,838.96	
35323	24/06/2020	WESTERN POWER	CUT STREET STREETS AT 70 KATRINE RD (HIGH VOLTAGE LINES UNABLE TO BE DONE UNDER TREE TRIMMING CONTRACT).	1		419.27
INV CORPB0415/05/2020		WESTERN POWER	CUT STREET STREETS AT 70 KATRINE RD (HIGH VOLTAGE LINES UNABLE TO BE DONE UNDER TREE TRIMMING CONTRACT).	1	419.27	
35324	30/06/2020	SHIRE OF NORTHAM	12 MONTHS REGO 1CIZ913 - SES LANDCRUISER	1		2,160.40
INV 1DWZ1430/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO - GRASS VALLEY 1.4	1	79.35	
INV N.3113	30/05/2020	SHIRE OF NORTHAM	12 MONTHS REGO - INKPEN 3.4	1	79.35	
INV 1TOV60130/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1TOV601 - SES TRAILER	1	24.00	
INV 1TOV60230/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1TOV602 - SES RESCUE TOWER	1	24.00	
INV 1DID141 30/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO - 1DID141 - SES LANDCRUISER	1	386.10	
INV 1CIZ913 30/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1CIZ913 - SES LANDCRUISER	1	414.20	
INV 1EEJ949 30/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1EEJ949 - BAKERS HILL LT	1	209.00	
INV 1GAZ65030/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1GAZ650 GRASS VALLEY 4.4.	1	209.00	
INV 1GBO74430/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1GBO744 - INKPEN LT	1	209.00	
INV 1DZI553 30/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1DZI553 - WUNDOWIE BFB	1	79.35	
INV 1DJA799 30/05/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1DJA799 CLACKLINE LT	1	209.00	
INV N.2014	30/05/2020	SHIRE OF NORTHAM	12 MONTHS REGO N.2014 - SOUTHERN BROOK 1.4	1	79.35	
INV N.2501	30/05/2020	SHIRE OF NORTHAM	12 MONTHS REGO - IRISHTOWN 1.4	1	79.35	
INV 1CIG323 30/06/2020		SHIRE OF NORTHAM	12 MONTHS REGO 1CIG323 - CLACKLINE 2.4	1	79.35	
EFT36707	05/06/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR MAY 2020.	1		1,905.73
INV MAY 20231/05/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR MAY 2020.	1	1,905.73	
EFT36708	05/06/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2020	1		1,100.00

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INV MAY 20231/05/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2020	1	1,100.00	
EFT36709	05/06/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2020	1		1,905.73
INV MAY 20231/05/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR MAY 2020	1	1,905.73	
EFT36710	05/06/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2020	1		4,994.96
INV MAY 20231/05/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS MAY 2020	1	4,994.96	
EFT36711	05/06/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF MAY 2020	1		1,905.73
INV MAY 20231/05/2020		DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF MAY 2020	1	1,905.73	
EFT36712	05/06/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MAY 2020	1		2,843.23
INV MAY 20231/05/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS MAY 2020	1	2,843.23	
EFT36713	05/06/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE MAY 2020	1		1,905.73
INV MAY 20231/05/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE MAY 2020	1	1,905.73	
EFT36714	05/06/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2020.	1		1,905.73
INV MAY 20231/05/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2020.	1	1,905.73	
EFT36715	05/06/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2020	1		1,905.73
INV MAY 20231/05/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS MAY 2020	1	1,905.73	
EFT36716	05/06/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2020.	1		1,905.73
INV MAY 20231/05/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS MAY 2020.	1	1,905.73	
EFT36717	05/06/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2020.	1		1,959.01
INV MAY 20231/05/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS MAY 2020.	1	1,959.01	
EFT36718	05/06/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	04/06/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016		12,302.77	

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EFT36719	05/06/2020	NORTHAM RACE CLUB (INC)	REIMBURSEMENT FOR REPAIRS TO TRACK CROSSOVER TO REPLCE MULCH AND FIX DRAINAGE TO THE NORTHAM RACE TRACK AFTER THE REMOVAL OF CLEANFILL FOR REHABILITATION OF THE LANDFILL SITE	1		8,800.00
INV 3924	23/04/2020	NORTHAM RACE CLUB (INC)	REIMBURSEMENT FOR REPAIRS TO TRACK CROSSOVER TO REPLCE MULCH AND FIX DRAINAGE TO THE NORTHAM RACE TRACK AFTER THE REMOVAL OF CLEANFILL FOR REHABILITATION OF THE LANDFILL SITE	1	8,800.00	
EFT36720	05/06/2020	AG IMPLEMENTS	SERVICE: JOHN DEERE Z997 ZTRAK RIDE ON MOWER	1		2,157.61
INV 397486	25/05/2020	AG IMPLEMENTS	SERVICE: JOHN DEERE Z997 ZTRAK RIDE ON MOWER	1	2,157.61	
EFT36721	05/06/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	CLAMPS AS PER SAMPLE.	1		6.41
INV 6513981	28/05/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	CLAMPS AS PER SAMPLE.	1	6.41	
EFT36722	05/06/2020	ASLAB PTY LTD	COMPACTION TESTING X 6 AS PER SPECS FOR SPENCER BROOK SLK 12.0 TO 12.80 TO BE DONE MONDAY 18/05/2020	1		3,185.63
INV 0002310825/05/2020		ASLAB PTY LTD	COMPACTION TESTING X 6 AS PER SPECS FOR SPENCER BROOK SLK 12.0 TO 12.80 TO BE DONE MONDAY 18/05/2020	1	1,947.67	
INV 0002269128/05/2020		ASLAB PTY LTD	BASECOURSE TESTING SPENCERS BROOK ROAD. PATCH BETWEEN MURESK STREET & 1300M NORTH EAST	1	1,237.96	
EFT36723	05/06/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 26/05/2020.	1		60,319.00
INV PAYG 19/19/05/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR INTERIM PAYRUN 19/05/2020.	1	28.00	
INV PAYG 26/26/05/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 26/05/2020.	1	60,291.00	
EFT36724	05/06/2020	AVON SERVICE SPECIALISTS	EN1305 - N4096 - 65000KM SERVICE	1		456.50
INV 18859	22/05/2020	AVON SERVICE SPECIALISTS	EN1305 - N4096 - 65000KM SERVICE	1	456.50	
EFT36725	05/06/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	TEX SCREWS - BAG	1		433.50

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INV 138272	22/05/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	TEX SCREWS - BAG	1	433.50	
EFT36726	05/06/2020	BANDIT TREE EQUIPMENT	EN1802 AIRCLEANER COVER FOR WOODCHIPPER	1		199.82
INV 0010561726/05/2020		BANDIT TREE EQUIPMENT	EN1802 AIRCLEANER COVER FOR WOODCHIPPER	1	199.82	
EFT36727	05/06/2020	CENTRAL MOBILE MECHANICAL REPAIRS	EN1216 - GRAFFITI TRAILER - REPLACE JOCKEY WHEEL.	1		319.00
INV 0000312515/05/2020		CENTRAL MOBILE MECHANICAL REPAIRS	EN1216 - GRAFFITI TRAILER - REPLACE JOCKEY WHEEL.	1	319.00	
EFT36728	05/06/2020	COUNTRYWIDE GROUP	EN1604 - EWP - REPAIR GENERATOR MOTOR AS DISCUSSED (COIL FAILED)	1		710.40
INV 29489	19/05/2020	COUNTRYWIDE GROUP	BAR OIL FOR SMALL PLANT.	1	44.00	
INV 29512	21/05/2020	COUNTRYWIDE GROUP	EN1604 - EWP - REPAIR GENERATOR MOTOR AS DISCUSSED (COIL FAILED)	1	481.00	
INV 29536	26/05/2020	COUNTRYWIDE GROUP	SUPPLY BAR AND CHAIN AS PER SAMPLE.	1	185.40	
EFT36729	05/06/2020	DAMIAN'S PLUMBING	REPLACE DEPOT WATER METER AT HYDRANT (INCLUDES FITTING)	1		1,247.40
INV 3920	13/05/2020	DAMIAN'S PLUMBING	BERT HAWKE OVAL RETIC FITTINGS	1	319.00	
INV 4470	13/05/2020	DAMIAN'S PLUMBING	REPLACE DEPOT WATER METER AT HYDRANT (INCLUDES FITTING)	1	748.00	
INV 5372	20/05/2020	DAMIAN'S PLUMBING	RETICULATION - REPAIR AND PATCH COPPER PIPE ON REUSE SIDE - BROOME TCE RIVERBANK	1	180.40	
EFT36730	05/06/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WASTE LEVY JAN-MARCH 2020	1		112.53
INV RI10029227/05/2020		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WASTE LEVY JAN-MARCH 2020	1	112.53	
EFT36731	05/06/2020	DUNNING INVESTMENTS PTY LTD	ICE BAGS SKG X 3	1		10.00
INV 103574	22/08/2019	DUNNING INVESTMENTS PTY LTD	ICE BAGS SKG X 3	1	10.00	
EFT36732	05/06/2020	EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING.	1		100.00
INV 0000053404/06/2020		EL CABALLO SOCIAL GOLF CLUB INC	SENIOR SPORT FUNDING.	1	100.00	
EFT36733	05/06/2020	GLENN STUART BEVERIDGE	REMOVAL OF WUNDOWIE SWIMMING POOL SHADE SAILS AT THE END OF THE SEASON.	1		2,420.50

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INV 46	03/06/2020	GLENN STUART BEVERIDGE	REMOVAL OF WUNDOWIE SWIMMING POOL SHADE SAILS AT THE END OF THE SEASON.	1	1,424.50	
INV 47	03/06/2020	GLENN STUART BEVERIDGE	REMOVAL OF NORTHAM SWIMMING POOL SHADE SAILS AT THE END OF THE POOL SEASON	1	798.00	
INV 48	03/06/2020	GLENN STUART BEVERIDGE	ASSEMBLING PLATFORM LADDER FOR PLANT ROOM AND INSTALLING HOOK IN MANAGERS OFFICE	1	198.00	
EFT36734	05/06/2020	GREENACRES TURF GROUP	VILLAGE GREEN KIKUYU M2	1		1,416.00
INV 0005806005/05/2020		GREENACRES TURF GROUP	VILLAGE GREEN KIKUYU M2	1	1,416.00	
EFT36735	05/06/2020	IH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1		3,519.99
INV 0000194527/05/2020		IH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	3,519.99	
EFT36736	05/06/2020	JS TECHNOLOGY & DIGITAL PTY LTD	SHANE MOORHEAD WORK PHONE. SUPPLY PHONE COVER AND SCREEN PROTECTOR.	1		78.00
INV 7143	21/05/2020	JS TECHNOLOGY & DIGITAL PTY LTD	SHANE MOORHEAD WORK PHONE. SUPPLY PHONE COVER AND SCREEN PROTECTOR.	1	78.00	
EFT36737	05/06/2020	LLOYDS EARTHMOVING	SYZYGIUM BUSH CHRISTMAS SLT	1		300.00
INV INV-179723/05/2020		LLOYDS EARTHMOVING	SYZYGIUM BUSH CHRISTMAS SLT	1	300.00	
EFT36738	05/06/2020	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM JUNE 2020.	1		916.66
INV 0000033325/05/2020		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD STREET, NORTHAM JUNE 2020.	1	916.66	
EFT36739	05/06/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS)	1		7,524.00
INV N2509	18/05/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS)	1	3,762.00	
INV N2511	18/05/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 11/05/2020 to 17/05/2020.	1	3,762.00	
EFT36740	05/06/2020	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING 22ND MAY 2020 ZOE MACDONALD AND JENNY BECKER	1		2,851.20
INV 940	27/02/2020	MOORE STEPHENS (WA) PTY LTD	FINANCIAL REPORTING 22ND MAY 2020 ZOE MACDONALD AND JENNY BECKER	1	2,851.20	
EFT36741	05/06/2020	MR. NATURALLY CLEAN	CLEANING TOWN AND LESSER HALL AS PER QUOTE NUMBER QU-0266	1		220.00

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INV INV-20552005/2020		MR NATURALLY CLEAN	CLEANING TOWN AND LESSER HALL AS PER QUOTE NUMBER QU-0266	1	220.00	
EFT36742	05/06/2020	NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS FOR DEPOT STAFF ICS INCENTIVE AND LEAVING GIFTS	1		490.00
INV IV00000001/04/2020		NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS FOR DEPOT STAFF ICS INCENTIVE AND LEAVING GIFTS	1	490.00	
EFT36743	05/06/2020	NORTHAM LIQUOR BARONS	EARTING GIFT FOR PAUL KHER.	1		297.68
INV 1202-19821/08/2019		NORTHAM LIQUOR BARONS	REFRESHMENTS FOR DEPOT STAFF	1	121.98	
INV 1210-13824/01/2020		NORTHAM LIQUOR BARONS	2020 AUSTRALIA DAY - BAND/GREEN ROOM REFRESHMENTS	1	43.20	
INV 1201-25401/05/2020		NORTHAM LIQUOR BARONS	EARTING GIFT FOR PAUL KHER.	1	132.50	
EFT36744	05/06/2020	NUTRIEN AG SOULTIONS LIMITED	DDP-550	1		996.39
INV 9027833002/04/2020		NUTRIEN AG SOULTIONS LIMITED	SPRAY GRADE AMMONIUM SULPHATE 25kg	1	129.80	
INV 9027810302/04/2020		NUTRIEN AG SOULTIONS LIMITED	SUPPLY WORK BOOTS - LAURA TAYLOR	1	101.20	
INV 9028450821/04/2020		NUTRIEN AG SOULTIONS LIMITED	FORKLIFT GAS	1	66.39	
INV 9028823129/04/2020		NUTRIEN AG SOULTIONS LIMITED	WORK BOOTS ALLOWANCE - JOHN RUTHERFORD	1	214.50	
INV 9028790829/04/2020		NUTRIEN AG SOULTIONS LIMITED	DDP-550	1	484.50	
EFT36745	05/06/2020	PERMATHENE PTY LTD	MEINHOTECH RINGS STAINLESS STEEL 1600/BOX	1		478.50
INV 0001325711/05/2020		PERMATHENE PTY LTD	MEINHOTECH RINGS STAINLESS STEEL 1600/BOX	1	478.50	
EFT36746	05/06/2020	ERIMARIES OF WA PTY LTD	CHEMICALS FOR SPRAYING	1		1,479.82
INV 4099878528/02/2020		ERIMARIES OF WA PTY LTD	RETICULATION PARTS.	1	193.47	
INV 4101186724/03/2020		ERIMARIES OF WA PTY LTD	I25 SPRINKLER	1	185.31	
INV 4101725001/04/2020		ERIMARIES OF WA PTY LTD	CHEMICALS FOR SPRAYING	1	1,021.04	
INV 4101801502/04/2020		ERIMARIES OF WA PTY LTD	VARIOUS 40 MM JOINERS	1	47.32	
INV 4101874503/04/2020		ERIMARIES OF WA PTY LTD	TAP FITTING	1	32.68	
EFT36747	05/06/2020	ROAD AND TRAFFIC SERVICES PTY LTD	INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED (DISABLED BAY AND SHARED ZONE)	1		572.00

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INV 0000816708/05/2020		ROAD AND TRAFFIC SERVICES PTY LTD	INSTALL PAVEMENT MARKINGS AS PER DRAWING SUPPLIED (DISABLED BAY AND SHARED ZONE)	1	572.00	
EFT36748	05/06/2020	SPECIALE SMASH REPAIRS	EN1611 - EXCESS INSURANCE PAYMENT FOR TRUCK DAMAGE	1		1,000.00
INV 19098/2	27/05/2020	SPECIALE SMASH REPAIRS	EN1611 - EXCESS INSURANCE PAYMENT FOR TRUCK DAMAGE	1	1,000.00	
EFT36749	05/06/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1705 - MOWER - INVESTIGATE AND REPAIR BEACON NOT WORKING	1		266.50
INV INV-103124/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1705 - MOWER - INVESTIGATE AND REPAIR BEACON NOT WORKING	1	266.50	
EFT36750	05/06/2020	WREN OIL	INKPEN ROAD WASTE MANAGEMENT FACILITY WASTE OIL PICK UP	1		841.50
INV 88122	12/05/2020	WREN OIL	INKPEN ROAD WASTE MANAGEMENT FACILITY WASTE OIL PICK UP	1	841.50	
EFT36751	12/06/2020	ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	WANDRRA AGRN 822 ALMOND AVE SUPPLY TRAFFIC LIGHTS WITH 2 SIGNS AND 4	1		1,787.50
INV 0013636828/05/2020		ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD	WANDRRA AGRN 822 ALMOND AVE SUPPLY TRAFFIC LIGHTS WITH 2 SIGNS AND 4	1	1,787.50	
EFT36752	12/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION COST FOR THE MONTH OF MAY 2020	1		11,768.30
INV 65539	21/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR THE MONTH OF MAY 2020	1	2,200.00	
INV 65588	28/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION COST FOR THE MONTH OF MAY 2020	1	4,797.54	
INV 65589	28/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBTOR RECOVERY FOR MAY 2020.	1	27.50	
INV 65741	31/05/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION MAY 2020.	1	4,743.26	
EFT36753	12/06/2020	ANDY'S PLUMBING SERVICE	BAKERS HILL HOOPER PARK TOILET. URGENT PUMP CUT OF BOTH SEPTIC TANKS AS OVERFLOWING.	1		1,804.00
INV A.18723	02/06/2020	ANDY'S PLUMBING SERVICE	BAKERS HILL HOOPER PARK TOILET. URGENT PUMP CUT OF BOTH SEPTIC TANKS AS OVERFLOWING.	1	1,529.00	
INV A.18724	02/06/2020	ANDY'S PLUMBING SERVICE	MEMORIAL HALL. CHECK ZIP BOIL UNIT AND SERVICE. HAS ERROR CODE AND DUMPING WATER.	1	275.00	
EFT36754	12/06/2020	AQUITTANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/A S AQUA PUMP AND IRRIGATION	ASSESS AND TEST FLOOD PUMP	1		1,436.60

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INV INV-092419/05/2020		AQUITTANIA INVESTMENTS P/L THE TRUSTEE FOR ELIZABETH MCKAY TRUST T/A S AQUA PUMP AND IRRIGATION	ASSESS AND TEST FLOOD PUMP	1	1,436.60	
EFT36755	12/06/2020	ARCH SOFTWARE AUSTRALIA	WEIGHBRIDGE SOFTWARE - UPDATE TO NEW VERSION	1		951.86
INV NR 8039	25/05/2020	ARCH SOFTWARE AUSTRALIA	WEIGHBRIDGE SOFTWARE - UPDATE TO NEW VERSION	1	951.86	
EFT36756	12/06/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT09/06/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT36757	12/06/2020	AUTOPRO NORTHAM	CUTTING DISCS FL38415	1		33.69
INV 850099	05/06/2020	AUTOPRO NORTHAM	CUTTING DISCS FL38415	1	38.15	
INV 850111	05/06/2020	AUTOPRO NORTHAM	CUTTING WHEEL	1	24.01	
INV 850112	05/06/2020	AUTOPRO NORTHAM	CUTTING WHEEL	1	-28.47	
EFT36758	12/06/2020	AVON SERVICE SPECIALISTS	EN1612 - N1709 - 35000KM SERVICE - HINO 4.5T TIPPER	1		758.20
INV 18433	06/03/2020	AVON SERVICE SPECIALISTS	EN1612 - N1709 - 35000KM SERVICE - HINO 4.5T TIPPER	1	758.20	
EFT36759	12/06/2020	AVON VALLEY CONTRACTORS	SAND PER TONNE	1		271.70
INV 3358	29/05/2020	AVON VALLEY CONTRACTORS	SAND PER TONNE	1	271.70	
EFT36760	12/06/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	WANDRRA AGRN 822 ALMOND AVE DRY HIRE 3 TONNE TWIN DRUM ROLLER FOR 10 DAYS	1		3,465.00
INV IV10534	25/05/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	WANDRRA AGRN 822 ALMOND AVE DRY HIRE 3 TONNE TWIN DRUM ROLLER FOR 10 DAYS	1	3,465.00	
EFT36761	12/06/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY MAY 2020.	1		83,298.09
INV 38921	22/05/2020	AVON WASTE	DOMESTIC RUBBISH REMOVAL FOR F/E 22/05/2020.	1	36,563.71	
INV 0003892222/05/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY MAY 2020.	1	46,734.38	
EFT36762	12/06/2020	BLACKWELL PLUMBING PTY LTD	WUNDOWIE FOOTY PPAVILION TOILETS. REPAIR LEAK TO REAR TAP FEED. COULD BE UNDER SLAB OR IN WALL CAVITY.	1		924.80

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INV INV-214306/06/2020		BLACKWELL PLUMBING PTY LTD	WUNDOWIE FOOTY PPAVILION TOILETS. REPAIR LEAK TO REAR TAP FEED. COULD BE UNDER SLAB OR IN WALL CAVITY.	1	924.80	
EFT36763	12/06/2020	BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES	INFRARED FOREHEAD THERMOMETER NON CONTACT PART #	1		2,428.80
INV 9343319415/05/2020		BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES	INFRARED FOREHEAD THERMOMETER NON CONTACT PART # SSEA1078	1	689.70	
INV 9343333918/05/2020		BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES	INFRARED FOREHEAD THERMOMETER NON CONTACT PART #	1	993.30	
INV 9343332118/05/2020		BRADY AUSTRALIA PTY LTD T/A SAFETY SIGNS SERVICES	INFRARED FOREHEAD THERMOMETER NON CONTACT PART # SSEA1078	1	745.80	
EFT36764	12/06/2020	CR KENNEDY AND COMPANY PTY LTD	VIVAX METROTECH VLOC3-PRO 5-WATT KIT INCLUDED PLUS CARRY BAG AND 5" INDUCTION CLAMP WITH LEICA TRACA TRACE ROD 50 FOR DA SIGNAL TRANSMITTER	1		9,799.90
INV 1557139	22/05/2020	CR KENNEDY AND COMPANY PTY LTD	VIVAX METROTECH VLOC3-PRO 5-WATT KIT INCLUDED PLUS CARRY BAG AND 5" INDUCTION CLAMP WITH LEICA TRACA TRACE ROD 50 FOR DA SIGNAL TRANSMITTER	1	9,799.90	
EFT36765	12/06/2020	CADDS FASHIONS	FOLO SHIRT FOR REBECCA LYONS	1		17.00
INV 20-00002/16/04/2020		CADDS FASHIONS	FOLO SHIRT FOR REBECCA LYONS	1	17.00	
EFT36766	12/06/2020	CENTRAL MOBILE MECHANICAL REPAIRS	BAKERS 2.4 -11/02/20 - SEATBELT INCLUDING TRAVEL TO BAKERS	1		1,450.90
INV 0000313211/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	BAKERS 2.4 -11/02/20 - SEATBELT INCLUDING TRAVEL TO BAKERS	1	922.90	
INV 0000313412/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	SES3 - REPAIR LIGHTING TOWER, DAMAGE TO MAST LOCATING/RESTRAINING COUPLING	1	264.00	
INV 0000313312/02/2020		CENTRAL MOBILE MECHANICAL REPAIRS	CENTRAL 2.4 -12/02/20 - REAR DOOR LOCK	1	264.00	
EFT36767	12/06/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1		235.62
INV 1861733	31/05/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK TOILETS. FORTNIGHTLY SHARPS DISPOSAL FROM MAY 2020.	1	47.12	
INV 1861734	31/05/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS. MONTHLY SHARPS DISPOSAL FROM FEB TO JUNE 2020.	1	188.50	

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EFT36768	12/06/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR ADMIN.	1		1,847.51
INV S8404	25/05/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING FOR ADMIN.	1	1,847.51	
EFT36769	12/06/2020	COUNTRYWIDE GROUP	POLE SAW AND CHAINSAW ANNUAL SERVICE.	1		435.80
INV 29513	22/05/2020	COUNTRYWIDE GROUP	POLE SAW AND CHAINSAW ANNUAL SERVICE.	1	223.80	
INV 29596	05/06/2020	COUNTRYWIDE GROUP	EDGER BLADES & TWO STROKE OIL.	1	212.00	
EFT36770	12/06/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2019/2020 ESL QUARTER 4 CONTRIBUTION	1		59,762.89
INV 150657	21/05/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2019/2020 ESL QUARTER 4 CONTRIBUTION	1	59,762.89	
EFT36771	12/06/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES	1		4,490.57
INV SON034	25/05/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES	1	4,490.57	
EFT36772	12/06/2020	DOWNER EDI WORKS PTY LTD	CONTRACT C.201920-05 - BITUMINOUS SPRAY SEAL WORKS SPENCER BROOK ROAD SLK 8.24 - 10.25 WIDENING AND RECONSTRUCTION AREA.	1		70,400.22
INV 6008843	23/05/2020	DOWNER EDI WORKS PTY LTD	CONTRACT C.201920-05 - BITUMINOUS SPRAY SEAL WORKS SPENCER BROOK ROAD SLK 8.24 - 10.25 WIDENING AND RECONSTRUCTION AREA.	1	41,503.22	
INV 6008843	23/05/2020	DOWNER EDI WORKS PTY LTD	CONTRACT C.201920-05 - BITUMINOUS SPRAY SEAL WORKS VARIATION #1 SPENCERS BROOK ROAD SLK 12.00 - 12.8 WIDENING AND RECONSTRUCTION AREAS.	1	28,897.00	
EFT36773	12/06/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. 01/05/2020 TO 31/05/2020.	1		931.70
INV 522632	25/05/2020	E FIRE & SAFETY	NORTHAM REC CENTRE. FIRE DETECTION SYSTEM MONTHLY SERVICING FROM 01/05/2020 TO 31/05/2020.	1	236.50	
INV 522638	25/05/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING. 01/05/2020 TO 31/05/2020.	1	162.80	
INV 522610	25/05/2020	E FIRE & SAFETY	KILLARA. FIRE DETECTION SYSTEM MONTHLY SERVICING. 01/05/2020 TO 31/05/2020.	1	532.40	
EFT36774	12/06/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT09/06/2020		EASIFLEET	Payroll deductions		1,247.56	

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INV DEDUCT09/06/2020		EA.SIFLEET	Payroll deductions		1,102.65	
EFT36775	12/06/2020	ELDERS LIMITED	CHEMICALS FOR SPRAYING	1		251.35
INV C4 379182005/2020		ELDERS LIMITED	CHEMICALS FOR SPRAYING	1	251.35	
EFT36776	12/06/2020	EM SURVEYS	SPENCERS BROOK ROAD SLK 16.4-17.0 SLK 18.00-19.6 SURVEY ROAD, CALCULATE CENTRELINE AND MARK CENTRELINE	1		5,060.00
INV 000210132605/2020		EM SURVEYS	SPENCERS BROOK ROAD SLK 16.4-17.0 SLK 18.00-19.6 SURVEY ROAD, CALCULATE CENTRELINE AND MARK CENTRELINE	1	4,070.00	
INV 000210170206/2020		EM SURVEYS	SPOTTING FOR LINE MARKING (CENTER AND EDGE LINES BOTH SIDES) FOR SPENCER ROAD SLK 12.00-12.80	1	990.00	
EFT36777	12/06/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	EACIFIC BR9 CAP, CLIP ON FACE SHIELD	1		543.40
INV 67739	19/05/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	EACIFIC BR9 CAP, CLIP ON FACE SHIELD	1	543.40	
EFT36778	12/06/2020	FULTON HOGAN INDUSTRIES PTY LTD	EMULSION (1000L)	1		5,192.00
INV 138914041704/2020		FULTON HOGAN INDUSTRIES PTY LTD	EMULSION (1000L)	1	5,192.00	
EFT36779	12/06/2020	GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP	1		20.00
INV SL-0004781305/2020		GARPEN PTY LTD	SUPPLY ONE GP T BOX FOR FIRE FIGHTING PUMP	1	20.00	
EFT36780	12/06/2020	GDR CIVIL CONTRACTING PTY LTD	EXISTING RUNWAY A2 - SUPPLY AND LAY DG ASPHALT THICK LIFT OF 60MM FROM CENTRELINE TO EAST SIDE AS PER CONTRACT C.201902-21.	1		213,354.27
INV 1665	29/05/2020	GDR CIVIL CONTRACTING PTY LTD	WARRANDA DRAINAGE AGRN 822 - ALMOND AVE DRY HIRE OF 14 TONNE EXCAVATOR WITH HAMMER ATTACHMENT FOR 10 DAYS	1	6,710.00	
INV 1664	29/05/2020	GDR CIVIL CONTRACTING PTY LTD	HCK UP STEEL DRUM ROLLER FROM CORNER OF TRIMMER ROAD & SPENCERS BROOK ROAD AND DROP OFF TO CORNER OF IRISHTOWN & KATRINE ROAD	1	1,320.00	

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INV 1668	29/05/2020	GDR CIVIL CONTRACTING PTY LTD	CONTRACT C.201920-22 - SOUTHERN BROOK ROAD - SHOULDER RECONSTRUCTION - RIP OFF EXISTING SHOULDERS ALLOWING TO LAY, SPREAD, COMPACT, TRIM TO SHAPE, AND COMPACTION TESTED THROUGH NAATI APPROVED LAB, 150 MM THICK COMPACTED, 2% CEMENT STABILIZED GRAVEL OVER 1.2 M WIDTH FROM THE EXISTING EDGE OF THE SEAL ON BOTH SIDES.	1	83,004.57	
INV 1667	29/05/2020	GDR CIVIL CONTRACTING PTY LTD	EXISTING RUNWAY A2 - SUPPLY AND LAY DG ASPHALT THICK LIFT OF 60MM FROM CENTRELINE TO EAST SIDE AS PER CONTRACT C.201902-21.	1	122,319.70	
EFT36781	12/06/2020	GRAFTON ELECTRICS	APEX PARK REPLACE POWER POLE AND METER BOX AT APEX PARK, (INCLUDING WESTERN POWER RECONNECTION FEES)	1		4,015.00
INV 6932	26/05/2020	GRAFTON ELECTRICS	BAKERS HILL FIRE SHED - CARRY OUT LOAD CALCULATIONS AND SITE POSITION	1	550.00	
INV 6944	02/06/2020	GRAFTON ELECTRICS	APEX PARK REPLACE POWER POLE AND METER BOX AT APEX PARK, (INCLUDING WESTERN POWER RECONNECTION FEES)	1	3,465.00	
EFT36782	12/06/2020	GROVE WESLEY DESIGN ART	NAME BADGE JEN MAHER, SUPPORT WORKER	1		13.97
INV 6019	15/05/2020	GROVE WESLEY DESIGN ART	NAME BADGE JEN MAHER, SUPPORT WORKER	1	13.97	
EFT36783	12/06/2020	IT VISION	UPGRATE MODULE FOR SYNERGY SOFT	1		1,361.80
INV 33290	31/05/2020	IT VISION	UPGRATE MODULE FOR SYNERGY SOFT	1	1,361.80	
EFT36784	12/06/2020	JAYDEN POPE	FLU VACCINATION REIMBURSEMENT	1		19.95
INV 1314980	16/05/2020	JAYDEN POPE	FLU VACCINATION REIMBURSEMENT	1	19.95	
EFT36785	12/06/2020	KEE SURFACING PTY LTD	VARIATION 1 TO C.201920-16 PROVISION OF TMP AND TRAFFIC MANAGEMENT DURING SPRAY SEAL WORK ZAMIA TERRACE SLK 0.00-0.48 AS PER APPROVED TMP @ \$313.21/HOUR FOR 6 HOURS	1		90,353.62
INV INV2216	01/05/2020	KEE SURFACING PTY LTD	VARIATION 1 TO C.201920-16 PROVISION OF TMP AND TRAFFIC MANAGEMENT DURING SPRAY SEAL WORK ZAMIA TERRACE SLK 0.00-0.48 AS PER APPROVED TMP @ \$313.21/HOUR FOR 6 HOURS	1	10,335.90	

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INV INV2216	01/05/2020	KEE SURFACING PTY LTD	VARIATION 1 TO C.201920-16 PROVISION OF TMP AND TRAFFIC MANAGEMENT DURING SPRAY SEAL WORK ZAMIA TERRACE SLK 0.00-0.48 AS PER APPROVED TMP @ \$313.21/HOUR FOR 6 HOURS	1	80,017.72	
EFT36786	12/06/2020	KLEENWEST DISTRIBUTORS	SANITISER PRODUCTS	1		1,347.72
INV 0004757322	05/2020	KLEENWEST DISTRIBUTORS	SANITISER PRODUCTS	1	1,225.62	
INV 0004781403	06/2020	KLEENWEST DISTRIBUTORS	SQUEEGEE BROOMS PLUS HANDLES (600MM ALUMINIUM HANDLE)	1	122.10	
EFT36787	12/06/2020	LANDGATE	COUNTRY URBAN UV REVALUATION 2019/2020.	1		210.65
INV 356252-1	15/05/2020	LANDGATE	COUNTRY URBAN UV REVALUATION 2019/2020.	1	158.25	
INV 1014269	02/06/2020	LANDGATE	OTHER DLI INVOICES	1	52.40	
EFT36788	12/06/2020	MAYDAY EARTHMOVING	WANDRRA AGRN 822 ALMOND AVE - DRY HIRE OF 3 TONNE ROLLER FOR 5 DAYS.	1		660.00
INV 0007447426	05/2020	MAYDAY EARTHMOVING	WANDRRA AGRN 822 ALMOND AVE - DRY HIRE OF 3 TONNE ROLLER FOR 5 DAYS.	1	660.00	
EFT36789	12/06/2020	MCLEODS BARRISTERS & SOLICITORS	FURTHER COSTS ASSOCIATED WITH ILLEGAL STRUCTURE, 4 HOVEA CR, WUNDOWIE	1		605.48
INV 113797	26/05/2020	MCLEODS BARRISTERS & SOLICITORS	FURTHER COSTS ASSOCIATED WITH ILLEGAL STRUCTURE, 4 HOVEA CR, WUNDOWIE	1	605.48	
EFT36790	12/06/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) ON CONTRACT C.201819-12 18/05/2020 to 24/05/2020.	1		7,524.00
INV N2514	31/05/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) ON CONTRACT C.201819-12 18/05/2020 to 24/05/2020.	1	3,762.00	
INV N2516	31/05/2020	MINT CIVIL PTY LTD T/AS IMMACU SWEEP	STREET SWEEPING/GULLY EDUCATION SERVICES (CLEANING TOWN ROADS) FROM 1/7/2019 TO 19/05/2020 CN CONTRACT C.201819-12. 25/05/2020 to 31/05/2020.	1	3,762.00	
EFT36791	12/06/2020	MODERN TEACHING AIDS PTY LTD	WUNDOWIE LIBRARY - CHILDREN'S ROOM DIVIDER WITH STORAGE	1		659.91
INV 4381869607	11/2019	MODERN TEACHING AIDS PTY LTD	WUNDOWIE LIBRARY - CHILDREN'S ROOM DIVIDER WITH STORAGE	1	659.91	

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EFT36792	12/06/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS 15/05/2020-14/06/2020	1		846.62
INV 9196613915/05/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS 15/05/2020-14/06/2020	1	846.62	
EFT36793	12/06/2020	NORTHAM BETTA ELECTRICAL	LASER POINTER FOR MEETINGS	1		34.95
INV 2001001404/06/2020		NORTHAM BETTA ELECTRICAL	LASER POINTER FOR MEETINGS	1	34.95	
EFT36794	12/06/2020	NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS - DEPOT STAFFMONTHLY INCENTIVE PRIZES FOR REPORTING ICS.	1		400.00
INV IV00000001/04/2020		NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS - DEPOT STAFFMONTHLY INCENTIVE PRIZES FOR REPORTING ICS.	1	400.00	
EFT36795	12/06/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING INVOICES 3038 & 3037.	1		200.00
INV 3038	03/06/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING INVOICES 3038 & 3037.	1	200.00	
EFT36796	12/06/2020	NORTHAM FLORIST	BOX OF FLOWERS FOR D.DAVEY FAREWELL - KILLARA	1		50.00
INV 22820	26/05/2020	NORTHAM FLORIST	BOX OF FLOWERS FOR D.DAVEY FAREWELL - KILLARA	1	50.00	
EFT36797	12/06/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR 2019 BUSHFIRE FORUM	1		191.96
INV 1202-203 29/11/2019		NORTHAM LIQUOR BARONS	REFRESHMENTS FOR 2019 BUSHFIRE FORUM	1	191.96	
EFT36798	12/06/2020	NORTHAM TYREPOWER	EN020 WUNDOWIE QUAD BIKE - REPAIR PUNCTURE	1		35.00
INV 133053	29/04/2020	NORTHAM TYREPOWER	EN020 WUNDOWIE QUAD BIKE - REPAIR PUNCTURE	1	35.00	
EFT36799	12/06/2020	PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR SPENCER BROOK ROAD SLK 16.43-19.34	1		1,738.00
INV 0000985311/05/2020		PERTH SAFETY PRODUCTS PTY LTD	900 X 600MM QUAD STAND SIGN (WORKMAN AHEAD SYMBOL)	1	396.00	
INV 0000987213/05/2020		PERTH SAFETY PRODUCTS PTY LTD	AMBER CAT EYES FOR SPENCER BROOK ROAD SLK 16.43-19.34	1	770.00	
INV 0000988218/05/2020		PERTH SAFETY PRODUCTS PTY LTD	SHIRE OF NORTHAM SIGN SPECS - LEEMING RD	1	572.00	
EFT36800	12/06/2020	EGG WRIGHTSON TURF	2 x 25kg BAGS OF COLOSSEUM RYE GRASS SEED.	1		217.25
INV 1810121	06/05/2020	EGG WRIGHTSON TURF	2 x 25kg BAGS OF COLOSSEUM RYE GRASS SEED.	1	217.25	

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EFT36801	12/06/2020	EF & DE ROBINSON	BUILD AND INSTALL 1 X PARKLETTS (ONE FOR CUTSIDE LUME) AS PER SPECIFICATIONS INCLUDING ALL LABOUR AND MATERIALS QUOTED 20-05-2020	1		4,500.00
INV 0000024/01/05/2020		EF & DE ROBINSON	BUILD AND INSTALL 1 X PARKLETTS (ONE FOR CUTSIDE LUME) AS PER SPECIFICATIONS INCLUDING ALL LABOUR AND MATERIALS QUOTED 20-05-2020	1	4,500.00	
EFT36802	12/06/2020	PREMIER TARPS	SUPPLY AND INSTALL TARPS ONSITE FOR PN1515 AND EN1009A AS PER QUOTATION 8528	1		7,810.00
INV 8528	11/04/2020	PREMIER TARPS	SUPPLY AND INSTALL TARPS ONSITE FOR PN1515 AND EN1009A AS PER QUOTATION 8528	1	7,810.00	
EFT36803	12/06/2020	FRIMARIES OF WA PTY LTD	9369351 - GRIPPLE PLUS MEDIUM WIRE JOINER.	1		149.91
INV 4104540629/05/2020		FRIMARIES OF WA PTY LTD	VALVE BOXES FOR BERNARD PARK	1	41.23	
INV 4104749904/06/2020		FRIMARIES OF WA PTY LTD	9369351 - GRIPPLE PLUS MEDIUM WIRE JOINER.	1	108.68	
EFT36804	12/06/2020	RAC BUSINESSWISE	RENEWAL RAC BUSINESSWISE ABSOLUTE FOR REGO - KILLARA VEHICLES	1		1,372.00
INV 322609	31/05/2020	RAC BUSINESSWISE	RENEWAL RAC BUSINESSWISE ABSOLUTE FOR REGO - KILLARA VEHICLES	1	1,372.00	
EFT36805	12/06/2020	SHIRE OF LAKE GRACE	LONG SERVICE LEAVE ENTITLEMENTS FOR MS DENISE GOBBART.	1		18,805.75
INV 5231	20/03/2020	SHIRE OF LAKE GRACE	LONG SERVICE LEAVE ENTITLEMENTS FOR MS DENISE GOBBART.	1	18,805.75	
EFT36806	12/06/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CONTRACT CLEANING SERVICES APRIL 2020.	1		4,536.58
INV 134	04/06/2020	SLAV'S CLEANING SERVICE	CREATE 298 TOP STORY. MONTHLY CLEANING CONTRACT FOR APRIL 2020.	1	1,056.00	
INV 133	04/06/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CONTRACT CLEANING SERVICES APRIL 2020.	1	1,815.00	
INV 135	04/06/2020	SLAV'S CLEANING SERVICE	BERNARD PARK TOILETS. CLEANING UNTIL END OF APRIL 2020.	1	1,665.58	
EFT36807	12/06/2020	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING OF SOUTHERN BOOK ROAD WORKS FROM 18/5/2020 TO 26/6/2020.	1		886.60
INV 7105215231/05/2020		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING OF SOUTHERN BOOK ROAD WORKS FROM 18/5/2020 TO 26/6/2020.	1	886.60	

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EFT36808	12/06/2020	STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORM FOR BUSHFIRES	1		4,408.27
INV SIN-320418/05/2020		STEWART & HEATON CLOTHING CO.PTY LTD	UNIFORM FOR BUSHFIRES	1	4,408.27	
EFT36809	12/06/2020	SYNERGY	STREET LIGHTS - 04/05/2020 TO 02/06/2020.	1		23,067.92
INV 1686149902/06/2020		SYNERGY	STREET LIGHTS - 04/05/2020 TO 02/06/2020.	1	23,067.92	
EFT36810	12/06/2020	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	WANDRRA -AGRN 822 ALMOND AVE - SUPPLY AND DELIVER 200TONNE OF 19MM MRD SPEC - PLEASE DELIVER IT TO SHINGLE HILL	1		5,300.46
INV INV-081731/05/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	WANDRRA -AGRN 822 ALMOND AVE - SUPPLY AND DELIVER 200TONNE OF 19MM MRD SPEC - PLEASE DELIVER IT TO SHINGLE HILL	1	3,914.46	
INV INV-083531/05/2020		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	WANDRRA AGRN 822 ALMOND AVE - PLEASE SUPPLY/DELIVER 70 TONNE OF 19MM MRD SPEC GRAVEL TO SHINGHILL.	1	1,386.00	
EFT36811	12/06/2020	WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN MAY 2020	1		50.20
INV SN0000631/05/2020		WARRICKS NEWSAGENCY	ADMIN - THE WEST AUSTRALIAN MAY 2020	1	50.20	
EFT36812	12/06/2020	WATERMAN IRRIGATION PTY LTD	OPERATIONAL COSTS FOR 5 X STANDPIPES X \$39.00 PER MONTH - 1 JAN - 30 JUNE 2020	1		1,669.25
INV SINV-13E20/05/2020		WATERMAN IRRIGATION PTY LTD	OPERATIONAL COSTS FOR 5 X STANDPIPES X \$39.00 PER MONTH - 1 JAN - 30 JUNE 2020	1	1,669.25	
EFT36813	12/06/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WEBSITE SUPPORT HOURS	1		855.00
INV B082221 13/05/2020		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	SERVING ON COUNCIL (ELEARNING) FOR CR MARIA GIRAK	1	195.00	
INV B082255 18/05/2020		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WEBSITE SUPPORT HOURS	1	660.00	
EFT36814	12/06/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1807 - SUPPLY INVERTER 2000W	1		5,925.52
INV INV-102917/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CCTV POLE AT PEEL TERRACE TRAFFIC LIGHTS. CHECK AND REPORT ON SOLAR BATTERIES.	1	180.00	
INV INV-103024/02/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE BATTERIES TO CCTV PEEL TERRACE FITZGERALD STREET.	1	1,700.50	

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INV INV-103811/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING		1	450.00	
INV INV-104023/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1807 - SUPPLY INVERTER 2000W	1	2,288.00	
INV INV-103825/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL 2.4 MOUNT SUPPLIED VERTEX CRADLE IN SECURE LOCATION AND WIRE UP TO 24V POWER FOR VERTEX	1	459.85	
INV INV-103825/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL LT - REMOVE AND REPLACE BROKEN SPOTLIGHTS WITH 7.5- LED SPOTLIGHTS	1	847.17	
EFT36815	12/06/2020	WHEATBELT SAFETYWEAR	KEVIN LANGILLE - SUPPLY WORKBOOTS	1		300.00
INV 9426	20/05/2020	WHEATBELT SAFETYWEAR	KEVIN LANGILLE - SUPPLY WORKBOOTS	1	150.00	
INV 9429	21/05/2020	WHEATBELT SAFETYWEAR	ROBERT WILSON - SUPPLY BOOTS	1	150.00	
EFT36816	12/06/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	FLUFFY DUCKLINGS. REPLACE INSTANT ELECTRIC HOT WATER SERVICE WITH 50L STORAGE AS PER QUOTE.	1		1,706.32
INV 00112	01/06/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	FLUFFY DUCKS. REPAIR HOT WATER SYSTEM AND LOWER PRESSURE RELIEF VALVE, ADJUST AND FIX 2 X GATES & WUNDOWIE OVAL WATER TANK. SERVICE FLOAT VALVE OF FRESH WATER TANK.	1	536.32	
INV 00113	03/06/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	FLUFFY DUCKLINGS. REPLACE INSTANT ELECTRIC HOT WATER SERVICE WITH 50L STORAGE AS PER QUOTE.	1	1,170.00	
EFT36817	19/06/2020	2 DAYS CAFE	BUSINESS SUPPORT GRANT SCHEME - FINANCIAL ASSISTANCE WITH LEGAL ADVICE WITH NEGOTIATING WITH LANDLORD AND LEASE.	1		352.00
INV 00002	17/06/2020	2 DAYS CAFE	BUSINESS SUPPORT GRANT SCHEME - FINANCIAL ASSISTANCE WITH LEGAL ADVICE WITH NEGOTIATING WITH LANDLORD AND LEASE.	1	352.00	
EFT36818	19/06/2020	ABLE SALES	DEISEL GENERATOR 50KVA 415V AS PER QUOTE 669829	1		12,300.00
INV 768705	27/02/2020	ABLE SALES	DEISEL GENERATOR 50KVA 415V AS PER QUOTE 669829	1	12,300.00	
EFT36819	19/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JUNE 2020.	1		27.50
INV 66242	05/06/2020	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY COST FOR JUNE 2020.	1	27.50	
EFT36820	19/06/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR INTERIM PAY 12/06/2020.	1		5,206.00

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INV PAYG 1215/06/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR INTERIM PAY 12/06/2020.	1	5,206.00	
EFT36821	19/06/2020	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 31/05/2020.	1		1,568.00
INV 0034	31/05/2020	AVONDEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 31/05/2020.	1	1,568.00	
EFT36822	19/06/2020	BINDI BINDI DREAMING	BUSHFOOD DEMO HELD AT BKB	1		550.00
INV INV-127708/06/2020		BINDI BINDI DREAMING	BUSHFOOD DEMO HELD AT BKB	1	550.00	
EFT36823	19/06/2020	CADDS FASHIONS	BLACK AND WHITE POLO SHIRT 2XL FOR CHADD HUNT	1		76.00
INV 20-00004/11/06/2020		CADDS FASHIONS	BLACK AND WHITE POLO SHIRT 2XL FOR CHADD HUNT	1	44.00	
INV 20-00004/11/06/2020		CADDS FASHIONS	YELLOW/BLACK POLO FLEECE JUMPER WITH SHIRE OF NORTHAM LOGO AND SAFETY OFFICER PRINTED	1	32.00	
EFT36824	19/06/2020	CHRISTOPHER JOHN MARRIS	CBDCO HONORARIOM PAYMENT FOR MARCH, APRIL & MAY 2020	1		2,499.99
INV BR12062/05/06/2020		CHRISTOPHER JOHN MARRIS	CBDCO HONORARIOM PAYMENT FOR MARCH, APRIL & MAY 2020	1	2,499.99	
EFT36825	19/06/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1		1,328.25
INV 506682	31/05/2020	CIVIC LEGAL	KLEENHEAT GAS - POTENTIAL CLAIM	1	1,328.25	
EFT36826	19/06/2020	COUNTRY COPIERS NORTHAM	FOSTERS AND SIGNAGE FOR LIBRARY REOPENING	1		484.10
INV 43484	19/05/2020	COUNTRY COPIERS NORTHAM	FOSTERS AND SIGNAGE FOR LIBRARY REOPENING	1	341.10	
INV 43484	20/05/2020	COUNTRY COPIERS NORTHAM	STATIONERY SUPPLIES REC CENTRE	1	143.00	
EFT36827	19/06/2020	COUNTRYWIDE GROUP	BAR OIL - CHAINSAWS	1		395.20
INV 29562	28/05/2020	COUNTRYWIDE GROUP	POLESAW CHAINS AS PER EXAMPLE	1	104.20	
INV 29633	09/06/2020	COUNTRYWIDE GROUP	BAR OIL - CHAINSAWS	1	291.00	
EFT36828	19/06/2020	CROSSLAND & HARDY PTY LTD	OLD QUARRY ROAD ANNUAL VOLUMETRIC SURVEY AS PER QUOTATION REF 2019-138. ONSITE SURVEY THE 29 MAY 2020 AND SURVEYS TO BE COMPLETED 2 JUNE 2020.	1		3,341.25

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INV 0001451009/06/2020		CROSSLAND & HARDY PTY LTD	OLD QUARRY ROAD ANNUAL VOLUMETRIC SURVEY AS PER QUOTATION REF 2019-138. ONSITE SURVEY THE 29 MAY 2020 AND SURVEYS TO BE COMPLETED 2 JUNE 2020.	1	2,109.25	
INV 0001451109/06/2020		CROSSLAND & HARDY PTY LTD	OLD QUARRY ROAD SEPTAGE POND TOPOGRAPHIC SURVEY INCLUDING CURRENT SPOON DRAINS AND BUNDING AS PER QUOTE REF 2019-142.	1	1,232.00	
EFT36829	19/06/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL ALARM MONITORING 01/06/2020-30/06/2020	1		805.05
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	BKB ALARM MONITORING 01/06/2020-30/06/2020	1	61.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL ALARM MONITORING 01/06/2020-30/06/2020	1	90.56	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING 01/06/2020-30/06/2020	1	53.00	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	SES ADMIN ALARM MONITORING 01/06/2020-30/06/2020	1	87.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	SES BUILDING MONITORING 01/06/2020-30/06/2020	1	87.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	BERT HAWKE OVAL ALARM MONITORING 01/06/2020-30/06/2020	1	53.00	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	VISITORS CENTRE ALARM MONITORING 01/06/2020-30/06/2020	1	61.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY ALARM MONITORING 01/06/2020-30/06/2020	1	61.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE ALARM MONITORING 01/06/2020-30/06/2020	1	61.97	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING 01/06/2020-30/06/2020	1	61.96	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY BKB ALARM MONITORING 01/06/2020-30/06/2020	1	53.00	
INV CINS308	21/05/2020	CTI SECURITY SERVICES PTY LTD	RAILWAY MUSEUM ALARM MONITORING 01/06/2020-30/06/2020	1	61.96	
INV CINS308	04/06/2020	CTI SECURITY SERVICES PTY LTD	BERT HAWK OVAL ALARM MONITORING 04/06/2020-30/06/2020	1	7.80	
EFT36830	19/06/2020	GROVE WESLEY DESIGN ART	BUSINESS CARDS GLENN PADDICK	1		104.50
INV 6035	29/05/2020	GROVE WESLEY DESIGN ART	BUSINESS CARDS GLENN PADDICK	1	104.50	

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EFT36831	19/06/2020	HAPPY DAYS COFFEE POT	BUSINESS SUPPORT GRANT SCHEME - FINANCIAL ASSISTANCE WITH LEGAL ADVICE WITH NEGOTIATING WITH LANDLORD AND LEASE	1		440.00
INV 00010	17/06/2020	HAPPY DAYS COFFEE POT	BUSINESS SUPPORT GRANT SCHEME - FINANCIAL ASSISTANCE WITH LEGAL ADVICE WITH NEGOTIATING WITH LANDLORD AND LEASE	1	440.00	
EFT36832	19/06/2020	KLEENHEAT GAS	TOWNHALL YEARLY GAS BOTTLE HIRE FEE.	1		158.40
INV 4295319	01/06/2020	KLEENHEAT GAS	TOWNHALL YEARLY GAS BOTTLE HIRE FEE.	1	158.40	
EFT36833	19/06/2020	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G20205 DATED 04/04/2020 TO 01/05/2020.	1		358.22
INV 356554-1027/05/2020		LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G20205 DATED 04/04/2020 TO 01/05/2020.	1	358.22	
EFT36834	19/06/2020	IFA FIRST RESPONSE	BACTOL 1LT POD 020059	1		3,132.25
INV IN10965	30/04/2020	IFA FIRST RESPONSE	BACTOL 1LT POD 020059	1	2,590.50	
INV IN11638	05/06/2020	IFA FIRST RESPONSE	WHITELEY AUTOMATIC HAND SANITIZER DISPENSER 302017	1	541.75	
EFT36835	19/06/2020	IGIS - RISK MANAGEMENT	REGIONAL RISK COORDINATOR PROGRAM 2019-20 SECOND INSTALMENT.	1		7,950.80
INV 156-020408/06/2020		IGIS - RISK MANAGEMENT	REGIONAL RISK COORDINATOR PROGRAM 2019-20 SECOND INSTALMENT.	1	7,950.80	
EFT36836	19/06/2020	LILLY KENNEDY	REFUND FOR LIFETIME REGISTRATION OF DOG AS DOG STERILISED IN FIRST YEAR OF BEING REGISTERED.	1		150.00
INV KW0206202/06/2020		LILLY KENNEDY	REFUND FOR LIFETIME REGISTRATION OF DOG AS DOG STERILISED IN FIRST YEAR OF BEING REGISTERED.	1	150.00	
EFT36837	19/06/2020	LLOYDS EARTHMOVING	VARIOUS PLANTS	1		1,666.88
INV INV-183810/06/2020		LLOYDS EARTHMOVING	SUPPLY SYZIGIUM BUSH CHERRY	1	300.00	
INV INV-183710/06/2020		LLOYDS EARTHMOVING	VARIOUS PLANTS	1	1,366.88	
EFT36838	19/06/2020	MARKETFORCE	ADVERT ON SEEK HORTICULTURAL TRAINEE AND PLANT OPERATOR - 8/5/2020	1		1,339.22

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INV 33438	27/05/2020	MARKETFORCE	ADVERT ON SEEK HORTICULTURAL TRAINEE AND PLANT OPERATOR - 8/5/2020	1	451.00	
INV 33442	27/05/2020	MARKETFORCE	PUBLIC NOTICE IN WEST AUSTRALIAN 12/5/2020 FOR SPECIAL MEETING 13/5/2020	1	437.22	
INV 33440	27/05/2020	MARKETFORCE	ENROLLED NURSE - JOB ADVERT SEEK	1	225.50	
INV 33439	27/05/2020	MARKETFORCE	HORTICULTURE TRAINEESHIP - JOB ADVERT PRIVATE ADVERTISER SEEK	1	225.50	
EFT36839	19/06/2020	MATHEW MACQUEEN	DCBFCO HONORARIUM PAYMENT 2020	1		1,500.00
INV BR0506205/06/2020		MATHEW MACQUEEN	DCBFCO HONORARIUM PAYMENT 2020	1	1,500.00	
EFT36840	19/06/2020	MAYDAY EARTHMOVING	WANDRRA AGRN 822 ALMOND AVE - DRY HIRE OF 3 TONNE ROLLER FOR 5 DAYS @ \$150+GST /DAY	1		572.00
INV 74474-1	15/06/2020	MAYDAY EARTHMOVING	WANDRRA AGRN 822 ALMOND AVE - DRY HIRE OF 3 TONNE ROLLER FOR 5 DAYS @ \$150+GST /DAY	1	572.00	
EFT36841	19/06/2020	METTLER-TOLEDO LIMITED	ANNUAL CALABRATION OF THE OLD QUARRY ROAD WEIGHBRIDGE IN ACCORDANCE WITH QUOTE	1		2,816.00
INV 0000318129/05/2020		METTLER-TOLEDO LIMITED	ANNUAL CALABRATION OF THE OLD QUARRY ROAD WEIGHBRIDGE IN ACCORDANCE WITH QUOTE	1	2,816.00	
EFT36842	19/06/2020	MHW INTEGRATION PTY LTD	REPLACEMENT OF FAULTY BRIGHTSIGN INTERACTIVE MEDIA PLAYER	1		1,576.30
INV 0000179911/06/2020		MHW INTEGRATION PTY LTD	REPLACEMENT OF FAULTY BRIGHTSIGN INTERACTIVE MEDIA PLAYER	1	1,576.30	
EFT36843	19/06/2020	MIND YOUR MONEY	BUSINESS SUPPORT GRANT SCHEME - DEVELOP A WEBSITE WITH BOOKINGS FUNCTIONALITY	1		1,078.00
INV INV-193309/06/2020		MIND YOUR MONEY	BUSINESS SUPPORT GRANT SCHEME - DEVELOP A WEBSITE WITH BOOKINGS FUNCTIONALITY	1	1,078.00	
EFT36844	19/06/2020	MORRIS PEST AND WEED CONTROL	BUSINESS SUPPORT GRANT SCHEME - RE-ESTABLISH WEBSITE AND TRAINING COST TO OFFER A NEW EMPLOYMENT OPPORTUNITY	1		3,820.00
INV INV-055931/05/2020		MORRIS PEST AND WEED CONTROL	WUNDOWIE LIBRARY. TREAT ANT INFESTATION IN TOILETS AND GENERAL ANT SPRAY.	1	150.00	
INV INV-056131/05/2020		MORRIS PEST AND WEED CONTROL	KURINGAL VILLAGE. SPRAY FOR SMALL ANTS AROUND EACH UNIT.	1	480.00	

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INV INV-057302/06/2020		MORRIS PEST AND WEED CONTROL	BUSINESS SUPPORT GRANT SCHEME - RE-ESTABLISH WEBSITE AND TRAINING COST TO OFFER A NEW EMPLOYMENT OPPORTUNITY	1	3,190.00	
EFT36845	19/06/2020	MR. NATURALLY CLEAN	AFTER HOURS SECURITY CALL OUT FOR 15/05/2020 & 28/05/2020	1		330.00
INV INV-205620/05/2020		MR. NATURALLY CLEAN	AFTER HOURS SECURITY CALL OUT FOR 15/05/2020 & 28/05/2020	1	330.00	
EFT36846	19/06/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS IN PLANT AT DEPOT 05.06.2020 TO 04.07.2020.	1		417.67
INV 9198175305/06/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES FOR OUT NAVTRAC SYSTEMS IN PLANT AT DEPOT 05.06.2020 TO 04.07.2020.	1	417.67	
EFT36847	19/06/2020	NORTHAM BETTA ELECTRICAL	WUNDOWIE COMPUTERS - HP ALL IN ONES	1		1,798.00
INV 2001001115/04/2020		NORTHAM BETTA ELECTRICAL	WUNDOWIE COMPUTERS - HP ALL IN ONES	1	1,798.00	
EFT36848	19/06/2020	NORTHAM FAMILY PRACTICE	CONFIRMATION ORDER FOR INV# 24151083055 BEVERLY JONES - MISSED APPOINTMENT FEE	1		40.00
INV 127193	21/05/2020	NORTHAM FAMILY PRACTICE	CONFIRMATION ORDER FOR INV# 24151083055 BEVERLY JONES - MISSED APPOINTMENT FEE	1	40.00	
EFT36849	19/06/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1		90.00
INV 0000284027/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	36.00	
INV 0000284229/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000284829/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	36.00	
EFT36850	19/06/2020	CASIS OUTDOOR STRUCTURES	BILYA KOORT BOODJA CENTRE. INSTALL STEEL FRAMEWORK AND TIMBER SLATS FOR SIGNAGE AS PER QUOTE QU-0622.	1		8,133.40
INV INV-052711/06/2020		CASIS OUTDOOR STRUCTURES	BILYA KOORT BOODJA CENTRE. INSTALL STEEL FRAMEWORK AND TIMBER SLATS FOR SIGNAGE AS PER QUOTE QU-0622.	1	5,302.00	
INV INV-052611/06/2020		CASIS OUTDOOR STRUCTURES	CUT OFF AND DISPOSE OF OLD GOAL POSTS. SET OUT, DRILL AND INSTALL NEW CONCRETE FOOTINGS AND GROUND TUBES. ERECT POLES AND MAKE GOOD GRASS.	1	2,831.40	

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EFT36851	19/06/2020	CEFFICEWORKS SUPERSTORES PTY LTD	TONER CARTRIDGES FOR LIBRARY.	1		502.80
INV 4869567622/05/2020		CEFFICEWORKS SUPERSTORES PTY LTD	TONER CARTRIDGES FOR LIBRARY.	1	468.95	
INV 1013002109/06/2020		CEFFICEWORKS SUPERSTORES PTY LTD	SHOE COVERS, MAGNETS & FREIGHT FOR KILLARA COTTAGE	1	33.85	
EFT36852	19/06/2020	OXTER SERVICES	BURIAL DATE 08/06/2020 NEW GRAVE FOR THE BURIAL CF BERNICE SERMON	1		1,067.00
INV 22875	10/06/2020	OXTER SERVICES	BURIAL DATE 08/06/2020 NEW GRAVE FOR THE BURIAL CF BERNICE SERMON	1	1,067.00	
EFT36853	19/06/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	MR CLINTON KLEYNHANS - INITIAL	1		158.40
INV 0047108	21/05/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	MR CLINTON KLEYNHANS - INITIAL	1	87.85	
INV 0047551	04/06/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	MR CLINTON KLEYNHANS - ONGOING	1	70.55	
EFT36854	19/06/2020	SGS AUSTRALIA PTY LTD	BIANNUAL OLD QUARRY ROAD LANDFILL BORE MONITORING	1		1,315.82
INV NE00079/24/04/2020		SGS AUSTRALIA PTY LTD	BIANNUAL OLD QUARRY ROAD LANDFILL BORE MONITORING	1	1,315.82	
EFT36855	19/06/2020	STRATAGREEN	LINEMARKING PER BOX	1		563.27
INV 124043	09/06/2020	STRATAGREEN	LINEMARKING PER BOX	1	563.27	
EFT36856	19/06/2020	TAS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	EN1905 - REGON11069 15,000KM SERVICE	1		482.55
INV 340590	02/06/2020	TAS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	EN1905 - REGON11069 15,000KM SERVICE	1	482.55	
EFT36857	19/06/2020	THE BOOK SHED	BOOKS FOR LOCAL HISTORY STOCK.	1		201.00
INV INV-200515/06/2020		THE BOOK SHED	BOOKS FOR LOCAL HISTORY STOCK.	1	201.00	
EFT36858	19/06/2020	THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1		149.00
INV 1224364908/05/2020		THE WORKWEAR GROUP	UNIFORM FOR HELEN ZAHRA.	1	149.00	
EFT36859	19/06/2020	WARRICKS NEWSAGENCY	LIBRARY - NEWSPAPER SUBSCRIPTIONS MAY 2020.	1		35.70

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INV SN0001731/05/2020		WARRICKS NEWSAGENCY	LIBRARY - NEWSPAPER SUBSCRIPTIONS MAY 2020.	1	35.70	
EFT36860	19/06/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INSTALL LONGLIFE LED BEACON LOW PROFILE WITH BAR AND INSTALL TO ROOF OF NEW DUAL CAB MAZDA BT50 AND INSTALL REFURNISHED SHIRE TWO WAY EN1412 - DUAL CAB UTE - REPLACE PARKER LIGHT LH SIDE OF VEHICLE	1		4,932.88
INV INV-104606/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1412 - DUAL CAB UTE - REPLACE PARKER LIGHT LH SIDE OF VEHICLE	1	172.50	
INV INV-104715/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1018 LOADER AT INKPEN TIP NEW N150 BATTERIES	1	636.00	
INV INV-104615/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INSTALL LONGLIFE LED BEACON LOW PROFILE WITH BAR AND INSTALL TO ROOF OF NEW DUAL CAB MAZDA BT50 AND INSTALL REFURNISHED SHIRE TWO WAY EN1308 TRAILER PLUGS	1	2,440.00	
INV INV-104724/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1308 TRAILER PLUGS	1	60.00	
INV INV-104728/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REMOVE AND RE-POSITION WARNING LIGHT FOR BECON BEING ON AND ADD EXTRA AMBER FLASHING LIGHTS TO LH /RH SIDE OF STEPS	1	634.38	
INV INV-103930/04/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REFIT AMBER FLASHING LIGHT TO SANTO'S UTE AND COMMUNICATION RADIOS FN1908 - REGO N11657	1	990.00	
EFT36861	19/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	DESKTOP PC & MONITORS	1		2,961.82
INV 26310	09/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	DESKTOP PC & MONITORS	1	1,646.90	
INV 26309	09/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	COPIER INK.	1	1,252.00	
INV 209671	09/06/2020	WHEATBELT OFFICE & BUSINESS MACHINES	MONTHLY PHOTOCOPIER READING FOR CREATE298 13/05/2020 - 09/06/2020	1	62.92	
EFT36862	19/06/2020	WHEATBELT SAFETYWEAR	KURT DE BOULAY - WORK BOOTS	1		513.00
INV 9440	29/05/2020	WHEATBELT SAFETYWEAR	KURT DE BOULAY - WORK BOOTS	1	150.00	
INV 9452	06/06/2020	WHEATBELT SAFETYWEAR	ANNUAL ALLOCATION OF BOOTS - SUZ SAMS	1	150.00	
INV 9456	09/06/2020	WHEATBELT SAFETYWEAR	YELLOW AND BLACK HAZARD STICK TAPE PER ROLL	1	63.00	
INV 9457	09/06/2020	WHEATBELT SAFETYWEAR	BOOTS ALLOWANCE - ASHLEY BARNES	1	150.00	

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EFT36863	24/06/2020	VALLEY FORD	PURCHASE NEW FORD ATLM99F RANGER 2020.25 DOUBLE PU WILDTRAK 2.0L BIT 10 4X4 IN METEOR GREY WITH BLACK WHEEL PACK./ CARPET MAT SET./FIRE EXTINGUISHER / WEATHERSHIELDS SLIMLINE FRONT AND BACK/ FIRST AID KIT/ STREET LEGAL TINT/ SHIRE TO PAY LICENSE FEES	1		28,773.29
INV 1409842	22/06/2020	VALLEY FORD	PURCHASE NEW FORD ATLM99F RANGER 2020.25 DOUBLE PU WILDTRAK 2.0L BIT 10 4X4 IN METEOR GREY WITH BLACK WHEEL PACK./ CARPET MAT SET./FIRE EXTINGUISHER / WEATHERSHIELDS SLIMLINE FRONT AND BACK/ FIRST AID KIT/ STREET LEGAL TINT/ SHIRE TO PAY LICENSE FEES	1	28,773.29	
EFT36864	25/06/2020	CADDS FASHIONS	BLACK TABLECLOTHS (TRESSLE TABLE)	1		1,277.94
INV 20-0000106/02/2020	10/06/2020	CADDS FASHIONS	BISLEY OXFORD SS SHIRT, MID GREEN	1	227.94	
INV 20-0000410/06/2020	10/06/2020	CADDS FASHIONS	BLACK TABLECLOTHS (TRESSLE TABLE)	1	1,050.00	
EFT36865	25/06/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING IRA-C2230 VISITORS CENTRE	1		424.44
INV S8466	18/06/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING IRA-C2230 VISITORS CENTRE	1	424.44	
EFT36866	25/06/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2020.	1		20,029.96
INV MAY 20231/05/2020	23/05/2020	DUNNING INVESTMENTS PTY LTD	FUEL CHARGES FOR MAY 2020.	1	20,029.96	
EFT36867	25/06/2020	ELDERS LIMITED	HC (PROPERTY IDENTIFICATION CODE) WGPLD0042 EMBOSSED PINK MULTITAGS	1		264.80
INV AX51303	12/06/2020	ELDERS LIMITED	HC (PROPERTY IDENTIFICATION CODE) WGPLD0042 EMBOSSED PINK MULTITAGS	1	264.80	
EFT36868	25/06/2020	GRAFTON ELECTRICS	OLD TOWN ADMIN BUILDING. REPAIR EXHAUST FAN AND TIMER IN PLUMBING DUCT.	1		656.70
INV 6994	16/06/2020	GRAFTON ELECTRICS	BREAK INTO CCTV SOLAR POLE OPPOSITE MACCAS & POWER CYCLE EQUIPMENT. FIT NEW LOCK AND FWD KEYS TO SHANE MOOREHEAD	1	139.70	
INV 6995	16/06/2020	GRAFTON ELECTRICS	OLD TOWN ADMIN BUILDING. REPAIR EXHAUST FAN AND TIMER IN PLUMBING DUCT.	1	517.00	

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EFT36869	25/06/2020	IFA FIRST RESPONSE	LEACVID (FREE STANDING HAND SANITIZER) UNITS (COVID-19)	1		3,520.00
INV IN11789	12/06/2020	IFA FIRST RESPONSE	LEACVID (FREE STANDING HAND SANITIZER) UNITS (COVID-19)	1	3,520.00	
EFT36870	25/06/2020	LOCAL DRUG ACTION GROUPS INC.	DRUG AND ALCOHOL WORKSHOP FACILIAATION FOR NIGHT HOOPS PROGRAM.	1		220.00
INV 0000457	08/11/2019	LOCAL DRUG ACTION GROUPS INC.	DRUG AND ALCOHOL WORKSHOP FACILIAATION FOR NIGHT HOOPS PROGRAM.	1	220.00	
EFT36871	25/06/2020	MARIA CONCETTA DELORES CARUANA	CROSSOVER REBATE PAYMENT FOR A15472 68 BURLONGRD NORTHAM	1		800.00
INV A15472	01/05/2020	MARIA CONCETTA DELORES CARUANA	CROSSOVER REBATE PAYMENT FOR A15472 68 BURLONGRD NORTHAM	1	800.00	
EFT36872	25/06/2020	MORRIS PEST AND WEED CONTROL	COVID 19. SPRAY SPIDERS IN KATRINE AND CLACKLINE TOILETS AS THEY HAVE BEEN SHUT UP AND SPIDERS BAD.	1		187.00
INV INV-058017/06/2020		MORRIS PEST AND WEED CONTROL	COVID 19. SPRAY SPIDERS IN KATRINE AND CLACKLINE TOILETS AS THEY HAVE BEEN SHUT UP AND SPIDERS BAD.	1	187.00	
EFT36873	25/06/2020	NORTHAM BETTA ELECTRICAL	LG 23.8" IPS SMS STABILISER MNL - 24MK430H-B	1		8,439.00
INV 2001001311/05/2020		NORTHAM BETTA ELECTRICAL	LG 23.8" IPS SMS STABILISER MNL - 24MK430H-B	1	9,176.00	
INV 2001001313/05/2020		NORTHAM BETTA ELECTRICAL	LG 23.8" IPS SMS STABILISER MNL - 24MK430H-B	1	152.00	
INV 2001001426/05/2020		NORTHAM BETTA ELECTRICAL	TOSHIBA PORT REPLICATOR, 3. X 3.0, 1X USB-C, TECRA X40, NAT-PA5281A-1PRP	1	-938.00	
INV 2001001409/06/2020		NORTHAM BETTA ELECTRICAL	VACUUM HEAD FOR NILFISK BACK PACK VACUUM	1	49.00	
EFT36874	25/06/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1		334.00
INV 0000284128/05/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - MAY	1	18.00	
INV 0000285401/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000286105/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	54.00	
INV 0000286209/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	36.00	
INV 0000287111/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	82.00	

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INV 0000287215/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000287316/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000287417/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000287518/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	18.00	
INV 0000287919/06/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - JUNE	1	54.00	
EFT36875	25/06/2020	CASIS OUTDOOR STRUCTURES	BILYA KOORT BOODJA. CUT DOWN AND DRESS TIMBERS EXTRA TO SIGNAGE.	1		275.00
INV INV-052811/06/2020		CASIS OUTDOOR STRUCTURES	BILYA KOORT BOODJA. CUT DOWN AND DRESS TIMBERS EXTRA TO SIGNAGE.	1	275.00	
EFT36876	25/06/2020	OXTER SERVICES	200X SYDNEY BAGS	1		1,702.97
INV 22860	05/06/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 2 CARTONS OF TOILET ROLLS, 1 X WIPES ON A ROLL, 1BOX OF GLOVES AND 1 X FINE CLEANER.	1	178.06	
INV 22853	05/06/2020	OXTER SERVICES	ADMIN BUILDING. SUPPLY 2 X ULTRASLIM HAND TOWEL.	1	222.69	
INV 22896	16/06/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY URINAL CHEMICAL FOR YEARLY SERVICES.	1	525.38	
INV 22897	16/06/2020	OXTER SERVICES	BERNARD PARK TOILETS. SUPPLY 4 X CARTONS OF TOILET PAPER.	1	166.98	
INV 22899	17/06/2020	OXTER SERVICES	200X SYDNEY BAGS	1	609.86	
EFT36877	25/06/2020	FFD FOOD SERVICES PTY LTD	MOCCONA COFFEE PACKETS X 1000	1		168.85
INV KU4405612/06/2020		FFD FOOD SERVICES PTY LTD	MOCCONA COFFEE PACKETS X 1000	1	168.85	
EFT36878	25/06/2020	TPG TELECOM	MAINLINE PHONE ACCOUNTS FOR ALL BUILDINGS CUTSIDE OF ADMIN - 01/04/2020 TO 30/04/2020.	1		15,619.30
INV 1517068601/05/2020		TPG TELECOM	MAINLINE PHONE ACCOUNTS FOR ALL BUILDINGS CUTSIDE OF ADMIN - 01/04/2020 TO 30/04/2020.	1	8,577.01	
INV 1526311101/06/2020		TPG TELECOM	LANDLINE & INTERNET FOR 01/05/2020 TO 31/05/2020.	1	7,042.29	
EFT36879	25/06/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA.ENERGY)	FUEL PURCHASED AT PUMA STATIONS MAY 2020.	1		1,089.50
INV MAY 20231/05/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA.ENERGY)	FUEL PURCHASED AT PUMA STATIONS MAY 2020.	1	1,089.50	

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EFT36880	26/06/2020	CORE BUSINESS AUSTRALIA	CLAIM 18 JUNE 2020 - VARIATION #2 AS ATTACHED. FOR THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-16	1		19,173.00
INV INV-104630/04/2020		CORE BUSINESS AUSTRALIA	CLAIM 16 APRIL - VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE	1	4,273.50	
INV INV-104731/05/2020		CORE BUSINESS AUSTRALIA	CLAIM 16 APRIL 2020 - VARIATION #1 TO THE CONSULTANCY SERVICES FOR THE COMPLETE	1	3,071.02	
INV INV-104731/05/2020		CORE BUSINESS AUSTRALIA	CLAIM 17 MAY 2020 - VARIATION #2 AS ATTACHED. FOR THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-16	1	3,743.48	
INV INV-105018/06/2020		CORE BUSINESS AUSTRALIA	CLAIM 18 JUNE 2020 - VARIATION #2 AS ATTACHED. FOR THE CONSULTANCY SERVICES FOR THE COMPLETE PROJECT MANAGEMENT FOR THE REINSTATEMENT REPAIRS TO FLOOD DAMAGE INFRASTRUCTURE ON VARIOUS ROADS AGRN 822 C.201819-16	1	8,085.00	
EFT36881	26/06/2020	PRIMARIES OF WA PTY LTD	AGR822 - ALMOND AVE - GREY CEMENT FOR STABILISATION	1		1,268.61
INV 4105557024/06/2020		PRIMARIES OF WA PTY LTD	AGR822 - ALMOND AVE - GREY CEMENT FOR STABILISATION	1	1,268.61	
EFT36882	30/06/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR JUNE 2020	1		1,905.73
INV JUNE 2020/30/06/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS FOR JUNE 2020	1	1,905.73	
EFT36883	30/06/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2020	1		1,100.00
INV JUNE 2020/30/06/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR JUNE 2020	1	1,100.00	
EFT36884	30/06/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2020.	1		9,283.70
INV T1080	30/06/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF MAY 2020.	1	4,671.90	

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INV T1080	30/06/2020	BUILDER'S REGISTRATION BOARD OF WA	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF JUNE 2020.	1	4,611.80	
EFT36885	30/06/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITE FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2020.	1		1,590.13
INV T1079	30/06/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITE FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF JUNE 2020.	1	632.49	
INV T1079	30/06/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITE FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF MAY 2020.	1	957.64	
EFT36886	30/06/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2020.	1		1,905.73
INV JUNE 2020	30/06/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS FOR JUNE 2020.	1	1,905.73	
EFT36887	30/06/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2020	1		5,305.80
INV JUNE 2020	30/06/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS JUNE 2020	1	5,305.80	
EFT36888	30/06/2020	CIVIL TECHNOLOGY	REFUND OF BONDS AS DETAILED ON ATTACHED PAPERWORK	1		42,217.94
INV T1155	30/06/2020	CIVIL TECHNOLOGY	REFUND OF BONDS AS DETAILED ON ATTACHED PAPERWORK	1	36,203.16	
INV T1204	30/06/2020	CIVIL TECHNOLOGY	REFUND OF BONDS AS DETAILED ON ATTACHED PAPERWORK	1	6,014.78	
EFT36889	30/06/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JUNE 2020	1		2,009.33
INV JUNE 2020	30/06/2020	DAVID JAMES GALLOWAY	COUNCIL PAYMENTS FOR MONTH OF JUNE 2020	1	2,009.33	
EFT36890	30/06/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2020	1		3,043.03
INV JUNE 2020	30/06/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS JUNE 2020	1	3,043.03	
EFT36891	30/06/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JUNE 2020	1		1,905.73
INV JUNE 2020	30/06/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE JUNE 2020	1	1,905.73	
EFT36892	30/06/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2020	1		1,905.73

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INV JUNE 2023006/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR JUNE 2020	1	1,905.73	
EFT36893	30/06/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2020	1		1,905.73
INV JUNE 2023006/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS JUNE 2020	1	1,905.73	
EFT36894	30/06/2020	SIMON PAUL PETERS	DCBFCO - PETERS HONORARIUM - 2020	1		1,500.00
INV BR0506212/06/2020		SIMON PAUL PETERS	DCBFCO - PETERS HONORARIUM - 2020	1	1,500.00	
EFT36895	30/06/2020	SPECIALISED TREE SERVICE	REMOVE TREE AT 426 WELLINGTON STREET TO PREVENT FURTHER STRUCTAL DAMAGE TO THE GRAND HOTEL, NORTHAM.	1		4,388.00
INV 3330	26/06/2020	SPECIALISED TREE SERVICE	REMOVE TREE AT 426 WELLINGTON STREET TO PREVENT FURTHER STRUCTAL DAMAGE TO THE GRAND HOTEL, NORTHAM.	1	4,388.00	
EFT36896	30/06/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2020	1		1,905.73
INV JUNE 2023006/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS JUNE 2020	1	1,905.73	
EFT36897	30/06/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2020	1		2,065.57
INV JUNE 2023006/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS JUNE 2020	1	2,065.57	
EFT36898	30/06/2020	AUSTRALIAN TAXATION OFFICE	EAYMENT OF SGC ON LEAVE LOADING INCLUDING NOMINAL INTEREST CHARGES AS PART OF SUPER GUARANTEE AMNESTY - 01/07/2019 TO 31/03/2018 SUPER CN LEAVE LOADING \$40,860.58 INTEREST CHARGE \$24769.38	1		65,629.96
INV SGC ON B006/2020		AUSTRALIAN TAXATION OFFICE	EAYMENT OF SGC ON LEAVE LOADING INCLUDING NOMINAL INTEREST CHARGES AS PART OF SUPER GUARANTEE AMNESTY - 01/07/2019 TO 31/03/2018 SUPER CN LEAVE LOADING \$40,860.58 INTEREST CHARGE \$24769.38	1	65,629.96	
EFT36899	30/06/2020	AUSTRALIAN TAXATION OFFICE	05/05/2020 - RETURNED SGC FROM AUSTRALIAN SUPER - HAROLD GODDARD - ACCOUNT CLOSED. EMPLOYEE NUMBER:2124 - NAME: HAROLD ERNEST GODDARD	1		86.30

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INV SGC AUS30/06/2020		AUSTRALIAN TAXATION OFFICE	05/05/2020 - RETURNED SGC FROM AUSTRALIAN SUPER - HAROLD GODDARD - ACCOUNT CLOSED. EMPLOYEE NUMBER: 2124 - NAME: HAROLD ERNEST GODDARD	1	86.30	
DD15161.1	03/06/2020	WATER CORPORATION	ST JOHN'S HALL 09/01/2020-12/05/2020	1		286.91
INV 9007903913/05/2020		WATER CORPORATION	ST JOHN'S HALL 09/01/2020-12/05/2020	1	286.91	
DD15201.1	10/06/2020	BANKWEST	ROSS RAYSON MASTERCARD 23/4/2020 TO 21/5/2020	1		7,389.79
INV B RUTIE10/06/2020		BANKWEST	BRENDON RUTTER MASTERCARD 23RD APRIL TO 21ST MAY 2020	1	95.00	
INV C YOUNG10/06/2020		BANKWEST	COLIN YOUNG MASTERCARD 23 APRIL TO 21ST MAY 2020	1	1,971.84	
INV C KLEYM10/06/2020		BANKWEST	CLINTON KLEYNHANS MASTERCARD 23/4/2020 TO 21/5/2020	1	2,697.05	
INV C HUNT 10/06/2020		BANKWEST	CHADD HUNT MASTERCARD 23/4/2020 TO 21/5/2020	1	1,988.35	
INV R RAYSC10/06/2020		BANKWEST	ROSS RAYSON MASTERCARD 23/4/2020 TO 21/5/2020	1	637.55	
DD15203.1	09/06/2020	WA SUPER	Payroll deductions	1		24,135.67
INV SUPER 09/06/2020		WA SUPER	Superannuation contributions	1	20,274.24	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	2,460.75	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	92.70	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	42.84	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	262.43	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	475.00	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT09/06/2020		WA SUPER	Payroll deductions	1	154.99	
DD15203.2	09/06/2020	ESSENTIAL SUPER	Superannuation contributions	1		172.69
INV SUPER 09/06/2020		ESSENTIAL SUPER	Superannuation contributions	1	172.69	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15203.3	09/06/2020	REST INDUSTRY SUPER	Superannuation contributions	1		721.13
INV SUPER	09/06/2020	REST INDUSTRY SUPER	Superannuation contributions	1	721.13	
DD15203.4	09/06/2020	ERIME SUPER	Payroll deductions	1		450.74
INV SUPER	09/06/2020	ERIME SUPER	Superannuation contributions	1	324.95	
INV DEDUCT	09/06/2020	ERIME SUPER	Payroll deductions	1	125.79	
DD15203.5	09/06/2020	CNEPATH	Superannuation contributions	1		195.23
INV SUPER	09/06/2020	CNEPATH	Superannuation contributions	1	195.23	
DD15203.6	09/06/2020	MEDIA SUPER	Superannuation contributions	1		170.54
INV SUPER	09/06/2020	MEDIA SUPER	Superannuation contributions	1	170.54	
DD15203.7	09/06/2020	UNISUPER	Payroll deductions	1		583.15
INV SUPER	09/06/2020	UNISUPER	Superannuation contributions	1	420.41	
INV DEDUCT	09/06/2020	UNISUPER	Payroll deductions	1	162.74	
DD15203.8	09/06/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		211.66
INV SUPER	09/06/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	152.59	
INV DEDUCT	09/06/2020	MLC NOMINEES PTY LTD	Payroll deductions	1	59.07	
DD15203.9	09/06/2020	HESTA SUPER FUND	Superannuation contributions	1		166.95
INV SUPER	09/06/2020	HESTA SUPER FUND	Superannuation contributions	1	166.95	
DD15207.1	12/06/2020	WA SUPER	Payroll deductions	1		2,008.57
INV SUPER	12/06/2020	WA SUPER	Superannuation contributions	1	1,608.44	
INV DEDUCT	12/06/2020	WA SUPER	Payroll deductions	1	400.13	
DD15240.1	23/06/2020	WA SUPER	Payroll deductions	1		24,511.09
INV SUPER	23/06/2020	WA SUPER	Superannuation contributions	1	20,683.47	
INV DEDUCT	23/06/2020	WA SUPER	Payroll deductions	1	2,489.92	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	81.40	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	33.94	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	230.76	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	25.00	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	475.00	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	201.42	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	146.30	
INV DEDUCT23/06/2020		WA. SUPER	Payroll deductions	1	143.88	
DD15240.2	23/06/2020	ESSENTIAL SUPER	Superannuation contributions	1		176.86
INV SUPER	23/06/2020	ESSENTIAL SUPER	Superannuation contributions	1	176.86	
DD15240.3	23/06/2020	REST INDUSTRY SUPER	Superannuation contributions	1		818.94
INV SUPER	23/06/2020	REST INDUSTRY SUPER	Superannuation contributions	1	818.94	
DD15240.4	23/06/2020	FRIME SUPER	Payroll deductions	1		450.90
INV SUPER	23/06/2020	FRIME SUPER	Superannuation contributions	1	325.07	
INV DEDUCT23/06/2020		FRIME SUPER	Payroll deductions	1	125.83	
DD15240.5	23/06/2020	CNEPATH	Superannuation contributions	1		214.19
INV SUPER	23/06/2020	CNEPATH	Superannuation contributions	1	214.19	
DD15240.6	23/06/2020	MEDIA SUPER	Superannuation contributions	1		189.82
INV SUPER	23/06/2020	MEDIA SUPER	Superannuation contributions	1	189.82	
DD15240.7	23/06/2020	UNISUPER	Payroll deductions	1		575.52
INV SUPER	23/06/2020	UNISUPER	Superannuation contributions	1	414.91	
INV DEDUCT23/06/2020		UNISUPER	Payroll deductions	1	160.61	
DD15240.8	23/06/2020	MLC NOMINEES PTY LTD	Payroll deductions	1		211.66

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	23/06/2020	MLC NOMINEES PTY LTD	Superannuation contributions	1	152.59	
INV DEDUCT	23/06/2020	MLC NOMINEES PTY LTD	Payroll deductions	1	59.07	
DD15240.9	23/06/2020	HESTA SUPER FUND	Superannuation contributions	1		280.10
INV SUPER	23/06/2020	HESTA SUPER FUND	Superannuation contributions	1	280.10	
DD15248.1	29/06/2020	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE JUNE 2020	1		1,046.85
INV JUNE 20	29/06/2020	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE JUNE 2020	1	1,046.85	
DD15203.10	09/06/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		88.50
INV SUPER	09/06/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	88.50	
DD15203.11	09/06/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		204.76
INV SUPER	09/06/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	204.76	
DD15203.12	09/06/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,445.36
INV SUPER	09/06/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,170.91	
INV DEDUCT	09/06/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	274.45	
DD15203.13	09/06/2020	BT SUPER FOR LIFE	Superannuation contributions	1		53.17
INV SUPER	09/06/2020	BT SUPER FOR LIFE	Superannuation contributions	1	53.17	
DD15203.14	09/06/2020	TELSTRA SUPER	Payroll deductions	1		626.79
INV SUPER	09/06/2020	TELSTRA SUPER	Superannuation contributions	1	318.53	
INV DEDUCT	09/06/2020	TELSTRA SUPER	Payroll deductions	1	308.26	
DD15203.15	09/06/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		441.93
INV SUPER	09/06/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	318.60	
INV DEDUCT	09/06/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.33	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15203.16	09/06/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		598.75
INV SUPER	09/06/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	431.66	
INV DEDUCT	09/06/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	167.09	
DD15203.17	09/06/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		92.30
INV SUPER	09/06/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	92.30	
DD15203.18	09/06/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.53
INV SUPER	09/06/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.53	
DD15203.19	09/06/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	09/06/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15203.20	09/06/2020	HOSTPLUS SUPER	Superannuation contributions	1		283.23
INV SUPER	09/06/2020	HOSTPLUS SUPER	Superannuation contributions	1	283.23	
DD15203.21	09/06/2020	SUNSUPER	Superannuation contributions	1		701.60
INV SUPER	09/06/2020	SUNSUPER	Superannuation contributions	1	701.60	
DD15203.22	09/06/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		156.35
INV SUPER	09/06/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	156.35	
DD15240.10	23/06/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		82.57
INV SUPER	23/06/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	82.57	
DD15240.11	23/06/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	23/06/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15240.12	23/06/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,403.45
INV SUPER	23/06/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	3,119.98	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT23/06/2020		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	283.47	
DD15240.13	23/06/2020	BT SUPER FOR LIFE	Superannuation contributions	1		76.63
INV SUPER	23/06/2020	BT SUPER FOR LIFE	Superannuation contributions	1	76.63	
DD15240.14	23/06/2020	TELSTRA SUPER	Payroll deductions	1		504.73
INV SUPER	23/06/2020	TELSTRA SUPER	Superannuation contributions	1	256.50	
INV DEDUCT23/06/2020		TELSTRA SUPER	Payroll deductions	1	248.23	
DD15240.15	23/06/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		443.29
INV SUPER	23/06/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	319.58	
INV DEDUCT23/06/2020		COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	
DD15240.16	23/06/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		651.14
INV SUPER	23/06/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	469.43	
INV DEDUCT23/06/2020		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	181.71	
DD15240.17	23/06/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		160.63
INV SUPER	23/06/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	160.63	
DD15240.18	23/06/2020	AMP LIFE LIMITED	Superannuation contributions	1		757.79
INV SUPER	23/06/2020	AMP LIFE LIMITED	Superannuation contributions	1	757.79	
DD15240.19	23/06/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		269.04
INV SUPER	23/06/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	269.04	
DD15240.20	23/06/2020	HOSTPLUS SUPER	Superannuation contributions	1		360.62
INV SUPER	23/06/2020	HOSTPLUS SUPER	Superannuation contributions	1	360.62	
DD15240.21	23/06/2020	SUNSUPER	Superannuation contributions	1		613.77
INV SUPER	23/06/2020	SUNSUPER	Superannuation contributions	1	613.77	

Ordinary Council Meeting Minutes
15 July 2020



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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15240.22	23/06/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		87.21
INV SUPER	23/06/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	87.21	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNIFUND	1,366,493.91
TOTAL		1,366,493.91

Attachment 2

Payment dates 1st June 2020 to 30th June 2020

- Municipal Fund payment cheque numbers 35314 to 35324 Total \$135,698.50.

Electronic Funds Transfer

- Municipal Fund EFT36707 to EFT36899 Total \$1,150,490.28.

Direct Debits Total \$80,305.13

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	\$ 111,488.76	\$ 1,686,542.53	\$ 80,506.74	\$ 422,790.70	\$ 2,301,328.73
June	\$ 135,698.50	\$ 1,150,490.28	\$ 80,305.13	\$ 428,707.32	\$ 1,795,201.23
Total	\$1,368,897.52	\$26,552,623.38	\$985,932.20	\$5,628,891.31	\$34,536,344.41

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15201.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
SETON - GERM BUSTER HAND GEL PUMP 1L X 100 UNITS	2377.10	
SHIRE OF NORTHAM - LICENCE N.4490- INSURANCE	110.00	
SHIRE OF NORTHAM - LICENCE N.4490- NO GST RECORDING AND PLATE FEE	38.00	
MIDLANDS TOOLS PTY LTD - SPIRIT LEVELS	171.95	2697.05
CESM		

PUMA ENERGY EL CABALLO 27/4/2020	64.00	
COLES REFRESHMENTS FOR SES TRAINING	10.00	
COLES REFRESHMENTS FOR SES TRAINING	21.00	95.00
Executive Manager Corporate Services		
MICROSOFT MONTHLY LICENCE SUBSCRIPTION	47.19	
LIBRARY LIFT DATA LINE	10.00	
JBHIFI - USB -C TO VGA ADAPTER	174.00	
LOGMEIN AUST PTY LTD -GO T MEETING 11/5/2020	1438.80	
ADOBE MONTHLY SUBSCRIPTION 13TH APRIL TO 12TH MAY 2020	213.99	
WANEWSDTI - ONLINE WEST AUSTRALIA SUBSCRIPTION	28.00	
FOREIGN TRANSACTION FEES	59.86	1971.84
Executive Manager Development Services		
DPIRD-AGRICULTRE - BRAND OF NON FARMING PROPERTY OWNER REGISTRATION	76.50	
FOXIT SOFTWARE INC - 5 PHANTOM PDF BUSINESS LICENSES	1247.45	
NINDETHANA - NATIVE GRASS SEED FOR TIP (CAPPED AREA)	664.40	1988.35
Executive Manager Community Services		
FACEBOOK - COVID 19 COMMUNITY SUPPORT	440.00	
SQUARESPACE INC PURCHASE OF DOMAIN	27.00	
SQUARESPACE INC ANNUAL SUBSCRIPTION	100.80	
KITCHEN WAREHOUSE	69.75	637.55
Total Credit Card Expenditure		\$7,389.79

CERTIFICATION OF THE PRESIDENT

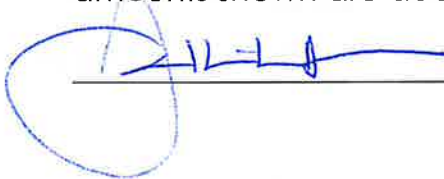
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,795,201.23 was submitted to the Ordinary Meeting of Council on Wednesday, 15 July 2020.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,795,201.23 was submitted to each member of the Council on Wednesday, 15 July 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 June

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

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 June 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 June 2020.

Items that have been carried forward into the 2020-2021 financial year are noted below. A full list of carried forwards will be presented to Council at Budget Adoption.

Notes to the Financial Statements

Operating Income

1. General Purpose Funding is over budget by \$1,675,611 due to the receipt of FAGS grant funding in advance of \$1,750,030. Late payment interest is under budget by \$32,369 due to the freezing of interest as part of the COVID-19 initial response.
2. **Law and Order was under budget \$866,082 due to timing of the DFES capital grants for the Bakers Hill and Grass Valley Fire Sheds and the Irishtown light tanker fire appliance (c/fwd)**
3. Education and Welfare revenue is over budget by \$208,073 due to Killara Brokerage funding of \$217,776. There has been an 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.
4. **Recreation and Culture revenue is under budget by \$519,875 predominantly due to the following:**
 - **Sale of Yilgarn Avenue \$318,000 (c/fwd)**
 - Jubilee Oval \$11,785
 - **Rec Centre hire \$28,547**
 - Recreation Programs \$17,694
 - **Grants \$100,925 – Community Plan Implementation \$90,000 (c/fwd)**
 - Slides income of \$24,546
5. Transport is under budget by \$228,653 due to the timing of Main Roads grant funding.
6. Economic Services is under budget by \$111,677. This is due predominantly to:
 - Grants and festivals \$65,000
 - Building permits \$20,940
 - BKB income \$69,026
 - Visitors Centre merchandise \$14,872
7. Other Property and Services is over budget by \$77,033 due to the Sale of scrap metal, \$6,905, and Workers Compensation Claims of \$71,856

Operating Expenditure

8. **Governance is under budget by \$1,198,539 due to the timing of the items presented below;**

- Long service leave \$13,376
 - Covid19 \$1,080,584
 - Consultants \$29,298
 - Refreshments \$8,255
 - Advertising \$18,430
 - Audit fees \$6,140
 - **Printing and stationery \$8,621**
 - **Admin office building \$4,076**
9. Law and Order is under budget by \$172,834. Fire hazard reduction is under budget by \$347,898. This is offset by the following items being over budget:
- Brigades ESL \$75,956
 - SES ESL \$27,490
 - Water and standpipe expenses \$18,369
 - Depreciation \$37,532 (New Appliance)
10. Education and Welfare are under budget by \$132,312 predominantly due to:
- Salaries, wages and superannuation of \$85,000
 - Training and conferences of \$9,861
 - Non-recurrent expenditure on furniture and fittings of \$10,193
 - Youth services of \$11,112
 - **Bernard Park Play Centre \$5,043**
11. Community Amenities are under budget by \$535,748 The items disclosed below are under budget year to date:
- Rubbish site maintenance \$283,923 under (timing)
 - **Refuse collection \$95,342 (timing)**
 - Green waste management \$35,000
 - Septage Pond maintenance \$96,606
 - **Town Pool aerators \$15,129 (timing)**
 - Town Planning salaries \$15,915
12. Transport is under budget by \$351,996 due to
- Depreciation \$37,084
 - Bridge maintenance of \$58,683 (c/fwd)
 - Verge maintenance of \$112,405 (partial c/fwd)
 - Storm damage \$55,275
 - Street trees \$48,827
 - Street cleaning \$31,840 (timing)
 - Street carparks and paths \$39,260
 - Footpath maintenance \$16,605
 - Roadworks maintenance over budget by \$60,217
13. Other Economic Services is under budget by \$208,656 due to
- Festivals and events \$43,338
 - Events signage \$33,844
 - **Visitor Centre building maintenance \$22,490**
 - Main Street heritage \$30,737
 - CBD activation \$17,687

- **Visitors Centre expenditure \$30,080**
 - BKB expenditure \$13,538
14. Other property and services is the timing of internal allocations and expenses for \$145,074 (non-cash)

Operating Revenue by Nature and Type

15. Operating Grants are over budget as disclosed in Items 1, 4, 5 and 6.
16. Fees and charges are 1% over budget due to Killara brokerage less items disclosed in item 6.
17. Interest earnings are under budget \$93,262 due to late payment interest of \$32,369 and interest on investment of \$62,317.
18. Other revenue is over budget by \$220,882 as disclosed in Item 7 above and the DFES operating grants of \$180,788.

Operating Expenditure by Nature and Type

19. Employee costs are under budget by 2% due to Item 10 and 11.
20. Materials and contracts are under budget by 32% relating to items 8 to 14 disclosed above.
21. **Utility charges are under budget by \$51,385 due to Lighting of Streets \$19,679 (timing), Wundowie Oval water \$11,623, Northam Pool water \$25,682**
22. Depreciation is over budget 5% as disclosed in items 9 and 12 above.
23. Interest expenses are \$46,423 under budget (timing)
24. **Other expenditure is over budget by \$152,970 as disclosed in item 12 and 15 above (non-cash) for \$145,074**

Non-Operating Grants Income

25. Non-operating grants are over by 26% due to the item disclosed in Items 2 and 5 above.

Profit on Asset Disposal

26. Profit on asset disposal is under budget by \$320,675, sale of Yilgarn Avenue (c/fwd)

Loss on Asset Disposal

27. Loss on asset disposal is over budget by \$25,222 (c/fwd)

Capital Expenditure

28. 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

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

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION/COUNCIL DECISION

Minute No: C.3986

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

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

CARRIED 9/0

Attachment 1 - Financial Statement for the period ending 30 June 2020



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

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

	NOTE	19/20 Revised Budget \$	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
Operating					
Revenues					
Governance		98,149	79,857	(18,292)	(18.64%)
General Purpose Funding Other	1	2,231,235	3,903,037	1,671,802	74.93%
General Purpose Funding Rates		10,417,484	10,440,669	23,185	0.22%
Law, Order, Public Safety	2	2,183,862	1,317,780	(866,082)	(39.66%)
Health		61,000	31,230	(29,770)	(48.80%)
Education and Welfare	3	1,198,324	1,406,397	208,073	17.36%
Housing		€2,277	50,811	(11,466)	(18.41%)
Community Amenities		2,689,576	2,712,160	22,584	0.84%
Recreation and Culture	4	3,055,113	2,535,238	(519,875)	(17.02%)
Transport	5	3,784,939	3,556,286	(228,653)	(6.04%)
Economic Services	6	498,150	386,473	(111,677)	(22.42%)
Other Property and Services	7	130,200	207,233	77,033	59.17%
Total Operating Revenue		26,410,309	26,627,171	216,862	0.82%
Expenses					
Governance	8	(2,576,958)	(1,378,419)	1,198,539	46.51%
General Purpose Funding		(316,538)	(345,804)	(29,266)	(9.25%)
Law, Order, Public Safety	9	(1,805,408)	(1,632,574)	172,834	9.57%
Health		(322,270)	(289,486)	32,784	10.17%
Education and Welfare	10	(1,419,060)	(1,286,748)	132,312	9.32%
Housing		(75,223)	(66,637)	8,586	11.41%
Community Amenities	11	(3,568,125)	(3,077,474)	535,748	14.83%
Recreation & Culture		(5,741,582)	(5,670,258)	71,324	1.24%
Transport	12	(5,972,131)	(5,620,135)	351,996	5.89%
Economic Services	13	(2,555,843)	(2,347,187)	208,656	8.16%
Other Property and Services	14	(105,284)	(250,358)	(145,074)	(137.79%)
Total Operating Expenses		(24,458,422)	(21,965,077)	2,493,345	10.19%
Removal of Non-Cash Items					
(Profit)/Loss on Asset Disposals		937,426	1,232,879	295,453	
Movement in Employee Benefit Provisions		(302,478)	(18,806)	283,672	
Depreciation on Assets		4,435,758	4,645,712	209,954	
Non Operating Items					
Purchase Land and Buildings		(1,631,264)	(220,191)	1,411,073	
Purchase Plant and Equipment		(892,600)	(481,838)	410,762	
Purchase Furniture and Equipment		(61,286)	(18,646)	42,640	
Purchase Infrastructure Assets - Roads		(3,671,439)	(2,639,527)	1,031,912	
Purchase Infrastructure Assets - Footpaths		(205,140)	(123,181)	81,959	
Purchase Infrastructure Assets - Drainage		(1,913,159)	(1,623,157)	290,002	
Purchase Infrastructure Assets - Parks & Ovals		(1,015,482)	(517,038)	498,444	
Purchase Infrastructure Assets - Airfields		(193,600)	(114,051)	79,549	
Purchase Infrastructure Assets - Streetscape		(175,000)	(109,734)	65,267	
Purchase Infrastructure Assets - Other		(7,663,457)	(6,905,478)	757,979	
Proceeds from Disposal of Assets		2,094,959	1,282,432	(812,527)	
Repayment of Debentures		(376,179)	(353,501)	22,678	
Proceeds from New Debentures		4,500,000	4,500,000	0	
Self-Supporting Loan Principal Income		22,812	22,811	(1)	
Transfers to Restricted Assets (Reserves)		(5,642,892)	(4,912,155)	730,737	
Transfers from Restricted Asset (Reserves)		6,278,867	5,168,284	(1,110,583)	
Transfers from Restricted Asset (Other)		0	0	0	
ADD Net Current Assets July 1 B/Fwd		4,162,558	4,178,315	15,757	
LESS Net Current Assets Year to Date		0	10,612,736	10,612,736	
Surplus/Deficit		0	(3,532,525)	(3,532,525)	

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 JUNE 2020

1. OPERATING STATEMENT

	Note	Revised 19/20 Budget \$	19/20 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
OPERATING REVENUES					
Rates		10,417,484	10,440,669	23,185	0%
Operating Grants Subsidies and Contributions	15	4,859,317	6,660,583	1,801,266	37%
Fees and Charges	16	3,893,503	3,917,471	23,968	1%
Interest Earnings	17	392,500	299,238	(93,262)	-24%
Other Revenue	18	898,876	1,119,758	220,882	25%
TOTAL OPERATING REVENUE		20,461,680	22,437,719	1,976,039	10%
OPERATING EXPENSES					
Employee Costs	19	(8,802,392)	(8,622,432)	179,960	2%
Materials and Contracts	20	(8,166,757)	(5,568,708)	2,598,049	32%
Utility Charges	21	(1,000,558)	(949,173)	51,385	5%
Depreciation of Non Current Assets	22	(4,435,758)	(4,645,712)	(209,954)	-5%
Interest Expenses	23	(199,187)	(152,764)	46,423	23%
Insurance Expenses		(516,245)	(515,918)	327	0%
Other Expenditure	24	(121,759)	(274,729)	(152,970)	-126%
TOTAL OPERATING EXPENSE		(23,242,656)	(20,729,436)	2,513,220	-11%
Non Operating Grants Subsidies and Contributions	25	5,670,289	4,186,690	(1,483,599)	26%
Profit on Asset Disposals	26	323,437	2,762	(320,675)	99%
Loss on Asset Disposals	27	(1,260,863)	(1,235,641)	25,222	2%
RESULTING FROM OPERATIONS		1,951,897	4,662,094	2,710,207	139%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2020

2. BALANCE SHEET

	19/20 YTD Actual \$	18/19 Actual \$
CURRENT ASSETS		
Cash Assets	10,170,400	8,123,774
Receivables	5,150,508	5,258,217
Inventories	0	0
TOTAL CURRENT ASSETS	<u>15,320,908</u>	<u>13,381,991</u>
NON-CURRENT ASSETS		
Receivables	554,832	403,701
Land and Buildings	50,375,893	53,117,799
Property, Plant and Equipment	7,121,949	6,935,417
Infrastructure	169,083,427	160,465,459
Financial Assets	210,205	360,723
TOTAL NON-CURRENT ASSETS	<u>227,346,306</u>	<u>221,283,099</u>
TOTAL ASSETS	<u>242,667,214</u>	<u>234,665,090</u>
CURRENT LIABILITIES		
Payables	966,743	3,658,158
Interest-bearing Liabilities	(96,194)	279,985
Provisions	1,188,619	1,207,425
TOTAL CURRENT LIABILITIES	<u>2,059,168</u>	<u>5,145,568</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,500,696	2,000,696
Provisions	222,810	222,810
Payables	221,047	221,047
TOTAL NON-CURRENT LIABILITIES	<u>6,944,553</u>	<u>2,444,553</u>
TOTAL LIABILITIES	<u>9,003,721</u>	<u>7,590,121</u>
NET ASSETS	<u>233,663,493</u>	<u>227,074,969</u>
EQUITY		
Retained Surplus	114,974,365	108,080,070
Reserves - Cash Backed	4,710,116	5,015,888
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	<u>233,663,493</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 JUNE 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		
Governance		
	Note	
Admin Building	47,500	4,511
Admin Building Solar	19,010	7,177
CEO Vehicle	58,000	50,703
New Telephone System	42,276	11,469
Law, Order & Public Safety		
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	0
Bakers Hill Fire Shed	413,350	318
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
Health		
Manager Health Vehicle	35,000	29,181
Education & Welfare		
Solar, Killara	11,300	0
Structural Repairs Memorial Hall	20,000	0
Community Amenities		
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	130,919
Planners Vehicle	35,000	32,076
Minson Avenue Streetscape	88,455	89,355
CBD Streetscape	76,545	18,609
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 JUNE 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget \$	19/20 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
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	6,818,427
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	68,932
Northam 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	11,347
AVVVA - Roof Replacement C/fwd		0	0
Old Railway Station, Exit Gates & Ceiling Fans		18,500	14,579
Transport			
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	10,961
Throssell Street - Drainage		14,000	14,782
Drainage - Rural Including WANDRRA		1,665,338	1,492,238
Spencers Brook Road SLK 5400 - 7360	28	142,000	401,714
Spencers Brook Road SLK 8650 - 10250		555,892	482,689
Spencers Brook Road 12000 - 12800		334,623	287,900
Zamia Terrance (0 - 480)		61,835	34,555
Chidlow Street West (360 - 670)		27,000	16,618
Coates Road (0 - 1700)		71,400	56,319
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 JUNE 2020

3. ACQUISITION OF ASSETS (Continued)	Note	19/20 Revised Budget	19/20 Ytd Actual
Transport		\$	\$
Qualup Place (0 - 140)		15,102	7,196
Boondine Road (0-640)		70,345	64,085
Katrine Road		0	0
Tamma (1100 - 2400)		58,506	34,184
Chidlow Street West (20 - 300)		51,915	40,196
Chidlow Street West (1480 - 1950)		33,675	20,613
Park Lane (0 - 230)		31,548	22,318
Carlin Road (2740 - 3550)		50,537	28,875
Carter Street (200 - 410)		67,980	22,173
Ord Street (0 - 190)		15,310	5,909
Irishtown Road (0 - 10000)		159,078	76,162
Maintenance Capitalised		100,000	21,062
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	28,801
Henty Place (0 - 270)		58,408	38,742
Martin Street (0 - 300)		70,909	55,840
Southern Brook Road (0 - 3070)		536,382	97,252
Laneway Land Acquisition		0	0
Keane Street		22,000	0
Spencers Brook Road (16430 - 19340)		473,164	346,592
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		10,819	14,450
Volvo BL71 Backhoe		71,800	71,800
Fuso Canter 4 Tonne Tipper Truck with Hiab Crane		77,701	0
Isuzu MLR 200 Tipper Manual		77,701	0
Dynapac Vibro Ride on Roller		51,372	0
Gator SUV		19,431	19,074
Pegasus 200 Verge Mower		15,510	0
Toyota Hilux workmate 2.7l		30,221	30,482
Mazda BT50T-top		36,041	36,495
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	8,909
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 JUNE 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	114,051
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	21,403
		18,062,716	13,223,332

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 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	220,191
Plant and Equipment		892,600	481,838
Furniture and Equipment		61,286	18,646
Bush Fire Equipment		640,291	470,491
Playground Equipment		0	0
Infrastructure Assets - Roads		3,671,439	2,639,527
Infrastructure Assets - Footpaths		205,140	123,181
Infrastructure Assets - Bridges & Culverts		0	0
Infrastructure Assets - Drainage		1,913,157	1,623,157
Infrastructure Assets - Parks & Ovals		1,015,482	517,038
Infrastructure Assets - Airfields		193,600	114,051
Infrastructure Assets - Streetscape		175,000	109,734
Infrastructure Assets - Other		7,663,457	6,905,478
		18,062,716	13,223,332



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 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	37,360	35,000	30,000	24,545	(7,360)	(10,455)
Law Order & Public Safety						
PN 1514 Rangers Triton Ute	15,162	14,137	12,000	12,727	(3,162)	(1,410)
S102 Isuzu FTS BFB Inkpen N.3113		78,556		34,545		(44,011)
Health						
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Killarra Commuter Bus C/rwd					0	0
Community Amenities						
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
Recreation & Culture						
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900	92,900.00	90,000	77,395.92	(2,900)	(15,504)
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	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 2.7l	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	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	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	2,515,312	2,094,959	1,282,432	(937,426)	(1,232,879)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 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	35,000	30,000	24,545	(7,360)	(10,455)
PN1514 Rangers Triton Ute 4*4	15,162	14,137	12,000	12,727	(3,162)	(1,410)
Manager Health Vehicle	19,015	18,607	15,000	10,909	(4,015)	(7,698)
Manager Planning	20,176	19,501	17,000	13,182	(3,176)	(6,319)
Kubota F3680 NS Front Mower, Canopy & Catcher	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 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 2.7l	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	73,816	73,816	(58,474)	(58,474)
Holden Colorado Insurance Claim	24,006	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		78,556		34,545		(44,011)
Land						
Sale of Land, Yilgarn Ave	408,500	0	724,500	0	318,000	0
Sale Kingia Avenue	92,900	92900	90,000	77395.92	(2,900)	(15,504)
Victoria Street Oval	2,046,800	2,046,800	969,000	969,000	(1,077,800)	(1,077,800)
	3,032,385	2,515,312	2,094,959	1,282,432	(937,426)	(1,232,879)
					19/20 Budget \$	Ytd Actual \$
Summary						
Profit on Asset Disposals					323,437	2,762
Loss on Asset Disposals					(1,260,863)	(1,235,641)
					<u>(937,426)</u>	<u>(1,232,879)</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 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 \$
Recreation & Culture									
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	19,575	143,466	143,466	8,854	5,006
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	10,497
Loan 228 - Swimming Pool	1.88%	0	4,500,000	93,194	93,194	4,406,806	4,406,806	58,868	53,001
Economic Services									
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	353,501	6,404,501	6,427,178	199,187	152,764

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 JUNE 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
6. RESERVES - CASH BACKED										
Employee Liability Reserve	427,796	10,234	843,645	(74,250)	1,207,425	427,796	5,442	843,645	(74,250)	1,202,633
Aged Accomodation Reserve	227,404	5,440	5,000	(237,844)	-	227,404	3,096	5,000	(235,500)	-
Housing Reserve	265,507	6,352	-	(271,859)	-	265,508	3,614	-	(269,122)	-
Office Equipment Reserve	74,735	1,788	-	(76,523)	-	74,735	1,848	-	(76,583)	-
Plant & Equipment Reserve	126,838	3,034	230,000	(240,000)	119,872	126,838	1,610	230,000	(358,448)	-
Road & Bridgeworks Reserve	89,498	2,141	200,000	(291,639)	-	89,498	1,218	200,000	(290,716)	-
Refuse Site Reserve	627,552	15,014	120,000	(556,848)	205,718	627,553	8,543	180,000	(150,000)	666,096
Regional Development Reserve	73,599	1,761	-	(75,360)	-	73,600	1,002	-	(74,602)	-
Speedway Reserve	147,600	3,531	-	-	151,131	147,601	2,009	-	-	149,610
Community Bus Replacement Reserve	2,414	58	15,000	(17,472)	-	2,414	33	15,000	(17,447)	-
Septage Pond Reserve	267,085	6,390	20,000	(58,643)	234,832	267,085	3,636	20,000	-	290,721
Killara Reserve	276,579	6,617	26,252	(59,643)	249,805	276,579	3,765	26,252	(58,644)	247,952
Stormwater Drainage Projects Reserve	33,593	804	-	(34,397)	-	33,593	457	-	(34,050)	-
Recreation and Community Facilities Reserve	584,376	13,981	1,314,254	(1,912,611)	-	584,377	3,688	589,754	(1,177,819)	-
Administration Office Reserve	685,801	16,407	300,000	(1,002,208)	-	685,802	8,505	300,000	(994,307)	-
Council Buildings & Amenities Reserve	348,744	8,343	290,436	(647,523)	-	348,744	2,915	290,436	(642,095)	-
River Management Reserve	360,240	8,618	-	(368,858)	-	360,240	4,904	-	(365,144)	-
Parking Facilities Construction Reserve	216,138	5,171	-	(221,309)	-	216,138	2,942	-	(219,080)	-
Art Collection Reserve	23,205	555	-	(23,760)	-	23,205	316	-	(23,521)	-
Reticulation Scheme Reserve	80,662	1,930	10,000	(92,592)	-	80,662	1,098	10,000	(91,760)	-
Election Reserve	15,165	363	-	(15,528)	-	15,165	31	-	(15,196)	-
Revaluation Reserve	61,351	1,468	10,000	-	72,819	61,351	835	-	-	62,186
Covid-19 Reserve	-	-	2,138,305	-	2,138,305	-	-	2,140,561	-	2,140,561
Total Cash Backed Reserves	5,015,882	120,000	5,522,892	(6,278,867)	4,379,907	5,015,888	61,507	4,850,648	(5,168,284)	4,759,759
Total Interest & Transfers			5,642,892							

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



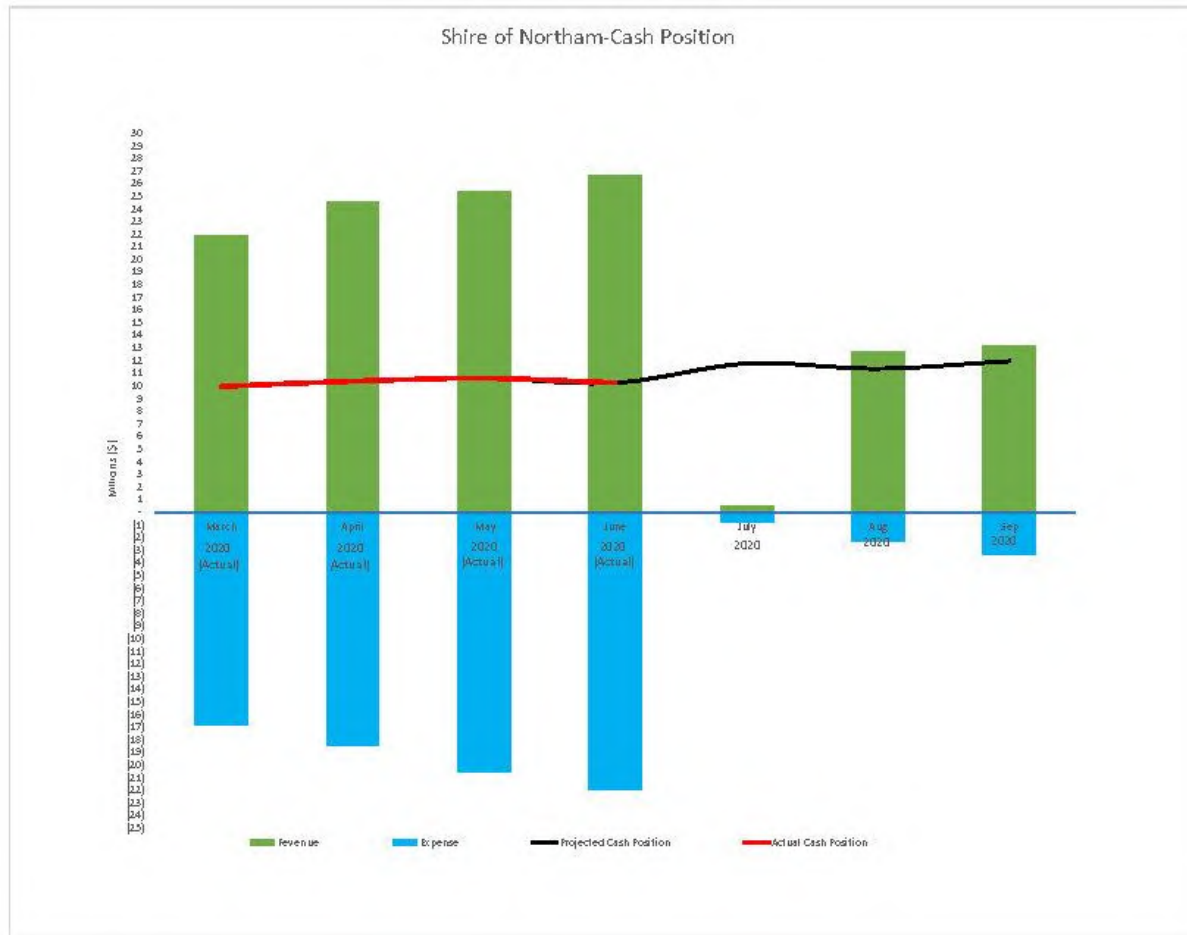


SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

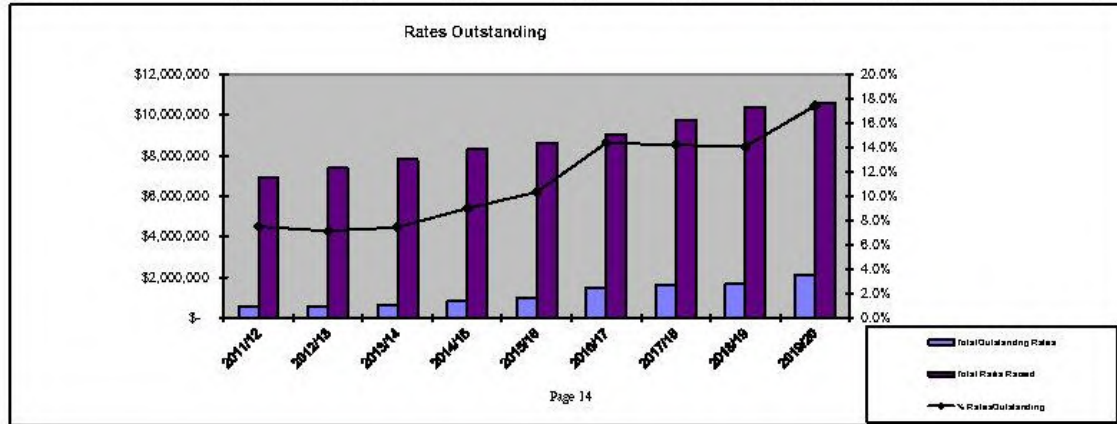
FOR THE PERIOD ENDING 30 JUNE 2020

	19/20 Budget	19/20 Ytd Actual	18/19 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	884,354	5,460,284	1,983,523
Cash - Restricted Unspent Grants	0	0	1,124,363
Cash - Restricted Reserves	4,379,907	4,710,116	5,015,888
Self Supporting Loan	25,095	(7,665)	15,758
Receivables	2,915,065	794,684	3,308,497
Rates - Current	0	2,469,990	0
Pensioners Rates Rebate	0	19,211	0
Provision for Doubtful Debts	0	(131,842)	0
GST Receivable	0	76,606	0
Accrued Income/Prepayments	0	1,929,524	1,933,962
Inventories	1,000	0	0
	<u>8,205,421</u>	<u>15,320,908</u>	<u>13,381,990</u>
LESS: CURRENT LIABILITIES			
	<u>(4,825,204)</u>	<u>(1,354,495)</u>	<u>(5,145,568)</u>
NET CURRENT ASSET POSITION	<u>3,380,217</u>	<u>13,966,413</u>	<u>8,236,422</u>
Less: Cash - Reserves - Restricted	(4,379,907)	(4,710,116)	(5,015,888)
Add: Current Loan Liability	385,911	(96,194)	279,985
Add: Leave Liability Reserve	363,779	1,202,633	427,796
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>10,612,736</u>	<u>4,178,315</u>



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

	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Key Rating Dates									
RATES ISSUED	08/08/2011	5/08/2012	4/09/2013	14/08/14	14/08/15	10/08/2016	1/08/2017	15/08/2018	4/09/2019
RATES DUE	22/09/2011	24/09/2012	23/10/2013	27/0/2014	26/09/2015	30/09/2016	14/09/2017	19/09/2018	01/10/2019
1st INSTALMENT DUE	22/11/2011	10/11/2012	23/12/2013	27/2/2014	26/11/2015	30/11/2016	14/11/2017	19/11/2018	01/2/2019
2nd INSTALMENT DUE	23/01/2012	20/01/2013	24/02/2014	02/2/2015	26/01/2016	30/01/2017	15/01/2018	21/01/2019	10/02/2019
3rd INSTALMENT DUE	22/03/2012	20/03/2013	24/04/2014	04/4/2015	26/03/2016	30/03/2017	15/03/2018	21/03/2019	14/04/2020
Outstanding 1st July	\$521,194	\$582,931	\$588,847	\$716,120	\$873,898	\$1,116,220	\$1,483,688	\$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	\$9,584,561	\$9,925,048	\$10,342,585
Interest, Ex gratia, Interim and back rates less writeoffs	\$83,079	\$88,857	\$73,830	\$80,154	\$83,173	\$208,077	\$205,218	\$474,784	\$251,025
Rates paid by month									
1 July	51,948	38,805	47,443	82,554	29,105	43,333	90,002	94,838	87,543
2 August	1,120,912	1,043,183	23,981	119,840	700,198	387,778	2,054,983	1,858,869	213,195
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	830,898	1,188,138	484,807	590,724	3,255,037
5 November	889,481	850,522	444,497	508,022	842,858	908,844	1,038,340	952,902	574,138
6 December	172,178	180,885	885,338	654,900	214,507	338,154	189,794	239,893	724,440
7 January	441,740	489,219	194,157	295,829	441,881	484,528	637,884	881,148	427,789
8 February	112,298	188,351	502,178	508,828	148,327	280,983	258,356	174,143	578,493
9 March	438,277	448,128	178,270	258,379	801,418	589,884	670,482	821,970	478,994
10 April	105,483	281,010	517,451	484,185	188,587	182,282	184,940	230,157	850,188
11 May	87,525	30,530	120,455	59,527	115,947	109,069	185,995	209,350	199,792
12 June	87,525	30,530	120,455	59,527	115,947	109,069	185,995	209,350	138,295
Total YTD	6,877,841	7,378,949	7,775,288	8,207,882	8,527,280	8,781,122	9,653,867	10,255,977	10,183,109
% Ytd Rates Outstanding	7.5%	7.1%	7.4%	9.0%	10.3%	14.4%	14.2%	14.1%	17.4%
Ytd Outstanding	558,138	588,489	625,158	811,007	981,787	1,474,433	1,599,588	1,879,848	2,147,888



12.4.3 Debtors Write-Off

Address:	Various
Owner:	Various
File Reference:	2.3.2.15
Reporting Officer:	Zoe MacDonald Executive Manager Corporate Services
Responsible Officer:	Colin young Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

This report is for Council to approve writing off the following debt

R37	JB Investments	\$46,348.18
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ATTACHMENTS

Nil.

A. BACKGROUND / DETAIL

Debtor R37 JB Investments – An engineering supervision fee and for Stage 2 of the Maurovillo Estate (WAPC Ref 147945) was charged to J B Investments for the subdivision on Lot 2 and 3 of Golf Links Road, Wundowie on 18 October 2017 for the amount of \$46,348.18. JB Investments have since gone into Administration in February 2018. Confirmation was received from PWC, 26 June 2020 that no dividend had been paid or would be paid to creditors in the liquidation.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:

Objective G2: Improve organisational capability and capacity.

Strategy G2.3: Operate / manage organisation in a financially sustainable manner.

B.2 Financial / Resource Implications

There will be a loss of revenue to the Shire of \$46,348.18 as per the table presented below:

Sundry Debtor	
JB Investments	\$46,348.18

The Engineering Supervision fee is a charge imposed by Local Government during the construction of subdivision to offset the costs of Council in supervising the construction of what will ultimately become Council assets (roads and drainage infrastructure)

B.3 Legislative Compliance

The Local Government Act 1995 Section 6.12(1)(c) allows a Council to write off any amount of money owed to the Council subject to a decision of Council carried by an Absolute Majority.

6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may –
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money;
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owned to the local government.

*Absolute majority required.

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Potential Revenue Lost	Likely (4) x Minor(2) = Moderate (8)	Adopt the Officer Recommendation
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 is under no obligation to write off any of the above debts. Management is of the opinion that the debt is not recoverable.

RECOMMENDATION

Minute No: C.3987

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council writes off the following debt owed pursuant to Section 6.64(1)(d) of the Local Government Act 1995;

R37	JB Investments	\$46,348.18
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CARRIED 9/0

12.4.4 Annual Budget Adoption

This item is removed from the agenda.

The Chief Executive Officer advised that a Special Council Meeting will be held on Monday 20 July 2020 to discuss this item.

12.5 COMMUNITY SERVICES

12.5.1 2020/21 Community Support Grants- COVID-19

File Reference:	8.2.5.26 / 1.1.9.16
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Ross Rayson, Executive Manager Community Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

Officers have been investigating ways in which Council can support local community organisations and clubs to deliver programs and events that assist the community in building resilience and recover from the challenges posed from the COVID-19 pandemic. Based on the draft 2020/2021 Shire budget allocations, research of other local government-led initiatives and knowledge of the Shire of Northam community, it is proposed that the 2020/2021 Community Grants Scheme opens with a focus on responding to the social impact coronavirus has had on our community.

ATTACHMENTS

Attachment 1: Proposed 2020/2021 Community Grant Scheme Guidelines

A. BACKGROUND / DETAILS

The Shire of Northam Community Grants Scheme is a competitive grant scheme offered each financial year to assist community organisation to undertake projects, events and activities through a range of grant categories. As a result of the uncertainty related to the COVID-19 pandemic and ensuing restrictions, the opening of the 2020/2021 Community Grants Scheme was placed on hold. The grants had been due to open at the end of March following Council's review of the Community Support Policy.

Shire Officers have researched how to best assist community groups through the difficulties faced due to the coronavirus, and propose that the 2020/2021 Community Grants Scheme be refocused on responding to the serious

economic and social impact coronavirus has had on the community. The proposed objectives of the 2020/2021 Community Grants Scheme are:

- To promote community resilience and recovery in response to COVID-19
- To support innovative responses to community needs as a result of the COVID-19 pandemic, particularly for disadvantaged groups and individuals (such as children & youth at high risk, people with disability, culturally or linguistically diverse, those impacted by financial hardship)
- To support community organisations and sporting clubs that have been impacted by COVID-19 restrictions in re-engaging members and engaging the wider community
- To support the development of projects which promote health, wellbeing, connection and inclusion
- To encourage community partnerships between community organisations
- To encourage high quality service delivery
- To develop the skills of the local community

To simplify the approval process and ensure that funds are able to reach the community organisations as soon as possible it is proposed that a Council committee be formed to review and approve applications, with a similar format to the recently established Local Business Support Committee.

In line with the draft 2020/2021 the proposed categories will be as follows:

Community Program and Event Grants of up to \$5,000 (excluding GST) will be offered to support innovative and diverse community programs and events that respond to community needs, build capacity, enhance health and wellbeing and promote community vitality. Funding will be considered for community based programs and events, including, but not limited to:

- Programs or workshops that engage disadvantaged groups and individuals
- Creative online programs
- Come and try days
- Art and cultural exhibitions
- Concerts and performances
- Planned or existing events that have suffered hardship as a result of the COVID-19 pandemic.

Priority will be given to projects that promote community resilience and recovery in response to the COVID-19 pandemic; and that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community.

Community Sport & Active Recreation Grants of up to \$7,500 (excluding GST) will be offered to support ongoing and one-off projects that demonstrate short

to long term benefit to local sporting and recreation clubs and associations. Projects should support and sustain our sporting clubs and associations through the recovery phase of the COVID-19 pandemic, and encourage active participation in sport and recreation. Funding will be considered for sport and recreation projects including, but not limited to:

- Sporting exhibition games and come and try days
- Expansion of existing sport and recreation activities. E.g. development of a junior program
- Guest speakers, workshops or coaching clinics
- Development of online capabilities
- Delivery of new and innovative community based sport and recreation programs
- Training and professional development of committee, coaches or volunteers
- Projects that increase participation

Both streams of Community grants will be “rolling grants”, with applications being accepted and assessed throughout the financial year.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2:Community Wellbeing.

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

Objective: Facilitate the provision of varied cultural and artistic activities;

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

B.2 Financial / Resource Implications

The draft budget adopted by Council in June 2020 includes an allocation of funds to provide to support community events and support to sport and recreation clubs.

B.3 Legislative Compliance

N/A.

B.4 Policy Implications

C 2.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

The amended policy was discussed with Councillors at a workshop on 13th February 2020.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Community Grants are allocated a significant portion of funds in the annual budget.	Rare (1) x Insignificant (1) = Low (1)	Allocations are set during annual budget adoption.
Health & Safety	Nil		
Reputation	Lack of consistency in grant allocation	Possible (3) x Unlikely (2) = Moderate (6)	Ensure Community Support Policy is adhered to & the decision making process is transparent and unbiased.
Service Interruption	Nil		
Compliance	Inconsistent policy and guidelines results in inadequate controls over grants	Possible (3) x Unlikely (2) = Moderate (6)	Ensure Policy and guidelines are adhered to during the decision-making process. Ensure the process is transparent and unbiased.
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

The proposed changes to the Community Grants scheme are to apply to the 2020/21 Financial Year only given the budget constraints and are to be reviewed prior to the 2021/22 budget.

RECOMMENDATION

Minute No: C.3988

Moved: Cr Ryan

Seconded: Cr Little

That Council:

- 1. Establishes the Community Grants Assessment Committee**
- 2. Establishes the purpose of the Committee to make determinations on applications for the Community Grants Scheme**
- 3. Delegates authority to the Community Grants Assessment Committee to undertake the following:**
 - a. Receive and assess grant applications; and**
 - b. Make a final determination on all grant applications received**
- 4. Adopts the amended 2020/2021 Community Grants Scheme as presented.**

CARRIED 9/0

Attachment 1 - Proposed 2020/2021 Community Grant Scheme Guidelines



The Community Grants Scheme aims to strengthen and enhance the social wellbeing, development and sustainability of the Shire of Northam community. In response to the COVID-19 pandemic the 2020/2021 Community Grants Scheme will focus on responding to the social impact coronavirus has had on our community by encouraging new and innovative initiatives that enhance community participation and connection.

These guidelines cover non-recurrent small grants made available through the following community grant categories:

- **Program & Event Grants** (up to \$5,000 excluding GST)
- **Sport & Active Recreation Grants** (up to \$7,500 excluding GST)

Requests for funding will not automatically be approved, and if approved, Council makes no commitment towards continued funding in future years. Council may partially fund submissions in order to best meet funding priorities. An assessment will be made and the applicant notified of the outcome within six (6) weeks of the submission of the applications.

If requested, evidence must be provided that the organisation or group is community based and not conducted for private gain.

Grant Objectives

The objectives of the 2020/2021 Community Grants Scheme are:

- To promote community resilience and recovery in response to COVID-19
- To support innovative responses to community needs as a result of the COVID-19 pandemic, particularly for disadvantaged

groups and individuals (such as children & youth at high risk, people with disability, culturally or linguistically diverse, those impacted by financial hardship)

- To support community organisations and sporting clubs that have been impacted by COVID-19 restrictions re-engage members and engage the wider community
- To support the development of projects which promote health, wellbeing, connection and inclusion
- To encourage community partnerships between community organisations
- To encourage high quality service delivery
- To develop the skills of the local community

Eligibility

- Projects must be able to be delivered within current and evolving COVID-19 stage appropriate restrictions.
- The applicant organisation must operate within the Shire of Northam and beneficiaries must be residents of the Shire of Northam. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Northam must be included in the application.
- Only groups who can demonstrate that they are not-for-profit community organisations or sporting clubs will be considered eligible for funding.
- Existing programs and events that require supplementary funding to continue due to hardship experienced from COVID-19 will be considered. This excludes reimbursement for expenses already incurred.
- Applications must be made on the appropriate Shire of Northam Community Grant Application Form.
- Applicants must have satisfactorily acquitted any previous funding received by the Shire of Northam.
- Acknowledgement of Shire of Northam support is required.
- Canvassing of Elected Members may result in your application being disqualified.

Assessment Criteria

The Community Grants Scheme is a competitive grant program. Submission of an application does not guarantee funding.

Priority will be given to projects and events that meet the following assessment criteria:

- Respond to a need in our community as a result of the COVID-19 pandemic

- Promotion of community resilience and recovery in response to coronavirus
- Alignment to the Shire of Northam COVID-19 Virus Response Strategy / Framework
- Alignment to the Shire of Northam Strategic Community Plan 2017 - 2027
- Management and financial capacity to deliver
- Access, opportunity and participation
- Recognition of Shire of Northam support
- Use of local suppliers, business or performing artists are encouraged.

Application Requirements

- Completed grant application including detailed project budget
- Copy of Certificate of Incorporation (if applicable)
- Copy of Public Liability Insurance
- Copy of certified organisational financial statements

Program & Events Grants

Grants up to \$5,000 excluding GST

Community Program & Events Grants of up to \$5,000 (excluding GST) will be offered to support innovative and diverse programs & community events that respond to community needs, build capacity, enhance health and wellbeing and promote community vitality.

Community based programs and events will be considered, including, but not limited to:

- Programs or workshops that engage disadvantaged groups and individuals,
- Creative online programs
- Come and try days
- Art and cultural exhibitions
- Concerts and performances
- Planned or existing events that have suffered hardship as a result of the COVID-19 pandemic.

Priority will be given to projects that promote community resilience and recovery in response to the COVID-19 pandemic; and that demonstrate significant community reach and benefit, promote social inclusion and encourage partnerships and collaboration in the community.

Consideration will not be given to the following:

- Projects that take place outside of the Shire of Northam or primarily benefit residents from outside of the Shire of Northam
- Any project which is deemed to be of direct benefit to a business, person or any other profit making venture, or any government department or agency
- Recurrent salaries or operational costs not directly associated with the funded project
- Projects that have a fundraising outcome
 - Equipment or infrastructure not directly related to the project
- Trophies, prizes or gifts
- Costumes or uniforms not directly related to the project
- Activities targeted at students in a school setting
- Capital works
- Applicants that have outstanding acquittals

Community Sport & Active Recreation Grants

Grants up to \$7,500 excluding GST

Community Sport & Active Recreation Grants of up to \$7,500 (excluding GST) will be offered to support ongoing and one off projects that demonstrate short to long term benefit to local sport and recreation clubs and associations. Projects should support and sustain our sport and recreation clubs and associations through the recovery phase of the COVID-19 pandemic, and encourage active participation in sport and recreation.

Projects may include, but will not limited to:

- Sporting exhibition games and come and try days
- Expansion of existing sport and recreation activities. E.g. development of a junior program, or disability sport.
- Guest speakers or workshops on topics relevant to the club or mental health and wellbeing
- Development of online capabilities
- Delivery of new and innovative community based sport and recreation programs
- Training and professional development of committee, coaches or volunteers
- Projects that encourage participation.

Consideration will not be given to the following:

- Projects that take place outside of the Shire of Northam or primarily benefit residents from outside of the Shire of Northam

- Any project which is deemed to be of direct benefit to a business, person or any other profit making venture, or any government department or agency
- Recurrent salaries or operational costs not directly associated with the funded project
- Projects that have a fundraising outcome
- Purchase of equipment or infrastructure not directly related to the project
- Trophies, prizes or gifts
- Costumes or uniforms not directly related to the project
- Activities targeted at students in a school setting
- Major capital works

General Information

Goods and Services Tax (GST)

In preparing your budget, you will need to consider any GST implications. Please note: If you do not have an ABN, you will need to fill in a Statement by a Supplier – Reason for not quoting an Australian Business Number to an enterprise - form from the Australian Tax Office. If you do not do this, Council will be required to withhold 48.5% of the grant and remit to the ATO on your behalf.

It is important to remember that if you are successful in receiving a grant and you are registered for the GST, the additional 10% in the cheque will need to be forwarded through the BAS (Business Activity Statement) to the ATO (Australian Taxation Office).

Assessment of Applications

Applications on the prescribed application form will initially be forwarded to the Community Development Officer where they will be assessed in accordance with the Community Grants Scheme Guidelines and Council Policy. A report for the allocation of grant funding will then be prepared for consideration by a Selection Panel appointed by Council.

General Guidelines

1. The applicant organisation must operate within the Shire of Northam and beneficiaries must be residents of the Shire of Northam. If managed by an outside group, demonstrated evidence that a high percentage of members/users reside in the Shire of Northam must be included in the application.
2. Applicants must be able to demonstrate that they are not-for-profit community organisations.
3. Applicants should address Council's objectives, selection criteria and local community needs. Priority will be given where funding is sought to meet a demonstrated need resulting from the COVID-19 pandemic, where cooperation with other services / community groups can be demonstrated, and where applicants are providing a contribution of their own.
4. An application should include a copy of the organisation's latest audited financial statement and balance sheet. A statement of income and expenditure should be provided where an organisation is not subject to audit requirements. All accumulated funds should be adequately explained. An organisation with substantial unused reserves will be unlikely to be considered eligible for funding.
5. An application should include a copy of Public Liability Insurance (if applicable).
6. If applying for the first time, please attach a copy of your Certificate of Incorporation, Constitution or statement of aims and objectives. If you are not incorporated, please demonstrate your ability to administer the grant successfully.
7. Successful applicants will be required to complete a Grant Agreement. The completed agreement is to be returned to Council along with a tax invoice to facilitate payment of grant.
8. Successful applicants must give appropriate acknowledgement of the Shire of Northam's support in all their promotional material and programming information for the project / service.
9. The grant must be fully expended and acquitted by 14th April 2021, unless otherwise stated in the grant agreement. If alternative arrangements are required the applicant please contact the Community Development Officer.

10. Successful applicants will be required to provide the following:
 - Declaration by the Chairperson/President that funding was utilised in accordance with the grant agreement
 - Financial statement (income & expenditure)
 - Copies of invoices/evidence of expenditure
 - Schedule of volunteer labour (if applicable)
 - Schedule of Donated Materials (if applicable)
 - Completed acquittal and project evaluation form
11. Any unspent funds are to be returned to Council by 14 April 2021, unless otherwise stated in the grant agreement or alternative arrangements have been made.
12. If the applicant wishes to make changes to the expenditure, as outlined in the application, these changes need to be requested in writing and addressed to the CEO.

Want to know more?

If you would like further information about these guidelines, or require assistance in filling in the application, please contact Jaime Hawkins, Shire of Northam's Community Development Officer on 6608 0232 or email cdol@northam.wa.gov.au

13. MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

Minute No: C.3989

Moved: Cr Ryan

Seconded: Cr Williams

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (c) of the Local Government Act 1995, meets behind closed doors to consider agenda items 13.1 and 13.2 as both items relate to contracts entered into by the Shire of Northam.

CARRIED 9/0

The public left the room at 5.54pm.

Cr J E Williams declared an impartiality interest in 13.1 – CONFIDENTIAL Procon Developments – Contract Amendment as one of Cr Williams' sons works for Fresh Trading Co. which is a subsidiary of Procon, noting her son is no longer a dependant nor living with her.

13.1 CONFIDENTIAL Procon Developments – Contract Amendment

RECOMMENDATION

Minute No: C.3990

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council:

1. Agrees to amend the Contract for Sale of Land for Lot 881 Yilgarn Avenue, between the Shire of Northam (seller) and Procon Developments (Australia) Pty Ltd as trustee for LEMA Unit Trust, 820 Mountain Highway, Bayswater, Victoria 3153 (buyer), by amending Annexure A, Clause 5 'Settlement' to now read;

Settlement is to occur:

- (a) No later than 4.00pm on October 21, 2020

2. Requires Council's Risk Register - Treatment MC00094 sign off date – to be amended in accordance with the above

CARRIED 9/0

13.2 CONFIDENTIAL Uniting Church Homes – Contract Amendment

RECOMMENDATION

Minute No: C.3991

Moved: Cr Ryan

Seconded: Cr Girak

That Council:

1. Agrees to amend the Contract for Sale of Land for 135-155 Wellington Street East, between the Shire of Northam (seller) and Uniting Church Homes trading as Juniper (buyer), by amending Clause 11 'Development' to now read:

11.1 - The Buyer, at its sole cost, must obtain Development Approval within 30 calendar months of the Contract Date (February 2022)

11.2 - The Buyer must enter into a construction contract in relation to the Development within 42 calendar months (February 2023) of Settlement Date

CARRIED 9/0

RECOMMENDATION

Minute No: C.3992

Moved: Cr Ryan

Seconded: Cr Mencshelyi

That Council moves out from behind closed doors.

CARRIED 9/0

The public re-entered the room at 5.56pm.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

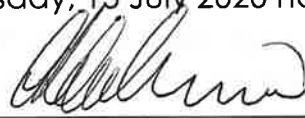
15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 5.57pm.

"I certify that the Minutes of the insert meeting e.g. Ordinary Meeting of Council held on Wednesday, 15 July 2020 have been confirmed as a true and correct record."



President

19/8/2020

Date

