



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

21 October 2020



NOTICE PAPER
Ordinary Council Meeting
21 October 2020

President and Councillors

I inform you that an Ordinary Council meeting will be held in the Northam Recreation Centre, located on Peel Terrace, Northam on 21 October 2020 at 5:30pm.

There will be a Forum meeting held in the Northam Recreation Centre on 14 October 2020 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Jason Whiteaker
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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1. DECLARATION OF OPENING

2. ATTENDANCE

Council:

Shire President
Deputy Shire President
Councillors

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

Staff:

Chief Executive Officer	J B Whiteaker
Executive Manager Engineering Services	C D Kleynhans
Executive Manager Development Services	C B Hunt
Executive Manager Corporate Services	C Young
Manager for Planning Services	J Jurmann
Acting Executive Assistant – CEO	N K Vinicombe

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

3. DISCLOSURE OF INTERESTS

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

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020	11.2	Cr M I Girak	Impartiality	Some of the grant applicants are known to Cr Girak
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr R W Tinetti	Financial	The applicant is Cr Tinetti's business that proposes to purchase a portion of Lot 200 Minson Ave Northam, that meets Cr Tinetti's boundary
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr S B Pollard	Impartiality	Applicants are well known to Cr Pollard
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr A J Mencshelyi	Impartiality	The proprietor of the adjoining property is known to Cr Mencshelyi and is a fellow Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr C P Della	Impartiality	The applicant is known to Cr Della as a fellow Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr M P Ryan	Impartiality	The applicant is known to Cr Ryan
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr J E Williams	Impartiality	The applicant's husband and co-business owner is a fellow Councillor and both are well-known to Cr Williams

Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr M I Girak	Impartiality	Cr Girak knows the owners of Purslowe Tinetti Funerals
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr C R Antonio	Impartiality	The applicants are well known to Cr Antonio, with one being a fellow Northam Shire Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr T M Little	Impartiality	Applicant/proponent is known to Cr Little
Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam)	12.3.2	Cr S B Pollard	Impartiality	Mr A. Potocznyj, the proposed purchaser, is known to Cr Pollard over many years
Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment	12.3.3	Cr T M Little	Impartiality	Cr Little is a member of the Wundowie Primary School Board
Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill	12.3.5	Cr D Galloway	Impartiality	The owners are known to Cr Galloway
Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill	12.3.5	Cr T M Little	Impartiality	Cr Little has known the proponents for a number of years
Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley	12.4.3	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Grass Valley Progress Association
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Mr J B Whiteaker	Impartiality	Mr Whiteaker is the deputy president of the Hockey Club
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Northam Hockey Club
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr M P Ryan	Impartiality	Cr Ryan's children are members of the Hockey Club and his business has been a supporter of the Northam Hockey Club
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr T M Little	Impartiality	Cr Little knows members of the Northam Hockey Club and the Cricket Association
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr C P Della	Impartiality	Cr Della is a member of the Northam Hockey Club which will

Northam Cricket Association				be impacted by the decision of Council
Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell	12.4.7	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Quellington Progress Association
Representation on Gordon Place Mural Panel	12.5.1	Cr M I Girak	Impartiality	Members of the proposed panel are known to Cr Girak



4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

<u>Visitations and Consultations</u>	
17/09/2020	Meeting with CEO of NRM - Northam
21/09/2020	MMM Weekly Radio Interview
24/09/2020	Planfarm Benchmarks Launch - Northam
25/09/2020	WALGA Breakfast Event - Perth
25/09/2020	WALGA 2020 Political Forum - Perth
25/09/2020	WALGA AGM
26/09/2020	Official Opening of Stargazing event - Northam
29/09/2020	MMM Radio interview on 2050 Cycling Strategy
29/09/2020	Fortnightly OASG Video Conference
30/09/2020	Minister Christian Porter Visit - Northam
30/09/2020	Official Opening – Headspace Northam
01/10/2020	Forrest Personnel Official Opening - Northam
01/10/2020	Northam Chamber of Commerce Business After Hours
02/10/2020	Meeting with Forrest Personnel - Northam
03/10/2020	Lions Community Markets - Northam
04/10/2020	Avro Anson Memorial Service - Mokine
05/10/2020	MMM Weekly Radio Interview
07/10/2020	LIWA Seminar Presentation - Northam
09/10/2020	AROC Fortnightly COVID-19 President's Video Conference
11/10/2020	St Joseph's Church Filipino Mass Celebration
12/10/2020	MMM Weekly Radio Interview
13/10/2020	State Budget Breakfast - Northam
13/10/2020	OASG Fortnightly Video Conference
15/10/2020	RCAWA Meeting - Perth
16/10/2020	RCAWA Meeting - Perth
17/10/2020	SES Northam Annual Awards
19/10/2020	MMM Weekly Radio Interview
19/10/2020	Northam Senior High School Year 12 Graduation Ceremony
<u>Upcoming Events</u>	
23/10/2020	AROC Fortnightly COVID-19 President's Video Conference
26/10/2020	MMM Weekly Radio Interview
27/10/2020	OASG Fortnightly Video Conference
02/11/2020	MMM Weekly Radio Interview
03/11/2020	Melbourne Cup
06/11/2020	Citizenship Ceremony - Northam
07/11/2020	Lions Community Markets
09/11/2020	MMM Weekly Radio Interview

10/11/2020	OASG Fortnightly Video Conference
11/11/2020	Northam RSL Remembrance Day Service
16/11/2020	MMM Weekly Radio Interview
18/11/2020	Governor of WA visit and Book Launch - Northam

Operational Matters:

The Northam Aquatic Facility opened to for 2020 / 2021 operations on the 5th October. A number of visitors, including the Leisure Institute of WA, have been touring the facility over the past few months. We continue to showcase the fantastic Shire facility.

The Local Business Support Committee has ceased. The Shire of Northam COVID-19 budget response is continuing through the Community Grants Assessment Committee. This committee is meeting regularly, and successful applicants have been, and are being advised of funds allocated.

A Restricted Burning Period is now in place. With the Prohibited Burning period in place over the summer months, we need all ratepayers and residents to be aware, and adhere to the rules.

Strategic Matters:

Private Investments

Two private developments are due to open to the public over the next couple of months. Along with many existing successful Shire and private businesses and attractions, the Bunnings and KFC openings will both provide local employment and bring more visitors to our Shire.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

6. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

7.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

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

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

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

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

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

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

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

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

7.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

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

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

7.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

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

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

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

(2) The CEO may either-

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

8. APPLICATION FOR LEAVE OF ABSENCE

RECOMMENDATION

That Council grant Cr T M Little leave of absence from 3 November 2020 to 14 November 2020 (inclusive).

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 16 SEPTEMBER 2020

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 16 September 2020 be confirmed as a true and correct record of that meeting.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 OCTOBER 2020

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held Wednesday, 14 October 2020.



Shire of Northam

Notes

Council Forum Meeting

14 October 2020



DISCLAIMER

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

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Council Forum Notes
14 October 2020



Preface

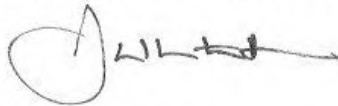
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

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 Friday 16 October 2020.



JASON WHITEAKER
CHIEF EXECUTIVE OFFICER

Received Notes

These notes were received at an Ordinary Meeting of Council held on 21 October 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 Notes
14 October 2020



1. DECLARATION OF OPENING

The Shire President, Cr Chris 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
C P Della
T M Little
R W Tinetti
M P Ryan
S B Pollard

Staff:

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Corporate Services
Manager of Planning Services
Acting Governance Officer
Acting Executive Assistant – CEO

J B Whiteaker
C D Kleynhans
C B Hunt
C Young
J Jurmann
A McCall
N K Vinicombe

Public Gallery:

Public

Gordon Tranter
Aung Luy
Trevor Coulson
Susan Burley
Jayden Pope
Maren Lavery
Dominic Lavery

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Nil.

3. DISCLOSURE OF INTERESTS

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020	11.2	Cr M I Girak	Impartiality	Some of the grant applicants are known to Cr Girak
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr R W Tinetti	Financial	The applicant is Cr Tinetti's business that proposes to purchase a portion of Lot 200 Minson Ave Northam, that meets Cr Tinetti's boundary

Council Forum Notes
14 October 2020



Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr S B Pollard	Impartiality	Applicants are well known to Cr Pollard
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr A J Mencshelyi	Impartiality	The proprietor of the adjoining property is known to Cr Mencshelyi and is a fellow Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr C P Della	Impartiality	The applicant is known to Cr Della as a fellow Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr M P Ryan	Impartiality	The applicant is known to Cr Ryan
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr J E Williams	Impartiality	The applicant's husband and co-business owner is a fellow Councillor and both are well-known to Cr Williams
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr M I Girak	Impartiality	Cr Girak knows the owners of Purslowe Tinetti Funerals
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr C R Antonio	Impartiality	The applicants are well known to Cr Antonio, with one being a fellow Northam Shire Councillor
Proposed Purchase – Portion Lot 200 Minson Avenue, Northam	12.3.1	Cr T M Little	Impartiality	Applicant/proponent is known to Cr Little
Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam)	12.3.2	Cr S B Pollard	Impartiality	Mr A. Potocznyj, the proposed purchaser, is known to Cr Pollard over many years
Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment	12.3.3	Cr T M Little	Impartiality	Cr Little is a member of the Wundowie Primary School Board
Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill	12.3.5	Cr D Galloway	Impartiality	The owners are known to Cr Galloway
Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill	12.3.5	Cr T M Little	Impartiality	Cr Little has known the proponents for a number of years
Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley	12.4.3	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Grass Valley Progress Association
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Mr J B Whiteaker	Impartiality	Mr Whiteaker is the deputy president of the Hockey Club

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Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Northam Hockey Club
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr M P Ryan	Impartiality	Cr Ryan's children are members of the Hockey Club and his business has been a supporter of the Northam Hockey Club
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr T M Little	Impartiality	Cr Little knows members of the Northam Hockey Club and the Cricket Association
Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association	12.4.4	Cr C P Della	Impartiality	Cr Della is a member of the Northam Hockey Club which will be impacted by the decision of Council
Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell	12.4.7	Cr C R Antonio	Impartiality	Cr Antonio is a member of the Quellington Progress Association
Representation on Gordon Place Mural Panel	12.5.1	Cr M I Girak	Impartiality	Members of the proposed panel are known to Cr Girak

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4. ANNOUNCEMENT BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

There was no clarification sought in relation to this item.

5. PUBLIC QUESTION TIME

5.1 PUBLIC QUESTIONS

There were no public questions. Cr Chris Antonio advised Ms Maren Lavery that she could provide a statement in item 7.3 – DEPUTATIONS.

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

Name: Maren Lavery

Deputation: Good evening Councillors and staff, my name is Maren Lavery. First, I'd like to address agenda item 12.5.1, "Representation on the Gordon Place Mural Panel". As one of the two community members who has submitted an expression of interest in joining the panel, I encourage the Council to support staff's recommendation to limit the panel to the listed eight members. Research has shown that groups with 7 members are the most efficient at decision-making, and I believe additional members could hinder the project. While I do not rescind my EOI as I do believe I can contribute positively and effectively on this panel, I support the recommendation to limit its membership. Secondly, putting on my work hat, I wanted to thank the Shire for their support alongside Wheatbelt Natural Resource Management to tidy Burlong Pool. In response to community feedback and concern about this treasured area, we are collaborating with the Northam Senior High

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School to involve Disengaged Youth in maintenance out at the Pool. Our river is held dearly by many people of all ages and backgrounds and I am really pleased to see attention and care put into its protection and beautification. So on behalf of Wheatbelt NRM, thank you for your support and continued partnership.

Name: Traci Atkinson (read out by Cr Chris Antonio)

Deputation: My name is Traci Atkinson. I am the owner of the property at Lot 2 Fernie Rd, Bakers Hill that is the subject of a planning application for a main house to be placed on the property and the current one bedroom house that is there be classed as an ancillary dwelling.

I am currently in QLD recovering from an operation I had last week on Wednesday October 7 so cannot attend the council forum. Please accept my apologies.

I was only made aware that this matter would be going before council last Friday October 9 and I would just like to address some of the matters mentioned by shire officers in this agenda.

Trevor Coulson will be attending the meeting on my behalf to answer any questions council may have, as he is aware of and been involved in the building process and the timeframe of this project.

Item 12.3.5 – Relocated dwelling, Lot 2 Fernie Rd, Bakers Hill

Firstly, to address the points made by shire officers about the original one bedroom house that is on the property:

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"The works have not been completed to the satisfaction of the Shire and in accordance with the conditions of approval. Works outstanding include:..."

- **ATU system is incomplete;**
Septic system is complete and a certificate of compliance was granted on 08/10/18. (certificate attached)

There was some concern from the Shire that the pipes were exposed to UV in some places and may deteriorate over time when they came onsite to inspect the project for completion, if this is what they are referring to by it being incomplete. These pipes have now been either painted with UV paint or covered with dirt where possible. (Please see attached photographs)

• **Bushfire protection measures incomplete;**

The only bushfire measures incomplete are the steel bushfire mesh flyscreens covering opening and closed sections of windows. We were planning to put these screens on and the ones on the new house at the same time as this is a more economical and easier option to do it this way.

• **Rear stairs from deck are not complete or to standard;**

These standalone stairs were only temporary and have been removed from the deck.

• **External cladding has not been repainted.**

The belief that the cladding is supposed to be repainted light blue is a fallacy. This occurred in the beginning when some details from a previous development application were confused with mine. It stated that the building was to be painted light blue to match the outbuilding. I mentioned at the time that it was a mistake to shire officers and was told this requirement would be removed from the conditions. Obviously this has been overlooked. The building in question is a cream colorbond steel colour with the paint being in excellent condition. It makes no sense to paint it, especially blue. The shed (outbuilding) is Woodland Grey and I have painted the verandah posts and trims of the house Woodland Grey to match the shed.

In summary, the only thing not completed is the bush fire screens which will be completed in conjunction with the new house project.

THE TIMELINE

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THE TIMELINE

"Officers have been regularly liaising with the applicant during the construction period and concerns have been conveyed regarding the timely completion of the current development."

To explain the reason why it has taken so long to finish this project I would like to say that Trevor and I have been plagued with health problems and unforeseen financial circumstances during this period. We have completed nearly all of the work during this time, all be it slowly, but with our own labour at the pace that we have been able to manage. Our health problems during this time included me breaking my leg and being in a wheelchair for 6 months, and then a long recovery process, several auto immune diseases due to my current health issues that has left me really unwell. Trevor having a lot of health setbacks from diabetes, pain due to previous neck and back injuries, and heart problems, having an arterial stent put in late last year. These health problems have led us to be unable to do some of the work ourselves as we originally were, and in turn led to more financial problems as we have been unable to work to earn money during this time. I don't wish to disclose too much of my financial situation in a public forum but due to the sale of another property I am now in a position where I am able to finance this new project and finish the previous one and would like to take advantage of that. Also can I just say that the big difference with the new house is that other people are being paid to do the work; transporting the house, putting it back together and finishing everything to a high standard. I have the financial capacity this time around to do it, whereas with the first house Trevor and I did most of the work on our own and with a very limited budget.

Development Timeline

Note: I have copied this from the agenda pg.250 and added some events from my records in bold that were not mentioned to demonstrate that I have been keeping the shire informed of the progress of the project.

26/06/15 – Complaint received regarding unauthorised placement and habitation of a second-hand relocated dwelling.

20/11/15 – Dwelling declared unfit for habitation.

14/01/16 – Applicant applied for retrospective development approval.

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20/04/16 – Council granted retrospective development approval for second-hand relocated dwelling, variation to building envelope, and second-hand outbuilding.
07/05/17 – update on progress to Kobus Nieuwoldt from Traci Atkinson
11/07/17 – update on progress to Kobus Nieuwoldt from Traci Atkinson
31/07/17 – update on progress to Kobus Nieuwoldt from Traci Atkinson
01/07/16 – shire letter Sonny Rutherford to Traci Atkinson
28/07/16 – reply to Sonny Rutherford letter from Traci Atkinson
08/10/18 – permit to use sewerage apparatus given – Carmen Sadleir (see attached)
15/10/18 – update to shire Kobus Nieuwoldt from Traci Atkinson
12/03/19 – update to shire Kobus Nieuwoldt from Traci Atkinson
29/04/19 – update to shire Anthony Svanberg from Traci Atkinson
05/09/19 – Shire request for update on progress from Anthony Svanberg
23/02/20 – BA7 notice of completion submitted by Traci Atkinson
? /02/20 – site visit and inspection by Shire officers. Spoke to Trevor Coulson, Traci Atkinson not present
25/03/20 – notice of completion rejected – Anthony Svanberg email
01/07/20 – building permit extension granted
29/07/20 – Application submitted for relocated second-hand dwelling and the conversion of the existing dwelling to an ancillary dwelling.
04/08/20 – Additional information requested from applicant.
14/08/20 – Amended plans received from applicant.
25/08/20 – Site visit conducted. Confirmed that subject dwelling is not on site.
09/09/20 – Neighbour notification period (14 days).
13/09/20 – email to Anthony Svanberg with update on progress 1st house – Traci Atkinson
24/09/20 – email to Anthony Svanberg with update on progress 1st house – Traci Atkinson
25/09/20 – No submissions received regarding the proposal.
02/10/20 – Update provided by applicant on progress of original development. Still not complete.
08/10/20 – notification by shire that application would be going before council at this meeting

Concerns mentioned by shire about new house proposal addressed

Landscaping and vegetation is already in place (see attached photos) to screen both houses from the Northern neighbour. Originally 70 trees and shrubs were planted but only about 30 have survived due to a large rabbit population. More vegetation is planned to replace these when the rabbits are under control.

All asbestos has been removed from the house when it was fully renovated 10 years ago. Engineer David Lavell has certified this.

Placement of house will be at least 40m from northern neighbour.

A stormwater plan will be submitted.

A septic plan will be submitted.

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Shire of Northam
Heritage, Commerce and Lifestyle

T Atkinson
22 Rivers Turn
PIARA WATERS WA 6112

Council: A15407026179
Engineer: Carmen Sadler

HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911
HEALTH (TREATMENT OF SEWAGE AND DISPOSAL OF EFFLUENT AND
LIQUID WASTE) REGULATIONS 1974
(REGULATION 4A (1))

PERMIT TO USE APPARATUS

Applicants Name: T Atkinson

Lot: 2 No. Approval No: 12 - 17718
Street: Fernie Road Town or Suburbs: Bakers Hill

THIS APPARATUS HAS BEEN INSPECTED AND ITS USE IS PERMITTED

DATE: 8 October 2018
Local Government: Shire of Northam

DELEGATE OF LOCAL GOVERNMENT
Carmen Sadler

110 - 42 884 617 585
301 Fitzgerald Street PO Box 215 Northam WA 6461
11481 1622 4170 1 746 1622 1743
11481 1622 4170 1 746 1622 1743
11481 1622 4170 1 746 1622 1743



Septic tank showing painted pipes

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Septic tank fully covered



Vegetation planted on northern boundary, looking south towards house and shed



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Vegetation planted along northern boundary firebreak, looking west



2016 vs 2019 view of the front of the house from Fernie Road



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Name: Trevor Coulson

**Summary of
Deputation:**

I am present for any questions Councillors may have about the deputation put forward by Traci Atkinson. I would also like to emphasise that a mistake has been made concerning the buildings/outbuildings.

8. APPLICATION FOR LEAVE OF ABSENCE

There was no clarification sought in relation to this item

9. CONFIRMATION OF MINUTES

9.1 ORDINARY COUNCIL MEETING HELD 16 SEPTEMBER 2020

There was no clarification sought in relation to this item.

9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 14 OCTOBER 2020

There was no clarification sought in relation to this item.

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

12.3.4 Proposed Community Centre – Lot 201 Eucalypt Bend, Wundowie

Clarification was sought regarding the determination of land use and the presence of living quarters/accommodation in the proposed community centre. The Manager for Planning Services advised that the predominant use of the land was for meditation purposes and could therefore be classed as community use, and the living quarters were designated as caretaker's quarters only.

Clarification was sought regarding whether the proponents of the proposed community centre were treated as a religious or private group. The Manager for Planning Services advised that the proponents have been classed as a community organisation as the meditation sessions are not exclusive and are open to the general public, and the planning advice given to the proponents clearly states that the venue is not to be used as a place of worship.

Clarification was sought regarding the zoning of the proposed community centre. The Manager for Planning Services advised that the property is zoned

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as A-use, under "community purposes" (for educational, social or recreational facilities).

Mr Gordon Tranter and Mr Aung Luy left the meeting at 5.53pm.

Cr D Galloway declared an impartiality interest in 12.3.5 – Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill as the owners are known to Cr Galloway.

Cr T M Little declared an impartiality interest in 12.3.5 – Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill as Cr Little has known the proponents for a number of years.

12.3.5 Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill

Clarification was sought regarding the 'alternative recommendation' and what were the provisions to reject the proposed development based on the previous development not yet being completed. The Manager for Planning Services advised that the alternative 'decision' option provided to Council in the report was in the event Council formed a view it did not comply with provisions of the Local Planning Scheme, officer have not formed that view.

Clarification was sought regarding a suspected uncovered aerobic treatment unit in one of the photographs supplied in Ms Traci Atkinson's deputation. Mr Trevor Coulson advised that the unit was not aerobic and there was no power supply to the unit, therefore there was no need for it to be covered.

Clarification was sought regarding the issues concerning painting of the external cladding as put forward by Ms Traci Atkinson in her deputation. The Manager for Planning Services advised that the original determination had specified a condition in which the external cladding was required to be painted "to the satisfaction of Council", with no colour specified, and that confusion over the need to paint the cladding the colour blue may have arisen from a later report. The Manager for Planning Services advised that to her knowledge the painting of the building has not been performed "to the satisfaction of Council". The Shire President re-read Ms Traci Atkinson's deputation regarding the paint being in excellent condition and the verandah posts and trims being painted woodland-grey.

Mr Trevor Coulson left the meeting at 6.00pm.

Cr M I Girak declared an impartiality interest in 12.5.1 – Representation on Gordon Place Mural Panel as members of the proposed panel are known to Cr Girak.

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12.5.1 Representation on Gordon Place Mural Panel

It was noted that the numbering was incorrect for several items. The Acting Executive Assistant to the CEO advised this would be amended.

Clarification was sought regarding the wording on page 368 concerning the selection of FORM and whether the tendering/quoting process had been followed correctly. The Chief Executive Officer advised that FORM was considered the pre-eminent consultants as there are not many other companies who provide similar services as well as the involvement they have had in Northam, and only one quote was required for this particular project as the quote amount was beneath the threshold as specified by the COVID quote threshold parameters.

Clarification was sought regarding the representatives on the panel and the ownership of the wall. The Chief Executive Officer advised that approval had been sought from the owners of the wall, and that it was the officer's recommendation to accept the owners' conditions for the panel representatives.

Ms Maren Lavery and Mr Dominic Lavery left the meeting at 6.05pm.

11. REPORTS OF COMMITTEE MEETINGS

11.1 NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 15 SEPTEMBER 2020

Clarification was sought regarding the first point in the officer's recommendation and whether Council should instruct the Chief Executive Officer rather than staff. The Chief Executive Officer advised that this recommendation would be amended to reflect Council instructing the Chief Executive Officer.

Clarification was sought regarding highlighted items in the attachment within the minutes. The Chief Executive Officer advised that the highlight was intended for the benefit of the committee, to indicate which items in the Reconciliation Action Plan were currently in progress.

Clarification was sought regarding further information on individual events held at the Bilya Koort Boodja. The Chief Executive Officer advised that further information would be provided to Councillors upon request.

Cr M I Girak declared an impartiality interest in 11.2 – LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020 as some of the grant applicants are known to Cr Girak.

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11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020

Clarification was sought regarding the explanation for rejection of applicant 52. The Shire President advised that the applicant had been rejected based on the wording within the application, and that all reasoning could be found in the confidential attachment provided in the Councillor's FTP folder.

Clarification was sought regarding whether Councillors not in the Local Business Support Committee were expected to read all agendas, minutes and attachments related to the committee meetings. The Chief Executive Officer advised that Councillors not on the committee were not expected to read all the listed information (noting the Committee had delegated decision making powers), however the information was provided in the FTP folder if a Councillor had a query or an interest in accessing the information.

11.3 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020

There was no clarification sought in relation to this item.

11.4 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 8 OCTOBER 2020

Clarification was sought regarding the Northam Pharmacy application and how the application met the criteria. The Shire President advised that the committee had decided to approve the application as the Pharmacy had detailed a loss of income due to COVID and the assessment that the proposal would assist in stabilising/increasing their business.

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Governance Policy Review

Clarification was sought regarding irrelevant legislation appearing on p.113, within policy G 1.1. The Chief Executive Officer advised that he would take the item on notice and remove the legislation if not correct.

The legislation was removed from the policy after the meeting, as it had been included in error within policy G 1.1.

Clarification was sought regarding policies that combined Councillors and staff, including G 1.4, G 1.5, and G 1.10. The Chief Executive Officer advised that as per the workshop sentiment an endeavour had been made to separate policies between elected members and staff, however a number

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were applicable to both as a requirement of the Local Government Act 1995. The Chief Executive Officer advised it was difficult to provide a more specific response in the absence of any examples being provided and encouraged Councillors to send through a list of policies which they thought should be separated out (and why) and he would review them.

Clarification was sought regarding legislation quoted in policy G 1.5, referencing certified practitioners under the Legal Practice Act 2003, and that this is no longer current and should be replaced by the Legal Profession Act 2008. The Chief Executive Officer advised that he would update the reference.

Clarification was sought regarding whether the list of social media sites on page 149 was exhaustive. The Chief Executive Officer advised that the Shire of Northam Facebook page had been missed and would be added to the list.

Clarification was sought regarding the wording within the corporate uniform policy and whether the policy allowed for a \$200 allowance annually or once only upon election. The Chief Executive Officer advised that this was an annual allowance.

12.2 ENGINEERING SERVICES

12.2.1 RFT 6 & 7 of 2020 Cleaning Contracts – Additional Costs for Inclusion in Contract Award

Clarification was sought regarding the tender's directives concerning consumables. The Chief Executive Officer advised that consumables were missed when the tender first went through Council, and the tender should have included both the provision of service cost and the provision of goods/consumables cost. The Chief Executive Officer advised that as the consumables were missed staff felt it most appropriate to bring the item back to Council for confirmation of amendment, rather than treat them as a minor contract variation.

Clarification was sought regarding what would happen if the recommendation was not approved by Council. The Chief Executive Officer advised that staff would be unable to award the contract as per the tender, and would therefore recommend that Council rescind the previous motion, reject all tenders, and recommence the tendering process.

12.2.2 Parks and Public Open Spaces Asset Management Plan

There was no clarification sought in relation to this item.

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12.3 DEVELOPMENT SERVICES

Cr R W Tinetti declared a financial interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is Cr Tinetti's business that proposes to purchase a portion of Lot 200 Minson Ave Northam, that meets Cr Tinetti's boundary.

Cr S B Pollard declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicants are well known to Cr Pollard.

Cr A J Mencshelyi declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the proprietor of the adjoining property is known to Cr Mencshelyi and is a fellow Councillor.

Cr C P Della declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is known to Cr Della as a fellow Councillor.

Cr M P Ryan declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is known to Cr Ryan.

Cr J E Williams declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant's husband and co-business owner is a fellow Councillor and both are well-known to Cr Williams.

Cr M I Girak declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as Cr Girak knows the owners of Purslowe Tinetti Funerals.

Cr C R Antonio declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicants are well known to Cr Antonio, with one being a fellow Northam Shire Councillor.

Cr T M Little declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant/proponent is known to Cr Little.

12.3.1 Proposed Purchase – Portion Lot 200 Minson Avenue, Northam

Cr Tinetti left the room at 6.30pm.

Clarification was sought regarding the sale process and valuation. The Chief Executive Officer advised that point 1a in the officer's recommendation addressed the valuation adequately.

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Clarification was sought regarding the history behind the dog leg. The Executive Manager for Development Services advised that the area is of historical significance and the dog leg was likely due to a previous structure being present.

Cr Tinetti re-entered the room at 6.34pm.

Cr S B Pollard declared an impartiality interest in 12.3.2 – Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam) as Mr A. Potoczny, the proposed purchaser, is known to Cr Pollard over many years.

12.3.2 Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam)

Clarification was sought regarding the inclusion of Lot 155 as set out on page 186, and why this was not included in the officer's recommendation. The Executive Manager for Development Services advised that Lot 155 is owned free-hold by the Shire of Northam, and he would confirm this.

Clarification was sought regarding the odd shape of the lot and the disposal process. The Executive Manager for Development Services advised that the shape of the lot was likely due to an old subdivision design. The Executive Manager for Development Services advised that the Shire of Northam currently must traverse adjoining land to access the property, and the sale of the property has been in the Shire's land rationalisation strategy for a number of years. The Executive Manager for Development Services advised that information from the Department of Lands advised staff that the Shire could convert the lot to free-hold, purchase the lot for 5% of the market value, and then sell the land to the adjoining neighbours (Lot 250), who are planning on using the lot to construct a nursing home. The Executive Manager for Development Services advised that the recommendations would be amended for the Ordinary Council Meeting next week.

Cr T M Little declared an impartiality interest in 12.3.3 – Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment as Cr Little is a member of the Wundowie Primary School Board.

12.3.3 Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment

Clarification was sought regarding potential obstruction of access around the oval if the proposed ramp is constructed. The Executive Manager for Engineering Services advised that if fencing was erected in the future, there may be potential obstructions, but the oval could be shifted to avoid this.

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Clarification was sought regarding the previous enlarging of the oval. The Executive Manager for Development Services advised that he was not aware of any previous enlargement.

Clarification was sought regarding the green, red and orange lines detailed on the locality map. The Executive Manager for Development Services advised that the green line depicted the current boundary, the red line depicted the proposed boundary, and the orange lines were contour lines.

Clarification was sought regarding what would happen if the recommendation, which was being proposed by the Department of Education, was rejected by Council. The Chief Executive Officer advised that the land is 'owned' by the State Government and only vested in Council, as such it is assumed they could simply change or cancel the vesting.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 1st September 2020 to 30th September 2020

There was no clarification sought in relation to this item.

The following queries were raised and answers were provided by the Executive Manager Corporate Services after the Forum meeting:

Reference	Page #	Amount	Details Reference	Question	Query By	Answer
37622	279	9546.77	Replace Logan clutch	Operator issue? How old is this truck?	Cr Pollard	Replacement dutch on a PTO Pump on the back of the firetruck due to wear and tear, not an operator issue. The tanker is 15 years old
37627	280	7760.54	Jason Signmakers - Custom signs	What signs please, BKB?	Cr Pollard	This was for a bulk purchase of 80 traffic signs which were badly faded and in need of replacement
37643	283	320.44	Northam Vet dog attacks	Why do we pay these? Recouped?	Cr Pollard	The dogs were surrendered after a dog

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						attack and treated for their injuries prior to rehoming. In this instance the costs cannot be recouped.
37681	288	6750.00	Transfer Unclaimed Moneys	Whose money was this please?	Cr Pollard	In accordance with the <i>Unclaimed Money Act 1990</i> The Shire notified the Department of Treasury of the unclaimed money. This was held in trust from 09.06.2010 and could not be identified as to where the money came from. The proceeds were then transferred 3 months after notification
37787	307	2835.00	22m3 mulch	Why are local contractors not used?	Cr Pollard	This was black mulch which cannot be obtained locally
37815	312	1281.00	Inv 22171 spindle fight	Why so costly please?	Cr Pollard	This is a significant sized Fire Hydrant , parts are expensive
37816	312	3686.97	Replace rear window	Insurance claim? Operator error?	Cr Pollard	JCB Backhoe PN1809 - A insurance claim has been submitted, as a result of operator error on site.

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37829	314	2953.00	Remove floor lights	Why was this needed please?	Cr Pollard	The lights had been damaged through vandalism, and had not been used for a number of years, the decision was to remove them.
37834	315	11471.24	Kleenheat Gas aquatic centre and other gas costs this period	On budget for gas use?	Cr Pollard	I am monitoring this very closely, I am expecting this expenditure to reduce significantly over the warmer months however it is likely the budget will need increased as part of the budget review process

12.4.2 Financial Statement for the period ending 30th September 2020

Clarification was sought regarding an apparent increase in rates payments due to early rates discounts. The Executive Manager for Corporate Services advised that the Shire normally received 60% of rates by this time of the year, and currently the Shire has received 70% of rates, which is a slight increase. The Chief Executive Officer advised that he had written to the State government to express his disappointment that they had opted to request their rates discount.

Cr C R Antonio declared an impartiality interest in 12.4.3 – Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley as Cr Antonio is a member of the Grass Valley Progress Association.

12.4.3 Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley

Clarification was sought regarding the leasing period. The Chief Executive Officer advised that the Shire has received a 21 year lease period from the

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Minister, but that the Shire would be leasing the property out in two ten-year periods.

Mr J B Whiteaker declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Mr Whiteaker is the deputy president of the Hockey Club.

Cr C R Antonio declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Antonio is a member of the Northam Hockey Club.

Cr M P Ryan declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Ryan's children are members of the Hockey Club and his business has been a supporter of the Northam Hockey Club.

Cr T M Little declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Little knows members of the Northam Hockey Club and the Cricket Association.

Cr C P Della declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Della is a member of the Northam Hockey Club which will be impacted by the decision of Council.

12.4.4 Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association

Clarification was sought regarding whether the licence was solely for the pavilion, and whether the Shire of Northam gives out licences to other clubs. The Acting Governance Officer advised that the licence was solely for the pavilion, and because of the complexity of the hire (shared use, Shire also books the pavilion occasionally, not an exclusive item), a licence is utilised rather than a lease agreement. The Acting Governance Officer advised she would take the question on notice and see if any other licence agreements for clubs could be found.

The Acting Governance Officer advised after the meeting that the Shire does have other licence agreements in relation to the disposal of property, including Bakers Hill Adult Riding Club, Bakers Hill Riding for Disabled, and Wundowie Oval (Department of Education).

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12.4.5 Non-compliance with section 6.16 of the Local Government Act 1995 – Adoption of AROC Toilets and Lighting Tower Fees and Charges

Clarification was sought regarding advertising in the York or Toodyay papers rather than The West Australian. The Chief Executive Officer and Acting Governance Officer advised that the notice must be circulated generally throughout the district, and there are some localities that may not receive the York or Toodyay papers (such as Bakers Hill), and therefore publishing in The West may be unavoidable. The Chief Executive Officer advised he would look into it, and that the notice would also be advertised on social media.

The Acting Governance Officer advised after the meeting that the York and Districts Community Matters newspaper outlines on their website that "York & District Community Matters is delivered to households and/or mailboxes throughout York, Northam, Beverley, Quairading and Cunderdin. Stands are located at The Lakes Roadhouse, Wundowie & Bakers Hill." The Acting Governance Officer advised after the meeting that Section 1.7 of the Local Government Act 1995 outlines the following:

1.7 Local Public Notice

(1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be –

(a) published in a newspaper circulating generally throughout the district; and

The Acting Governance Officer advised after the meeting that given the York and District Community Matters newspaper is circulated to a number of localities within the Shire, she believes this would satisfy the requirement of Section 1.7 for local public notice.

12.4.6 Northam Playgroup Building - Bernard Park, Lot 400 Minson Avenue, Northam

Clarification was sought regarding the age and historical significance of the building. The Acting Governance Officer advised that the building was approximately 58-60 years old, and there was no major historical significance, as attested by the Senior Building Surveyor.

Clarification was sought regarding whether the building and the playground would be demolished. The Chief Executive Officer advised that presumably it would only be the building that would be removed.

Clarification was sought regarding other potential uses for the building, such as a memorabilia museum for the Flying 50's or the Avon Descent. The Chief Executive Officer advised that any museum-style development would be

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costly as the building requires a large amount of renovations to meet compliance standards.

Clarification was sought regarding whether the community should be consulted before demolishing the building. The Chief Executive Officer advised that a period of community consultation would be sought and the recommendation would be reworded to this effect.

Clarification was sought regarding the previous mentions or uses of the building. The Acting Governance Officer advised that there was no reference to the building within the Master Plan. The Executive Manager for Development Services advised that there is a plaque inside the building describing its original function as the "Apex Ladies Rest Area", but the building itself is not found in any municipal listings.

Cr C R Antonio declared an impartiality interest in 12.4.7 – Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell as Cr Antonio is a member of the Quellington Progress Association.

12.4.7 Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell

Clarification was sought regarding the lease period for the hall. The Acting Governance Officer advised that the Shire has received a 21-year lease period from the Minister, however the Shire will lease the hall out for two 10-year periods, according to management orders.

12.5 COMMUNITY SERVICES

There was no further clarification on community service items. Item 12.5.1 was previously discussed in item 10 – ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 Proposed Funding for Mt Ommanney Redevelopment

Clarification was sought regarding whether the proposed developments fit into any adopted plan, and whether there were funds allocated to it in the budget. The Chief Executive Officer advised that there is no current Master Plan for the development, which is what the motion is attempting to address. The Executive Manager for Development Services advised that there may be

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a reference in the Trails Master Plan, and he would confirm this. The Chief Executive Officer advised that there may also be a link to the developments from a tourism perspective in the Strategic Plan, and he would confirm this. The Chief Executive Officer advised that developing Mt Ommanney was a consideration in the budget but was later removed.

The Acting Executive Assistant to the CEO checked the ES-PL-08 Tracks Master Plan 2010 after the meeting and confirmed that Mt Ommanney was listed as a potential development on page 15 of the Plan and was identified as high priority. The proposed project would also fit within the Council's Strategic Community Plan;

OUTCOME 1.4 A robust tourism industry which contributes to the economic development of the Shire of Northam and optimises Northam's role as a hub for tourists to the region.

Objectives: · Develop tourism opportunities based around the Shire's unique cultural, heritage and **environmental assets**;

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE

The Shire President, Cr Chris Antonio declared the meeting closed at 7.09pm.

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

11. REPORTS OF COMMITTEE MEETINGS

11.1 NYOONGAR CULTURAL ADVISORY GROUP MEETING HELD ON 15 SEPTEMBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receives the minutes from the Nyoongar Cultural Advisory Group meeting held on 15 September 2020.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Receives the Bilya Koort Boodja update as presented and instructs the **CEO** to investigate ways of recognising significant individuals and/or sacred sites by the naming of rooms/areas at the Bilya Koort Boodja
2. Accepts the update of the Shire of Northam Reflect RAP 2020-2021
3. Receives the briefing from Wesfarmers Bunnings on their plans to employ local Nyoongar people
4. Supports in principle the Northam Senior High School – Stolen Generation Musical Drama
5. Receives the briefing from the Avon Environmental Society on the proposed Enright Park signage



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Nyoongar Cultural Advisory

Group Meeting

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DISCLAIMER

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

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

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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 Presiding Member Cr Michael Ryan declared the meeting open at 3.04pm.

2. ATTENDANCE

Committee:

Presiding Member
Shire President
Davis Family
Davis Family
Moody Family
McGuire Family

Garlett Family
Stack Family

Kickett Family
ATSI Representative

M P Ryan
C R Antonio
Kathy Davis (at 3.45pm)
Jermaine Davis
Donna Moody (at 3.12pm)
Deborah Moody
(at 3.11pm)
Kirk Garlett
Elizabeth Stack
(at 3.28pm, left at 4.07pm)
Boyd Kickett (left at 4.34pm)
Yvonne Kickett
(at 3.14pm, left at 4.21pm)

Staff:

Executive Manager Community Services
BKB Centre Coordinator
Executive Assistant to the CEO

R Rayson (left at 4.37pm)
M Winmar
N K Vinicombe

Gallery:

Northam Senior High School Representative

WACHS Representative
Police Superintendent for the Wheatbelt
Indigenous Employment Advisor - Bunnings

Complex Manager - Bunnings

Avon Environmental Society Representative

Peter Hinds
(at 3.50pm, left at 4.51pm)
Janine Gliddon
Tony Colfer (left at 3.52pm)
Annie Young
(at 3.56pm, left at 4.37pm)
Hugh Berryman
(at 3.52pm, left at 4.37pm)
Peter Weatherly
(at 4.52pm, left at 4.59pm)

2.1 APOLOGIES

McGuire Family
Garlett Family
ATSI Representative
Community Development Officer
CEO

Maria Nickels
Rod Garlett
Brenda DeAtta
J Hawkins
J B Whiteaker

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2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Councillor
Stack Family
Slater Family
Ryder Family

A J Mencshelyi
Kate Stack
Agnes Lockyer
Joan Parfitt

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
Nil.				

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4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD ON WEDNESDAY 11 MARCH 2020

RECOMMENDATION

Minute No: NCAG.4

Moved: Cr Antonio

Seconded: Mr Jermaine Davis

That the minutes of the Nyoongar Cultural Advisory Group meeting held on Wednesday 11 March 2020 be confirmed as a true and correct record of that meeting.

CARRIED 6/0

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5. COMMITTEE REPORTS

5.1 Bilya Koort Boodja Update

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

BRIEF

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

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

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

A.1 Visitor Numbers

July 2020 has seen a significant increase in the number of visitations to the Centre, this is on the back of increased regional tourism numbers generally.

Month	BKB visitations - Normal	BKB Visitations - Free Pass	BKB Visitations - Concession	BKB Visitations - Average per day	BKB Entry Fees
Aug-20	231	0	179	25.42	3,205

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A.2 Programed Activities

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

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

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BILYA KOORT BOODJA

Winter 2020 Program

FAMILY DAY Saturday 1st August 12pm-7.30pm Cost: FREE	
12pm	Lighting of the fire pit
2pm-5pm	Learn how to build a Miya Miya
5pm	Taste hot damper with delicious roo stew cooked over an open fire (Gold coin)
6pm-7.30pm	Storytelling under the Milky Way
'MERINY' BUSHFOODS DEMONSTRATION Saturday 8th August 11am-1.30pm Cost: \$20 (pay at the door)	
Join Bindi Bindi Dreaming for an informative and delicious afternoon of learning.	
ARTEFACT MAKING Saturday 15th August 12pm-3pm Cost: \$20 (pay at the door)	
Walk the bush to collect materials to make a darp (knife). Make your own knife to take home.	
BASKET WEAVING Saturday 22nd August 10am-1pm Cost: \$20 (pay at the door)	
Join Lea Taylor for this fun-filled session learning about traditional basket weaving with native grains and other materials. Make your own basket to take home.	
RIVER WALK TO BURLONG POOL Saturday 29th August 11am Cost: FREE	
Follow our local guides to Burlong Pool, learning about our local culture & environment as you go	
Information	9622 2170 bkb@northam.wa.gov.au
 bilyakoortboodja	
www.bilyakoortboodja.com	BILYA KOORT BOODJA CENTRE FOR NYOONGAR CULTURE & ENVIRONMENTAL KNOWLEDGE

A.3 Marketing

The consulting firm FORM have been engaged to assist the BKB in further developing the product and marketing for the Centre. Their official engagement began early September with a teleconference to discuss the terms of their engagement and expectations. FORM will be in the Community and visiting the Centre the week of the 14th September 2020. The scope of their engagement includes:

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

B.2 Financial / Resource Implications

Total Operating Expenditure Budget	\$572,116
Projected YTD Budget Expenditure	\$ 91,033
YTD Actual Expenditure	\$ 91,168
Total Operating Revenue Budget	\$ 82,700
Projected YTD Budget Revenue	\$ 7,723
YTD Actual Revenue	\$ 17,041

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

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

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Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER'S COMMENT

N/A

RECOMMENDATION

That Council receives the Bilya Koort Boodja update as presented.

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COMMITTEE DECISION

Minute No: NCAG.5

Moved: Mr Jermaine Davis

Seconded: Mr Kirk Garlett

That Council receives the Bilya Koort Boodja update as presented and instructs the CEO to investigate ways of recognising significant individuals and/or sacred sites by the naming of rooms/areas at the Bilya Koort Boodja.

CARRIED 9/0

REASON FOR AMENDMENT TO OFFICER'S RECOMMENDATION:

The committee advised they would like to propose that Council instructs staff to investigate ways of recognising significant individuals and/or sacred sites by the naming of rooms/areas at the Bilya Koort Boodja. This had not been captured in the original officer's recommendation, therefore a new recommendation was sought by the committee.

Ms Deborah Moody entered the meeting at 3.11pm.

Ms Donna Moody entered the meeting at 3.12pm.

Ms Yvonne Kickett entered the meeting at 3.14pm.

Clarification was sought regarding the naming of rooms and areas at the Bilya Koort Boodja, with a suggestion to name one of the rooms after Mark 'Shadow' Davis. It was noted that staff would provide an item dedicated to this issue at the next committee meeting, and the recommendation above would be amended to reflect as such.

Clarification was sought regarding rumours that the Bilya Koort Boodja Centre was going to be closed down. The BKB Centre Coordinator advised that the Bilya Koort Boodja was not closing down and the rumours were untrue, however the centre was temporarily closed for several months during the COVID-19 pandemic, and this may be where confusion has arisen.

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Ms Elizabeth Stack entered the meeting at 3.28pm.

5.2 Reconciliation Action Plan (RAP) Update

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

BRIEF

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

ATTACHMENTS

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

A. BACKGROUND / DETAILS

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

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

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

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Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

The Shire of Northam Reflect RAP has now been endorsed by Reconciliation Australia and Council. Shire Officers are now required to work with this committee and the community to ensure the actions of the RAP are implemented within the timeline.

The following actions currently due to be delivered are highlighted in Attachment 1.

RECOMMENDATION

Minute No: NCAG.6

**Moved: Ms Deborah Moody
Seconded: Ms Yvonne Kickett**

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

CARRIED 10/0

Clarification was sought regarding a spelling error within the Reconciliation Action Plan. The Executive Manager Community Services advised that the spelling error would be amended.

An update was provided by the Police Superintendent for the Wheatbelt Region regarding their own Reconciliation Action Plan – progress has been slowed due to the COVID-19 pandemic. The Police Superintendent for the Wheatbelt Region advised on progress regarding the indigenous police unit, and suggested a community day be held at the Bilya Koort Boodja facility to engage the local indigenous community in discussion with the local police force, particularly regarding cadetships. The Police Superintendent for the Wheatbelt Region advised that a presentation would be provided related to this item at the next committee meeting.

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

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

Relationships



Action 1 Continue to develop the RAP Working Group

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

Action 2 Build internal & external relationships

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

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

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

Action 4 Raise internal awareness of Council's RAP

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



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Action 5 Promote positive race relations through anti-discrimination strategies

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



Artwork: Wardong and Manidj, by Kirk Garlett

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Respect 

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

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



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Action 7 Participate in and celebrate NAIDOC Week

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

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

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

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

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



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Opportunities

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

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

Photograph by Navigator Photographix



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Action 11 Investigate Aboriginal & Torres Strait Islander supplier diversity.

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

Photographs by Michelle Blackhurst



14

Governance & Tracking Progress



Action 12 Build Support for Council's RAP

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



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Action 13 Review and Refresh RAP

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



BILYA KOORT BOODJA
 CENTRE FOR NYOONGAR CULTURE
 & ENVIRONMENTAL KNOWLEDGE



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Ms Kathy Davis entered the room at 3.45pm.

The meeting was adjourned at 3.46pm.

The Northam Senior High School Music Director entered the meeting at 3.50pm.

The Police Superintendent for the Wheatbelt Region left the meeting at 3.52pm.

The Indigenous Employment Advisor for Bunnings entered the meeting at 3.57pm.

The meeting resumed at 3.57pm.

The Complex Manager for Bunnings entered the meeting at 3.58pm.

5.2 Bunnings Development and Employment Opportunities

Address:	Corner of Peel Terrace and Oliver Street, Northam 6401
Owner:	Annie Young, Bunnings Northam
File Reference:	2.1.3.2
Reporting Officer:	N/A
Responsible Officer:	N/A
Officer Declaration of Interest:	Nil
Voting Requirement:	-
Press release to be issued:	Nil

BRIEF

For the Committee to discuss and recommend actions for future employment opportunities and actions relating to the new Bunnings Development.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Bunnings are currently developing a new premises on the corner of Peel Terrace and Oliver Street in Northam. Bunnings are interested in holding discussions with the local Elders regarding potential employment opportunities

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for local Nyoongar people, and hope to define some recommendations and action steps that can be pursued to create these opportunities.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

The local Elders will be consulted in the course of this committee meeting.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER'S COMMENT

Nil.

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RECOMMENDATION

Minute No: NCAG.7

Moved: Ms Kathy Davis

Seconded: Mr Kirk Garlett

That Council receives the briefing from Wesfarmers Bunnings on their plans to employ local Nyoongar people.

CARRIED 7/0

Clarification was sought regarding percentage employment of local indigenous people, demographics of employees, and employment roles. The Complex Manager for Bunnings advised that Wesfarmers have set the percentage employment for indigenous people at 3%, however within the Northam Bunnings store this figure would likely be much higher. The Complex Manager for Bunnings advised that all ranges of employment would be available, including full time, part time and casual, and the demographic of employees spanned from 15 years old to 60 years old.

Clarification was sought regarding cultural awareness in Bunnings stores and the protection of employees against racial discrimination. The Complex Manager for Bunnings advised that cultural awareness training, counselling services, and other services would be provided to all employees, and should any employee encounter racial discrimination from either another employee or customer, it would not be tolerated, and would be personally managed by the Complex Manager.

Ms Elizabeth Stack left the meeting at 4.07pm.

Clarification was sought regarding the official opening day celebrations. The Complex Manager for Bunnings advised that the soft opening was expected to occur on 20 November 2020, and although celebrations would be greatly diminished due to COVID-19 restrictions, there was still expected to be some form of celebrations. The Complex Manager for Bunnings advised that Bunnings Northam would prefer to incorporate Welcome to Country, smoking ceremonies and traditional indigenous activities into the opening day celebrations, and advised that committee members should liaise with the BKB Centre Coordinator if they had any ideas or suggestions with regard to the celebrations.

Clarification was sought regarding the size and location of the new Bunnings Northam store. The Complex Manager for Bunnings advised that the store would be located at the corner of Peel Terrace and Oliver Street, and although the store would be large enough to be zoned as a warehouse format (4600m²),

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the store would be zoned as a small format, as this was the most economic decision and would be better for the community.

Clarification was sought regarding the supply of items from local businesses. The Complex Manager for Bunnings advised that there was potential for local businesses to provide stock to Bunnings, however there would be a process that local businesses would be expected to adhere to.

Ms Yvonne Kickett left the meeting at 4.21pm.

Clarification was sought regarding interviews with local indigenous youth. The Complex Manager for Bunnings and the Indigenous Employment Advisor for Bunnings advised that Bunnings had already visited and interviewed several youth from the Wirripanda Foundation and Klontarf campuses, though from the interview process it was evident that the interview process itself may have to be amended, due to cultural differences.

Mr Boyd Kickett left the meeting at 4.34pm.

The Complex Manager for Bunnings and the Indigenous Employment Advisor for Bunnings advised that committee members could provide further suggestions for improving the employment of local indigenous people at the new Bunnings Northam by liaising with the BKB Centre Coordinator or by emailing the Indigenous Employment Advisor for Bunnings.

The Complex Manager for Bunnings, the Indigenous Employment Advisor for Bunnings and the Executive Manager Community Services left the meeting at 4.37pm.

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5.3 Northam Senior High School – Stolen Generation Musical Drama

Address:	Northam Senior High School, 38 Kennedy Street, Northam 6401
Owner:	Peter Hind
File Reference:	2.1.3.2
Reporting Officer:	N/A
Responsible Officer:	N/A
Officer Declaration of Interest:	Nil
Voting Requirement:	-
Press release to be issued:	Nil

BRIEF

For the Committee to consider the performance of a musical drama regarding the stolen generation, to be performed by Northam Senior High School students.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

Northam Senior High School is proposing the creation and performance of a musical drama regarding the stolen generation, and would like to discuss the matter with the local Elders.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

B.2 Financial / Resource Implications

Nil.

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B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The local Elders will be consulted in the course of this committee meeting.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER'S COMMENT

RECOMMENDATION

Minute No: NCAG.8

Moved: Ms Deborah Moody
Seconded: Cr Ryan

That Council supports in principle the Northam Senior High School – Stolen Generation Musical Drama.

CARRIED 7/0

Clarification was sought regarding the proposed date for the musical performance. The Northam Senior High School Music Director advised that 17 January 2021 was a possible date, but holding the performance during NAIDOC week may be preferable due to weather conditions and school holidays.

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Clarification was sought regarding aspects of the musical performance. The Northam Senior High School Music Director advised that he would like to use Nyoongar language in the performance, and would like to interview people who have some background relating to the Stolen Generation. The Northam Senior High School Music Director advised that the performance could be conducted at Bernard Park (with a wet weather plan in place), or that the Town Hall or Northam Recreation Centre could provide alternative locations. The Northam Senior High School Music Director advised that committee members should liaise with the BKB Centre Coordinator if they had any ideas or suggestions regarding the musical performance.

The WACHS Representative left the meeting at 4.50pm.

The Northam Senior High School Music Director left the meeting at 4.51pm.

The Northam Environmental Society Representative entered the meeting at 4.52pm.

The WACHS Representative entered the meeting at 4.55pm.

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5.4 Environmental Society – Enright Park Signage

Address:	Enright Park, 2 Fitzgerald Street East, Northam 6401
Owner:	Peter Weatherly, Environmental Society
File Reference:	2.1.3.2
Reporting Officer:	N/A
Responsible Officer:	N/A
Officer Declaration of Interest:	Nil
Voting Requirement:	-
Press release to be issued:	Nil

BRIEF

For the Committee to consider the design and installation of signage at Enright Park.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Environmental Society in the Shire of Northam are currently designing signage to be placed at the corroboree site of Enright Park, and would like to discuss the design and installation of the signage with the local Elders.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

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B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The local Elders will be consulted in the course of this committee meeting.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

C. OFFICER'S COMMENT

RECOMMENDATION

Minute No: NCAG.9

Moved: Mr Kirk Garlett
Seconded: Mr Jermaine Davis

That Council receives the briefing from the Avon Environmental Society on the proposed Enright Park signage.

CARRIED 7/0

Clarification was sought regarding the date of the last known corroboree. The Avon Environmental Society Representative advised that he believed it to be in 1893. Ms Kathy Davis advised that she believed it to be in 1912. The Avon Environmental Society Representative advised that he would confirm this and discuss the item at a later time.

Clarification was sought regarding whether the committee accepted the proposed signage plans. The committee members advised that they would read the proposal (provided as a separate document during the meeting) and

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would liaise with the BKB Centre Coordinator with any recommendations by the end of December 2020.

It was advised that a note would be put in the minutes to state that this item would be discussed again during the next committee meeting.

The Avon Environmental Society Representative left the meeting at 4.59pm.

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6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

Tuesday 17th November at 3pm.

Clarification was sought regarding the frequency of meetings. The committee advised that the current frequency of meetings was not adequate, and suggested that meetings be held every two months.

8. DECLARATION OF CLOSURE

There being no further business, the Presiding Member Cr Michael Ryan declared the meeting closed at 5.00pm.

"I certify that the Minutes of the Nyoongar Cultural Advisory Group Committee meeting held on Tuesday, 15 September 2020 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

Cr M I Girak declared an impartiality interest in 11.2 – LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020 as some of the grant applicants are known to Cr Girak.

11.2 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 17 SEPTEMBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receives the minutes from the Local Business Support Committee meeting held on 17 September 2020.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Local Business Support

Committee Meeting

17 September 2020

Local Business Support Committee Meeting Minutes
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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.

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

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

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

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

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1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.00pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

Cr Antonio
J E G Williams
A J Mencshelyi

Staff:

Chief Executive Officer
Acting Executive Assistant
Administration & Projects Officer

J Whiteaker
N Vinicombe
J Budas

3.1 APOLOGIES

Community Development Officer

M Blackhurst

3.2 APPROVED LEAVE OF ABSENCE

Nil.

3.3 ABSENT

Councillor

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.

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

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

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr A J Mencshelyi	Impartiality	Applicants 55, 59 and 60 are known to Cr Mencshelyi
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr C R Antonio	Impartiality	Applicants 55, 56, 52, 59 and 60 are known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr J E Williams	Impartiality	One of Cr Williams' sons lives in close proximity to the Worker's Club, applicant 57.

4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 3 SEPTEMBER 2020

RECOMMENDATION

Minute No: LBSC.68

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the minutes of the Local Business Support Committee meeting held on 3 September 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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5. COMMITTEE REPORTS

Cr Mencshelyi declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 55, 59 and 60 are known to Cr Mencshelyi.

Cr Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as applicants 55, 56, 52, 59 and 60 are known to Cr Antonio.

Cr Williams declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as one of Cr Williams' sons lives in close proximity to the Worker's Club, applicant 57.

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 grant applications received as part of the Local Business Support Grant Scheme.

ATTACHMENTS

Attachment 1: Business Grants Spreadsheet

The Grant Assessment Summary has been provided as a separate confidential attachment to this agenda.

A. BACKGROUND / DETAILS

The Business Support Grant Scheme Guidelines guide 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 Business Support Committee has assessed 54 applications to date and of these 40 have been approved at a value of \$126,302 (excluding GST).

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

Applicant	Funding stream	Project	Amount requested
Application 55 Northam Craft Centre	Up to \$5,000 for increasing business opportunity and sustainability	New branding of shopfront & upgrade expired website Total Project cost \$6210	\$5,000
Application 56 Northam Florist	Up to \$5,000 for increasing business opportunity and sustainability	Rebranding & updating current website Total Project cost \$4,259.50	\$4,259.50
Application 57 Northam Workers Club	Up to \$5,000 for increasing business opportunity and sustainability	Installation of CCTV and exterior carpark lighting Total Project cost \$4,335	\$4,335
Application 52 Peter Byfield (resubmission)	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Update current website and purchase new laptop Total Project cost \$2,527.58	\$2,000
Application 58 SAFE Avon Valley	Up to \$5,000 for increasing business opportunity and sustainability	Purchase cat carriers/traps, new computer, microchipping course Total Project cost \$1,775.25	\$1,920
Application 59 The Hill Café Co	Up to \$5,000 for increasing business opportunity and sustainability	Purchase equipment to grow and better café. Total Project cost \$6032.95	\$5,400

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Application 60 Wheatbelt Health Network	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade computer webcams Total Project cost \$1,736	\$1,736
-----------------------------------------------	----------------------------------------------------------------------------	---------------------------------------------------------------	---------

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 \$10,213.75 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.		

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C. OFFICER'S COMMENT

A summary of the applications with officer's comments is included as a separate confidential attachment.

The Business Grant Spreadsheet (Attachment 1) provides a summary of grant applications received so far, including project summary, grant amount requested and grant amount received, and is included for background information on the Business Grants Scheme operation so far.

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 7 applications.

Application 55

Applicant	Funding stream	Project	Amount requested
Northam Craft Centre	Up to \$5,000 for increasing business opportunity and sustainability	New branding of shopfront Total Project cost \$6210	\$5,000

RECOMMENDATION

Minute No: LBSC.69

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$2,013 to the business 'Northam Craft Centre' for the new branding of shopfront and upgrade of website. Note: does not include funding for the bags.

CARRIED 3/0

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Application 56

Applicant	Funding stream	Project	Amount requested
Northam Florist	Up to \$5,000 for increasing business opportunity and sustainability	Rebranding & Updating website	\$4,259.50
		Total Project cost	\$4,259.50

RECOMMENDATION

Minute No: LBSC.70

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant of \$2,129.75 to the business 'Northam Florist' for the rebranding and updating of current website.

CARRIED 3/0

Application 57

Applicant	Funding stream	Project	Amount requested
Northam Workers Club	Up to \$5,000 for increasing business opportunity and sustainability	Installation of CCTV and exterior carpark lighting	\$4,335
		Total Project cost	\$4,335

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$4,335 to the business 'Northam Workers Club' for the installation of CCTV and exterior carpark lighting.

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COMMITTEE DECISION

Minute No: LBSC.71

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve a grant to the business 'Northam Workers Club'.

CARRIED 3/0

REASON FOR REJECTION OF OFFICER'S RECOMMENDATION:

The Committee formed a view that although most aspects of the application met the criteria, the proposed CCTV installation would not ultimately meet the desired criteria of supporting the business through or moving out of the Covid-19 pandemic.

Staff were requested to provide feedback that the concept of the project is supported and Council may be able to assist identify alternative grant opportunities.

Application 52

Applicant	Funding stream	Project	Amount requested
Peter Byfield (resubmission)	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Update current website and purchase new laptop Total Project cost \$2,527.58	\$2,000

RECOMMENDATION

Minute No: LBSC.72

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve a grant to the business 'Peter Byfield'.

CARRIED 3/0

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Application 58

Applicant	Funding stream	Project	Amount requested
SAFE Avon Valley	Up to \$5,000 for increasing business opportunity and sustainability	Purchase cat carriers/traps, new computer, microchipping course Total Project cost \$1775.25	\$1,920

RECOMMENDATION

Minute No: LBSC.73

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

That the Local Business Support Committee does not approve a grant to the business 'SAFE Avon Valley'.

CARRIED 3/0

Application 59

Applicant	Funding stream	Project	Amount requested
The Hill Café Co	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System, thermomix, Kitchen aid stand mixer Total Project cost \$6032.95	\$5,400

RECOMMENDATION

Minute No: LBSC.74

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

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That the Local Business Support Committee does not approve a grant to the business 'The Hill Café Co'.
CARRIED 3/0

Application 60

Applicant	Funding stream	Project	Amount requested
Wheatbelt Health Network	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade computer webcams Total Project cost \$1,736	\$1,736

RECOMMENDATION

Minute No: LBSC.75

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$1,736 to the business 'Wheatbelt Health Network' to upgrade computer webcams.
CARRIED 3/0

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Attachment 1 – Business Grants Spreadsheet

GRANT NO.	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	LEFT	TOTAL	
A1	D384	2Days Cafe	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$320.00	\$320.00	\$320.00
A2	F173	Farm Life Fitness	Up to \$1,000 for increasing business opportunity and sustainability	Development of website to an online fitness program	\$2,814.00	\$1,250.00	\$0.00	\$1,250.00
A3	H272	Hoppy Days Coffee Pot	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$7,000.00	\$400.00	\$40.00	\$440.00
A4	M416	Windyour Money (Formerly Specialised Office Services)	Up to \$10,000 for individual businesses for investing in online and e-commerce activities	Develop a website with booking functionality	\$2,000.00	\$980.00	\$18.00	\$1,078.00
A5	H8F	Haris Pet and Wood Control	Up to \$5,000 for increasing business opportunity and sustainability	Re-activate website and training cog to offer a new employment opportunity	\$3,800.00	\$1,900.00	\$200.00	\$1,100.00
A6	N176	Northam Autos (Vias Northam Holden, Mazda & Suzuki)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles	\$7,989.00	\$4,000.00	\$0.00	\$4,000.00
A7	P327	Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager	\$150.00	\$10.00	\$0.00	\$10.00
A8	Spectrum Celebrations	Up to \$2,000 for training and professional development	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Increase advertising in the local area	\$1,800.00	\$0.00	\$0.00	\$0.00
A9	C11	Coats Fashion Sportswear Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase of photography and display equipment to improve online shopping experience	\$2,000.00	\$320.00	\$0.00	\$320.00
A10	R188	Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability	Development of website, new signage and radio advertising	\$2,000.00	\$1,200.00	\$122.00	\$0.00
					\$14,076.00		\$12,410.00	
A11	R187	Angie Rose 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	\$0.00	\$0.00	\$0.00
A12	E41	Bay Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and development of business	\$1,000.00	\$0.00	\$0.00	\$0.00
A13	E41	Groveton 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	\$2,000.00	\$3,000.00	\$200.00	\$1,000.00
A14	G207	Grove 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	\$10,000.00	\$0.00	\$0.00	\$0.00
A15	J111	Joo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
A16	N51	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 optimisation	\$2,000.00	\$0.00	\$0.00	\$0.00
A17	R73	Route 94 Bakes Hill	Up to \$2,000 for increasing business opportunity and sustainability	Logos and branding, new website and product specific development	\$1,000.00	\$5,000.00	\$200.00	\$1,000.00
					\$1,000.00		\$2,200.00	

Local Business Support Committee Meeting Minutes
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GRANT NO.	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	LEFT	TOTAL	
A18	R58F	**RESUBMISSION ** Angie Rose 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	\$2,400.00	\$0.00	\$2,400.00
A19	G207	Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00	\$0.00	\$0.00	\$0.00
A20	J8F	J&A Building/Bed Res.	Up to \$1,000 for increasing business opportunity and sustainability	Signage to increase street presence of business	\$1,000.00	\$1,000.00	\$163.00	\$2,893.00
					\$5,000.00		\$5,293.00	
A21	A131	Autopark Northam	Up to \$5,000 for increasing business opportunity and sustainability	Activity book containing business information, parking and recreation in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A22	B13	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	To build onsite cover storage for stock	\$10,000.00	\$10,000.00	\$1,000.00	\$11,000.00
A23	B406	Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000.00	\$4,410.00	\$441.00	\$4,851.00
A24	C436	Confeff & 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	\$2,000.00	\$1,400.00	\$140.00	\$1,540.00
A25	**RESUBMISSION **	Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care facilities and toddler	\$4,000.00	\$1,000.00	\$300.00	\$1,300.00
A26	H274	**RESUBMISSION **	Bay Hooper Skin Therapist	Purchase of advanced training and equipment to grow skin care business	\$4,000.00	\$2,598.00	\$0.00	\$2,598.00
A27	F175	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	\$1,862.00	\$1,862.00	\$0.00	\$1,862.00
A28	R28	In Balance Physiotherapy and Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000.00	\$2,000.00	\$200.00	\$2,200.00
A29	N51	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 optimisation	\$2,000.00	\$1,948.00	\$0.00	\$1,948.00
A30	Q10	Qui'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	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
					\$307,15.00		\$32,974.00	
A31	AS11	Avon Valley Creators Collective	Up to \$1,000 for increasing business opportunity and sustainability	Purchase POS System	\$1,000.00	\$1,480.00	\$0.00	\$1,480.00
A32	C17F	Cafe Yessu	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS system - initial purchase cost, staff training	\$5,000.00	\$1,426.00	\$242.00	\$1,668.00
A33	Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000.00	\$10,000.00			

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	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	GRANT	TOTAL
A34	N125 Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Revamp website. Include new addition of tour finder and cruise booking engine	\$5,000.00	\$1,454.00		
A35	1349 **RESUBMISSION** Spectrum Celebrations	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$1,712.00	\$0.00	\$1,712.00
A36	1333 Summer Creek Restaurant and Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for off-site sales/beer sales	\$5,000.00	\$0.00		
					\$17,012.00		\$5,940.00
A37	Avon a Ride	Up to \$5,000 for increasing business opportunity and sustainability	Advertising	\$2,000.00	\$0.00		
A38	Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchasing TV to mount on wall and blinds	\$5,000.00	\$5,000.00		
A39	1344 The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase website and upgrade existing signage	\$5,000.00	\$5,200.00	\$92.00	\$5,540.00
A39	1333 Summer Creek Restaurant and Brewery	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for off-site sales/beer sales	\$5,000.00	\$5,000.00	\$500.00	\$6,000.00
					\$10,200.00		\$9,040.00
A40	Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase of website	\$2,000.00	\$1,950.00		
A41	Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Build factory new workshop-include sitework and offices	\$10,000.00	\$10,000.00		
A42	1300 Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Develop of website	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
A43	Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Host 2 workshops and purchase laser projectors	\$4,050.00	\$0.00		
A44	Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase event venue equipment	\$7,185.20	\$0.00		
A45	Physio-Chi - Jenny Lucy Physiotherapy	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000.00	\$2,000.00	\$300.00	\$2,300.00
A46	Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase timec system	\$2,799.00	\$0.00		
A47	Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment	\$10,000.00	\$10,000.00		
					\$25,950.00		\$4,200.00
A48	** RESUBMISSION** Autograv Northam	Up to \$5,000 for increasing business opportunity and sustainability	activity book containing business information, park/playground equipment in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A49	819 Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new equipment	\$5,000.00	\$5,000.00		
A50	Christina Durkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer-software	\$3,412.97	\$0.00	\$0.00	\$0.00
A51	Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase equipment to diversify business	\$5,000.00	\$5,000.00		

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	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	GRANT	TOTAL
A52	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase up-to date website and laptop	\$2,000.00	\$0.00	\$0.00	\$0.00
A53	Curdo Love Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.58	\$1,748.00		
A54	The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Specialised support in online course building	\$5,000.00	\$1,000.00		
					\$14,546.00		\$0.00
A55	Northam Craft Centre	Up to \$5,000 for increasing business opportunity and sustainability	new branding of sheepfest	\$5,000.00			
A56	Northam Florist	Up to \$5,000 for increasing business opportunity and sustainability	rebranding & updating current website	\$4,259.50			
A57	Northam Workers Club	Up to \$5,000 for increasing business opportunity and sustainability	Installation of LED and exterior colour lighting	\$4,335.00			
A58	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase up-to date website and laptop	\$2,000.00			
A58	SAFE Avon Valley	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of camera/traps, new computer, micro history course	\$1,920.00			
A59	The Hill Café Co	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS system, thermomix, kitchen aid stand mixer	\$5,400.00			
A60	Wheatbelt Health Network	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade computer webcams	\$1,756.00			
					\$0.00		
					\$126,302.00		\$77,701.00

Local Business Support Committee Meeting Minutes
17 September 2020



6. URGENT BUSINESS APPROVED BY DECISION

Discussion was held regarding Council's decision to disband the Local Business Support Committee (C.4041). The Chief Executive Officer advised that a public notice would be issued on Friday 18 September 2020 of the closing of grant applications, stating that any outstanding applications are to be submitted by 25 September 2020. The Local Business Support Committee will then hold a final meeting on 8 October 2020 to assess the final applications and complete the disbanding process.

7. DATE OF NEXT MEETING

8 October 2020.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.34pm.

"I certify that the Minutes of the Local Business Support Committee held on 17 September 2020 have been confirmed as a true and correct record."

_____ President

_____ Date

11.3 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receives the minutes from the Community Grants Assessment Committee meeting held on 1 October 2020.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Grants Assessment

Committee Meeting

1 October 2020

Community Grants Assessment Committee Meeting Minutes
1 October 2020



DISCLAIMER

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

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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1 October 2020



1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 4.00pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

CR Antonio
J E G Williams
C P Della

Staff:

Community Development Officer
Acting Executive Assistant
Executive Manager Development Services

J Hawkins
N Vinicombe
Chadd Hunt

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Councillor

A J Mencshelyi

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

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person and another person who requires a Local Government decision in relation to the matter.

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

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

Item Name	Item No.	Name	Type of Interest	Nature of Interest
COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION	6.1	Cr Carl Della	Impartiality	Some members of AVVVA are known to Cr Della

The Acting Executive Assistant to the CEO left the room at 4.01pm.

The Acting Executive Assistant to the CEO entered the room at 4.02pm.

4. CONFIRMATION OF MINUTES

4.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 26 AUGUST 2020

RECOMMENDATION

Minute No: CGAC.2

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 26 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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5. COMMITTEE REPORTS

Cr Della declared an impartiality interest in 5.1 – COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION as some members of AVVVA are known to him.

5.1 COMMUNITY GRANT SCHEME APPLICATION – AVON VALLEY VINTAGE VEHICLE ASSOCIATION

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	8.2.5.30
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
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 Community Grants Scheme.

ATTACHMENTS

Attachment 1: Grant Evaluation Report 2020/2021 Community Grant Application

A. BACKGROUND / DETAILS

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

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

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

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

Applicant	Grant Type	Project	Amount requested
Application 2 Avon Valley Vintage Vehicle Association (AVVVA)	Community Program & Event grant	Northam Vintage Swapmeet	\$3,000

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing

Objective: Facilitate the provision of varied cultural and artistic activities

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

B.2 Financial / Resource Implications

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

B.3 Legislative Compliance

N/A

B.4 Policy Implications

N/A

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

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

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

B. OFFICER'S COMMENT

A summary of the application with officer's comments is included in the Grant Evaluation Report.

As part of the submitted budget for the event, the Avon Valley Vintage Vehicle Association has highlighted expenditure towards hiring of toilets, site booking fees, security, first aid, insurance and advertising for expenditure of grant funds. The budget provided is based upon verbal quotes costs associated with this year's event (February 2020). New quotes for the 2021 swap meet have not been supplied.

The event scope and budget is similar to previous years, where Council has contributed \$3,300 to the event.

It is the officer's recommendation that given this is a regular event held within the Shire of Northam and there are no plans to reduce the size and scope of the event due to COVID impacts, that the \$3,000 (excluding GST) requested be awarded to the Avon Valley Vintage Vehicle Association for the purpose of the Northam Vintage Swapmeet, on the proviso that all required event applications and COVID-19 Safety Plans are received and meet the necessary requirements.

Applicant	Grant Type	Project	Amount requested
Application 2 Avon Valley Vintage Vehicle Association	Community Program & Event grant	Northam Vintage Swapmeet	\$3,000 (ex GST)

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RECOMMENDATION

Minute No: CGAC.3

Moved: Cr Williams

Seconded: Cr Della

That the Community Grants Assessment Committee award \$3,000 (excluding GST) to the Avon Valley Vintage Vehicle Association for the purpose of conducting the Northam Vintage Swapmeet, subject to all required approvals being received.

CARRIED 3/0

Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant Application



Application – 2. Avon Valley Vintage Vehicle Association Inc Summary of Application	
Project Summary	<p>Northam Vintage Swapmeet</p> <p>The Northam Vintage Swapmeet has been a regular event since 1993. For the past 18 years it has been held annually.</p> <p>The Northam Vintage Swapmeet: selling vintage cars, trucks, tractors, motorcycles, machinery, engines, used spare parts, collectables and household items.</p> <p>It is run by the AVVVA Inc. for the benefit of and with the support of a number of community groups who volunteer their time before and on the day of the event.</p>
Project/Event Date	21 February 2021
Applicant	Avon Valley Vintage Vehicle Association Inc. Sylvia Bristow-Stagg
Amount requested	\$3,000.00
Quotes to support request	Not supplied.
Financial Statements	Yes
Detailed Project budget	Total Project Budget \$8,516.00 \$3,000 Shire of Northam Request \$5,116 Applicant Cash

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

	\$400 Other grants & sponsorship (Avon Waste) \$2,500 In-kind volunteer support
Assessment Criteria	
Not-for-profit community organisation or sporting club	Yes
Located within the Shire of Northam municipality	Yes
Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework	(C) COMMUNITY: iii) Medium term actions (1) Support & plan community events for recovery phase;
Aligns with Shire of Northam Strategic Community Plan	OUTCOME 2.2 There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam. Objectives: - Facilitate the provision of varied cultural and artistic activities; - Provide a range of quality activities for specific demographics, including seniors and youth;
Procuring from local suppliers	Where possible. Printing of promotional flyer – Country Copiers Purchase of incidentals - various
Acquitted previous funding	Yes

SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

<p>Responds to community need resulting from COVID-19</p>	<p>An average of 5,000 people have attended the event each year for the past 4 years.</p> <p>AVVA states,</p> <p>(the event) "Supports the community & local business recover from COVID-19 with an injection of up \$75,000 in visitor money, with many staying in Northam for the weekend."</p>
<p>Comment</p>	<p>The funding requested from the Shire of Northam is to cover the costs of portable toilets (including AROC toilets and additional toilet requirements) and security. The applicant's budget also includes oval hire fee from the Shire of Northam of \$650; St Johns First Aid, public liability insurance, advertising and incidentals. Much of the work for the event is done in kind by their volunteers.</p> <p>In 2019/20 the AVVA were granted \$3,300/year for 3 years, however due to the uncertainty surrounding events following COVID-19 this was agreement was placed on hold for 2020/2021.</p> <p>No written quotes have been provided, the budget is based upon verbal quotes and previous year's costings. AVVA say they procure locally wherever possible, such as the printing of flyers at Country Copiers.</p> <p>Upon being made aware of the availability of the AROC portable toilets they amended their budget to incorporate these, however they still require additional toilets.</p> <p>A Notice of Intended Event applications has been submitted and a full event application will be submitted closer to the event date.</p>

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6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

To be confirmed.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.06pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 1 October 2020 have been confirmed as a true and correct record."

President

Date

11.4 LOCAL BUSINESS SUPPORT COMMITTEE MEETING HELD ON 8 OCTOBER 2020

Receipt of Minutes:

RECOMMENDATION

That Council receives the minutes from the Local Business Support Committee meeting held on 8 October 2020.



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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.

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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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LBSC

1. DECLARATION OF OPENING

The Shire President Cr Chris Antonio declared the meeting open at 3.08pm.

2. ATTENDANCE

Committee:

Shire President
Deputy Shire President
Councillor

C R Antonio
J E G Williams
A J Mentshelyi

Staff:

Chief Executive Officer
Acting Executive Assistant
Community Services Admin

J Whiteaker
N Vinicombe
J Budas

Public Gallery

AutoPro Representative
AutoPro Representative

Bevan Penny
Tina Penny

2.1 APOLOGIES

Community Development Officer

M Blackhurst

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 ABSENT

Councillor

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.

*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.*

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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
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Jordyn Budas	Impartiality	Applicant 69 is well known to Ms Budas
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Chris Antonio	Impartiality	Applicants 61, 63, 64, 68 and 69 are well known to Cr Antonio
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Julie Williams	Impartiality	Applicant 71 is known to Cr Williams, some of Applicant 62's staff are well known to Cr Williams, Cr Williams has had dealings with Applicant 65's group in her role with BHRPA, Applicant 67 is employed by the accounting firm Cr Williams uses (not related to this application)
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Attila Mencshelyi	Impartiality	Applicants 63, 69, 70 and 71 are known to Cr Mencshelyi
LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS	5.1	Cr Attila Mencshelyi	Financial	Cr Mencshelyi's wife supplies produce to Applicant 68

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4. CONFIRMATION OF MINUTES

4.1 COMMITTEE MEETING HELD 17 SEPTEMBER 2020

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.76

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the minutes of the Local Business Support Committee meeting held on 17 September 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

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5. COMMITTEE REPORTS

Ms Jordyn Budas declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 69 is well known to Ms Budas.

Cr Chris Antonio declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicants 61, 63, 64, 68 and 69 are well known to Cr Antonio.

Cr Julie Williams declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicant 71 is known to Cr Williams, some of Applicant 62's staff are well known to Cr Williams, Cr Williams has had dealings with Applicant 65's group in her role with BHRPA, and Applicant 67 is employed by the accounting firm Cr Williams uses (not related to this application).

Cr Attila Mencshelyi declared an impartiality interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Applicants 63, 69, 70 and 71 are known to Cr Mencshelyi.

Cr Attila Mencshelyi declared a financial interest in 5.1 – LOCAL BUSINESS SUPPORT GRANT SCHEME APPLICATIONS as Cr Mencshelyi's wife supplies produce to Applicant 68.

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 grant applications received as part of the Local Business Support Grant Scheme.

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ATTACHMENTS

Attachment 1: Business Grants Spreadsheet

The Grant Assessment Summary has been provided as a separate confidential attachment to this agenda.

A. BACKGROUND / DETAILS

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

Applications opened on Monday, 27 April 2020 and were closed Friday, 25 August 2020.

The Shire of Northam Business Support Committee has assessed 60 applications to date and of these 39 have been approved at a value of \$126,302.

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

Applicant	Funding stream	Project	Amount requested
Applicant 61 Alan's Auto Electrics	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Install new toilet block (includes shower) Total Project cost \$13,035	\$10,000
Applicant 62 Autopro Northam	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Upgrade server and install 13 computers Total Project cost \$27,397.83	\$10,000
Applicant 63 Avon Valley Glass	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase of website Total Project Cost \$1,549.90	\$1,549.90

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Applicant 64 Avon Valley Isuzu	Up to \$5,000 for increasing business opportunity and sustainability	TV advertising campaign Total Project cost \$11,037.50	\$6,037.50
Applicant 65 Bakers Hill Out of School Hours Care Inc	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Ongoing vehicle costs Total Project Cost \$258,780	\$10,000
Applicant 66 Kindred Spirit Boutique and Gift	Up to \$5,000 for increasing business opportunity and sustainability	Various projects Total Project Cost \$25,529.80	\$10,000
Applicant 67 Life Force harmony	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new website Total Project Cost \$3,040	\$3,040
Applicant 68 Lisa McDonald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Website with E-commerce capability Total Project Cost \$12,019.95	\$10,000
Applicant 69 Lucys Tearooms (Assessed by Jaime Hawkins)	Up to \$5,000 for increasing business opportunity and sustainability	Purchase marquee with business branding Total Project Cost \$1,989	\$1,989
Applicant 70 Stewart's Good Price Pharmacy Warehouse Northam	Up to \$5,000 for increasing business opportunity and sustainability	Various projects Total Project Cost \$25,904.40	\$10,000
Applicant 71 The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase signage for building Total Project Cost \$4,345	\$1,780
Applicant 72 Windward Balloon Adventures	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase Quad Burner Total Project Cost \$19,269.83	\$10,000

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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 \$54,686.15 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

A summary of the applications with officer's comments is included as a separate confidential attachment.

The Business Grant Spreadsheet (Attachment 1) provides a summary of grant applications received so far, including project summary, grant amount

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requested and grant amount received, and is included for background information on the Business Grants Scheme operation so far.

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 12 applications.

Applicant 62 was moved forward for the benefit of those in the public gallery.

Applicant 62

Applicant	Funding stream	Project	Amount requested
Autopro Northam	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Upgrade server and install 13 computers Total Project cost \$27,397.83	\$10,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.77

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$10,000 to the business 'Autopro Northam' for the upgrade of server and installation of 13 computers.

CARRIED 3/0

The AutoPro Representatives discussed their upcoming extension project (200m² extension, significant carpark upgrade, staff and public amenities upgrade) and their additional request for funding to assist with the \$400,000 investment. The AutoPro Representatives discussed their heritage (founded in the 1980s) and their operations (19 local employees, family-run business that would struggle against competition provided by Bunnings and Repco). The Chief Executive Officer advised that the additional request could not be considered by the Local Business Support Committee as the committee can only provide grant funding up to \$10,000.

There was discussion regarding the CBD Heritage grant. The Chief Executive Officer advised that AutoPro were not eligible for this grant as it was primarily for the purpose of lifting the amenity of the CBD and related more specifically to heritage buildings within the CBD area.

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The AutoPro Representatives left the meeting at 3.21 pm.

Applicant 61

Applicant	Funding stream	Project	Amount requested
Alan's Auto Electrics	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Install new toilet block (includes shower) Total Project cost \$13,035	\$10,000

RECOMMENDATION

That the Local Business Support Committee **DOES NOT** approve a grant to the business 'Alan's Auto Electrics' for the installation of new toilet block.

COMMITTEE DECISION

Minute No: LBSC.78

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant to the business 'Alan's Auto Electrics' of \$6,517.50 for the installation of new toilet block.

CARRIED 3/0

REASON FOR NOT SUPPORTING THE OFFICER'S RECOMMENDATION

The Committee formed a view that the application did meet the criteria as specified in the local business grant terms and conditions.

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Applicant 63

Applicant	Funding stream	Project	Amount requested
Avon Valley Glass	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase of website Total Project Cost \$1,549.90	\$1,549.90

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.79

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$1,549.90 to the business 'Avon Valley Glass' for the purchase of website.

CARRIED 3/0

Applicant 64

Applicant	Funding stream	Project	Amount requested
Avon Valley Isuzu	Up to \$5,000 for increasing business opportunity and sustainability	TV advertising campaign Total Project cost \$11,037.50	\$6,037.50

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.80

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee DOES NOT approve a grant to the business 'Avon Valley Isuzu'.

CARRIED 3/0

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Applicant 65

Applicant	Funding stream	Project	Amount requested
Bakers Hill Out of School Hours Care Inc	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Ongoing vehicle costs Total Project Cost \$258,780	\$10,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.81

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee **DOES NOT** approve a grant to the business 'Bakers Hill Out of School Hours Care Inc'.

CARRIED 3/0

Applicant 66

Applicant	Funding stream	Project	Amount requested
Kindred Spirit Boutique and Gift	Up to \$5,000 for increasing business opportunity and sustainability	Various projects Total Project Cost \$25,529.80	\$10,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.82

Moved: Cr Mencshelyi

Seconded: Cr Williams

That the Local Business Support Committee approve a grant of \$7,706 to the business 'Kindred Spirit Boutique and Gift' for the purchase of E-commerce Training and Mentoring and Redevelopment of Website Design and training of Shopify website practises.

CARRIED 3/0

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Applicant 67

Applicant	Funding stream	Project	Amount requested
Life Force harmony	Up to \$5,000 for increasing business opportunity and sustainability	Purchase new website	\$3,040
		Total Project Cost \$3,040	

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.83

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

That the Local Business Support Committee approve a grant of \$3,040 to the business 'Life Force harmony' for the purchase of a website.

CARRIED 3/0

The recommendation regarding Applicant 68 was moved to the end of item 5.1 as Cr Mencshelyi declared a financial interest in the item.

Applicant 69

Applicant	Funding stream	Project	Amount requested
Lucys Tearooms	Up to \$5,000 for increasing business opportunity and sustainability	Purchase marquee with business branding	\$1,989
		Total Project Cost \$1989	

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.84

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

That the Local Business Support Committee approve a grant of \$1,989 to the business 'Lucys Tearooms' for the purchase of a marquee with business branding.

CARRIED 3/0

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Applicant 70

Applicant	Funding stream	Project	Amount requested
Stewart's Good Price Pharmacy Warehouse Northam	Up to \$5,000 for increasing business opportunity and sustainability	Various projects Total Project Cost \$25,904.40	\$10,000

RECOMMENDATION

That the Local Business Support Committee **DOES NOT** approve a grant to the business 'Stewart's Good Price Pharmacy Warehouse Northam'.

COMMITTEE DECISION

Minute No: LBSC.85

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$8,667.30 for the installation of security gates to the business 'Stewart's Good Price Pharmacy Warehouse Northam'.

CARRIED 3/0

REASON FOR NOT SUPPORTING THE OFFICER'S RECOMMENDATION

The Committee advised that, similar to the item in the rescission motion in item 5.2 – NOTICE OF RESCISSION MOTION, 'Stewart's Good Price Pharmacy Warehouse Northam' intended on using the grant funding to improve security measures at the facility, which the Committee felt was a justified use of the grant funds.

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The recommendation regarding Applicant 71 was put on hold while the Community Development Officer retrieved information regarding the submission.

Applicant 72

Applicant	Funding stream	Project	Amount requested
Windward Balloon Adventures	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase Quad Burner Total Project Cost \$19,269.83	\$10,000

RECOMMENDATION

That the Local Business Support Committee approve a grant of \$9,635 (being 50%) to the business 'Windward Balloon Adventures' for the purchase of a Quad Burner.

COMMITTEE DECISION

Minute No: LBSC.86

Moved: Cr Mencshelyi
 Seconded: Cr Williams

That the Local Business Support Committee **DOES NOT** approve a grant to the business 'Windward Balloon Adventures' for the purchase of a Quad Burner.

CARRIED 3/0

REASON FOR NOT SUPPORTING THE OFFICER'S RECOMMENDATION

The Committee felt that as the applicant had clearly advised staff that the Quad Burner had already been ordered/purchased, the grant application was in effect a retrospective application, and therefore did not meet the terms and conditions as specified by the local business support grant scheme.

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Applicant 71

Applicant	Funding stream	Project	Amount requested
The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase signage for building Total Project Cost \$4,345	\$1,780

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.87

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve a grant to the business 'The Yoga Lounge Northam' for the purchase of signage for building.

CARRIED 3/0

Clarification was sought regarding whether 'The Yoga Lounge Northam' had been advised by staff that resubmitting an application with further quotes would ensure a successful application. The Chief Executive Officer advised that staff would not have advised the applicant in such a manner, and that all applicants prompted to re-submit did so with the expectation that the re-submission would be assessed as per normal.

5.2 NOTICE OF RESCISSION MOTION

Part 16 of the Shire of Northam Standing Orders local law outlines the procedure for Council to rescind previous decisions.

Clause 10 of the Local Government (Administration) Regulations requires that a notice of motion from an elected member, along with 1/3 of the committee (in this instance) supporting the proposal to revoke, is required in order for the motion to be considered. This has been received and satisfied.

The rescission motion relates to minute number LBCS.71, per below:

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COMMITTEE DECISION

Minute No: LBSC.71

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee does not approve a grant to the business 'Northam Workers Club'.

CARRIED 3/0

NOTICE OF MOTION #1/COMMITTEE DECISION

Minute No: LBSC.88

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee rescind minute number LBSC.71, which does not approve a grant for the Northam Workers Club.

**ABSOLUTE MAJORITY (3) REQUIRED
CARRIED 3/0**

Cr Williams advised that the notice of motion to rescind the decision came about due to a comment made by Council staff at the Community Safety Committee, expressing that CCTV installation 'are currently available through the small business grants'.

NOTICE OF MOTION #2/COMMITTEE DECISION

Minute No: LBSC.89

Moved: Cr Williams

Seconded: Cr Mencshelyi

That the Local Business Support Committee approve a grant of \$4,335 to the business 'Northam Workers Club' for the Installation of CCTV and exterior carpark lighting.

CARRIED 3/0

Cr Mencshelyi left the room at 4.02pm.

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Applicant 68

Applicant	Funding stream	Project	Amount requested
Lisa McDonald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Website with E-commerce capability Total Project Cost \$12,019.95	\$10,000

RECOMMENDATION/COMMITTEE DECISION

Minute No: LBSC.90

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

That the Local Business Support Committee approve a grant of \$1,939.95 to the business 'Lisa McDonald' for the purchase of a website.

CARRIED 2/0

Cr Mencshelyi entered the room at 4.04pm.

Attachment 1 – Business Grants Spreadsheet

REFERENCE	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED	APPROVED	GR17	TOTAL	
A1	D284	2 Days Café	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$320.00	\$320.00	\$352.00
A2	F173	Farm Life Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Development of website to run online fitness program	\$2,814.99	\$2,120.00	\$0.00	\$2,120.00
A3	H272	Happy Days Coffee Pot	Up to \$1,000 for financial planning advice	Financial Assistance with Legal advice with negotiating with landlord and lease	\$1,000.00	\$400.00	\$400.00	\$440.00
A4	M414	Mind your Money (formerly Specialised Office Services)	Up to \$2,000 for individual businesses for investing in online and e-commerce activities	Develop a website with booking functionality	\$2,000.00	\$950.00	\$950.00	\$1,075.00
A5	M89	Moist Pest and Weed Control	Up to \$5,000 for increasing business opportunity and sustainability	Re-establish website and training cost to offer a new employment opportunity	\$3,800.00	\$2,900.00	\$290.00	\$3,190.00
A6	N190	Northam Autos (I/As Northam Holden, Mazda & Suzuki)	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase diagnostic equipment that will assist with the other brands of vehicles	\$7,989.00	\$4,000.00	\$0.00	\$4,000.00
A7	P327	Professionals Avon Valley	Up to \$2,000 for training and professional development	Train receptionist to become a property manager	\$510.00	\$510.00	\$0.00	\$510.00
A8		Spectrum Celebrations	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$0.00	\$0.00	\$0.00

A9	C11	Cadda Fashions Sportfirst Northam	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of photography and display equipment to improve online shopping experience	\$9,200.00	\$920.00	\$0.00	\$9,200.00
A10	R188	Riverside Hotel	Up to \$5,000 for increasing business opportunity and sustainability	Development of website, new signage and online booking	\$5,000.00	\$1,920.00	\$192.00	\$2,112.00
						\$14,070.00		
A11	R589	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	\$0.00	\$0.00	\$0.00
A12		Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of stock for business and advertising of business	\$5,000.00	\$0.00	\$0.00	\$0.00
A13	E61	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	\$2,000.00	\$2,000.00	\$200.00	\$2,200.00
A14	G207	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	\$10,000.00	\$0.00	\$0.00	\$0.00
A15	J111	JLo Designs	Up to \$2,000 for training and professional development	Website development training to diversify business	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
A16	N51	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 optimisation	\$2,000.00	\$0.00	\$0.00	\$0.00

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A17	R73	Route 94 Bakers Hill	Up to \$5,000 for increasing business opportunity and sustainability	Logos and branding, new website and industry specific equipment	\$5,000.00	\$5,000.00	\$500.00	\$5,500.00
					\$9,000.00			
A18	R689	**RESUBMISSION ** Angle Roe Photography	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects.	New computer	\$5,389.00	\$2,400.00	\$0.00	\$2,400.00
A19		Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment	\$5,000.00	\$0.00	\$0.00	\$0.00
A20	J89	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	\$5,430.00	\$268.00	\$2,998.00
					\$5,030.00			
A21	A161	Aulopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	"actively back" containing business information, park/playground equipment in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A22	B13	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	To build under-cover storage for stock	\$10,000.00	\$10,000.00	\$1,000.00	\$11,000.00
A23		Bakers Hill Pie Shop	Up to \$5,000 for increasing business opportunity and sustainability	Purchase a commercial dishwasher	\$5,000.00	\$4,410.00		
A24	C436	Confetti & Co.	Up to \$2,000 for individual business or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Refresh current website and strategic planning	\$2,000.00	\$1,400.00	\$140.00	\$1,540.00
A25		**RESUBMISSION ** Dakta Daycare and Vacation Care	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of equipment to open day care to babies and toddlers	\$5,000.00	\$2,000.00		

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A26	H276	**RESUBMISSION ** Eley Hooper Skin Therapist	Up to \$5,000 for increasing business opportunity and Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities.	Purchase of advanced training and	\$5,000.00	\$2,598.00	\$0.00	\$2,598.00
A27	F175	Fox and Hen Handmade Crafts	Up to \$5,000 for increasing business opportunity and sustainability	Website creation for online presence	\$1,842.00	\$1,842.00	\$0.00	\$1,842.00
A28	R28	In Balance Physiotherapy and Fitness	Up to \$5,000 for increasing business opportunity and sustainability	Software upgrade to enable business diversification	\$5,000.00	\$5,000.00	\$500.00	\$6,500.00
A29	N51	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 optimisation	\$2,000.00	\$1,948.00	\$0.00	\$1,948.00
A30	Q10	Quin's Gourmet Butcher	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of Laptop to be used for instant messaging, discussing emails at the shop and staff training	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00
					\$20,715.00			
A31	A511	Avon Valley Creators Collective	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System	\$5,000.00	\$1,480.00	\$0.00	\$1,480.00
A32	C179	Café Yasou	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System - initial purchase cost, staff training	\$5,000.00	\$2,426.00	\$242.60	\$2,668.60
A33		Northam Optical	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase equipment to diagnose optic nerve disorders	\$10,000.00	\$10,000.00		
A34	N125	Northam Travel and Cruise	Up to \$5,000 for increasing business opportunity and sustainability	Revamp website, include new addition of Tour finder and cruise booking engine	\$5,000.00	\$1,454.00		

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A35	**RESUBMISSION ** Spectrum Celest	Up to \$2,000 for training and professional development	Increase advertising in the local area	\$1,800.00	\$1,712.00	\$0.00	\$1,712.00
A36	\$535 Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$0.00		
				\$17,072.00			
A37	Avon a Ride	Up to \$5,000 for increasing business opportunity and sustainability	Advertising	\$2,000.00	\$0.00		
A38	Laura's Wine Bar	Up to \$5,000 for increasing business opportunity and sustainability	Purchasing TV to mount on wall, and blinds	\$5,000.00	\$2,000.00		
A39	The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase website and upgrade building signage	\$5,000.00	\$3,220.00	\$322.00	\$3,542.00
A36	\$535 Summer Creek Restaurant and Bre	Up to \$5,000 for increasing business opportunity and sustainability	Small bottling plant for offsite sales/door sales	\$5,000.00	\$5,000.00		
				\$10,220.00			
A40	Better Health Support	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Purchase of website	\$2,000.00	\$1,950.00		
A41	Beyond Cabinets & Renovations	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Build factory new workshop include showroom and offices	\$10,000.00	\$10,000.00		
A42	Jobs for Mark	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for investing in online and e-commerce activities	Develop of website	\$2,000.00	\$2,000.00		
A43	Northam Church of Christ	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Hold 2 workshops and purchase laser projectors	\$4,050.00	\$0.00		

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A44	Northam Race Club	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchase event venue equipment	\$7,185.20	\$0.00		
A45	Physio-Chi - Jenny Lucy Physiothera	Up to \$5,000 for increasing business opportunity and sustainability	Upgrade current website	\$5,000.00	\$2,000.00		
A46	Whittington Electrical Contracting	Up to \$5,000 for increasing business opportunity and sustainability	Purchase image system	\$2,799.00	\$0.00		
A47	Way Signs	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Purchasing new equipment	\$10,000.00	\$10,000.00		
				\$25,150.00			

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	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	GST?	TOTAL
A48	** RESUBMISSION** Autopro Northam	Up to \$5,000 for increasing business opportunity and sustainability	'activity book' containing business information, parks/playground equipment in the area, activity sheets for children	\$5,000.00	\$0.00	\$0.00	\$0.00
A49	B19 Boulevard Fine Jewellery	Up to \$5,000 for increasing business opportunity and sustainability	Purchase jewellery welder	\$5,000.00	\$5,000.00		
A50	Christine Dunkerton Loan Market	Up to \$5,000 for increasing business opportunity and sustainability	Purchase laptop, portable printer, software	\$3,612.97	\$0.00	\$0.00	\$0.00
A51	Northam Sports Power	Up to \$5,000 for increasing business opportunity and sustainability	Purchase Vinyl imprint machine	\$5,000.00	\$5,000.00		
A52	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase upto date website and laptop	\$2,000.00	\$0.00	\$0.00	\$0.00
A53	Studio Luxe Brows & Beauty	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System and laptop	\$2,497.58	\$1,745.00		
A54	The Engagement Academy	Up to \$5,000 for increasing business opportunity and sustainability	Specialised support in online course building	\$5,000.00	\$2,500.00		
					\$14,245.00		\$0.00
A55	Northam Craft Centre	Up to \$5,000 for increasing business opportunity and sustainability	New branding of shopfront	\$5,000.00	\$2,013.00		
A56	Northam Florist	Up to \$5,000 for increasing business opportunity and sustainability	Rebranding & updating current website	\$4,259.50	\$2,129.75		
A57	Northam Workers Club	Up to \$5,000 for increasing business opportunity and sustainability	Installation of CCTV and exterior carpark lighting	\$4,335.00	\$0.00	\$0.00	
A52	Peter Byfield	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase upto date website and laptop	\$2,000.00	\$0.00	\$0.00	
A58	SAFE Avon Valley	Up to \$5,000 for increasing business opportunity and sustainability	Purchase cat carriers/traps, new computer, microchipping course	\$1,920.00	\$0.00	\$0.00	
A59	The Hill Cafe Co	Up to \$5,000 for increasing business opportunity and sustainability	Purchase POS System, thermomix, Kitchen aid stand mixer	\$5,400.00	\$0.00	\$0.00	
A60	Wheatbelt Health Network	Up to \$5,000 for increasing business opportunity and sustainability	upgrade computer webcams	\$1,736.00	\$1,736.00		

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	ORGANISATION	FUNDING STREAM \$	PROJECT	AMOUNT REQUESTED \$	APPROVED \$	GST?	TOTAL
					\$5,878.75		
A61	Alan's Auto Electrics	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Install new toilet block (includes shower)	\$10,000.00			
A62	Autopro Northam	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar-for-dollar) to adapt to changing conditions	Upgrade server and install 13 computers	\$10,000.00			
A63	Avon Valley Glass	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Purchase of website	\$1,549.90			
A64	Avon Valley Isuzu	Up to \$5,000 for increasing business opportunity and sustainability	TV advertising	\$6,037.50			
A65	Bakers Hill Out of School Hours Care Inc	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar for dollar) to adapt to changing conditions	Ongoing vehicle costs	\$10,000.00			
A66	Kindered Spirit Boutique and Gift	Up to \$5,000 for increasing business opportunity and sustainability	Various projects	\$10,000.00			
A67	Life Force harmony	Up to \$5,000 for increasing business opportunity and sustainability	Purchase of website	\$3,040.00			
A68	Lisa McDonald	Up to \$2,000 for individual businesses or \$10,000 for multiple businesses working together for increasing in online and e-commerce activities.	Website with E-commerce capability	\$10,000.00			
A69	Lucys Tearooms	Up to \$5,000 for increasing business opportunity and sustainability	Purchase marquee with business branding	\$1,989.00			
A70	Stewart's Good Price Pharmacy Warehouse Northam	Up to \$5,000 for increasing business opportunity and sustainability	Various projects	\$10,000.00			
A71	The Yoga Lounge Northam	Up to \$5,000 for increasing business opportunity and sustainability	Purchase signage for building	\$1,780.00			
A72	Windward Balloon Adventures	Up to \$10,000 for capital works projects, including preparation for upcoming Council projects, (matching dollar for dollar) to adapt to changing conditions	Purchase Quad Burner	\$10,000.00			
					\$126,302.00		\$90,701.40

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6. URGENT BUSINESS APPROVED BY DECISION

Nil.

7. DATE OF NEXT MEETING

Nil – Committee has been disbanded. Cr Antonio thanked all members and staff for their contribution.

8. DECLARATION OF CLOSURE

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.04pm.

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

_____ President

_____ Date

12. OFFICER REPORTS

12.1 CEO'S Office

12.1.1 Governance Policy Review

File Reference:	2.3.1.2
Reporting Officer:	Chief Executive Officer - Jason Whiteaker
Responsible Officer:	Chief Executive Officer - Jason Whiteaker
Officer Declaration of Interest:	Yes – Various policies impact the Chief Executive Officer and other staff.
Voting Requirement:	Simple Majority & Absolute Majority
Press release to be issued:	No

BRIEF

For Council to review governance policies.

ATTACHMENTS

Attachment 1: Reviewed Policies (clean copy)

A. BACKGROUND / DETAILS

An elected member workshop was held on 12 August 2020 to allow detailed discussions and input into Council's existing and proposed governance policies. The following table details the policies to be reviewed and the proposed major changes being presented to Council for consideration.

Policy Number	Policy Title	Comment / Changes	New Policy Number
G 1.1	Meeting Dates	Recommended to remove. Council resolves meeting dates in December each year, indications are this is the preferred method of setting dates.	N/A
G 1.2	Attendance by Councillors, Chief Executive Officer and Partners at Conferences	Has been split into two policies, Council Members and a separate one for the Chief Executive Officer. This was the preferred position of the workshop. The policy has been	G1.2 (Council Members) G1.3 (Chief Executive Officer)

		completed rewritten because of the December 2019 Regulation Changes. The Department of Local Government, Sport & Cultural Industries template policy has been used.	
G 1.3	Code of Conduct – Council Members & Committee Members	No major change. The Local Government Legislation Amendment Bill 2019 introduced a mandatory Code of Conduct to which all council members must comply. The Bill advises that regulations will prescribe a model Code of Conduct – this model Code of Conduct is yet to be released. Consequently it is considered prudent to wait for the model Code of Conduct prior to undertaken a significant review of Council's existing Code. In saying this, new gift provisions have been included to ensure compliance with recent legislative changes.	G1.4
G 1.4	Legal Representation for Council Members and Employees	No major changes proposed.	G1.5
G 1.5	Approval of annual & long service leave for the Chief Executive Office and appointment of	Adjustments proposed to make it clear who approves CEO leave, who acts in the CEO position during periods of leave and remuneration of acting CEO.	G1.6

	an Acting Chief Executive Officer		
G 1.6	Senior Employees	Proposed to remove Executive Group from designated senior employee status. Two most significant implications are senior employees are 'required' to be on a fixed term contract, and the CEO is required to inform the council of each proposal to employ or dismiss a senior employee and the Council may accept or reject the CEO recommendation.	G1.7
G 1.7	Risk Management	Changes being proposed around defining Council's risk appetite and associated treatments	G1.8
G 1.8	Council Member and Staff Interactions and Requests for Information	No major change being proposed	G1.9
G 1.9	Communications and Social Media Policy	Revised the social media accounts list	G1.10
HUMAN RESOURCES		Proposed to remove this section and incorporate these policies as governance.	
HR 2.1	Corporate Uniform – Council Members	Adjusted to provide clarity around the allowance being annual	G1.11
HR 2.2	No Smoking	No major change	G1.12
HR 2.3	Alcohol Consumption	No major change	G1.13
HR 2.4	Gratuity, Gifts and Departing Employees	Removed gratuity section and incorporated into gifts & gratuity section.	G1.14

		Reduced levels of gift / gratuity.	
HR 2.5	Code of Conduct - Staff	Refer to comments relating to G1.3	G1.15
HR 2.6	Acceptable Use of the Shire's Computing & Communication Resource	Have split this into a Council Member policy and a staff policy. As per the discussion at the workshop, the recommendation is to allow private use of devices	G1.16 (Council Members) G1.17 (staff)
HR 2.7	Credit Card Use	No significant change recommended	G1.18
New	Council Member Continuing Professional Development	Requirement of LG Act	G1.19

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership
 Outcome 6.4: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.
 Objective: Develop clear policy settings to guide our organisation and community

B.2 Financial / Resource Implications

No significant financial or resource implications resulting from policy review.

B.3 Legislative Compliance

Various policies are required by the Local Government Act 1995, including:

- 5.90A - Policy for attendance at events
- 5.50 - Payments to employees in addition to contract or award (gratuity & gifts)
- 5.103 - Codes of conduct

B.4 Policy Implications

Complete review of governance policies.

B.5 Stakeholder Engagement / Consultation

An Elected Member Workshop was held with Council Members on 12 August 2020.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council not viewed as being transparent as a result of inadequate policies	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation. Publish policy manual on Council website
Service Interruption	N/A		
Compliance	Non-compliance with LG Act requirements	Possible (3) x Minor (2) = Moderate (6)	Adopt policies referenced in section B.3 of officer report
Property	N/A		
Environment	N/A		

C. OFFICER'S COMMENT

A clean version of all proposed policies is provided as an attachment to this agenda item. A fully marked-up version of the various policies is provided in the Councillor Agenda depository (FTP folder).

RECOMMENDATION

That Council adopts the following policies and authorises the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual:

1. G 1.4 - Code of Conduct – Council Members & Committee Members
2. G 1.5 - Legal Representation for Council Members and Employees
3. G 1.6 - Approval of annual & long service leave for the Chief Executive Office and appointment of an Acting Chief Executive Officer
4. G 1.7 - Senior Employees
5. G 1.8 - Risk Management
6. G 1.9 - Council Member and Staff Interactions and Requests for Information
7. G 1.10 - Communications and Social Media Policy
8. G1.11 - Corporate Uniform – Council Members
9. G1.12 - No Smoking
10. G1.13 - Alcohol Consumption
11. G1.14 - Gratuity, Gifts and Departing Employees
12. G1.15 - Code of Conduct - Staff
13. G1.16 - Acceptable Use of the Shire's Computing & Communication Resource: Council Members
14. G1.17 - Acceptable Use of the Shire's Computing & Communication Resource: staff
15. G1.18 - Credit Card Use

RECOMMENDATION

That Council adopts the following policies and authorises the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual:

1. G1.1 - Council Members – Continuing Professional Development
2. G1.2 - Attendance at Events – Council Members
3. G1.3 - Attendance at Events – Chief Executive Officer

ABSOLUTE MAJORITY (6) REQUIRED

Attachment 1 – Reviewed policies (clean copy)



Shire of Northam Policy Manual (Section 1)
Policy
G1.1 Meeting Dates

GOVERNANCE

G 1.1 Meeting Dates – Recommend Removal

Officer Comment: Suggest deletion as the Council has been resolving each December its meeting dates and times. Policy not required, unless it was in more detail, to the extent it removed the need for Council decision annually (not recommended).

G 1.1 Council Member Continuing Professional Development

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	November 2021
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s5.128

OBJECTIVE

The *Local Government Act 1995* requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Northam is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Council Members of the Shire of Northam.

PURPOSE

This policy applies to Council Members of the Shire of Northam (Shire).

The Policy consists of three parts which have distinct obligations.

'Part 1: Compulsory Elected Member Training' sets out the legislative requirements that newly Council Members must undertake Compulsory Council Member Training. newly elected Council Members who complete the Compulsory Council Member Training are deemed to have met their Continuing Professional Development requirements under Part 2 for the first two years of their term.



'Part 2: Continuing Professional Development' requires Council Members to undertake CPD as determined by Council. This applies to all Council Members. However, newly elected Council Members who undertake the Compulsory Council Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

'Part 3: Reporting' sets out the reporting requirements under the *Local Government Act 1995*.

1. Compulsory Council Member Training

Council Members of the Shire of Northam have significant and complex roles that require a diverse skillset.

All Council Members elected to Council following the 2019 election are required under the *Local Government Act 1995* to complete the Council Member Essentials Course, unless they meet limited exemptions. The training is valid for five years so a Council Member is only required to undertake the training at every second election. The course must be completed within 12 months of appointment to Council.

1.1 Cost of Training

The Council Member Essentials Course will be sourced by the Shire of Northam at no cost to Council Members.

2. Continuing Professional Development

Continuing Professional Development (CPD) opportunities will be provided to the Shire of Northam Council Members.

The opportunities will be in line with the strategic direction of the Shire of Northam:

- Economic Development;
- Community wellbeing;
- Safety & Security;
- Environment and Heritage;
- Infrastructure and Service Delivery; and
- Governance and Leadership.

2.1 CPD Hours

Each Council Member must complete 10 CPD hours every two years from ordinary election to ordinary election.

The Shire of Northam will organise training sessions that meet the intent of the policy where all Council Members are invited to attend to meet their obligations as a Council group at the Shire of Northam.

All training will be funded by the Shire of Northam at no cost to Council Members.



Shire of Northam Policy Manual (Section 1)
Policy
G1.1 Meeting Dates

3. Reporting

The Shire of Northam is required to report annually on completed training. Completed training must be published on the Shire of Northam website for that financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken by Council Members.



G 1.2 Attendance by Council Members at Events

Responsible Department	Chief Executive Officer
Resolution Number	
Resolution Date	
Next Scheduled Review	2021
Related Shire Documents	
Related Legislation	Local Government Act 1995 s5.90A

OBJECTIVE

To establish standards for the attendance of the Council Members at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*)

PURPOSE

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Council Members.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

Local Government Act 1995 - 5.90A, policy for attendance at events, defines an event as being:

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event; or
- (e) an occasion of a kind prescribed for the purposes of this definition.



PROVISION OF TICKETS TO EVENTS

1. Invitations

- a. All invitations or offers of tickets for the Council Members to attend an event should be in writing and addressed to the Shire of Northam
- b. Any invitation or offer of tickets not addressed to the Shire of Northam is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
- c. A list of events and attendees authorised by the local government in advance of the event is at Appendix A.

2. Approval of attendance

- a. In making a decision on attendance at an event, Council will consider:
 - i. who is providing the invitation or ticket to the event
 - ii. the location of the event in relation to the local government (within the district or out of the district)
 - iii. the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution
 - iv. whether the event is sponsored by the local government
 - v. the benefit of local government representation at the event
 - vi. the number of invitations / tickets received, and
 - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- b. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

3. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, the council will determine whether it is in the best interests of the local government for a Council Member to attend on behalf of Council.
- c. If Council determines that a Council Member should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d. Where partners of a Council Member attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.



Shire of Northam Policy Manual (Section 1)
 Policy
 G1.3 Code of Conduct – Council Members & Committee Members

APPENDIX A – Events Authorised in Advance (subject to available budgets)

- a. Advocacy lobbying or ministerial briefings
- b. Meetings of clubs or organisations within the Shire of Northam
- c. Any free event held within the Shire of Northam
- d. West Australian-based local government events (such as WA Local Government Week)
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Council Member has been officially invited
- f. Shire of Northam hosted events, ceremonies and functions
- g. Local Community art exhibitions
- h. Shire of Northam local cultural events/festivals
- i. Events run by a local, state or federal government
- j. Events run by schools and universities within the Shire of Northam
- k. Opening or launch of an event or facility within the Shire of Northam

APPENDIX B – Specific Event Approvals

Event	Date of Event if known	Approved attendee	Approved local government contribution	Date of Council resolution





G 1.3 Attendance by the Chief Executive Officer at Events

Responsible Department	Chief Executive Officer
Resolution Number	
Resolution Date	
Next Scheduled Review	2022
Related Shire Documents	
Related Legislation	Local Government Act 1995 s5.90A

OBJECTIVE

To establish standards for the attendance of the Chief Executive Officer at both intrastate and interstate conferences and the reimbursement of expenses incurred during those attendances (as required by section 5.90A of the *Local Government Act 1995*).

PURPOSE

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of the Chief Executive Officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

LEGISLATION

Local Government Act 1995 - 5.90A, policy for attendance at events, defines an event as being:

- (f) a concert;
- (g) a conference;
- (h) a function;
- (i) a sporting event; or
- (j) an occasion of a kind prescribed for the purposes of this definition.



PROVISION OF TICKETS TO EVENTS

4. Invitations

- a. All invitations or offers of tickets for the CEO to attend an event should be in writing and addressed to the Shire of Northam
- b. Any invitation or offer of tickets not addressed to the Shire of Northam is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act
- c. A list of events and attendees authorised by the local government in advance of the event is at Appendix A.

5. Approval of attendance

- a. The Chief Executive Officer is approved to attend and local, state or national conference in accordance with his/her current contract of employment
- b. In making a decision on attendance at an event, Council will consider:
 - i. who is providing the invitation or ticket to the event
 - ii. the location of the event in relation to the local government (within the district or out of the district)
 - iii. the role of the CEO when attending the event (participant, observer, presenter) and the value of their contribution
 - iv. whether the event is sponsored by the local government
 - v. the benefit of local government representation at the event
 - vi. the number of invitations / tickets received, and
 - vii. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- c. Decisions to attend events in accordance with this policy will be made by simple majority of Council and in accordance with any authorisation provided in this policy.

6. Payments in respect of attendance

- a. Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determine attendance to be of public value.
- b. any events where a member of the public is required to pay, unless previously approved and listed in Appendix A, Council will determine whether it is in the best interests of the local government for the CEO or another officer to attend on behalf of Council.
- c. If the council determines that a CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.



Shire of Northam Policy Manual (Section 1)
 Policy
G1.3 Code of Conduct – Council Members & Committee Members

- d. Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by Council.

APPENDIX A – Events Authorised in Advance (subject to available budgets)

- l. Advocacy lobbying or ministerial briefings
- m. Meetings of clubs or organisations within the Shire of Northam
- n. Any free event held within the Shire of Northam
- o. West Australian-based local government events
- p. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Chief Executive Officer has been officially invited
- q. Shire of Northam hosted events, ceremonies and functions
- r. Local Community art exhibitions
- s. Shire of Northam local cultural events/festivals
- t. Events run by a local, state or federal government
- u. Events run by schools and universities within the Shire of Northam
- v. Major professional bodies associated with local government at a local, state and national level
- w. Opening or launch of an event or facility within the Shire of Northam

APPENDIX B – Specific Event Approvals

Event	Date of Event if known	Approved attendee	Approved local government contribution	Date of Council resolution





Shire of Northam Policy Manual (Section 1)
Policy
G1.3 Code of Conduct – Council Members & Committee Members

G 1.4 Code of Conduct – Council Members & Committee Members

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995-s5.103 (codes of Conduct)

OBJECTIVE

To promote an acceptable standard of conduct among Council Members and members representing the community on Council committees.

SCOPE

Applies to all Council Members and members representing the community on Council committees.

POLICY

Preamble

The Code of Conduct provides Council Members of the Shire of Northam with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability.

The Code is complimentary to the principles adopted in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007* which incorporates four fundamental aims to result in:

- a) Better decision making;
- b) Greater community participation in the decisions and affairs of Council;
- c) Greater accountability of Council to its community; and
- d) More efficient and effective local government



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G1.3 Code of Conduct – Council Members & Committee Members

The Code provides a guide and a basis of expectations for Council Members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

Statutory Environment

The Code of Conduct observes statutory requirements of the Local Government Act 1995 (s5.103 – Codes of Conduct) and *Local Government (Rules of Conduct) Regulations 2007*.

Rules of Conduct

Council Members acknowledge their activities, behaviour and statutory compliance obligations may be scrutinized in accordance with prescribed rules of conduct as described in the *Local Government Act 1995* and *Local Government (Rules of Conduct) Regulations 2007*.

Role of Council Members

The role of Council Members as set out in section 2.10 of the Act is as follows: "A Councillor — (a) represents the interests of electors, ratepayers and residents of the district; (b) provides leadership and guidance to the community in the district; (c) facilitates communication between the community and the Council; (d) participates in the local government's decision-making processes at council and committee meetings; and (e) performs such other functions as are given to a Councillor by this Act or any other written law."

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf, and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, Council Members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community
- Achieving sound financial management and accountability in relation to Council's finances
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns
- Working with other governments and organisations to achieve benefits for the community at both a local and regional level
- Having an awareness of the statutory obligations imposed on Councillors and on the Shire of Northam

1. Conflict and Disclosure of Interest

1.1 Conflict of Interest



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- (a) Members will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Members will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the Shire of Northam or which may otherwise conflict with Council's functions (other than purchasing the principal place of residence).
- (c) Members who exercise a function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (d) An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.
- (e) A Council Member is to disclose any interest he or she has in the matter to be discussed at a Council or committee meeting that will be attended by the member. Any disclosure is to be made at the meeting immediately before the matter is discussed and is to be recorded in the minutes of the relevant meeting.

1.2 Pecuniary Interest

Members will adopt the principles of disclosure of pecuniary interests as contained within the Local Government Act 1995.

1.3 Conflicts of Interest – Gifts (including travel)

Receipt of a gift – any gift, whether or not in a person's capacity as Council Member or member of a committee – will create a relationship of a closely associated person and therefore an interest (sections 5.60 and 5.62).

The following situations are specifically excluded from the interest provisions:

- where the gift (or gifts over a 12-month period from the one donor) do not exceed \$300 in value;
- where the gift is a ticket to or otherwise relates to attendance at an event, and the local government approves the person's attendance in accordance with Council policy G1.2; or
- where the gift is received from one of the following organisations:
 - WALGA (but not LGIS)
 - Local Government Professionals Australia (WA)
 - Australian Local Government Association



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- o A department of the public service
- o A government department of another state, territory or the Commonwealth
- o A local government or regional local government.

(The gifts referred to in the second and third points above must still be disclosed in accordance with sections 5.87A and 5.87B, as described above).

This interest creates a perceived or actual conflict which prevents the Council Member from participating in the meeting on the matter to be discussed (see sections 5.67 and 5.71A), unless approval has otherwise been given.

If the amount of the gift(s) is less than \$1,000, under section 5.68 Council will consider allowing the disclosing Council Member to participate if:

- The Council Member discloses the extent of the interest they have; and
- Council decides that the interest is so trivial or insignificant as to be unlikely to influence the disclosing person's conduct in relation to the matter; or
- The interest is common to a significant number of other electors or ratepayers

The interest, Council's decision, and the reasons for that decision will be recorded in the minutes.

If an interest valued at over \$1,000 is disclosed, under section 5.69 Council or the Chief Executive Officer may apply to the Minister to allow the disclosing member to participate in meetings or parts of meetings relating to that matter.

Similar provisions are contained in sections 5.71A and 5.71B in relation to the Chief Executive Officer providing advice or a report, directly or indirectly, to Council or a committee.

1.4 Disclosure of Interest

- (a) Members will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

2. Personal Benefit

2.1 Use of Confidential Information



Members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Improper or Undue Influence

Members will not take advantage of their position to improperly influence other Council Members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.3 Gifts

In accordance with sections 5.87A and 5.87B of the Act, Council Members will disclose gifts that are received in their capacity as a Council Member and:

- are valued over \$300; or
- are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period

Additionally, a gift given by two or more related bodies corporate (as defined in the Corporations Act 2001 (Cth)) is considered to have been given by a single corporation (donor).

3. Conduct of Members

3.1 Personal Behaviour

Members will:

- (a) Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- (b) Perform their duties impartially and in the best interests of the Shire of Northam uninfluenced by fear or favour;
- (c) Act in good faith (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Northam and the community;
- (d) Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment; and



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- (e) Always act in accordance with their obligation of fidelity to the Shire of Northam.
- (f) Members will represent and promote the interests of the Shire of Northam, while recognising their special duty to their own constituents.

3.2 Honesty and Integrity

Members will:

- (a) Observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards;
- (b) Bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Executive Officer;
- (c) Be frank and honest in their official dealing with each other.

3.3 Performance of Duties

Members will, at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as soon as possible about functions of Council, and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- (a) Members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if a resolution cannot be achieved, with the Chief Executive Officer.
- (b) Members will give effect to the lawful policies of the Shire of Northam, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

3.6 Corporate Obligations

- (a) Communication and Public Relations



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G1.3 Code of Conduct – Council Members & Committee Members

As a representative of the community, Council Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so, Council Members should acknowledge that:

- As a member of Council there is respect for the decision making processes of Council which are based on a decision of the majority of Council
- Information of a confidential nature ought not be communicated until it is no longer treated as confidential
- Information relating to decisions of Council on approvals, permits and so on ought only to be communicated in an official capacity by a designated officer of Council
- Information concerning adopted policies, procedures and decisions of Council is conveyed accurately.

3.7 Relationships between Members and Staff

An effective Council Member will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Council Members and staff have a mutual respect and cooperate with each other to achieve Council's corporate goals and implement Council's strategies.

To achieve that position Council Members need to:

- Accept that their role is a leadership one, not a management or administrative one
- Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions
- Refrain from publicly criticising staff in any way that casts aspersions on their professional competence and credibility

3.8 Appointments to Committees

As part of their representative role Council Members are often asked to represent Council in external organisations.

It is important that Council Members:

- Clearly understand the basis of their appointment; and
- Provide regular reports on the activities of the organisation

4. Dealing With Council Property

4.1 Use of Local Government Resources



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Policy
G1.3 Code of Conduct – Council Members & Committee Members

Members will:

- Be scrupulously honest in their use of the Shire of Northam's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- Use the Shire of Northam resources entrusted to them effectively and economically in the course of their duties; and
- Not use the Shire of Northam's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Shire of Northam in accordance with Shire of Northam policy and the provisions of the Local Government Act 1995.

4.3 Access to Information

- (a) The Chief Executive Officer will ensure that Council Members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as Council Members;
- (b) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.



Shire of Northam Policy Manual (Section 1)
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G1.4 Legal Representation for Council Members and Employees

G 1.5 Legal Representation for Council Members and Employees

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Legal Profession Act 2008

OBJECTIVE

To provide a clear framework under which financial assistance will be provided to Council Members and employees for legal services in connection with their roles.

SCOPE

Applies to all Council Members and employees.

POLICY

1. Definitions

Approved lawyer is to be –

- (a) A 'certified practitioner' under the Legal Profession Act 2008;
- (b) from a law firm on the Shire panel of legal service providers, relevant, unless Council considers that this is not appropriate –for example where there is or may be a conflict of interest or insufficient expertise; and
- (c) Approved in writing by Council or the Chief Executive Officer under delegated authority.

Council Member or employee means a current or former Commissioner, elected member, non-elected member of a Council committee or employee of the Shire.

Legal proceedings may be civil, criminal or investigative.

Legal representation is the provision of legal services, to or on behalf of an Council Member or employee, by an approved lawyer that are in respect of –



Shire of Northam Policy Manual (Section 1)
Policy
G1.4 Legal Representation for Council Members and Employees

- (a) a matter or matters arising from the performance of the functions of an Council Member or employee; and
- (b) legal proceedings involving the Council Member or employee that have been, or may be commenced.

Legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services includes advice, representation or documentation that is provided by an approved lawyer.

Payment by the Shire of legal representation costs may be either by –

- (a) a direct payment to the approved lawyer (or the relevant firm); or
- (b) a reimbursement to the council member or employee.

2. Payment Criteria

The Shire of Northam may approve the legal representation costs of a Council Member or employee if the following criteria is satisfied:

- (a) The legal representation costs must relate to a matter that arises from the performance, by the Council Member or employee, of his or her functions;
- (b) The legal representation cost must be in respect of legal proceedings that have been, or may be commenced;
- (c) In performing his or her functions, to which the legal representation relates, the Council Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- (d) The legal representation costs do not relate to a matter that is of a personal or private nature.

3. Examples of Legal Representation Costs that May be Approved

- 3.1 If the criteria in clause 2 of this policy are satisfied, the Shire may approve the payment of legal representation costs –
 - (a) where proceedings are brought against a Council Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Council Member or employee; or



Shire of Northam Policy Manual (Section 1)
Policy
G1.4 Legal Representation for Council Members and Employees

- (b) to enable proceedings to be commenced and/or maintained by an Council Member or employee to permit him or her to carry out his or her functions - for example where a Council Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Council Member or employee; or
 - (c) where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Council Members or employees.
- 3.2 The Shire will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Council Member or employee.

4. Application For Payment

- 4.1 A Council Member or employee who seeks assistance under this policy is to make an application(s), in writing to the Chief Executive Officer.
- 4.2 The written application for payment of legal representation costs is to give details of –
- (a) The matter for which legal representation is sought;
 - (b) How that matter relates to the functions of the Council Member or employee making the application;
 - (c) The lawyer (or law firm) who is to be asked to provide the legal representation;
 - (d) The nature of legal representation to be sought (such as advice, representation in court, preparation of a document);
 - (e) An estimated cost of the legal representation; and
 - (f) Why it is in the interests of the Shire for payment to be made.
- 4.3 The application is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 4.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 4.5 The application is to be accompanied by a signed written statement by the applicant that he or she –



Shire of Northam Policy Manual (Section 1)
Policy
G1.4 Legal Representation for Council Members and Employees

- (a) has read, and understands, the terms of this Policy;
- (b) acknowledges that any approval of legal representation costs is conditional on the repayment provisions of Clause 8 and any other conditions to which the approval is subject; and
- (c) undertakes to repay to the Shire any legal representation costs in accordance with the provisions of Clause 8.

4.6 In relation to clause 4.5(c), when a person is to be in receipt of such monies the person should sign a document which requires repayment of that money to the local government as may be required by the Shire and the terms of the Policy.

4.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer or where the Chief Executive Officer is the applicant by an appropriate employee.

5. Legal Representation Costs – Limit

5.1 Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

5.2 A Council Member or employee may make a further application to Council in respect of the same matter.

6. Council's Powers

6.1 Council may –

- (a) refuse;
- (b) grant; or
- (c) grant subject to conditions,

an application for payment of legal representation costs.

6.2 Conditions under clause 6.1 may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

6.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Shire's Council Members or employees insurance policy or its equivalent.



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G1.4 Legal Representation for Council Members and Employees

- 6.4 Council may at any time revoke or vary an approval or any conditions of approval, for the payment of legal representation costs.
- 6.5 Council may, subject to clause 6.6, determine that a Council Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –
- (a) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - (b) given false or misleading information in respect of the application.
- 6.6 A determination under clause 6.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 6.7 Where Council makes a determination under clause 6.5, the legal representation costs paid by the Shire are to be repaid by the Council Member or employee in accordance with section 8.

7. Delegation to Chief Executive Officer

- 7.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant the Chief Executive Officer may exercise, on behalf of Council, any of the powers of Council under clause 6.1 and 6.2, to a maximum of \$10,000 in respect of each application.
- 7.2 An application approved by the Chief Executive Officer under clause 6.1, is to be submitted to the next ordinary meeting of Council. Council may exercise any of its powers under this policy, including its powers under clause 6.4.

8. Repayment of Legal Representation Costs

- 8.1 A Council Member or employee whose legal representation costs have been paid by the Shire is to repay the Shire –
- (a) all or part of those costs – in accordance with a determination by Council under clause 6.7;
 - (b) as much of those costs as are available to be paid by way of set-off – where the Council Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.



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Policy
G1.4 Legal Representation for Council Members and Employees*

- 8.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this policy.



Shire of Northam Policy Manual (Section 1)
Policy
G1.5 Appointment of Acting Chief Executive Officer

G 1.6 Approval of Annual & Long Service Leave for the Chief Executive Officer and appointment of an Acting Chief Executive Officer

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2895
<i>Resolution Date</i>	21/12/2016
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.36 Local Government Act 1995

OBJECTIVE

To appoint an Acting Chief Executive Officer in the absence of the Chief Executive Officer due to annual, long service or extended sick leave.

SCOPE

Applies to the Chief Executive Officer.

POLICY

The Shire of Northam Council approves the taking of leave by the Chief Executive Officer and the appointment of an Acting Chief Executive Officer for a period not exceeding six (6) weeks, in accordance with the following parameters:

1. The Shire President, or in his/her absence the Deputy Shire President, authorise all annual and long service leave to be taken by the Chief Executive Officer, so long as the period of leave does not exceed 6 weeks.
2. An employee of the Shire of Northam who is an Executive Manager shall be appointed by the Chief Executive Officer in consultation with the Shire President to carry out the role of Acting Chief Executive Officer during periods of absence of the Chief Executive Officer due to annual leave, long service leave, unpaid leave or extended sick leave.
3. The Shire President will advise all Council Members as soon as practicable of the leave period approved for the Chief Executive Officer and the person appointed to act in his/her absence.



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G1.5 Appointment of Acting Chief Executive Officer*

4. The Executive Manager will only be appointed as Acting Chief Executive Officer under the terms of this policy if:
 - i) the employee has performed the duties of his/her substantive position for a period of 12 months;
 - ii) in the opinion of the Chief Executive Officer the employee has satisfactorily performed his/her duties over the previous 12 months;
 - iii) in the opinion of the Chief Executive Officer and the employee, the employee has the capacity to perform the duties of Acting Chief Executive Officer along with his/her current duties satisfactorily; and
 - iv) this policy does not apply to an employee who is temporarily acting in the role of an Executive Manager.

5. The Executive Manager Acting in the position of Chief Executive Officer for not more than six (6) weeks shall be paid no less than 85% of the cash salary of the incumbent Chief Executive Officer, whilst also retaining their pre-existing package benefits.

6. The Full Council will make a determination on the position of Acting Chief Executive Officer if it is to be for a period of greater than 6 weeks. This deliberation will extend to all elements including who will act (notwithstanding it may be an external person) and the appropriate level of remuneration.



G 1.7 Senior Employees

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.37 Local Government Act 1995

OBJECTIVE

To comply with the provisions of the *Local Government Act 1995* towards designated Senior Officers.

SCOPE

Applies to the Chief Executive Officer.

POLICY

In accordance with Section 5.37 of the *Local Government Act 1995*, the Shire of Northam has no designated "Senior Employees", other than the Chief Executive Officer.



G 1.8 Risk Management

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.3760
<i>Resolution Date</i>	18/09/2019
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	AS/NZS ISO 31000:2009

OBJECTIVE

As a local government, the Shire of Northam has exposure to a range of risks that, if unmanaged, may have an adverse impact on the achievement of organisational objectives.

The Shire will implement an enterprise-wide risk management framework and systems to identify and manage potential risks to minimise adverse outcomes. The policy intent is to build a risk-mature environment where Council, management and employees take responsibility for risk management through systemic practices to:

- Safeguard the Shire people, assets, property, environment, reputation, finances and information;
- Promote an environment where risk management principles and practices are the tools to the achievement of organisational goals; and
- Provide the resources required to minimise adverse reaction to risks.

SCOPE

Organisational wide.

POLICY

The Shire of Northam is committed to managing risk in accordance with the principles, framework and guidelines detailed in AS/NZS ISO 31000:2009 and will:

- Implement an Enterprise Risk Management Framework and Plan;
- Identify strategic, operational and project risks using systematic tools and based on the level of risk ensure effective Risk Treatment Plans are in place to minimise such risks;



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Policy
G1.7 Risk Management

- Ensure any item with a risk ranking of greater than 10, categorised as either a high or extreme risk and is apparent to be ongoing, be listed on the Shire's Risk Register;
- Align risk management systems and processes with current strategic and operational planning processes;
- Implement a range of risk management key performance indicators to monitor responsibility and accountability

Report, Monitor and Review

In accordance with Local Government (Audit) Regulations 1996, regular reporting of systems and procedures in relation to risk management will be submitted to the Shire's Audit and Risk Management Committee, and that committee will have the Shire's Risk Register as a standing agenda item.

Performance of Shire of Northam risk management will be measured against:

- % of High or Extreme Risks without mitigation strategies in place
 - Reported quarterly to Audit and Risk Management Committee
- % of risk mitigation strategies overdue
 - Reported quarterly to Audit and Risk Management Committee

Risk Criteria and Evaluation

Risk criteria also needs to be defined to evaluate the significance of risk. Factors to be considered include the following:

- The nature and types of causes and consequences that can occur and how they will be measured;
- How likelihood will be defined;
- The timeframe (s) of the likelihood and/or consequence (s);
- How the level of risk is to be determined;
- The views of stakeholders; and
- The level at which risk becomes acceptable or tolerable

Risk evaluation always involves the assessment of the likelihood (chance of something happening) and consequence (outcome of an event affecting objectives) of an event.



Risk Assessment Tool

Measures of Consequence

Level Description	Financial Impacts	Health & Safety	Reputation	Service Interruption	Compliance	Property	Environment
Insignificant (1)	<\$10,000	Medical type injuries	Unsubstantiated, low impact, low profile, or no news item	No material service interruption	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	\$10,001 - \$25,000	Lost Time Injury <30 days	Low impact, low news item	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Medium (3)	\$25,001 - \$250,000	Lost time Injury >30 Days	Substantiated, public embarrassment, moderate impact, moderate news profile	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
High (4)	\$250,001 - \$650,000	Long term disability / multiple injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Extreme (5)	> \$650,000	Death or permanent disablement	Substantiated, public embarrassment, very high multiple impacts, high, widespread multiple news profile, third party actions	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact



As defined by the Australian Standard, consequence is the outcome of an event affecting corporate objectives. The above identifies outcomes in seven main categories: health and safety; financial impact; service interruption; compliance; reputation; property; and environment. A level of 1 - 5 is applied based on the severity of the outcome, ranging from insignificant to catastrophic. Combined with measures of likelihood, measures of consequence form the evaluation of risks in the risk matrix (see below).

Measures of Likelihood

Description	Examples	Frequency
Almost Certain (5)	The event is expected to occur	More than once per year
Likely (4)	The event will probably occur	At least once per year
Possible (3)	The event could occur	At least once in five years
Unlikely (2)	The event could occur but probably won't	At least once in ten years
Rare (1)	The event is not expected to occur	Less than once in 20 years

Measures of likelihood form part of the risk matrix to determine the 'risk rank' and the 'level of risk'.

A level of 1 – 5 is applied based on the likelihood of an event occurring, ranging from rare to almost certain. The likelihood can be determined objectively or subjectively, qualitatively or quantitatively, and described using general terms or mathematically such as probability or a frequency over a given time period.

Risk Appetite

Risk appetite is the amount of risk exposure, or potential adverse impact from an event, that the Shire of Northam is willing to accept in pursuit of its objectives. Once the risk appetite threshold has been breached, risk management controls and actions are required to bring the exposure level back within the accepted range.

The Shire of Northam has a level of risk appetite that it tolerates, consisting of low, medium, high and extreme risks, as detailed in the below table:

Risk rating	Minimum treatment required	Description
Extreme	Reject and avoid or mitigate	Immediate action required in consultation with Chief Executive Officer of Executive Manager to either avoid the risk entirely or to reduce the risk to a low, medium or high rating. Council decision, or at a minimum advice, required



Shire of Northam Policy Manual (Section 1)
Policy
G1.7 Risk Management

High risk	Accept and mitigate	These risks need to be mitigated with actions as required and managers need to be assigned these risks
Medium risk	Accept	Manage by specific monitoring or response procedures
Low risk	Accept	Manage by routine procedures



Risk Matrix

Consequence / Likelihood	Insignificant (1)	Minor (2)	Medium (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

The risk matrix will determine a risk ranking and level of risk based on the measurement of the likelihood and consequence of a particular event. Any event with a risk ranking of 'high' or 'extreme' will be recorded in the Shire's Risk Register and reported to the Audit and Risk Management Committee on a periodic basis. These events require regular monitoring and risk treatment actions which may involve the following:

- Avoiding the risk by deciding not to start or continue with the activity that gives rise to the risk;
- Accepting risk in order to pursue an opportunity;
- Removing the risk source;
- Changing the likelihood;
- Changing the consequences;
- Sharing the risk with another party or parties (including contracts and risk financing); and
- Retaining the risk by informed decision

Risk treatments that deal with negative consequences are sometimes referred to as risk mitigation, risk elimination, risk prevention and risk reduction. Risk treatments will be particularly important where existing controls are deemed to be inadequate.

Sources of Risk Identification

- Identified organisational risks
- Various plans and strategies (refer to the Corporate Business Plan for a list of Council-endorsed plans)
- Major projects
- Council agenda items



Shire of Northam Policy Manual (Section 1)
Policy
G1.8 Elected Member and Staff Interactions and Requests for
Information

G 1.9 Council Member and Staff Interactions and Requests for Information

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	21/02/2018
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	Policy G 1.4 Code of Conduct – Council Members & Committee Members; Corporate Business Plan Strategic Community Plan
<i>Related Legislation</i>	Local Government Act 1995, Part 5, Division 7 and Freedom of Information Act 1992.

OBJECTIVE

To provide guidance to Council Members of the Shire of Northam in relation to the process for seeking information from records and staff.

SCOPE

Council Members have access to certain documents over and above the rights of the general public which are provided for in Section 5.94 of the *Local Government Act 1995*.

Specific additional rights to access of information by Council Members or members of a committee are provided in Section 5.92 of the *Local Government Act 1995* and granted in order to enable a Council Member and/or member of a committee to discharge adequately the functions of their elected office.

The *Local Government Act 1995* stipulates that a member may only seek such information from Shire records and files in the pursuit of Shire business. Council Members/members of a committee are not to use information for their own or another person's purpose, benefit or detriment, unconnected with Shire activities.

The policy also provides guidelines on meeting with Council staff.



Shire of Northam Policy Manual (Section 1)
Policy
G1.8 Elected Member and Staff Interactions and Requests for
Information

Definitions

Council Member: means a serving elected member of Council of the Shire of Northam.

Committee Member: means a member of the public appointed by the local government to an endorsed committee of Council

Local Government: means the local government known as the Shire of Northam

Staff: means an employee of the Shire of Northam.

POLICY

Policy Statement

The Chief Executive Officer will ensure that Council Members are provided with access to documents, information and staff, which in the Chief Executive Officer's view are required to enable Council Members/Committee Members to fulfil their functions and/or duties.

Council Members must have the approval of the Chief Executive Officer, or relevant Executive Manager, to meet with staff in relation to Council business.

In the event a Council Member/Committee Member forms a view that they require access to additional documents, information or staff not already specifically provided, the following guidelines are to be adhered to;

- Council Members wishing to obtain information on a Council matter or wishing to arrange a meeting with Shire Officer/s, relating to the business of the Shire, must seek the approval of the Chief Executive Officer.
- Where research may be required to satisfy the Council Member's enquiry, it is preferable that the Council Member give appropriate advance notice of their requirements. Council Members with such a request should put their request in writing and forward it to the Chief Executive Officer or the appropriate Executive Manager.
- The Chief Executive Officer or Executive Manager is to ascertain from the Council Members seeking access to such information the precise nature of the request, the information being sought, and the reason why the information is requested. If the request establishes motivation outside the general guidelines of assisting the Council Members in the proper discharge of their responsibilities, the Chief Executive Officer may refuse such a request, in accordance with division 7 of the *Local Government Act 1995* and part 7 of the *Local government (Administration) Regulations 1996*.
- If the request for information complies with the intent of this policy and the prevailing legislation, however it places an unreasonable demand on staff time and resources so as to render the research reasonably disruptive to the administration, the Chief Executive Officer may refuse to comply with the request.



Shire of Northam Policy Manual (Section 1)
Policy
G1.8 Elected Member and Staff Interactions and Requests for
Information

- Following any such refusal by the Chief Executive Officer to provide information, if the Council Member still wishes to pursue access to the information, the Council Member is entitled to:
 - Lodge an application under the *Freedom of Information Act 1992*; and/or
 - Present a Notice of Motion to an ordinary meeting of Council, requesting that Council consider directing the Chief Executive Officer to provide the specifically requested information. Council will then make a determination as to whether to approve access to the specifically identified information based on:
 - An explanation provided by the Chief Executive Officer for not providing the requested information, and;
 - The appropriate provisions of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Financial/Budget Implications

The examination of any such information requested is to be at the Shire Administration Centre, located at 395 Fitzgerald Street, Northam during reasonable times, such as normal office hours, and is to be free of charge, unless obtained under provisions of the *Freedom of Information Act 1992*.

The original form/source of the information cannot be removed for examination, however photocopies may be taken subject to the payment of appropriate fees and charges as set by Council.

Conformity with Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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



Shire of Northam Policy Manual (Section 1)
Policy
G 1.9 Communications and Social Media Policy

G 1.10 Communications and Social Media Policy

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.3507
<i>Resolution Date</i>	17/10/2018
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Local Law.
<i>Related Legislation</i>	State Records Act 2000 - SRC Standard 8 – Managing Digital Information.

OBJECTIVE

This policy establishes protocols for the Shire of Northam's official communications with our community to ensure the Shire of Northam is professionally and accurately represented and to maximise a positive public perception of the Shire of Northam.

SCOPE

This policy applies to:

1. Communications initiated or responded to by Shire of Northam staff with our community; and
2. Council Members when making comment in either their Shire of Northam role or in a personal capacity.

POLICY

1. Official Communications

The purposes of the Shire of Northam's official communications include:

- Sharing information required by law to be publicly available
- Sharing information that is of interest and benefit to the community
- Promoting Shire of Northam events and services
- Promoting public notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Northam
- Receiving and responding to community feedback, ideas, comments, compliments and complaints



Shire of Northam Policy Manual (Section 1)
Policy
G 1.9 Communications and Social Media Policy

The Shire of Northam's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Our communications will always be respectful and professional.

The Shire of Northam will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President and/or Chief Executive Officer, to promote specific Shire of Northam positions;
- Social media; and
- Community newsletters, letter drops and other modes of communication undertaken by the Shire's administration at the discretion of the Chief Executive Officer

2. Speaking on behalf of the Shire of Northam

The Shire President is the official spokesperson for the Shire of Northam and may represent the Shire in official communications, including: speeches, comment, print, electronic and social media. [s.28(1)(a) of the Local Government Act 1995]

Where the Shire President / Mayor is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the Local Government Act 1995]

The Chief Executive Officer may speak on behalf of the Shire of Northam, where authorised to do so by the Shire President. [s.5.41(1) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the Chief Executive Officer if authorised, may speak on behalf of the local government. It is respectful and courteous to the office of the Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Northam. Council Members commenting publicly are able to do so in accordance with Section 7 of this policy and once the Shire President has had the opportunity to speak on behalf of the Shire (if applicable). Reference should be made to reports within Council agenda/minutes to ascertain whether an official media release will be issued for a particular matter prior to commenting publicly.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Northam into disrepute;
- compromise the person's effectiveness in their role with the Shire;



Shire of Northam Policy Manual (Section 1)
Policy
G 1.9 Communications and Social Media Policy

- imply the Shire's endorsement of personal views;
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Northam.

Council Member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. Responding to Media Enquiries

All enquiries from the media for an official Shire of Northam comment, whether made to an individual Council Member or Employee, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer. Information will be coordinated to support the Shire President or Chief Executive Officer (where authorised) to make an official response on behalf of the Shire of Northam.

Council Members may make comments to the media in a personal capacity – refer to clause 7.1 below.

4. Website

The Shire of Northam will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

5. Social Media

The Shire of Northam uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not, however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Northam maintains the following social media accounts:

- Shire of Northam Instagram: www.instagram.com/shireofnortham
- Shire of Northam Facebook: www.facebook.com/shireofnortham/
- Visit Northam Facebook: www.facebook.com/visitnortham
- Visit Northam Instagram: www.instagram.com/visitnortham
- Libraries Facebook: www.facebook.com/northamlibrary
- Rec Centre Facebook: www.facebook.com/northamrecreationcentre
- Pools Facebook:
www.facebook.com/search/top/?q=shire%20of%20northam%20aquatics
- Shire Youtube:
https://www.youtube.com/channel/UC39z1LW_yJoHgX27vOnKOow



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- Bilya Koort Boodja – Centre for Nyoongar Culture and Environmental Knowledge: www.facebook.com/bkbcentre
- BKB Instagram: www.instagram.com/bilyakoortboodja
- Shire of Northam COVID-19 Business Community Support (Private Group)
- Chief Executive Officer - Twitter

The Shire of Northam may also post and contribute to social media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community, however we expect participants to behave in a respectful manner. The Shire of Northam will moderate its social media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire

Where a third party contributor to a Shire of Northam's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

SHIRE PRESIDENT SOCIAL MEDIA OFFICIAL ACCOUNTS

The Shire of Northam supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act 1995*, to speak on behalf of the local government. The content will be administered and moderated in accordance with this policy.

These official Shire of Northam accounts must not be used by the Shire President for personal communications.

USE OF SOCIAL MEDIA IN EMERGENCY MANAGEMENT AND RESPONSE

The Shire of Northam will use the following channels to communicate and advise our community regarding Emergency Management:



Shire of Northam Policy Manual (Section 1)
Policy
G 1.9 Communications and Social Media Policy

- Shire web site;
- Facebook;
- Instagram; and
- Twitter.

6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Northam, including on the Shire's social media accounts and third party social media accounts, must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications by Council Members

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

ELECTED MEMBER STATEMENTS ON SHIRE MATTERS

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Northam.

Any public statement made by a Council Member, whether made in a personal capacity or in their local government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Northam.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of, copyright, defamation, discrimination or harassment laws;
4. Be factually correct;



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G 1.9 Communications and Social Media Policy

5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of Council;
7. Not reflect adversely on the character or actions of another Council Member or employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.



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Policy
HR 2.1 Corporate Uniform – Council Members

G1.11 Corporate Uniform – Council Members

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

OBJECTIVE

To encourage and provide assistance to Council Members to wear the corporate uniform.

SCOPE

Applies to all Council Members.

POLICY

The Shire will provide an allowance for Councillors, to the value of \$200 annually (not accumulative) for the purchase of corporate apparel.



Shire of Northam Policy Manual (Section 1)
Policy
HR 2.2 No Smoking

G1.12 No Smoking

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Occupational Safety and Health Act 1984; Occupational Safety and Health Regulations 1996.</i>

OBJECTIVE

To comply with appropriate legislation and provide a safe and healthy workplace.

SCOPE

Applies to all Council Members, employees and visitors to Shire-owned buildings and vehicles.

POLICY

Smoking is not allowed within any internal or enclosed Shire of Northam work areas in accordance with the *Occupational Safety and Health Act 1984* and the *Occupational Safety and Health Regulations 1996*, including all offices and buildings and Shire vehicles which are regularly occupied by employees.

Smoking is also strictly prohibited:

- in those areas or workplaces which are signposted with prohibitive signs;
- where there is a high fire risk; and
- within 5 metres from an entrance to any Shire building.



G1.13 Alcohol Consumption

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

OBJECTIVE

To provide for control of alcohol on Shire premises and consumption of alcohol by Council Members, members of a committee, and employees.

SCOPE

All Council Members, members of a committee and employees.

POLICY

Alcohol may be consumed on premises under the control of the Shire provided prior approval has been given by the Chief Executive Officer.

Employees who consume alcohol are not permitted to return to the duties of their position with the Shire that day, and must arrange alternative transport to their place of residence.

In the event that alcohol is sold during an event an appropriate licence will be obtained.



Shire of Northam Policy Manual (Section 1)
Policy
HR 2.4 Gratuity Gifts and Departing Employees

G1.14 Gratuity, Gifts and Departing Employees

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees

OBJECTIVE

To ensure the public is informed on the basis for any such gratuity payment and all local government staff are familiar with the legislative requirements regarding gratuities for the formal recognition of satisfactory and extended service by the local government's employees.

SCOPE

All employees.

POLICY

1 Gifts & Gratuity Payments

When an employee's services are ceasing with the Shire of Northam for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy, based on completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the local government);
- Retirement; or
- Redundancy

The gratuity payment identified within this policy does not apply to an employee who has been dismissed by the local government for any reason other than redundancy.



Shire of Northam Policy Manual (Section 1)
Policy
HR 2.4 Gratuity Gifts and Departing Employees

2 Gifts and Gratuity Payments – Value Limits

The Shire of Northam may purchase a gift or provide a gratuity payment in recognition of the service provided by an employee whose employment with the Shire is finishing as follows:

- (a) 3 - 10 years continuous service – a gift or payment of \$50 for each year of completed services
- (b) > 10 years continuous service – a gift of \$100 for each year of completed services to a maximum value of \$3,000

Employees whose employment is finishing and have served in excess of fifteen (15) years will be invited to attend a meeting of Full Council, where the Shire president and Chief Executive Officer shall make a presentation to the employee recognising their years of service to the Shire of Northam.

3 Exercise of discretion

- (1) A payment and the amount of that payment under this policy is to be at the discretion of –
 - (a) Council, if the employee is the Chief Executive Officer; or
 - (b) the Chief Executive Officer, if the employee is not the Chief Executive Officer.



Shire of Northam Policy Manual (Section 1)
Policy
HR 2.5 Code of Conduct - Staff

G1.15 Code of Conduct - Staff

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995-s5.103 (codes of Conduct)

OBJECTIVE

Council is required under the provisions of the *Local Government Act 1995* s5.103 to adopt such a policy.

SCOPE

All employees.

POLICY

1.1 Conflict of Interest

- (a) Staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
- (b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the local government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
- (c) Staff who exercise recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- (d) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.



An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

- (e) An employee is to disclose any interest that he or she has in the matter to be discussed at a Council or committee meeting that will be attended by the employee, or on which the employee has given or will give advice. Any disclosure to be made at the meeting immediately before the matter is discussed or the employee advice is given and is to be recorded in the minutes of the relevant meeting.

1.2 Pecuniary Interest

Staff will adopt the principles of disclosure of pecuniary interest as contained within the *Local Government Act 1995*.

1.3 Disclosure of Interest

- (a) Staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

2. Personal Benefit

2.1 Use of Confidential Information

Staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to intellectual property in all duties relating to contracts of employment will be assigned to the Shire of Northam upon its creation unless otherwise agreed by separate contract.

2.3 Improper or Undue Influence

Staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.



2.4 Gifts (as defined by S5.57 Local Government Act 1995)

- (a) Staff (including the Chief Executive Officer) will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body (including contributions to travel), relating to their status with the Shire or their performance of any duty or work which touches or concerns the Shire in accordance with the following:

Notifiable gift, in relation to a person who is an employee, means —

- (i) a gift worth between \$50 and \$300; or
- (ii) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth between \$50 and \$300;

Prohibited gift, in relation to a person who is an employee, means —

- (i) a gift worth \$300 or more; or
 - (ii) a gift that is one of 2 or more gifts given to the employee by the same person within a period of 6 months that are in total worth \$300 or more.
- (b) If any gift, reward or benefit is offered, disclosure will be made within 10 days of receipt in writing to the Chief Executive Officer, or in the case of the Chief Executive Officer to the Shire President.
- (c) Employees cannot accept gifts from a person who is undertaking or is likely to undertake business – (a) that requires a person to obtain any authorisation from local government; - (b) by way of contract between the person and the local government; or (c) by way of providing any service to the local government.

Any declarations of gifts are to be recorded in a register that is maintained for that purpose, with the register to include, (a) the names of the person who gave and received the gift, and (b) a description and an estimate of value of the gift.

3. Conduct of Staff

3.1 Personal Behaviour

Staff will:

- (a) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;



Shire of Northam Policy Manual (Section 1)
Policy
HR 2.5 Code of Conduct - Staff

- (b) perform their duties impartially and in the best interests of the local government uninfluenced by fear or favour;
- (c) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interests of the local government and the community;
- (d) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment;
- (e) always act in accordance with their obligation of fidelity to the local government; and
- (f) At all times observe the corporate values of the organisation around conducting themselves in a safe, open, accountable and respectful manner

3.2 Honesty and Integrity

Staff will:

- (a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- (b) bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other staff member.
- (c) be open and honest in their official dealing with each other.

3.3 Performance of Duties

- (a) While on duty, staff will give their whole time and attention to the local government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the local government.
- (b) Staff will at all times exercise reasonable care and diligence in the performance of their duties. Staff will be as informed as possible about the functions of Council, and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

- (a) Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the



propriety of any such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.

- (b) Staff will give effect to the lawful policies of the local government, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.6 Corporate Obligations

- (a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

- (b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving local government's activities should reflect the status and objectives of that local government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community, staff are to adequately communicate the attitudes and decisions of Council. In doing so staff should ensure:
- respect for the decision making processes of Council which are based on a decision of the majority of Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of Council;
 - information concerning adopted policies, procedures and decisions of Council is conveyed accurately.

3.7 Relationships between Council Members and Staff

That teamwork will only occur if staff have a mutual respect and cooperate with each other and with Councillors to achieve Council's corporate goals and implement Council strategies.

To achieve that position staff need to:



- accept that their role is a management or administrative one;
- acknowledge that unless in a management or supervisory position, they have no capacity to individually direct other members of staff to carry out particular functions;
- refrain from publicly criticising councillors or other staff in a way that casts aspersions on their professional competence and credibility.

3.8 Appointment to Committees

As part of their role staff are often asked to represent Council on external organisations. It is important that staff:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. Dealing with Council Property

4.1 Use of Local Government Resources

Staff will:

- (a) be scrupulously honest in their use of the local government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (b) use the local government resources entrusted to them effectively and economically in the course of their duties; and
- (c) not use the local government's resources (including the services of other Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the local government in accordance with local government policy and the provision of the *Local Government Act 1995*.



Shire of Northam Policy Manual (Section 1)
Policy
HR2.6 Acceptable Use of the Shire's Computing & Communication
Resource

G1.16 Acceptable Use of the Shire's Computing & Communication Resource – Council Members

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

Chief Executive Officer
C.2440
20/05/2015
2022

OBJECTIVE

The purpose of this policy is to explain the acceptable use of the Shire's computer and communication resources.

SCOPE

All Council Members.

POLICY

Introduction

All network equipment, email and internet accounts maintained in the Shire of Northam's computing systems are the sole property of the Shire of Northam. The Shire records all internet usage and has the right to monitor the email account or internet browser of any user for legitimate business reasons including compliance with this policy, compliance with any applicable laws and where there is reasonable suspicion of activities that may not conform to this policy.

Scope

This policy applies to all Shire of Northam Council Members that have access to or use of Shire of Northam computing and communication resources. These persons are expected to comply with this policy.

General Obligations

This policy sets out the minimum acceptable behaviour for the use of the Shire's computing and communication facilities. There is a reasonable expectation that the parties included in the scope of this policy will act professionally and use these resources responsibly according to this policy.



Shire of Northam Policy Manual (Section 1)
Policy
HR2.6 Acceptable Use of the Shire's Computing & Communication
Resource

Reasonable Personal Use

Council Members are permitted personal use of the Shire of Northam provided information technology equipment. This personal use shall not result in loss of Council Member productivity, interference with official duties or incur additional expense to the Shire.

In all cases use must be reasonable as this use is a privilege, not a right.

Conditions of Use

The following uses of the Shire of Northam's computing or communication resources are prohibited:

- To store, transmit, publish, communicate, display, distribute or post material that is defamatory, offensive, abusive, indecent, menacing, unwanted or otherwise unlawful or unauthorised or that violates any law
- To visit websites containing objectionable or criminal material
- To use internet enabled activities such as gambling, conducting a business or conducting illegal activities
- To knowingly transmit a computer virus or other malicious computer program
- To disclose private or confidential information of another
- The uploading or downloading of commercial software, games, music videos, or other intellectual property in violation of its copyright

Non-compliance with this policy may result in removal or access or legal action.



Shire of Northam Policy Manual (Section 1)
Policy
HR2.6 Acceptable Use of the Shire's Computing & Communication
Resource

G1.17 Acceptable Use of the Shire's Computing & Communication Resource – Council Staff

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	Various staff terms of appointment
<i>Related Legislation</i>	

OBJECTIVE

The purpose of this policy is to explain the acceptable use of the Shire's computer and communication resources

SCOPE

All Council staff.

POLICY

Introduction

All network equipment, email and internet accounts maintained in the Shire of Northam's computing systems are the sole property of the Shire of Northam. The Shire records all internet usage and has the right to monitor the email account or internet browser of any user for legitimate business reasons including compliance with this policy, compliance with any applicable laws and where there is reasonable suspicion of activities that may not conform to this policy.

Scope

This policy applies to all Shire of Northam employees and volunteers that have access to or use of Shire of Northam computing and communication resources. These persons are expected to comply with this policy.

General Obligations

This policy sets out the minimum acceptable behaviour for the use of the Shire's computing and communication facilities. There is a reasonable expectation that the parties included in the scope of this policy will act professionally and use these resources responsibly according to this policy.



Shire of Northam Policy Manual (Section 1)
Policy
HR2.6 Acceptable Use of the Shire's Computing & Communication
Resource

Reasonable Personal Use

Council staff are permitted minimal additional personal use of the Shire of Northam provided information technology equipment. This personal use shall not result in loss of employee productivity, interference with official duties or incur other than minimal additional expense to the Shire. Examples of minimal additional personal use include making a few photocopies, using a computer printer to print a few pages of material, making occasional brief personal phone calls, infrequently sending personal email messages or limited use of the internet for personal reasons.

Council staff who are provided with mobile phones, tablets or laptops are granted the same minimal additional personal use, unless they receive written approval from the Chief Executive Officer for the minimal use to be granted to full private use. In the case of the Chief Executive Officer written approval will be provided by the Shire President.

In all cases use must be reasonable as this use is a privilege, not a right.

Conditions of Use

The following uses of the Shire of Northam's computing or communication resources are prohibited:

- To store, transmit, publish, communicate, display, distribute or post material that is defamatory, offensive, abusive, indecent, menacing, unwanted or otherwise unlawful or unauthorised or that violates any law
- To visit websites containing objectionable or criminal material
- To use internet enabled activities such as gambling, conducting a business or conducting illegal activities
- To knowingly transmit a computer virus or other malicious computer program
- To disclose private or confidential information of another
- The uploading or downloading of commercial software, games, music videos, or other intellectual property in violation of its copyright

Non-compliance with this policy may result in removal or access or legal action.



G1.18 Credit Card Use

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.2440
<i>Resolution Date</i>	20/05/2015
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<p>Section 2.7(2) (a) and (b) of the <i>Local Government Act 1995</i> requires the council to oversee the allocation of the local government's finances and resources and to determine the policies of the local government. Section 6.5(a) of the <i>Local Government Act 1995</i> requires the Chief Executive Officer (CEO) to ensure that proper accounts and records of the transactions and affairs of the local government are kept in accordance with regulations.</p> <p><i>Local Government (Financial Management) Regulations 11(1) (a)</i> requires local governments to develop procedures for the authorisation and payment of accounts to ensure that there is effective security and appropriate authorisations in place for the use of credit cards.</p>

OBJECTIVE

To control the use of credit card use and limit potential misuse.

SCOPE

All employees.

POLICY

Use of Card

- (a) The Shire of Northam issued credit card is for the sole use of transacting business on behalf of the Shire of Northam – strictly no private use is permitted under any circumstances. Use is permitted for the purchase of goods and services from suppliers not holding Shire of Northam accounts, including:



Shire of Northam Policy Manual (Section 1)
Policy
HR2.7 Credit Card Use

- Costs associated with meetings, conferences, seminars and the like including but not limited to transport, accommodation, meals and refreshments
 - Ongoing subscriptions and licencing agreements
 - Fuel purchase for Shire of Northam vehicles
 - Meals and refreshments expenses incurred directly relating to Shire of Northam business up to a maximum of \$200 for any one occasion unless otherwise authorised by the Chief Executive Officer or Shire President in the case of the Chief Executive Officer
- (b) No cash withdrawals are permitted
- (c) Tax receipts are to be provided to the accounts payable clerk or similar position, and are to include details of expenditure and account to be costed against
- (d) Authorisation of expenditure incurred on credit cards must be signed by both the credit card holder and one other Executive Manager or the Chief Executive Officer.
- (e) Any reward schemes are to become the property of Shire of Northam
- (f) If the card is lost or stolen the card holder is to immediately inform the bank and Chief Executive Officer
- (g) Cards are to be surrendered to the Chief Executive Officer (or Shire President in the case of Chief Executive Officer) when the card holder ceases employment or the card expires
- (h) Cards are not to be used during times of leave

Non-Compliance with Policy

- For minor breaches the card is to be surrendered
- For major breaches the matter is to become a disciplinary consideration.

Non-compliance with this policy may result in disciplinary action or legal action.

12.2 ENGINEERING SERVICES

12.2.1 RFT 6 & 7 of 2020 Cleaning Contracts – Additional Costs for Inclusion in Contract Award

Address:	Various
Owner:	Shire of Northam
Applicant:	-
File Reference:	2.4.2.4
Reporting Officer:	Shane Moorhead, Building Maintenance & Project Supervisor
Responsible Officer:	Clinton Kleynhans, Executive Manager Engineering Services
Officer Declaration of Interest:	None
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the inclusion of consumables costs (paper products) within the following previously endorsed cleaning contracts:

- 12.2.1 RFT 6 of 20 Cleaning of Public Toilets and Outlying areas
- 12.2.2 RFT 7 of 20 Cleaning of Northam Town Site Public Buildings

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

On 16 September 2020 the aforementioned contracts were presented to Council seeking endorsement for award to the nominated preferred suppliers. Both were carried in favour 10/0.

Included in the scope of works of these contracts was the supply of consumable products, which historically staff had purchased and supplied directly outside of the former contact arrangement.

When presenting the new contracts for Council endorsement, there was an oversight in not identifying these consumable costs in the recommendation to Council. The purpose of this report is to table these costs for Council endorsement.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:	Infrastructure and service delivery
Outcome 5.3:	To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre
Objective:	Implement robust asset management plans which promote efficient, safe and quality infrastructure.

B.2 Financial / Resource Implications

The cost for cleaning each of the facilities is included within the annual Shire of Northam Budget. The proposed contract with the successful tenderer will be for an initial period of 3 years with an option to extend the contract for another 2 years.

The cost of cleaning these facilities will be \$92,869 per year based on the nominated tenderer's price, with an additional estimated cost in the order of \$4,000 for consumables, for each contract. The budget estimated costs for cleaning and cleaning supplies are as follows:

For Tender 6: Cleaning of Public Toilets and Outlying areas

Cleaning:	\$63,326
Products:	\$7,200
Total	\$70,526

For Tender 7: Cleaning of Northam Town Site Public Buildings

Cleaning:	\$115,944
Products:	\$6,150
Total:	\$122,094

B.3 Legislative Compliance

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

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

B.4 Policy Implications

Policy F 4.2 – Purchasing and Tendering Policy.

B.5 Stakeholder Engagement / Consultation

Not applicable.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Paying too much for cleaning services	Likely (4) x Medium (3) = High (12)	Conduct a public tender.
Health & Safety	If buildings are not regularly cleaned/sanitised, there is a chance of making people sick	Almost Certain (5) x Medium (3) = High (15)	Have a contract in place for regular cleaning schedule in place in accordance with best cleaning practices Monthly inspection of toilets to be undertaken by Council staff
Reputation	Shire buildings and public amenities not cleaned, community and visitors not satisfied	Likely (4) x Medium (3) = High (12)	Have a contract in place for regular cleaning schedule maintained in accordance with best cleaning practises. Monthly inspection of toilets to be undertaken by Council staff
Service Interruption	Shire buildings and amenities may not be able to open to public or operate if not cleaned appropriately	Possible (3) x medium (3) = moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Compliance	Nil		
Property	Shire buildings and amenities may deteriorate due not maintaining an appropriate cleaning schedule in place	Possible (3) x medium (3) = moderate (9)	Have contract in place with a contractor and a regular cleaning schedule in place in accordance with best cleaning practices
Environment	Nil		

C. OFFICER'S COMMENT

The following estimated costs of the consumable for each contract have been calculated based on historical expenditure in 2019/20 financial year:

- Cleaning of Public Toilets and Outlying areas (RFT 6 of 20) - **\$3,728.23**
- Cleaning of Northam Town Site Public Buildings (RFT 7 of 20) **\$3,402.05**

Staff are recommending that a provisional sum of \$4,000 for consumables be included in each contract to be awarded, noting that these are estimates based on past expenditure. The actual cost over the period of the contract may differ slightly, however will be within budget parameters.

Allowing for these consumable costs, the revised contract values will be:

- Cleaning of Public Toilets and Outlying areas (RFT 6 of 20) –

Contract value previously endorsed by Council -	\$92,869
Estimated consumable costs	\$ <u>4,000</u>
Revised Contract Vale for award	\$96,869
- Cleaning of Northam Town Site Public Buildings (RFT 7 of 20)

Contract value previously endorsed by Council -	\$94,848
Estimated consumable costs	\$ <u>4,000</u>
Revised Contract Vale for award	\$98,848

RECOMMENDATION

That Council:

1. Authorises the CEO to include an additional \$4,000 in the contract award value for RFT 6 of 20 - Cleaning of Public Toilets and Outlying Areas, for the supply of consumable products by the appointed contractor, with the revised estimated contract award value being \$96,869.
2. Authorises the CEO to include an additional \$4,000 in the contract award value of RFT 7 of 20 - Cleaning of Northam Town Site Public Buildings, for the supply of consumable products by the appointed contractor, with the revised estimated contract award value being \$98,848.
3. Incorporates the identified high risk mitigation actions into the Shire of Northam organisational risk register.

12.2.2 Parks and Public Open Spaces Asset Management Plan

File Reference:	6.4.3.1
Reporting Officer:	Michael Newton – Engineering Technical Officer
Responsible Officer:	Clinton Kleynhans – Executive Manager Engineering Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	-

BRIEF

The proposed Shire of Northam's Parks and Public Open Spaces Asset Management Plan (PPOSAMP) outlines the long term strategy, activities and programmes that the Shire will carry out over the next 12 years to manage maintenance, upgrade and replacement of assets over the over the term of the asset's total useful life.

The PPOSAMP covers Park Furniture and hardstand treatments, Play Equipment, Sport & Fitness Equipment, Sports Surfaces and Structures.

ATTACHMENTS

Attachment 1: Parks and Public Open Spaces Asset Management Plan (provided as a separate attachment to this agenda)

A. BACKGROUND / DETAILS

This PPOSAMP documents the asset management practices, processes and strategies that the Shire needs to apply to ensure that parks and public open spaces assets are fit-for-purpose, age appropriate, maintained to an acceptable standard, and offers service to all members of the community.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing
 Outcome: There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
 Objective: Maintain a range of sporting facilities in Northam townsite, as expected of a Regional Centre;

Maintain local facilities in other local communities in the Shire of Northam;
 Provide a range of quality activities for specific demographics, including seniors and youth;
 A range of outdoor leisure activities available throughout the Shire of Northam;
 To have well maintained reserves within the Shire of Northam.

B.2 Financial / Resource Implications

The plan will provide guidance on the next 12 year project expenditure needs for the Shire.

B.3 Legislative Compliance

All local governments are currently required to produce a plan for the future under S5.56 (1) of the Local Government Act 1995. Regulations have been made under S5.56 (2) of the Act to briefly outline the minimum requirements to achieve this. Asset management is critical to meeting local government strategic goals and forms part of the Integrated Planning and Reporting process.

B.4 Policy Implications

W5.7 Asset Management Policy.

B.5 Stakeholder Engagement / Consultation

When developing the PPOSAMP, staff have considered Council endorsed community plans, the Long Term Financial Plan, and other informing plans likely to have influence on the management of assets in this class.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Should the Shire not follow the guidelines of this AMP performing strategic planning it is likely to result in increased	Likely (3) x Medium (3) = High (9)	The PPOSAMP will provide detailed records to effectively manage maintenance of assets and planned renewal/replacement in a cost effective manner.

	operational and maintenance costs due to poor management and programming of works and projects		Annual review prior to budget process to ensure the assets listed are current. Recommended actions will be reviewed and incorporated as part of the annual budget process.
Health & Safety	-	-	-
Reputation	Should Council decide not to endorse an Asset Management Plan within the Parks and Public Open Spaces service area, as it could be perceived by stakeholders that the Shire does not have a strategy to manage existing assets to an acceptable standard	Possible (3) x Medium (3) = Moderate (9)	Endorse the proposed PPOSAMP and manage Parks and Public Open Spaces assets according to the plan.
Service Interruption	With no plan in place to identify and budget for assets reaching end of life there will likely be service interruptions with delayed replacement timeframes.	Almost Certain (5) x Minor (2) = High (10)	Review Asset Management plan every two years. Ensure asset management plan financial requirements are included in long term financial plan Ensure asset management plan financial requirements are included in annual budget
Compliance	Should the PPOSAMP not be endorsed by	Possible (3) x Medium (3) = Moderate (9)	Endorse the proposed PPOSAMP.

	Council, the Shire would be failing to meet legislative compliance requirements.		
Property	With insufficient maintenance Shire of Northam property identified in the plan will deteriorate.	Likely (4) x Minor (2) = Moderate (8)	Maintain Parks and Public Open Spaces in accordance with the PPOSAMP.
Environment	NIL		

C. OFFICER'S COMMENT

In developing this PPOSAMP, assets have been generally classed into the following groups and sub-groups:

- Park Furniture;
- Play Equipment;
- Sport & Fitness Equipment;
- Sports Surfaces; and
- Structures

It should be noted that once Council endorses the PPOSAMP as presented, the PPOSAMP may change presentation to align with the Shire's branding standards, however the content will remain unchanged. The document will be updated with additional information as projects are completed or asset condition changes. This task will align with the fair value assessment process.

RECOMMENDATION

That Council:

1. **Adopts the Shire of Northam Parks and Public Open Spaces Asset Management Plan as presented;**
2. **Incorporates the identified high risk mitigation actions into the Shire of Northam organisational risk register.**

12.3 DEVELOPMENT SERVICES

Cr R W Tinetti declared a financial interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is Cr Tinetti's business that proposes to purchase a portion of Lot 200 Minson Ave Northam, that meets Cr Tinetti's boundary.

Cr S B Pollard declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicants are well known to Cr Pollard.

Cr A J Mencshelyi declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the proprietor of the adjoining property is known to Cr Mencshelyi and is a fellow Councillor.

Cr C P Della declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is known to Cr Della as a fellow Councillor.

Cr M P Ryan declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant is known to Cr Ryan.

Cr J E Williams declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant's husband and co-business owner is a fellow Councillor and both are well-known to Cr Williams.

Cr M I Girak declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as Cr Girak knows the owners of Purslowe Tinetti Funerals.

Cr C R Antonio declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicants are well known to Cr Antonio, with one being a fellow Northam Shire Councillor.

Cr T M Little declared an impartiality interest in 12.3.1 – Proposed Purchase – Portion Lot 200 Minson Avenue, Northam as the applicant/proponent is known to Cr Little.

12.3.1 Proposed Purchase – Portion Lot 200 Minson Avenue, Northam

Address:	Portion Lot 200 Minson Avenue, Northam
Owner:	Shire of Northam
Applicant:	Purslowe Tinetti Funerals
File Reference:	A13899
Reporting Officer:	Jacky Jurmann, Manager Planning Services

Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

A request has been received from the applicant to purchase a portion of Lot 200 Minson Avenue, Northam, which is owned freehold by the Shire of Northam.

Lot 200 forms part of the Shire's land holdings bounded by Fitzgerald Street, Beavis Place and Minson Avenue, which is currently used for car parking and is identified as a major public open space project.

ATTACHMENTS

Attachment 1: Proposed Boundary Realignment
Attachment 2: Applicant's Request

A. BACKGROUND / DETAILS

The Applicant is requesting to purchase, subject to valuation, approximately 74.5m² (2.45m x 30.42m) of Lot 200 to straighten their property boundary, and, removing the current dog leg, to provide additional area for future expansion.

The subject land is zoned Commercial under the provisions of the Shire of Northam Local Planning Scheme No. 6 (LPS6), and therefore, no amendments to the zoning will be required to facilitate the applicant's request.

Whilst there are no minimum lot sizes specified in the Commercial zone in LPS6, it is recommended that the applicant amalgamate the subject portion into Lot 28, which shares a boundary. The applicant may also like to consider amalgamating their landholdings into a single lot also if they are planning to undertake future development, particularly if future development is likely to traverse lot boundaries.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Economic Growth

Outcome: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objective: An activated and attractive town centre with low retail vacancy rates.

B.2 Financial / Resource Implications

There are no financial implications associated with this proposal. The costs associated with the proposal will be borne by the applicant.

B.3 Legislative Compliance

Local Government Act 1995

Section 3.58 of the Local Government Act 1995 outlines the requirements for disposal of land, which will need to be followed to facilitate the Applicant's request.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

Proposed sale is to be advertised in accordance with the provisions of the Local Government Act 1995 relating to land transactions.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Costs associated with sale of land	Minor (2) x Unlikely (2) = Low (4)	Applicant to be advised that they are responsible for costs associated with proposal
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Processes relating to land transaction not followed.	Minor (2) x Unlikely (2) = Low (4)	Processes to be checked
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The public open space project for Beavis Place is currently in the design phase and therefore the proposed realignment of the boundary of Lot 200 will not result in any adverse impacts at this stage.

The current draft design identifies the area to be utilised for artwork, landscaping, and a children's playground. Preliminary consultation has been conducted with the applicant, which may have triggered this request.

RECOMMENDATION

That Council:

- 1. Approve the sale of a portion of Lot 200 Minson Avenue Northam by private treaty to 'Purslowe Tinetti Funerals', in accordance with s3.58(3) of the *Local Government Act 1995 (WA)*, subject to:
 - a. Sale price established in accordance with an independent valuation obtained by the Shire of Northam;**
 - b. No objections being received during a 14-day statutory public advertising period; and**
 - c. The applicant being responsible for all costs associated with the sale and subdivision.****

Attachment 1 – Proposed Boundary Realignment



Attachment 2 – Applicant's Request



264 FITZGERALD ST (P. O. BOX 655)
NORTHAM WA 6401
PH (08)9622 1411 FAX (08) 9622 3628
www.purslowetinettifunerals.com
info@purslowetinettifunerals.com

SHIRE OF NORTHAM	
RECEIVED	
11 SEP 2020	
FILE A13899	STATUS OUT
DOC I99915	RES No. Jacky Chadd, Jason (CEO)

Mr Jason Whiteaker
CEO, Shire of Northam
PO Box 613
NORTHAM WA 6401

RE: RE-ALIGNMENT OF PROPERTY BOUNDRIES.

Dear Mr Whiteaker,

As a proprietor of Purslowe Tinetti Funerals, 264 Fitzgerald Street Northam, I wish to express an interest in purchasing a portion of Lot 200 Minson Avenue, Northam from the Shire of Northam.

This lot shares a common boundary with our Lot 27 on Plan 697 (Volume 1960, Folio 632) also Lot 28 on Plan 697 (Volume 2230 Folio 22), both known as 264 Fitzgerald Street and Lot 201, deposited Plan 55424 (Volume 2230 Folio 22) known as 270 Fitzgerald Street, Northam.

The sale subject to valuation and Shire approval would add 2.45metres from Lot 200 to our existing lot thus removing the current dog leg and re-aligning the boundary.

This would allow us extra room for any future expansion and hopefully compliment proposed development of the Beavis Place precinct by the Shire. I believe that by re-aligning the boundary this will also enhance the work in progress of beautifying Minson Avenue. We have recently installed new fencing as a starting point of this project.

Please advise the best way forward in progressing this expression of interest.

If there is anything further that you would like to discuss, please do not hesitate to contact our office in Northam on (08) 9622 1411.

Yours Sincerely,



Dianne Tinetti

TINETTI INVESTMENTS PTY LTD T/A PURSLOWE TINETTI FUNERALS REGISTERED ABN 90 429 788 119
PROUDLY WESTERN AUSTRALIAN FAMILY OWNED

https://purslowetinettifunerals-my.sharepoint.com/personal/ptf_purslowetinettifunerals_onmicrosoft_com/Documents/5_DOCUMENTS/1_TEMPLATES/LETTERS/Lot 200 Minson Ave.dot

Cr S B Pollard declared an impartiality interest in 12.3.2 – Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam) as Mr A. Potocznyj, the proposed purchaser, is known to Cr Pollard over many years.

12.3.2 Proposed Sale – Reserve 42594 (2C Strickland Avenue, Northam)

Address:	Lot 424 (2C) Strickland Avenue, Northam Reserve 42594
Owner:	Crown Land (Management Order: Shire of Northam)
Applicant:	Laurie Ferris, Stadium Assets Pty Ltd
File Reference:	A14604
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

An expression of interest has been received from the applicant to purchase the reserve as part of the construction of a nursing home development proposed on 2B Strickland Avenue, Northam.

The reserve is Crown land that the Shire has a Management Order for the purposes of public recreation and Lot 155 Throssell Street, Northam is a pedestrian access way in the ownership of the State of Western Australia.

ATTACHMENTS

- Attachment 1: Applicant's Submission
- Attachment 2: Locality Plan
- Attachment 3: Shire of Northam Land Rationalisation Strategy (excerpt)

A. BACKGROUND / DETAILS

Reserve 42594 has an area of 1,962m² and is accessible from Lot 155 (9R) Throssell Street. A locality plan is attached to this Report (Attachment 2).

The reserve was created as part of the original subdivision in 1980 and ceded to the Crown for the purposes of recreation together with the pedestrian access-way (Lot 155). The pedestrian access-way is also Crown land, which

has no management order and is not identified in the Shire's Laneway Strategy.

Council has previously endorsed a similar application in 2009/10 however the cancellation and sale of the Reserve did not proceed.

The Applicant in their EOI have advised that the purpose of their request is to amalgamate the land into 2B Strickland Avenue to facilitate the construction of a nursing home. Draft plans of the development have been provided and are attached to this report (Attachment 1).

The pedestrian access way was created for the sole purpose of accessing the reserve and has been included in the recommendation for sale as it will become redundant and will enable the Applicant to manage drainage from the proposed development.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance & Leadership
Outcome: Residents and other stakeholders are actively listened to and their input into decision-making processes is valued.
Objective: Decisions made by the Shire of Northam are communicated and the reasoning clearly articulated to residents and stakeholders.

B.2 Financial / Resource Implications

It is recommended that any costs associated with the proposal, such as advertising, should be borne by the applicant.

B.3 Legislative Compliance

Planning and Development Act 2005

The reserve was created under section 20A of the *Town Planning and Development Act 1928* (section 152 of the PDA). The Shire may apply to the Minister to purchase a section 20A reserve Shire at either \$500 or 5% of the land's current unimproved market valuation (as determined by the Valuer General's Office), whichever is greater. Statutory fees will be payable by the Shire.

Land Administration Act 1997

The Shire must request the Minister cancel the reserve under the provisions of section 51 of the LAA and purchase it under section 86 of the LAA.

Prior to the transfer of a section 20A reserve to the Shire needs to agree to establish a trust fund for this purpose. A trust fund for the proceeds from sale of all surplus s20A lands can be established subject to:

- a) Community consultation, including where funds are likely to be expended.
- b) Community being given an opportunity to comment on where funds are likely to be expended; and
- c) Establishment of a separate trust fund for a particular purpose, where community attitude is that disposal should be allocated to a specific project.

WAPC Position Statement: Expenditure of Cash-in-Lieu of Public Open Space (May 2020)

Section 5.8 of the Position Statement (PS) relates to expenditure of funds from the sale of reserves that have been dedicated under section 152 of the *Planning and Development Act 2005*. The PS outlines the circumstances that a reserve may be sold and the use of the proceeds from the sale of the reserve, including acquisition of other land for POS or for capital improvements to existing areas of open space.

B.4 Policy Implications

The proposed sale of the Reserve 42594 is consistent with the recommended action in the Shire's Land Rationalisation Strategy adopted in 2016 (excerpt of Strategy provided in Attachment 3).

B.5 Stakeholder Engagement / Consultation

The applicant has commenced the acquisition process with the Department of Planning, Lands and Heritage by lodging a Crown Lands Enquiry.

DPLH have advised that for any requests related to the disposal of section 20A Reserves, the request must be initiated from the Shire including written evidence that the future uses are optimised in the interests of the State and local community, and are in line with planning objectives and land use priorities. In addition, the Shire will need to undertake due diligence including advertising of the proposed disposal of Reserve 42594.

As part of the request to the Minister, the Shire will need to provide evidence it has undertaken extensive public consultation with the local community, involving:

- o arranging signposting of the reserve.

- o publishing the proposal in a local newspaper.
- o notifying nearby landowners, informing them of the proposed change to the reserve.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Sale of land valued incorrectly.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure land is valued by accredited valuer
Health & Safety	Nil	Nil	Nil
Reputation	Residents not aware of proposal.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure advertising is carried out broadly
Service Interruption	Nil	Nil	Nil
Compliance	Sale process does not comply with relevant legislation.	Insignificant (1) x Unlikely (2) = Low (2)	Ensure sale process complies with relevant legislation
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

C. OFFICER'S COMMENT

It is recommended that Lot 155 should be included in the proposal as it will become redundant as a pedestrian access-way and **is likely to** be required as part of the development to ensure that stormwater can be managed appropriately.

The WAPC's Position Statement provides guidance on the circumstances on the sale of reserves dedicated for public recreation purposes where it is considered, such as if the reserve is not in a suitable location, or not of an appropriate size, and does not meet the needs of the community.

Reserve 42594 adjoins privately owned land and can only be accessed by pedestrians from the access-way off Throssell Street. The reserve could appear to be part of the larger parcel owned by the applicant's client, and as a result is not used for recreation. No improvements have been made to the reserve by the Shire.

The Shire's Land Rationalisation Strategy (adopted in 2016) recommends the Reserve (No. 22) is free-held and sold (preferably to an adjoining landowner for residential development).

The *Land Administration Act 1997* governs the disposal of land set aside as a reserve for public recreation and requires that a request from local government must be supported by the following:

- Reasons for requesting the disposal of the reserve; and
- Details of public consultation and results of the consultation.

Funds from the sale of the reserve can be used to purchase more appropriate replacement land in the locality to consolidate or rationalise recreation areas.

Alternatively, if replacement or consolidation is not the best solution to the local community's needs, the proceeds from the sale of the reserve may be used (with the prior approval of the Minister for Lands) to fund capital improvements to other recreation reserves in the general locality. However, the proceeds from the sale of reserves cannot be a source of general revenue.

It is the Officer's recommendation that the proceeds from the sale of the reserve be used to fund capital improvements at the Northam Recreation Centre, which is less than one (1) kilometre from the site. A specific trust fund will need to be established to demonstrate that the funds have been used for this purpose.

If the disposal for this purpose is approved by the Minister, the land will be transferred freehold to the Shire for sale to the applicant for amalgamation into the adjoining property (No. 2B).

RECOMMENDATION

That Council resolves to:

- 1. Request the Minister for Lands to cancel Reserve 42594 and convert to freehold for acquisition by the Shire of Northam at either \$500 or 5% of the land's current unimproved market valuation (as determined by the Valuer General's Office), whichever is the greater.**
- 2. Request the Minister for Lands to cancel the pedestrian access way known as Lot 155 Throssell Street for sale in conjunction with Reserve No. 42595.**
- 3. Advertise the proposed cancellation of the reserve and pedestrian access way in accordance with the provisions of the *Land Administration Act 1997*.**
- 4. Consider the matter again following the conclusion of the public advertising.**

Attachment 1 – Applicant's Submission

Expression of Interest to Northam Shire Council From Stadium Assets PTY LTD

30 August 2020

Proposed Nursing Home
Lot N84 and Reserve 42594, Lot 424 Strickland Avenue
Northam WA

On behalf of Stadium Assets Pty Ltd

Stadium Assets Pty Ltd expresses an interest in the purchase of the land legally known as Reserve 42594, Lot 424 Strickland Avenue Northam to enable the development of a new and much needed nursing home on the above land.

The site of the proposed nursing home currently comprises a parcel of land in the middle of a subdivision bounded by East Street, Throssell Street, Gibbings Street and Strickland Avenue known as Lot N84 Strickland Street and includes the adjoining Reserve 42594, Lot 424 Strickland Avenue and 10 metres of the access way to the reserve leading from Throssell Street.

Stadium Assets (SA) and its associates are currently planning to develop N84 and seek support from the Shire of Northam to purchase the Reserve 42594, Lot 424 and the short section of access way to enable the nursing home to be developed successfully to its full potential.

To date SA have carried out substantial needs analysis within the Shire which show a shortfall in the number of beds available for aged care clients of all abilities and those suffering the ravages of dementia. SA concludes that the development of a new nursing home will provide the local community with a much-needed facility.

SA has had concept designs prepared which show that a facility of up to 60 en suite rooms and support facilities can be accommodated on the total land area of the combined lots in addition to three residential lots.

Access to the facility and the residential lots is proposed from Strickland Avenue, a traffic study is planned to show that this access will not unduly disadvantage the residents of the location.

To date studies have shown that the development of Lot N84 as a residential subdivision is not a viable option.

SA are currently in the early stages of negotiations with a number of aged care operators prior to requesting their expressions of interest on the proposal and see their early involvement as crucial to ensuring a successful resolution to the design and development of the facility.

Key to the whole development is SA's ability to secure the purchase of the reserve so that a planning approval can be lodged for a facility which fully utilises the available land and benefits the community.

SA trust that the Shire will look favourably upon this expression of interest and support the proposal.

INFORMATION MEMORANDUM

Business Opportunity exists to design a concept to build an Aged Care Nursing Facility in Northam WA

Stadium Assetts Pty Ltd has the opportunity to do just that.

Stadium has a contract in place over vacant land suitable for the construction of a nursing home in Northam.

To this end the company has appointed a Project coordinator to deliver a planning concept to

Substantiate the worthiness of developing the concept.

The project coordinator is preparing design documentation along with a design concept architect

To support a development planning application to The Northam council so a planning approval for the site can be approved. (Zoning approval for the land)

Once we confirm the zoning for nursing home ,we will then be able to have the concept designer the engineers prepare estimates along with a builder and the necessary financial consultants as to estimated cost to construct - at this point the financial consultants can prepare the financial and business plans

Expressions of interest will now be sought for a licence Age Care operator.

The operators experience will be invaluable in the planning and design of the building and gardens

Medical fit outs hospital procedures staff and operational matters.

Stadium will also be seeking a buyer for the home outright.

Stadium wishes to purchase from the crown POS land to amalgamate in the said project. (see copy of plan).

The pos land is Reserve 42594 lot 424 Strickland Avenue Northam.

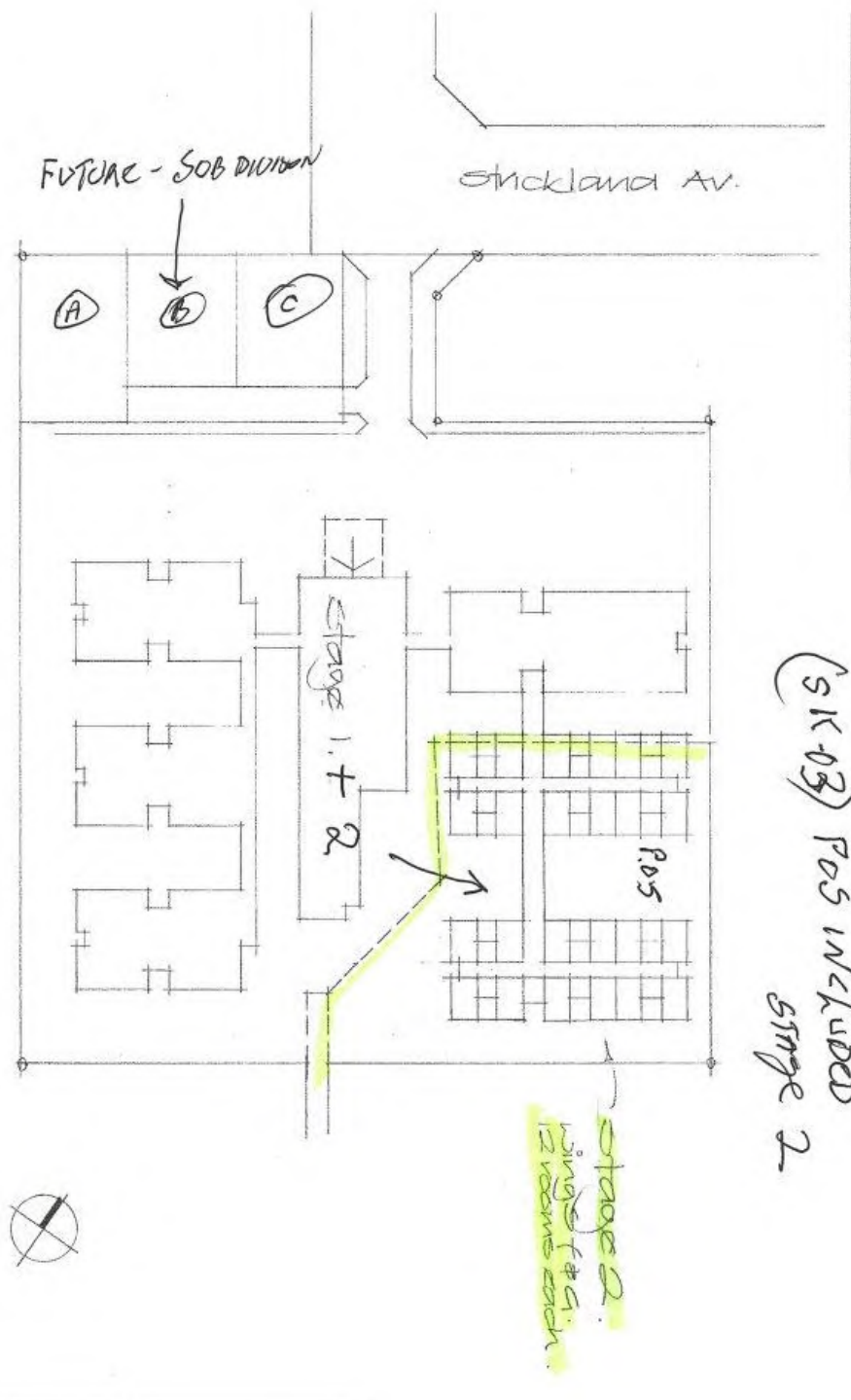
Application to the crown to purchase has been lodged.



CSA Solutions
 243 Esplanade
 Perth WA 6000
 www.csa.com.au

Proposed Nursing Home
 Northam, WA
 1st Northam Road
 2712 Aug 20 by SK 03

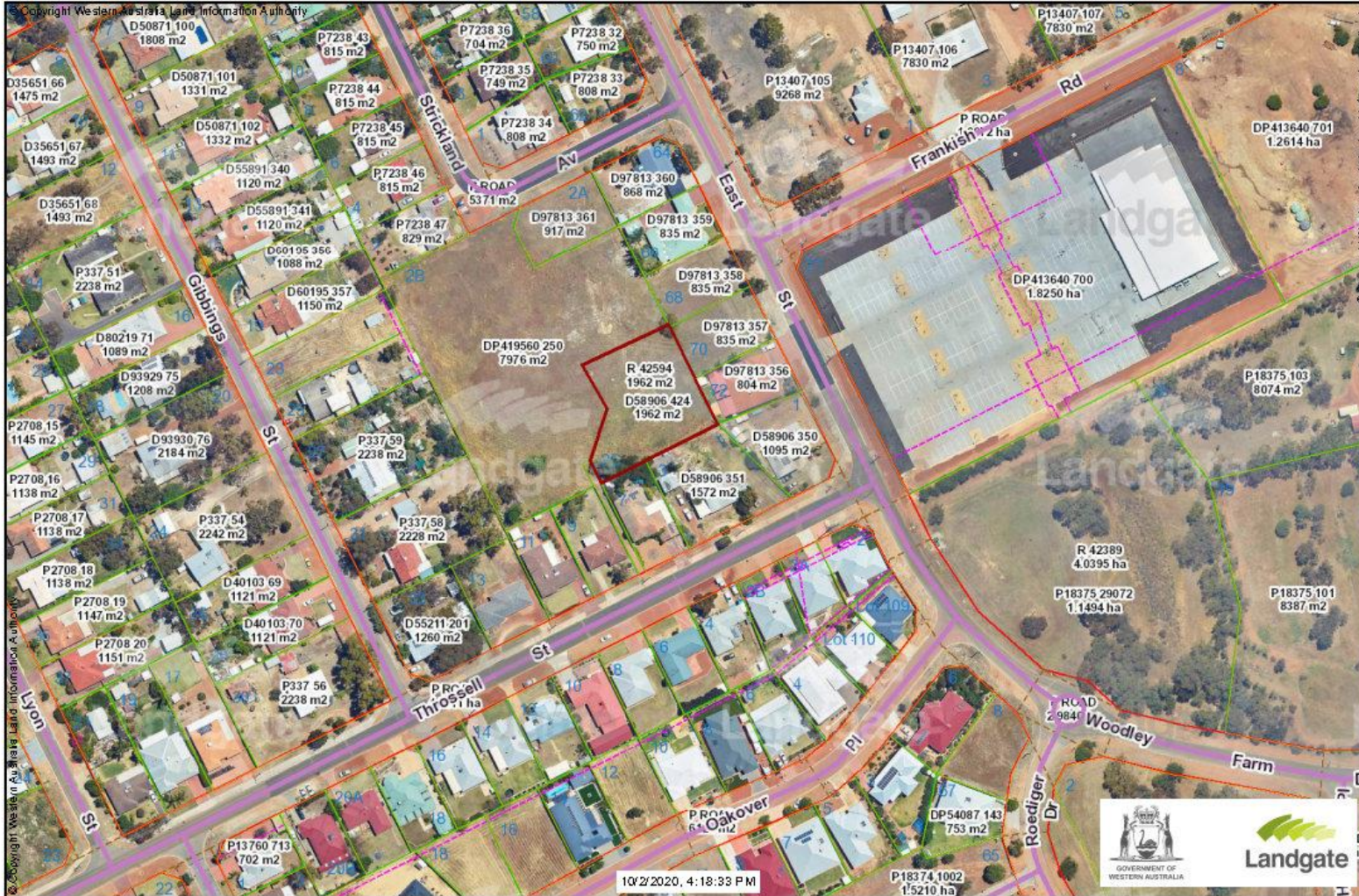
Site Plan, Stage 2 :: SUD



(SK 03) Pos INCLUDED
 stage 2

Attachment 2 – Locality Plan

-- Map Viewer Plus --




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Attachment 3 – Shire of Northam Land Rationalisation Strategy (excerpt)

RPS

4.197 Northam Reserve #22 – Lot 424 Throssell/Strickland Avenue, Northam **AI2138**

4.197.1 Summary

Owner	CT Details	Adjoining Zoning	Area	Condition	Services
Shire of Northam	Volume / Folio: Plan: 58906 Reserve: 42594	Residential R15	1962m ²	Vacant Throssell	
Photograph:					
Recommendation:					

4.197.2 Comment

Northam Reserve No.22 (Lot 424 Throssell/Strickland Avenue) is currently unutilised vacant residential R15 land. This land is located approximately 2 kilometres the Northam town centre. The properties only access at the current time is via a 3m PAW from Throssell Street. There are some lots that are still to be developed in the adjoining subdivision thus access may be possible from East Street. The first preference would be to sell to an adjoining land-owner so that the PAW access is not an issue. Alternatively staff would apply to convert the PAW to a public road and sell the property to the market in accordance with the Local Government Act.

4.197.3 Recommendation

It is recommended the lot is freeholded and sold since there is residential development potential for the site.

Cr T M Little declared an impartiality interest in 12.3.3 – Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment as Cr Little is a member of the Wundowie Primary School Board.

12.3.3 Wundowie Primary School (Reserve 38063) – Proposed Boundary Realignment

Address:	Portion of Lot 350 on Reserve 24266 (Wundowie Oval)
Owner:	Shire of Northam
Applicant:	Department of Education
File Reference:	A29 & A323
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The Department of Education has requested approval from the Shire of Northam to excise a portion of Lot 350 on Reserve 24266 for both the purpose of rectifying existing infrastructure encroachments and to facilitate the construction of a ramp as part of the larger universal access works project for the Wundowie Primary School. The area requested is approximately 2,950m² as indicated on the plan attached to this report (Attachment 1).

ATTACHMENTS

Attachment 1: Draft plan (including existing boundaries & aerial)

Attachment 2: Draft plan (ramp 5)

A. BACKGROUND / DETAILS

The Wundowie Primary School (the School) is located on Reserve 38063. The Reserve comprises Lot 275 on Deposited Plan 206026 and has a total area of 1.3633 hectares. A plan of the existing boundaries with an aerial photograph overlay is attached to this report (Attachment 1).

The Reserve is set aside for purposes of the *School Education Act 1999* and held by the Minister for Education under Management Order M855476, with power to lease for any term not exceeding 21 years.

The Department of Education propose to realign the boundaries to correct encroachments by existing school infrastructure including the hardcourts, and to provide an area for proposed universal access works to improve access for students with a disability. The works include the construction of a ramp (known as Ramp 5) from the hardcourts to the oval on Lot 350. Refer to the draft plans attached to this report (Attachments 1 and 2).

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Community Wellbeing
Outcome: A cohesive community with access to quality services
Objective: People with disabilities are able to live a safe and fulfilling life in the Shire.

B.2 Financial / Resource Implications

There are no financial implications associated with this proposal for the Shire. The Department of Education has initiated the proposal.

B.3 Legislative Compliance

The Department of Education has submitted a request to the Department of Planning, Lands and Heritage to seek approval for the realignment of the boundaries of the reserve in accordance with the provisions of the *Lands Administration Act 1997*.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

Internal consultation has been conducted to ensure that the proposal does not adversely affect the use of the Wundowie Oval and the existing drainage swale. It is also proposed to review the access agreement with the school to align it with other Department of Education agreements.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential costs associated with the proposal and new user agreement	Insignificant (1) x Unlikely (2) = Low (2)	Resolution states that the Applicant is responsible for all associated costs
Health & Safety	Insufficient playing runoff area to oval	Insignificant (1) x Unlikely (2) = Low (2)	Staff approve final subdivision plan
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	Oval damaged during works	Insignificant (1) x Unlikely (2) = Low (2)	Applicant advised of their responsibility to rectify any damage
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

The Department of Education's proposal to realign the boundaries between the Wundowie Primary School and the Wundowie Oval is necessary to ensure that the school infrastructure no longer encroaches on the oval. It also provides an opportunity to update the user agreement to ensure consistency with other similar agreements and to better manage expectations of use between the school and Shire.

RECOMMENDATION

That Council agrees to the realignment of the boundaries between the Wundowie Primary School (Reserve 38063) and the Wundowie Oval (Reserve 24266) through the excision of a portion of approximately 2,950m² (subject to survey) from Reserve 24266 for amalgamation into Reserve 38063, subject to:

- 1. The existing drainage swale within the new boundaries of the Wundowie Primary School being protected by an easement or by incorporation into a variation to the existing licence for the shared use of facilities (noting Ramp 5 will be constructed with concrete over culverts and across the swale to the required specification);**
- 2. The existing licence for the shared use of facilities being reviewed (for the use of Wundowie Oval) to ensure consistency with other Shire and Department of Education agreements; and**
- 3. The Department of Education being responsible for all costs and works associated with this proposal.**

Attachment 1 – Draft plan (including existing boundaries & aerial)

-- Map Viewer Plus --



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Attachment 2 – Draft plan (ramp 5)



12.3.4 Proposed Community Centre – Lot 201 Eucalypt Bend, Wundowie

Address:	Lot 201 Eucalypt Bend, Wundowie
Owner:	Aye Zaw Win
Applicant:	GT Patio & Building
File Reference:	P20043 / A16328
Reporting Officer:	Jacky Jurmann, Manager Planning Services
Responsible Officer:	Chadd Hunt, Executive Manager Development Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

A development application has been received to construct a Community Centre to accommodate the traditional meeting and meditation requirements of the Western Australian Burmese community at Lot 201 Eucalypt Bend, Wundowie.

Three (3) submissions were received in response to the advertising of the proposal.

ATTACHMENTS

- Attachment 1: Location Plan & Advertising Area
- Attachment 2: Site & Building Plans
- Attachment 3: Land Use Letter
- Attachment 4: Schedule of Submissions (Full copies provided to Councillors separately)
- Attachment 5: Assessment Report

A. BACKGROUND / DETAILS

Background

Lot 201 has an area of 11,940m² and is located at the intersection of Eucalypt Bend and Werribee Road. The Lot is zoned Rural Residential (RR5) in the Shire of Northam Local Planning Scheme No 5 (LPS 6).

The Lot is currently vacant and was created as part of a seven (7) lot subdivision in 2014 (ref: S145191) with each lot having a designated 2,000m² building envelope.

Details

The Land Use Report submitted by the applicant with the application prepared by Ferraro Planning and Development consultancy describes the proposed use as follows:

"The primary purpose for the building is to accommodate the traditional meeting and meditation requirements of the Western Australian Burmese community. Attending meditation is an important and regularly cultural practice in Burma, which provides significant health and well-being benefits to its communities. Between five and six times every year, the Western Australian Burmese community propose to invite an internationally renowned mediation expert, generally from Burma, to run meditation sessions on Lot 201. These sessions run for approximately seven to ten days, with participants attending sessions that run for approximately one hour at the time. A number of sessions may be run on each day during that week, with approximately 20 – 30 participants at each session.

All mediation sessions are open to the public.

The meditation expert and his assistances will also live on-site during the week. This will enable the expert to run sessions efficiently and provide for comfortable accommodation during the stay.

It is important to note that the building will not be used for religious ceremonies. There will be no figures, paintings or statutes of deities and the like and the building will not be consecrated for any religion.

Outside of the time used for meditation sessions, the building, including the main hall and the kitchen, will be available for hire for community use. The on-site caretaker will be able to take bookings and arrange for the hire of the hall on a day to day basis."

Mr Ferraro describes the building design as:

"a simple rectangular masonry structure 15m wide and 35m long with single pitch metal roof. The building will be located entirely within the designated building envelope. The main body of the building includes a large hall 18m x 15m and five smaller meeting rooms on either ends. These smaller rooms can be used for meeting rooms, storage and will also be used as bedrooms for the meditation expert during his stay.

A small caretakers dwelling (15m x 10m) has been included on the western wing of the proposed building.

While the roof structure is a simple gable, a monitor roof raised 100mm above the main roof line creates a visual interest and softens the large roof line. In addition, a small three roof tower is proposed on the south western corner of the building. This tower reflects the cultural aspirations of the Burmese community and adds interest to the simple building."

The full report is appended at Attachment 3.

Further to the initial information submitted in support of the application, the following supplementary information was received in response to an additional information request to assist Officers to assess the potential intensity of the use and any resulting amenity impacts:

“The client anticipates that for the foreseeable future, mediation sessions will be held once every quarter for a maximum of 10 days (total 40 days per year). In future, should the organisation wish to increase frequency of events, they understand that the further approval of the Shire will be required.

In terms of the hall for public use, this is difficult to quantify. For example it is foreseeable that local groups such a bridge club, CWA or other such group may want to use the hall for regular use. And it is also foreseeable that the hall may be used for festive events such as birthdays or wedding celebrations. The client agrees that a management plan needs to be put into place to manage the uses and having a full time caretaker on the site will assist in the day-to-day management of the building.

As for numbers, the expectations are that the hall should not exceed 100 guests at any one time.”

Application Timeline

03/06/20 – Application received.

05/06/20 – Additional information requested, including clarification of use.

24/07/20 – Additional information received.

29/07/20 – Advertising period commenced.

19/08/20 – Advertising period concluded. 3 submissions received.

26/08/20 – Schedule of Submissions provided to applicant for comment.

09/09/20 – Additional clarification requested from the applicant regarding use.

15/09/20 – Information received.

22/09/20 – Amended plans received.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area:	Community Wellbeing
Outcome:	People in the Shire of Northam feel that their community is caring and inclusive.
Objective:	Opportunities are provided for residents to gain a greater understanding and appreciation of the diverse cultures within the community.

Theme Area:	Governance & Leadership
-------------	-------------------------

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

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

B.2 Financial / Resource Implications

There are no financial / resource implications for the Shire. The relevant application fee has been paid.

B.3 Legislative Compliance

Refer to Attachment 5 for an assessment of the relevant provisions of the Shire of Northam Local Planning Scheme No. 6 and policies.

B.4 Policy Implications

There are no policy implications associated with this proposal. Refer to Attachment 5 for an assessment of the relevant policies.

B.5 Stakeholder Engagement / Consultation

The application was advertised in accordance with clause 64 of the Deemed Provisions and the Level 4 requirements of LPP20. Three (3) submissions were received in response, which have been considered in the assessment of this proposal. Refer to Attachment 4.

The Schedule of Submissions was provided to the Applicant for comment but was not received by the reporting deadline.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil
Reputation	Submitters disagree with determination	Insignificant (1) x Unlikely (2) = Low (2)	Communicate decision clearly
Service Interruption	Nil	Nil	Nil

Compliance	Non-compliance with conditions	Minor (2) x Unlikely (2) = Low (4)	Monitor development through construction for compliance
Property	Nil	Nil	Nil
Environment	Impacts during construction	Minor (2) x Unlikely (2) = Low (4)	Ensure compliance with Construction Management Plan

C. OFFICER'S COMMENT

The main points for consideration when determining this application can be generally categorised as:

1. Land use definition
2. Amenity impacts
3. Environmental impacts
4. Traffic impacts

1. Land use definition

There are a number of land use definitions in LPS6 that could apply to this development proposal:

- Club premises – “means premises used by a legally constituted club or association or other body of persons united by a common interest”;
- Community purpose – “means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit”;
- Place of worship – “means premises used for religious activities such as a church, chapel, mosque, synagogue or temple”.

In the Rural Residential zone, ‘club premises’ is a prohibited use; ‘community purposes’ is an advertised discretionary use and ‘place of worship’ is a prohibited use.

The applicant's planning consultant, as described in the Background section of this report, contends that the proposed land use is most appropriately defined as “community purpose” for the following reasons:

- the building will not be consecrated for religious purposes and that the meditation to be undertaken on site is a non-religious activity; and
- the building will be used for meditation open to the public and at other times by the community for social purposes.

The classification of the land use as ‘community purposes’ is supported by the assessing officer and the application has therefore been assessed on this basis.

Conditions are recommended to restrict and manage the use of the building for meditation and community activities.



2. Amenity impacts

Submitters have raised concerns regarding the potential amenity impacts from the proposed activities as a result of the number of persons attending the meditation sessions and the hire of the centre to the general community.

Potential amenity impacts have been considered in the assessment of this application. Meditation activities are generally quiet in nature and will be held within the building. General community hire and special events can be managed through conditions relating to the number of persons and hours permitted. Discussions with the applicant have resulted in the agreement that a management plan will be established to manage the uses and for the on-site full-time caretaker to assist in day-to-day management of the building.

3. Environmental impacts

As indicated in this report and statutory assessment, potential environmental impacts relate to the proposed septic system and stormwater management.

The Shire's EHO has indicated that the land is capable of on-site effluent disposal, however further investigation is required to determine the appropriate location and type of system. Amended plans have been submitted indicating that a more suitable location for the system is available.

In regards to stormwater, the Shire's Engineering section have assessed the proposal and have raised concerns regarding the potential impacts. The amended plans now indicate the potential location of rainwater tanks to become part of the stormwater management system. It is considered further assessment is required and therefore a condition has been recommended requiring the preparation, submission and approval of a stormwater management plan.

4. Traffic impacts

Submitters have also raised concerns regarding the amount of traffic generated as a result of the development and the potential impacts on the road infrastructure. The Shire's Engineering section have assessed the proposal and advised that the local traffic network is adequate to cater for the anticipated traffic generated as a result of the development.

The application is being recommended for conditional approval, however if Council do not consider that the application is consistent with the objectives of the Rural Residential zone, then the application could be refused for this reason.

RECOMMENDATION

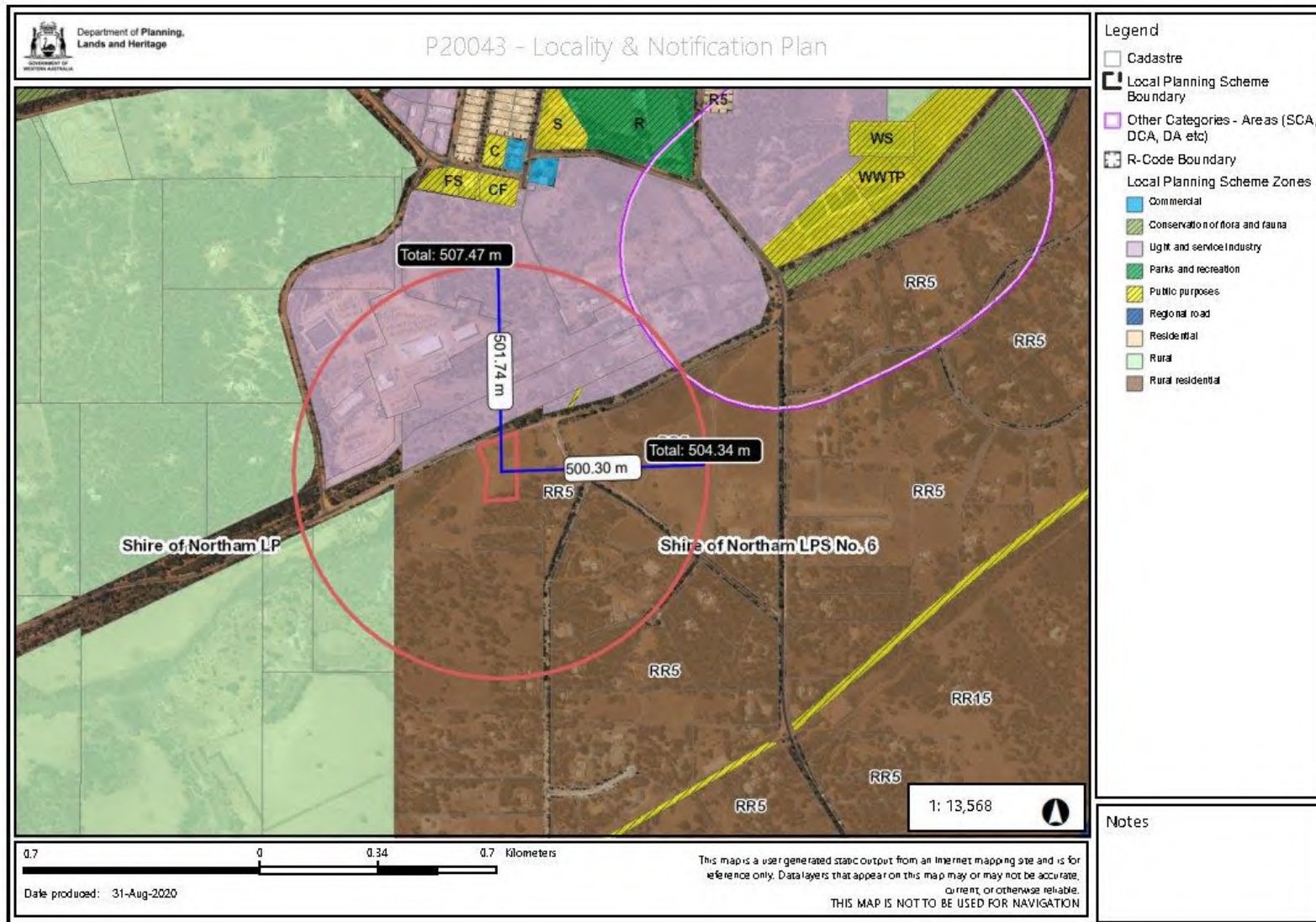
That Council resolves to **APPROVE** the application for development approval (ref: P20043) and accompanying plans to construct a meditation and community centre at Lot 201 Eucalypt Bend, Wundowie, in accordance with clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local 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:
 - Plan – Site (Drawing No. A-01) dated 06/05/20;
 - Plan – Septic & Leach Drains (Drawing No. A-02, Rev. 002) dated 15/07/20;
 - Plan – Driveway & Car Parking (Drawing No. A-03, Rev. 002) dated 15/07/20;
 - Plan – Building Layout (Drawing No. A-04) dated 06/05/20;
 - Plan – Car Park (Underground) (Drawing No. A-05) dated 06/05/20;
 - Plan – Floor (Drawing No. A-06) dated 06/05/20;
 - Plan – Roof (Drawing No. A-07) dated 06/05/20;
 - Plan – Elevation East (Drawing No. A-09) dated 06/05/20;
 - Plan – Elevation (North) (Drawing No. A-10) dated 06/05/20;
 - Plan – Elevation (West) (Drawing No. A-11) dated 06/05/20;
 - Plan – Elevation (South) (Drawing No. A-12) dated 06/05/20;
 - Plan – Sections (Drawings No. A-13 – A-19) dated 06/05/20;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 construction management plan shall be submitted to the local government for approval.
4. 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 any proposed fencing and an area allocated for private open space for use in conjunction with the caretaker's dwelling.
5. Prior to commencement of any works, a stormwater management plan shall be prepared by a suitably qualified person and submitted to the local government for approval. Any costs associated with the upgrading of the district stormwater system will be borne by the applicant.

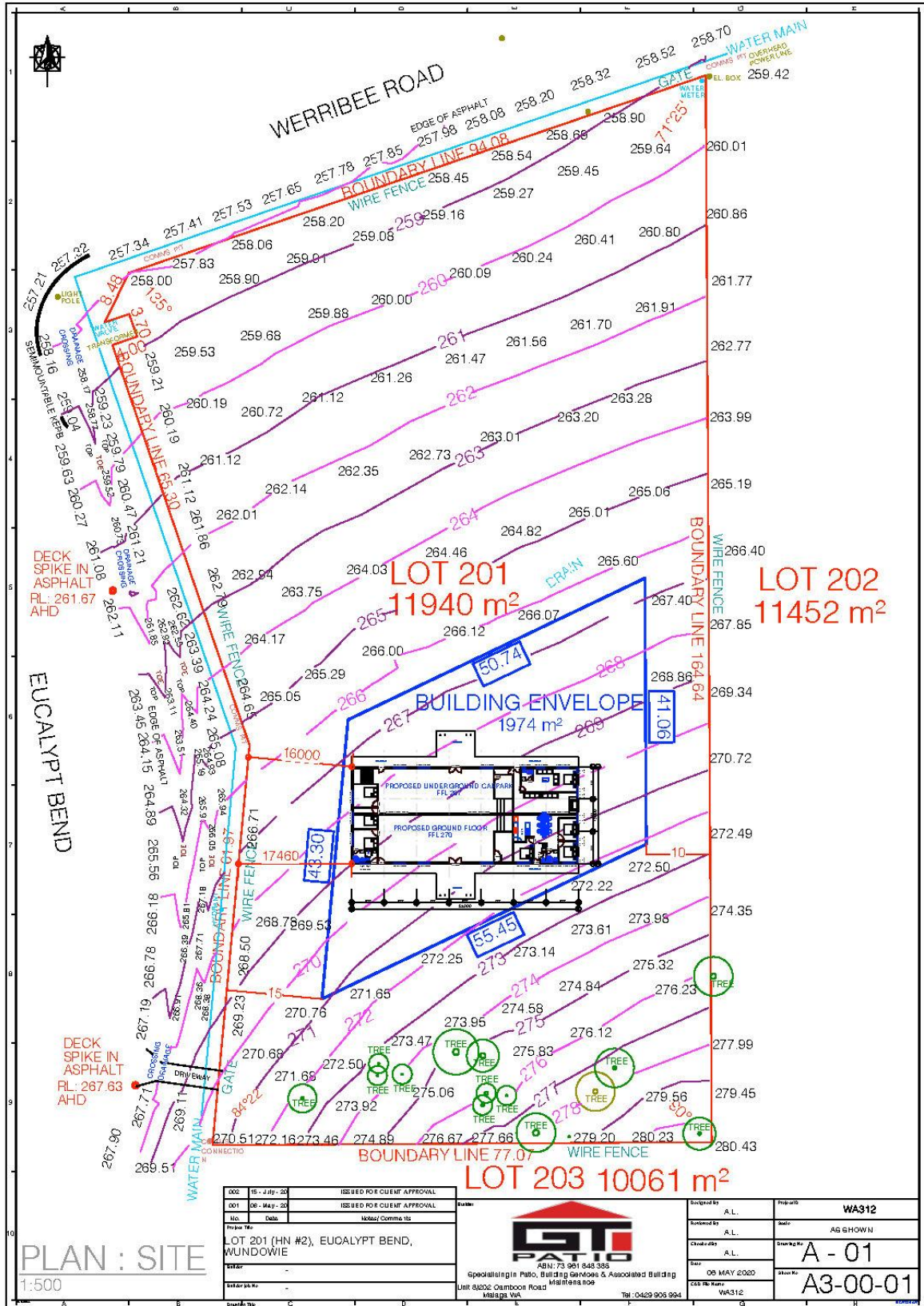
6. Prior to the commencement of any works, an amended driveway and car parking plan shall be submitted to the local government for approval demonstrating the access is suitable for mini-buses and that the car parking layout and location of the disabled / universally accessible spaces complies with AS/NZS 2890.6-2009.
7. Prior to occupation or use of the development, the premises shall be connected to an approved on-site effluent disposal system compliant with the provisions of the WA Government Sewerage Policy to the satisfaction of the local government in consultation with the WA Department of Health.
8. Prior to occupation or use of the development, the approved stormwater management measures shall be implemented to the satisfaction of the local government.
9. Prior to occupation or use of the development, the car parking and loading area(s), and vehicle access and circulation areas shown on the approved site plan, including the provision of disabled / universally accessible car parking is to be constructed, drained, and line marked to the satisfaction of the local government.
10. Prior to occupation or use of the development, 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.
11. Prior to occupation or use of the development, 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.
12. Prior to occupation or use of the development, details of waste management, including location of bins, shall be submitted to the local government for approval.
13. Prior to occupation or use of the development, the recommendations contained in the Bushfire Management Plan prepared by Smith Bushfire Consultants Pty Ltd dated 18/06/20 and approved by the local government for the duration of the development.
14. Prior to occupation or use of the development, a water tank with a minimum capacity of 10,000 litres, reserved solely for the purpose of firefighting, must be installed on site and be fitted with a 55mm cam-lock fitting with a full flow valve.
15. Prior to occupation or use of the development, a management plan shall be submitted to the local government for approval detailing the proposed management of the premises, including conditions of public

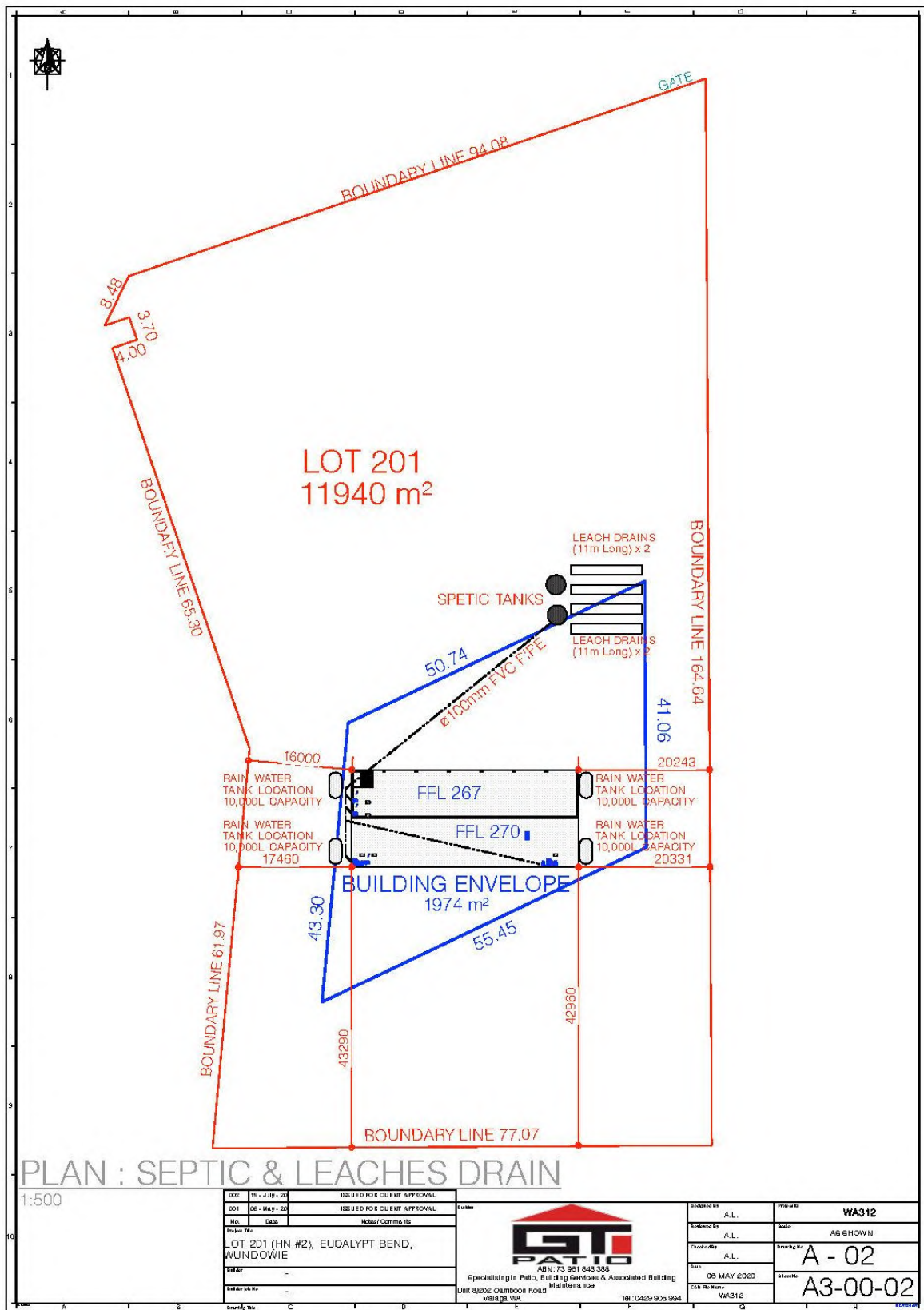
- hire of the premises, including number of persons and hours of operation.
16. Prior to occupation or use of the development, a rural street number shall be obtained from the Shire of Northam and displayed at the entrance of the premises.
 17. The caretaker's dwelling may only be occupied by a person (and their immediate family) employed to supervise the premises.
 18. No advertising signage is permitted to be displayed without the prior approval of the local government.
 19. Vehicular access to the development hereby permitted shall be via Eucalypt Bend only. There is to be no direct vehicular access from Werribee Road.
 20. Existing trees identified on the approved site plan must be retained and protected in accordance with AS 4970-2009 and to the satisfaction of the local government.
 21. Any outdoor lighting shall be designed, baffled and located to prevent any increase in light spill onto the adjoining properties or impacts on traffic.

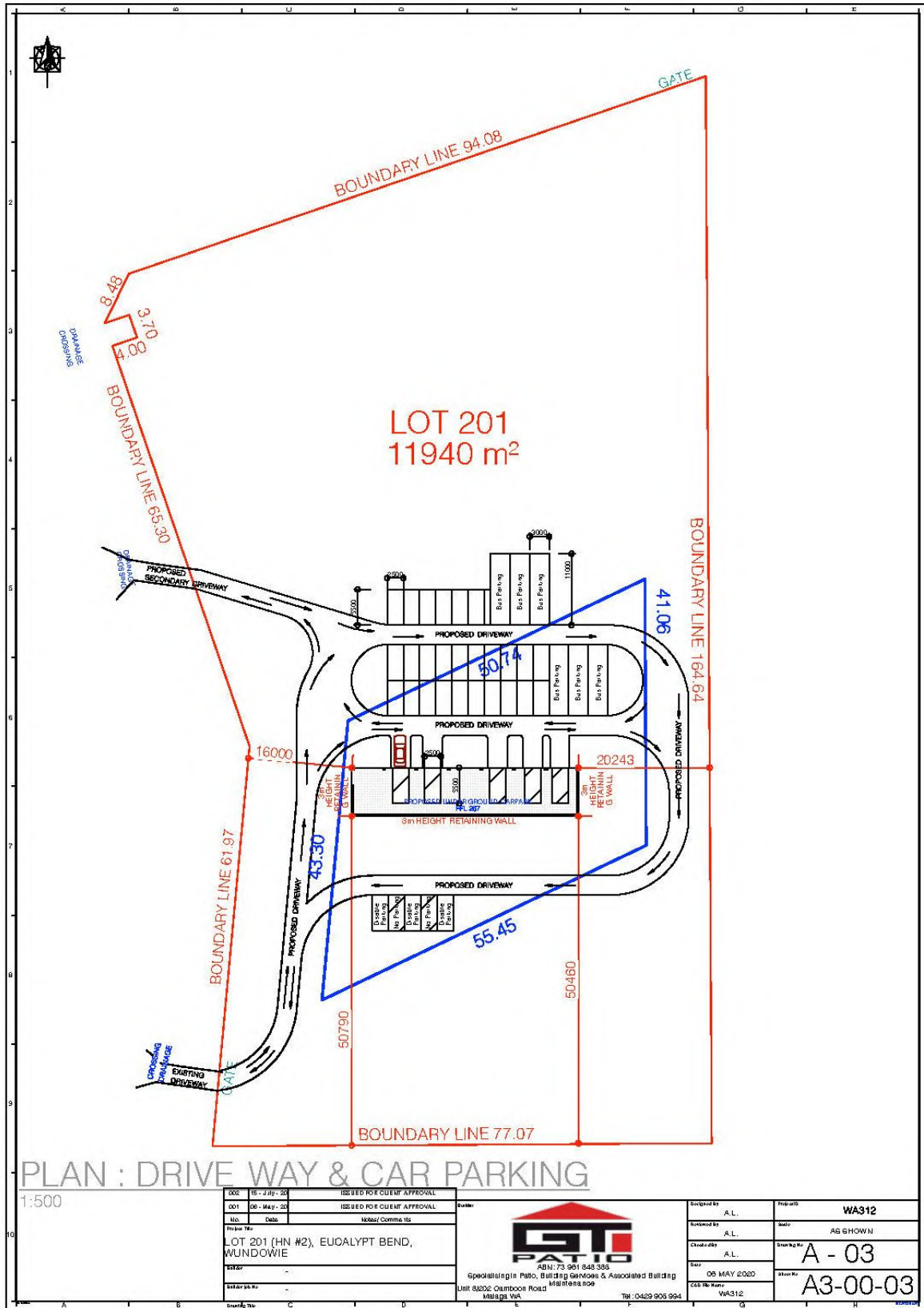
Attachment 1 – Location Plan & Advertising Area

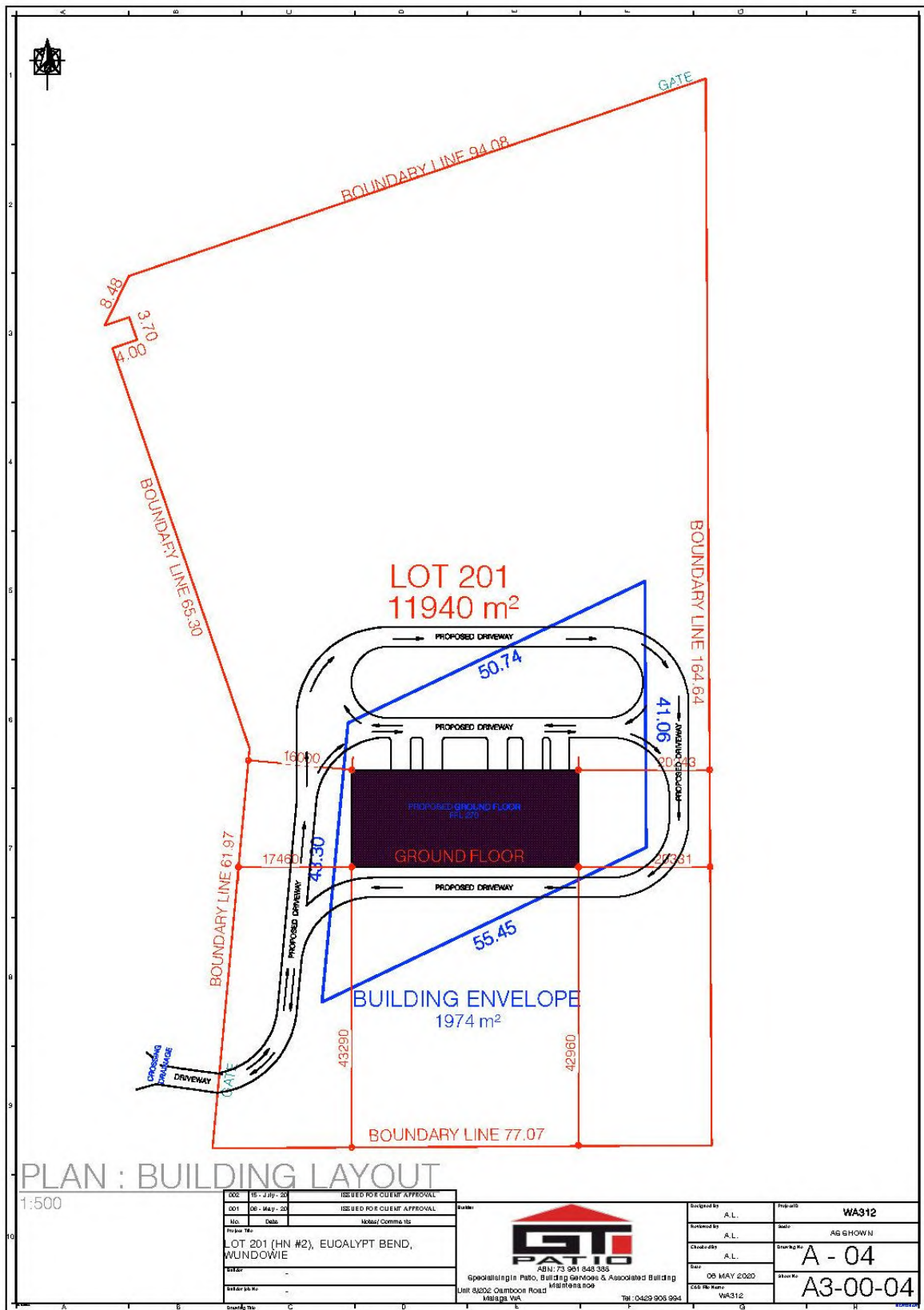


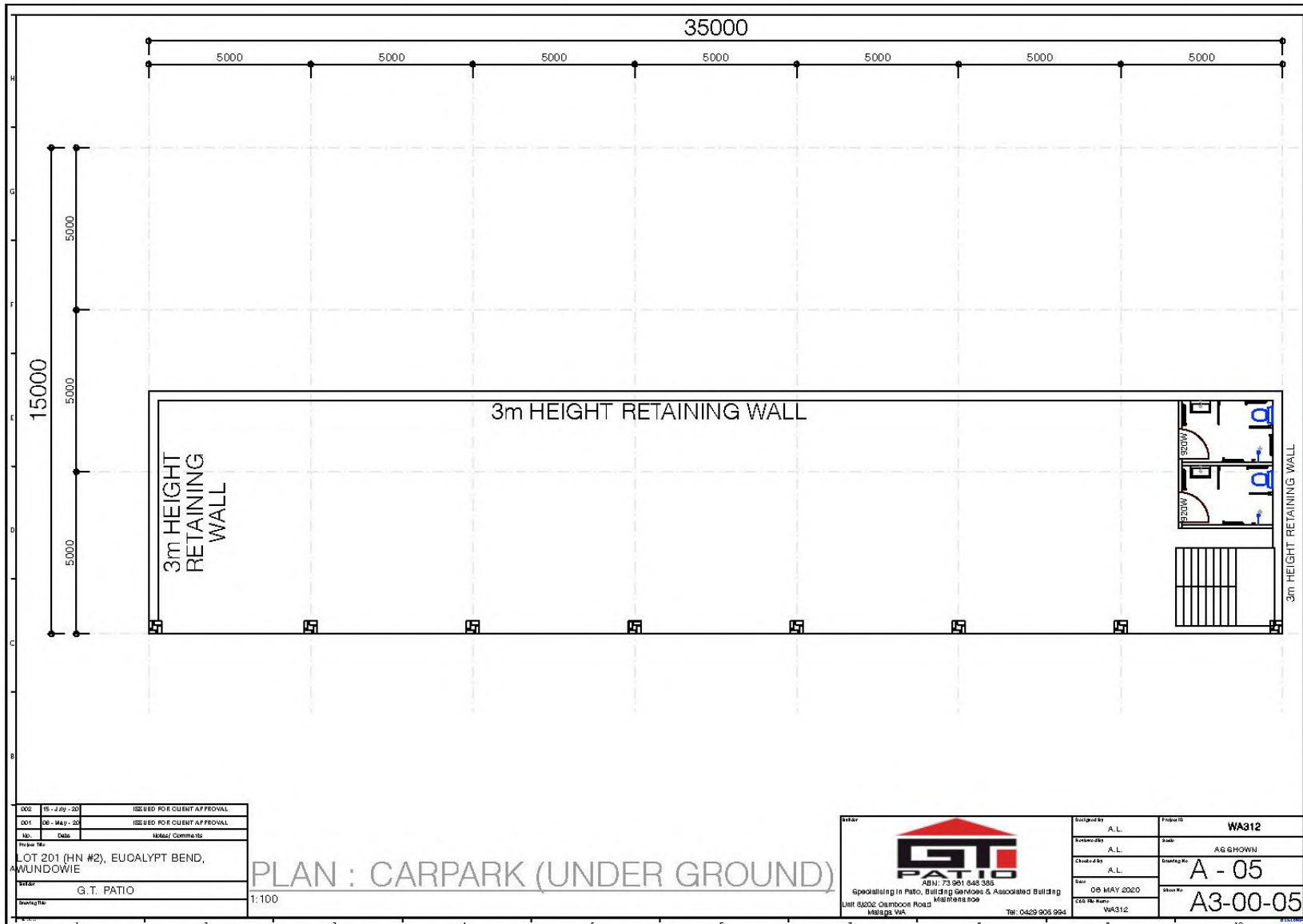
Attachment 2 – Site & Building Plans

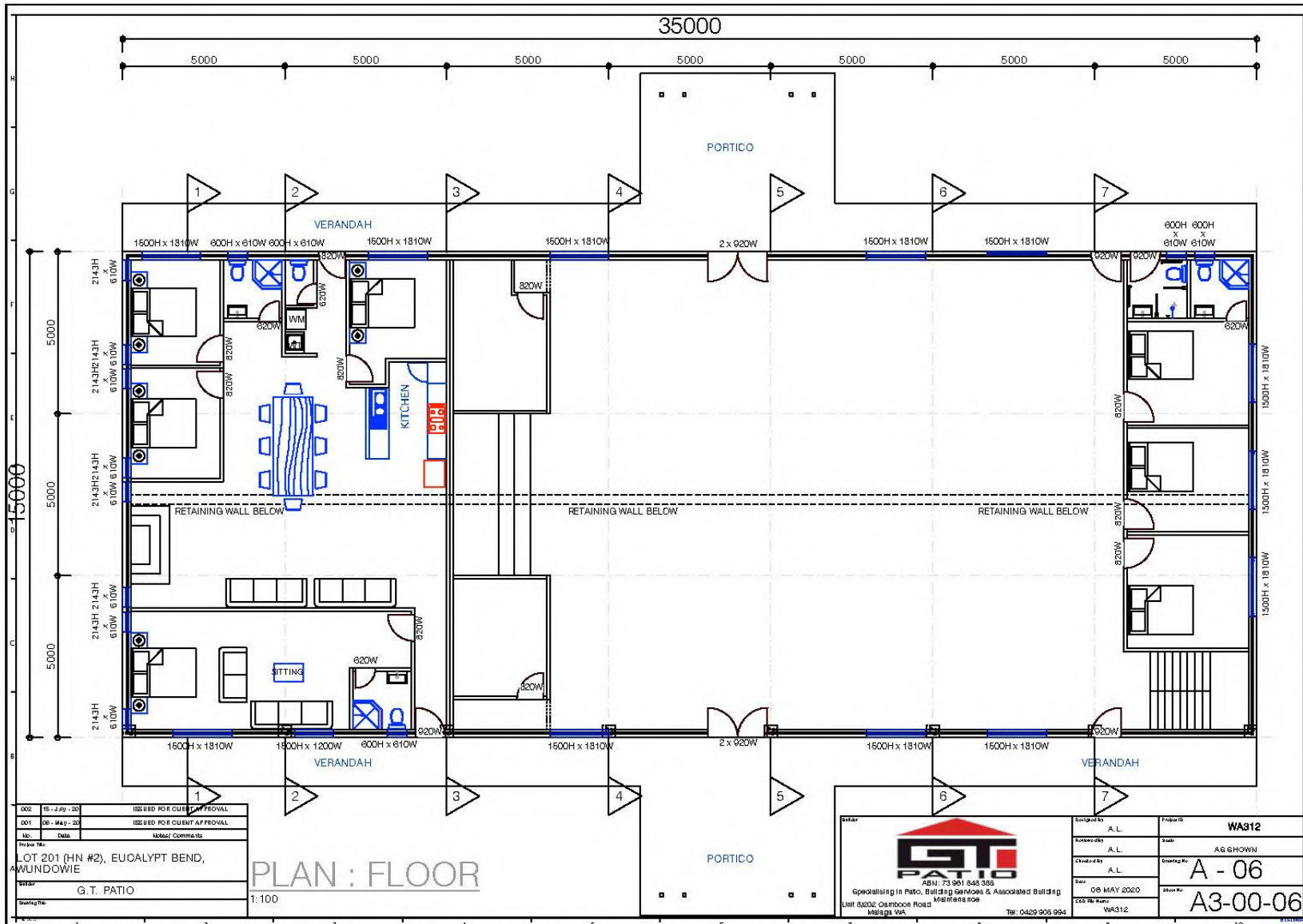


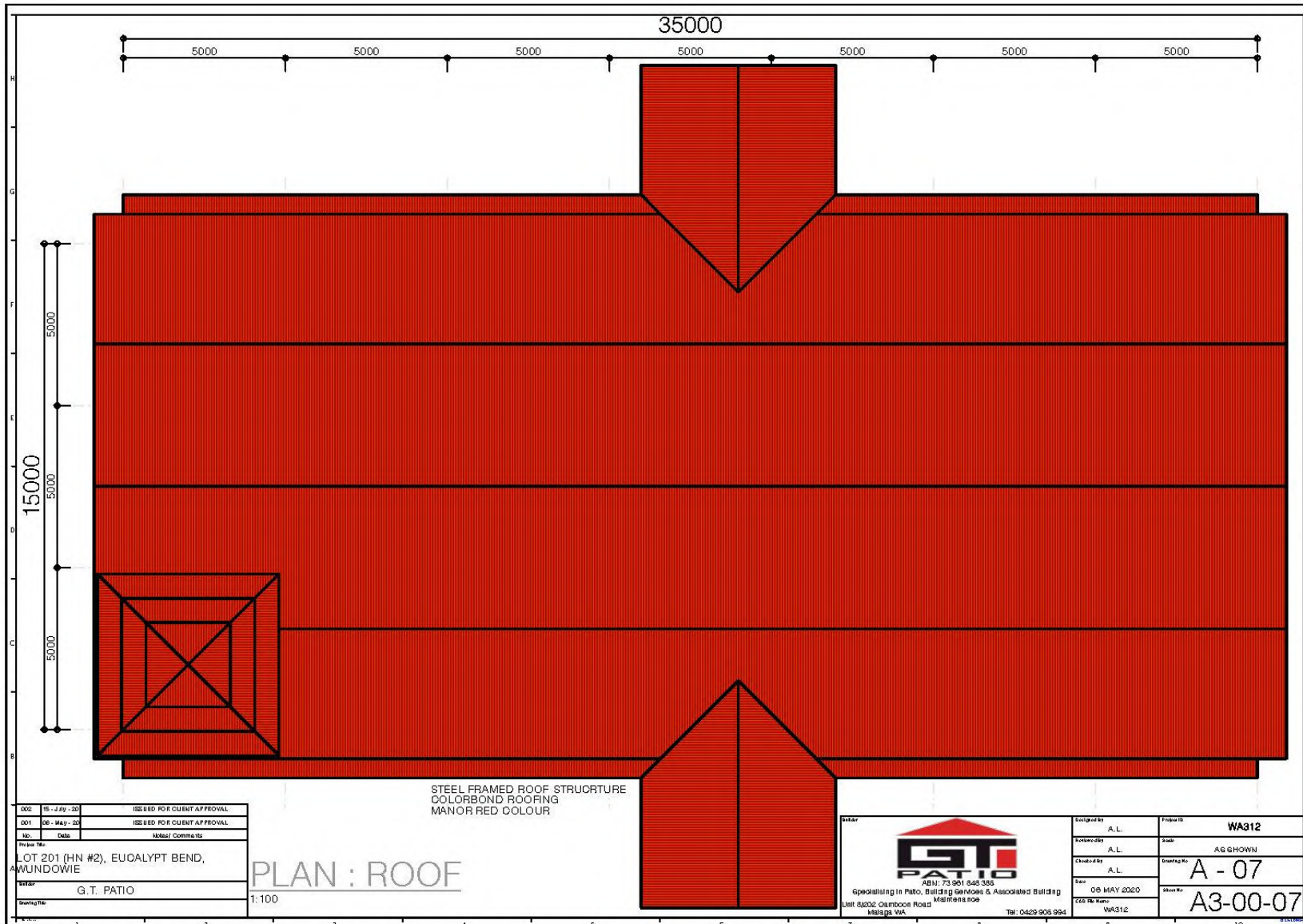


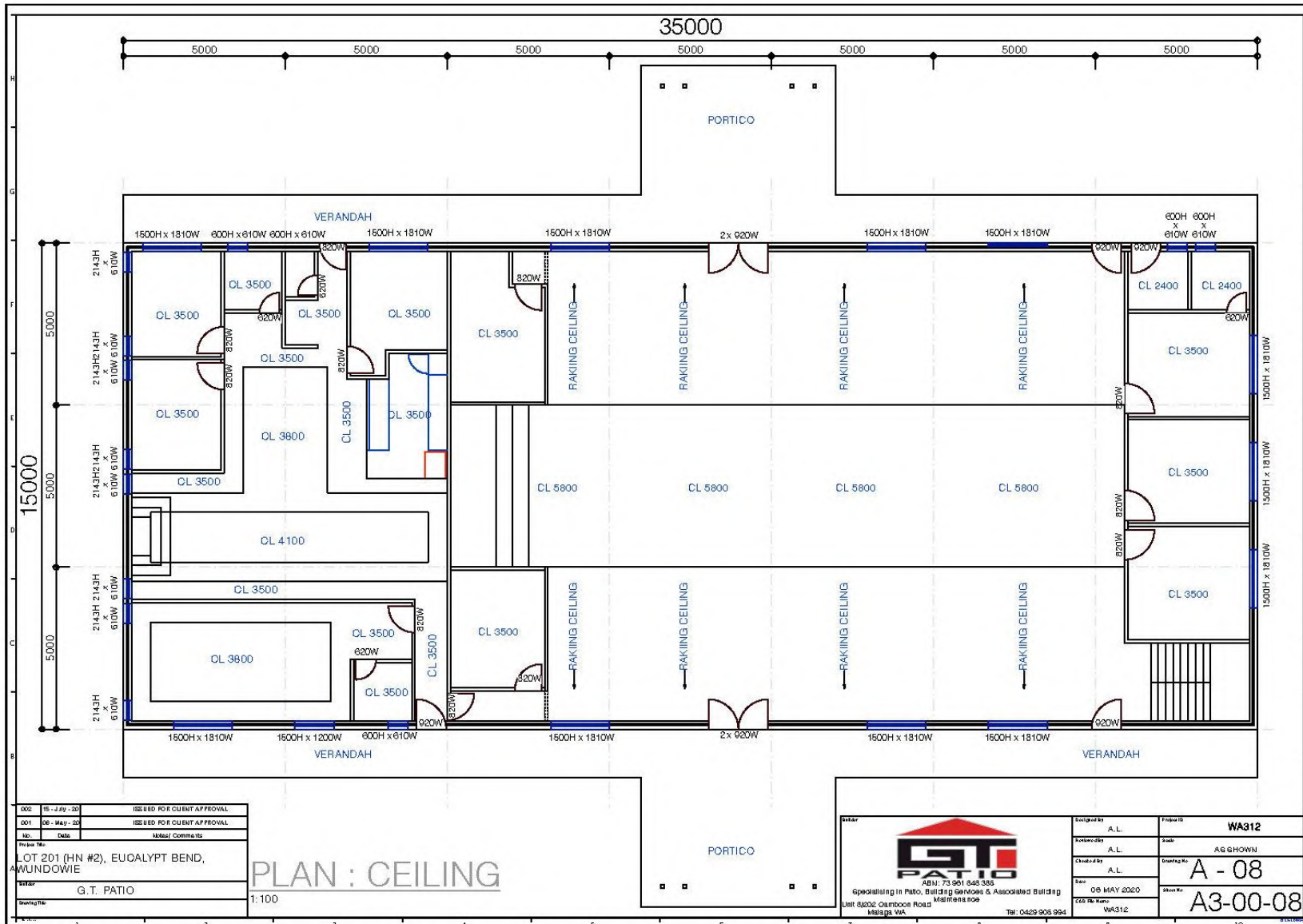


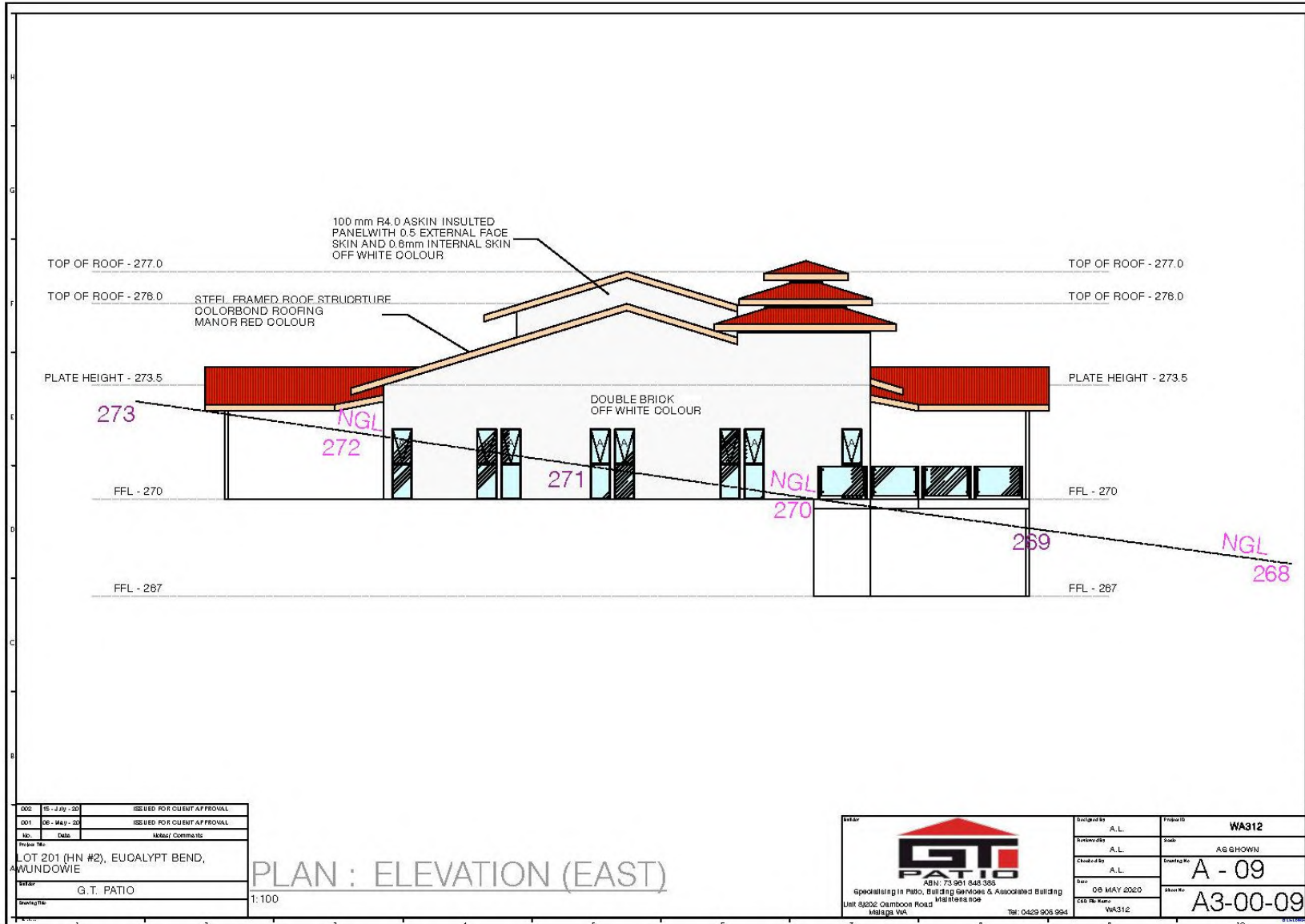










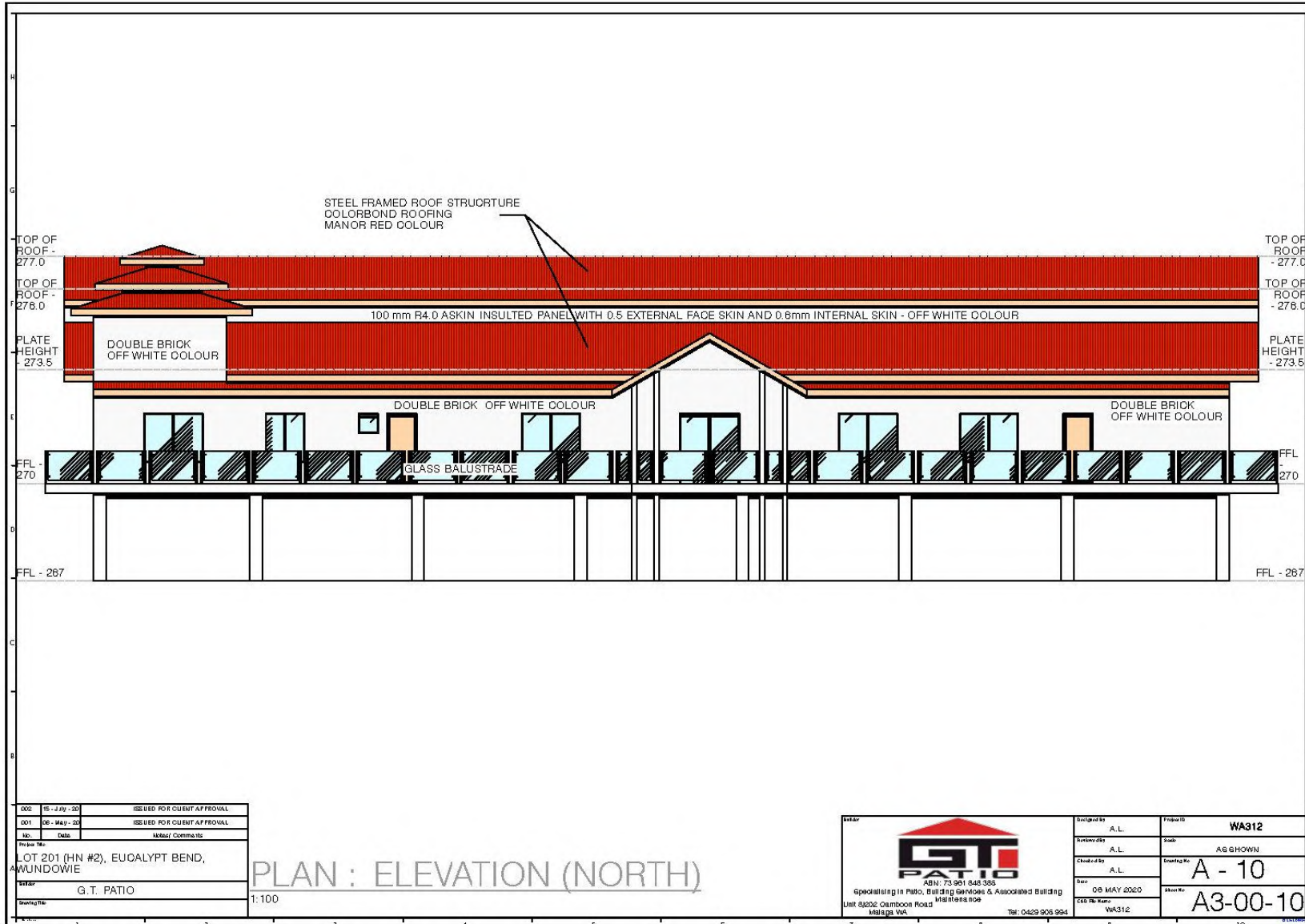


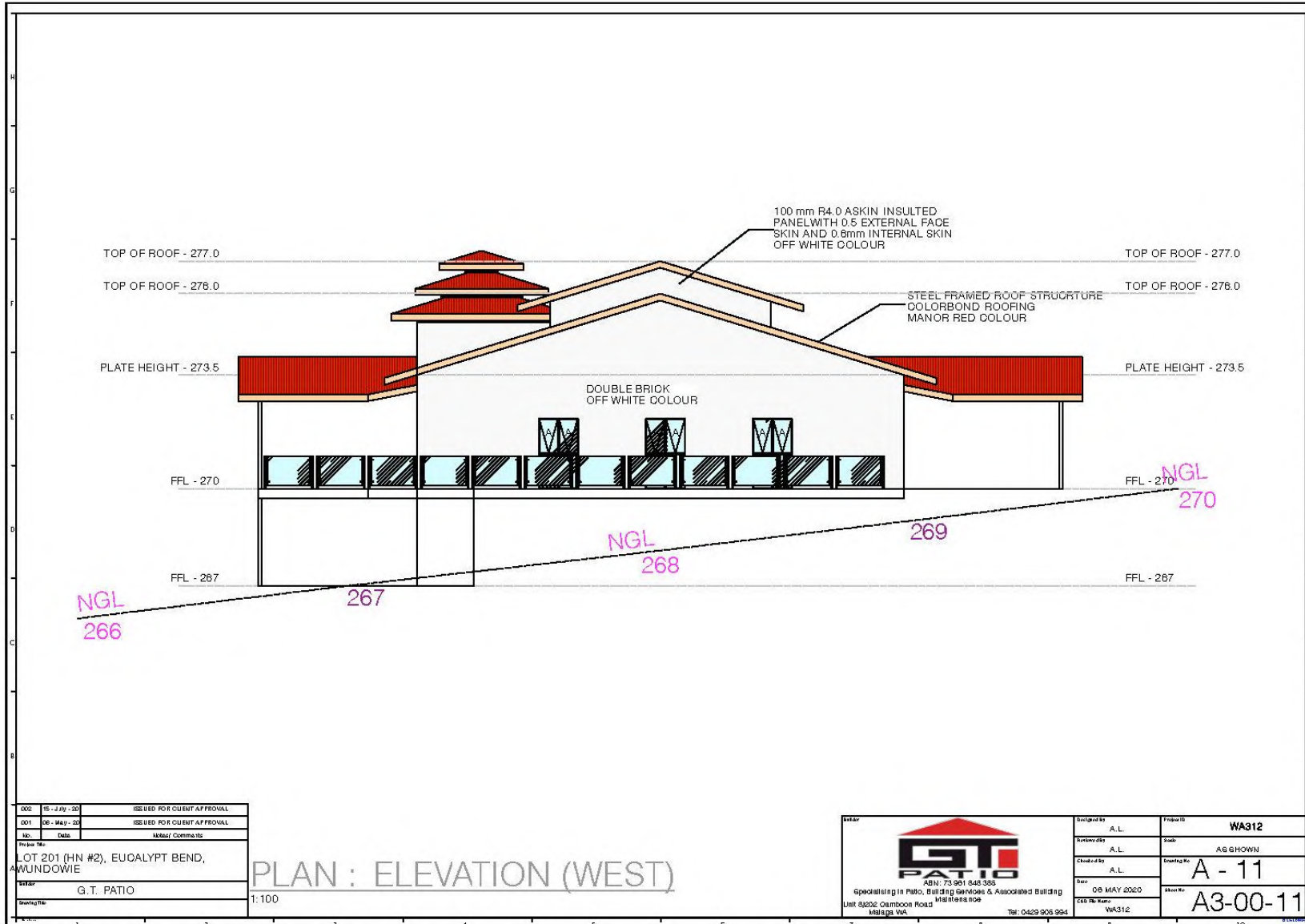
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001	08 - May - 20	ISSUED FOR CLIENT APPROVAL
NO.	Date	Issue/ Comments
Project No.		
LOT 201 (HN #2), EUCALYPT BEND, AWUNDOWIE		
Designer G. T. PATIO		
Drawing Title		

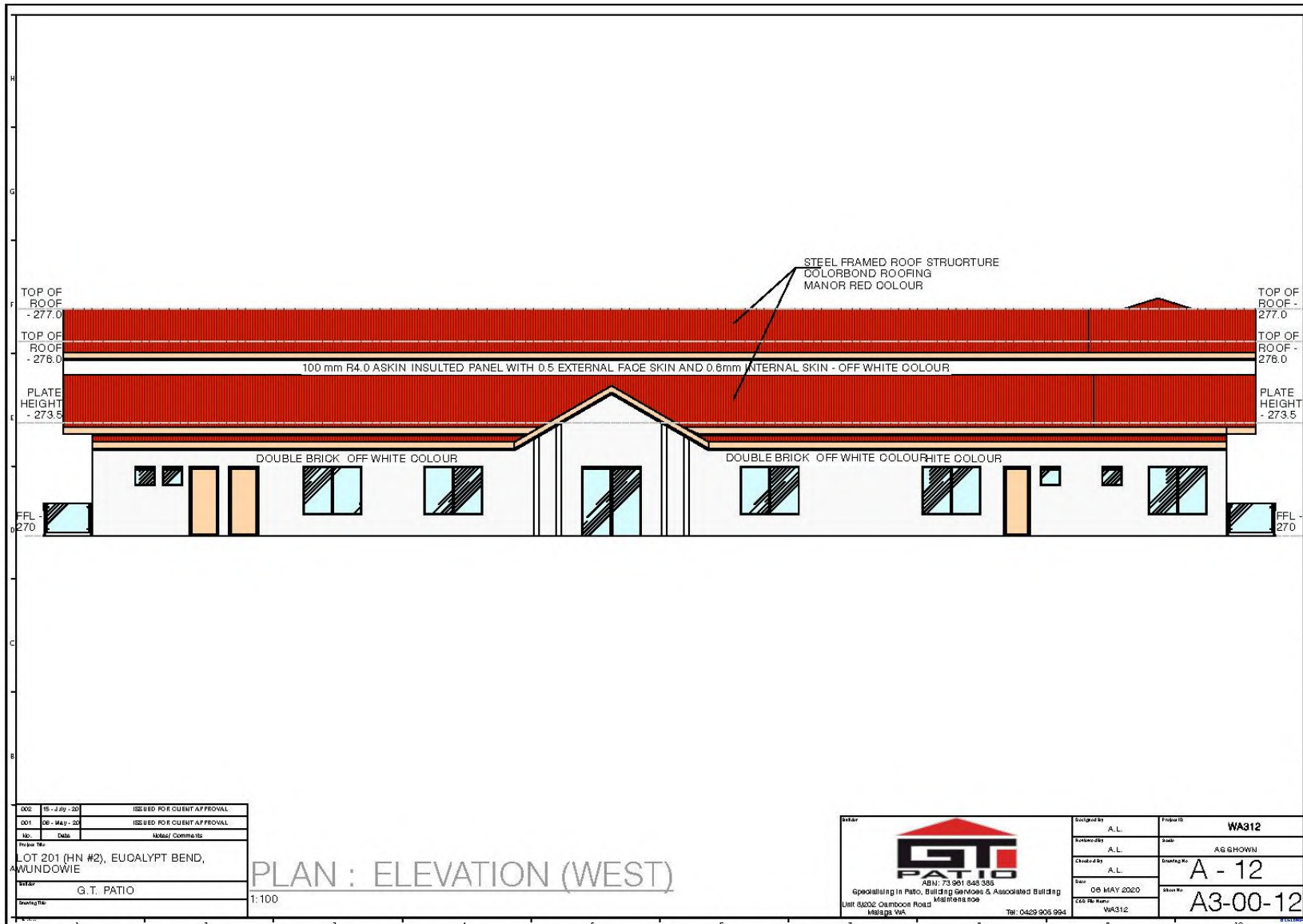
PLAN : ELEVATION (EAST)

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	Reviewed By	A.L.	Drawn	AG SHOWN
	Checked By	A.L.	Drawing No.	A - 09
	Date	08 MAY 2020	Issue No.	A3-00-09
	CAD File Name	WA312		



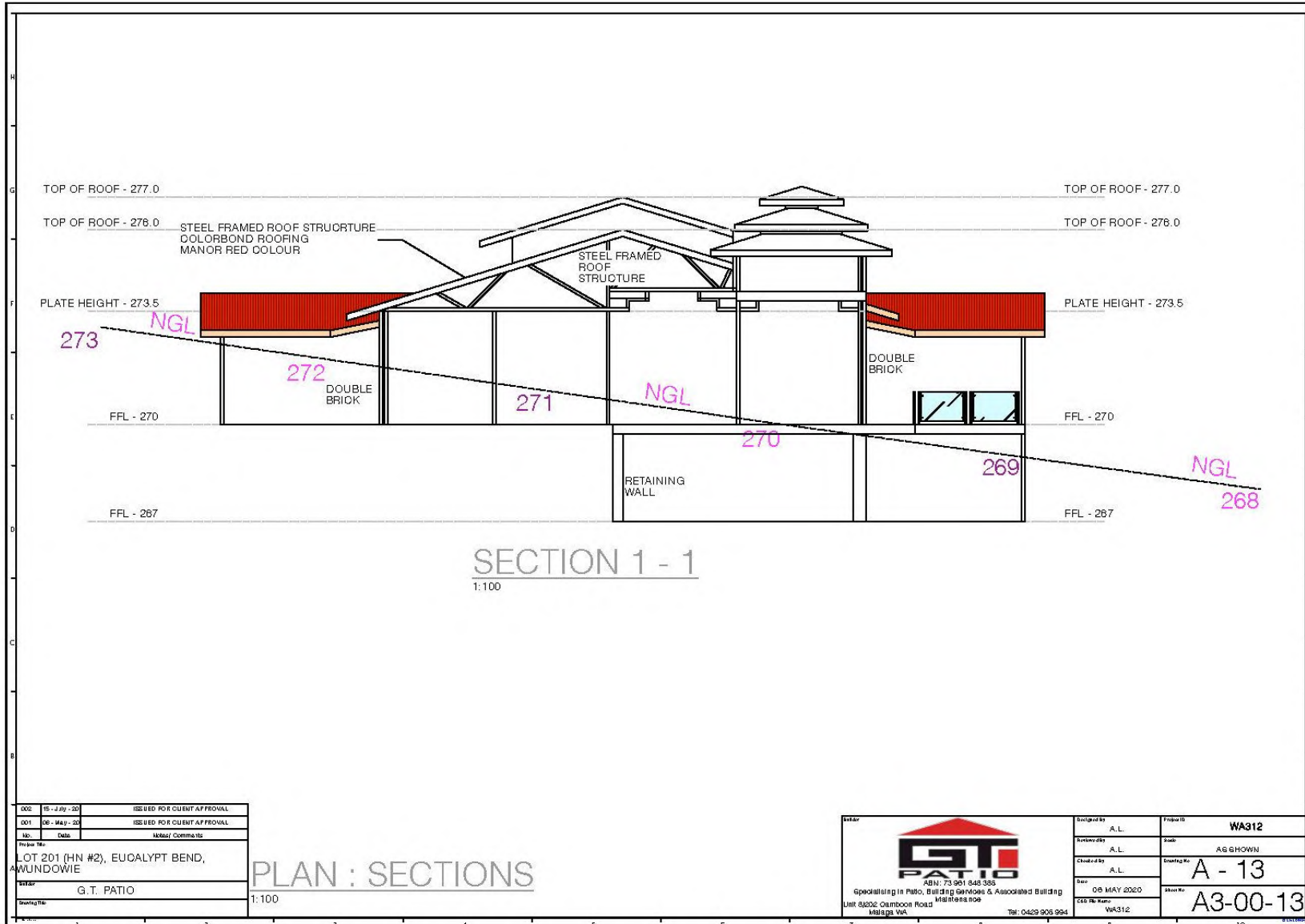




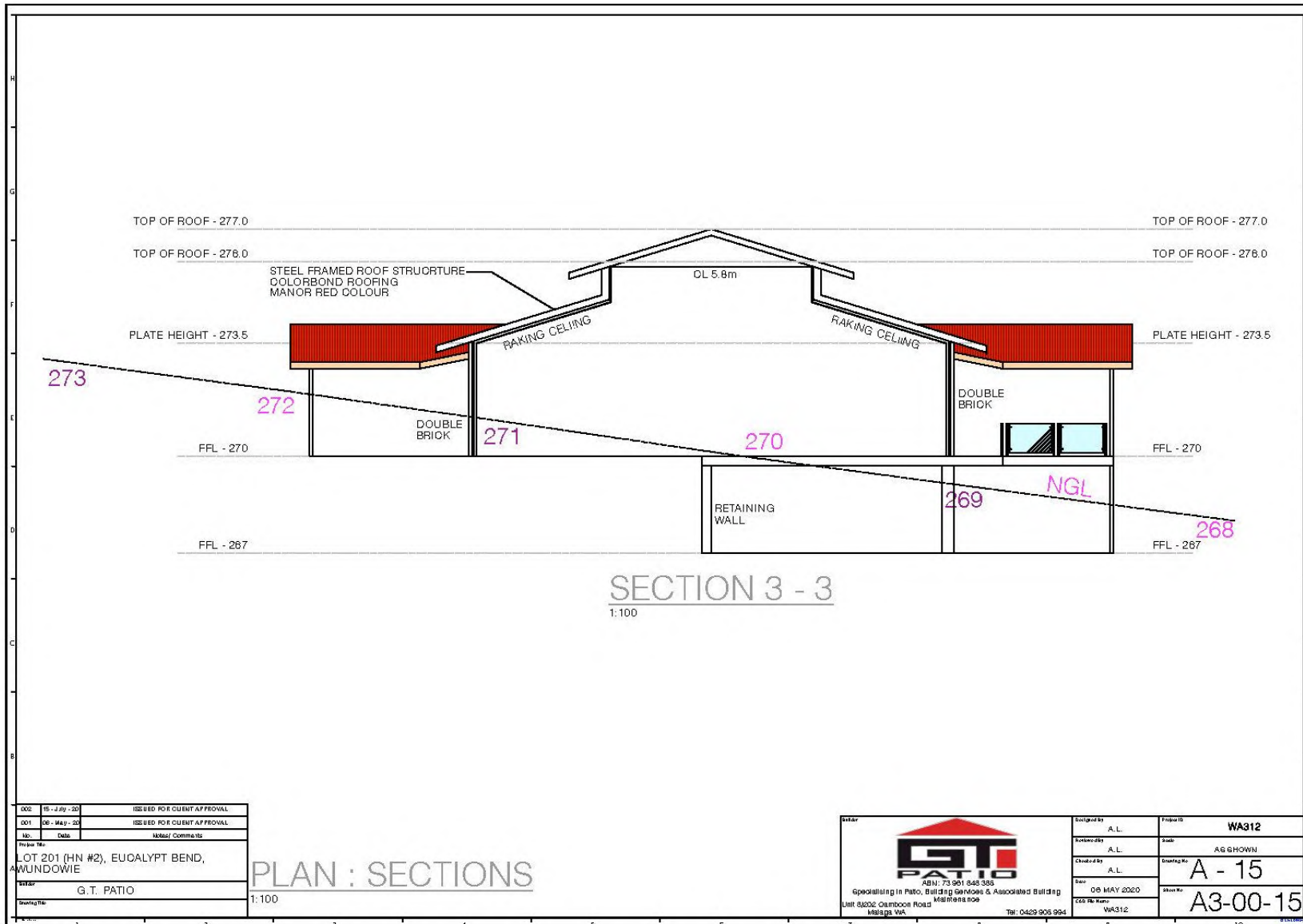
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001	08 - May - 20	ISSUED FOR CLIENT APPROVAL
NO.	Date	Notes/ Comments
Project No.		
LOT 201 (HN #2), EUCALYPT BEND, AWUNDOWIE		
Client	G. T. PATIO	
Drawing Title	1:100	

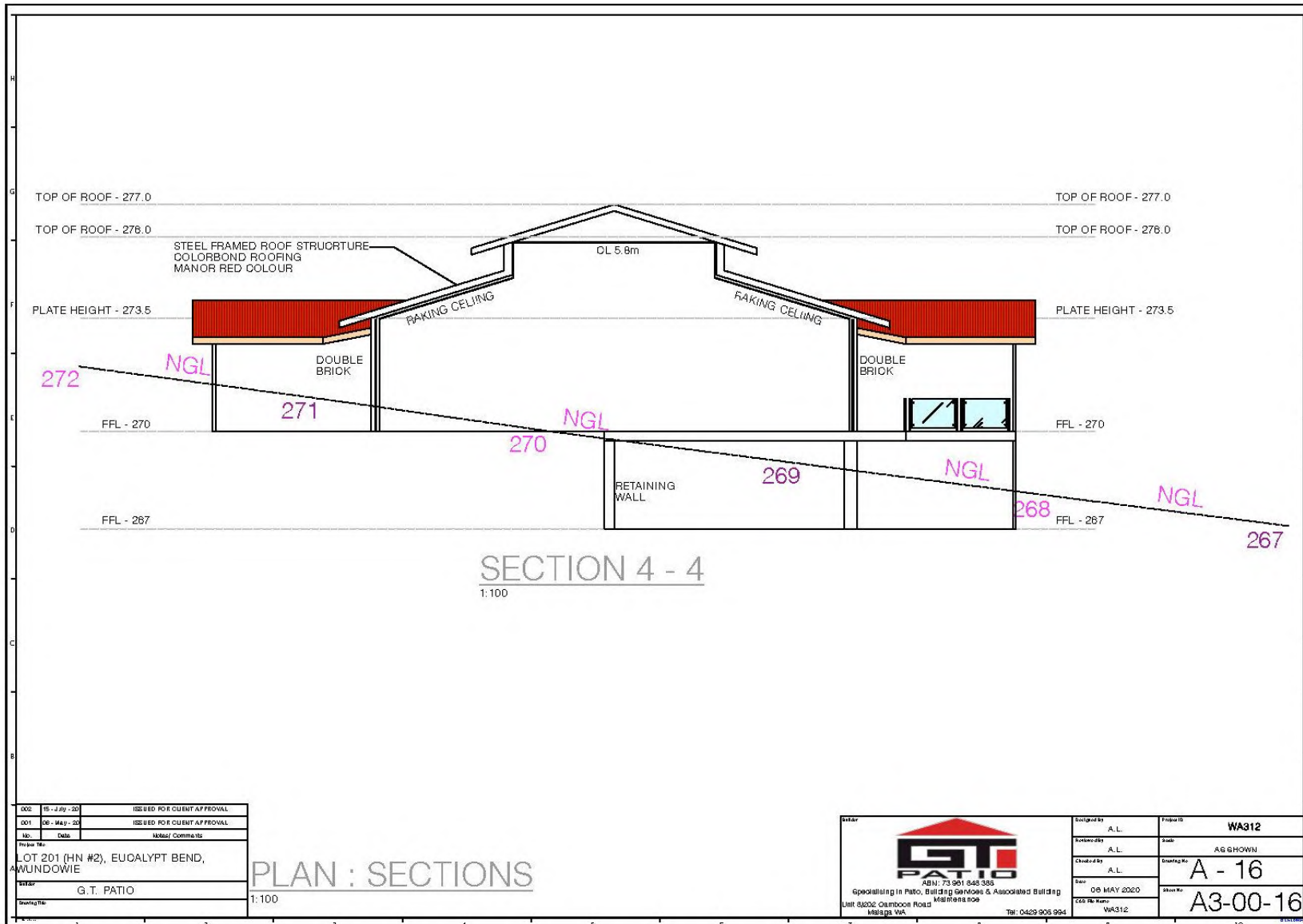
PLAN : ELEVATION (WEST)

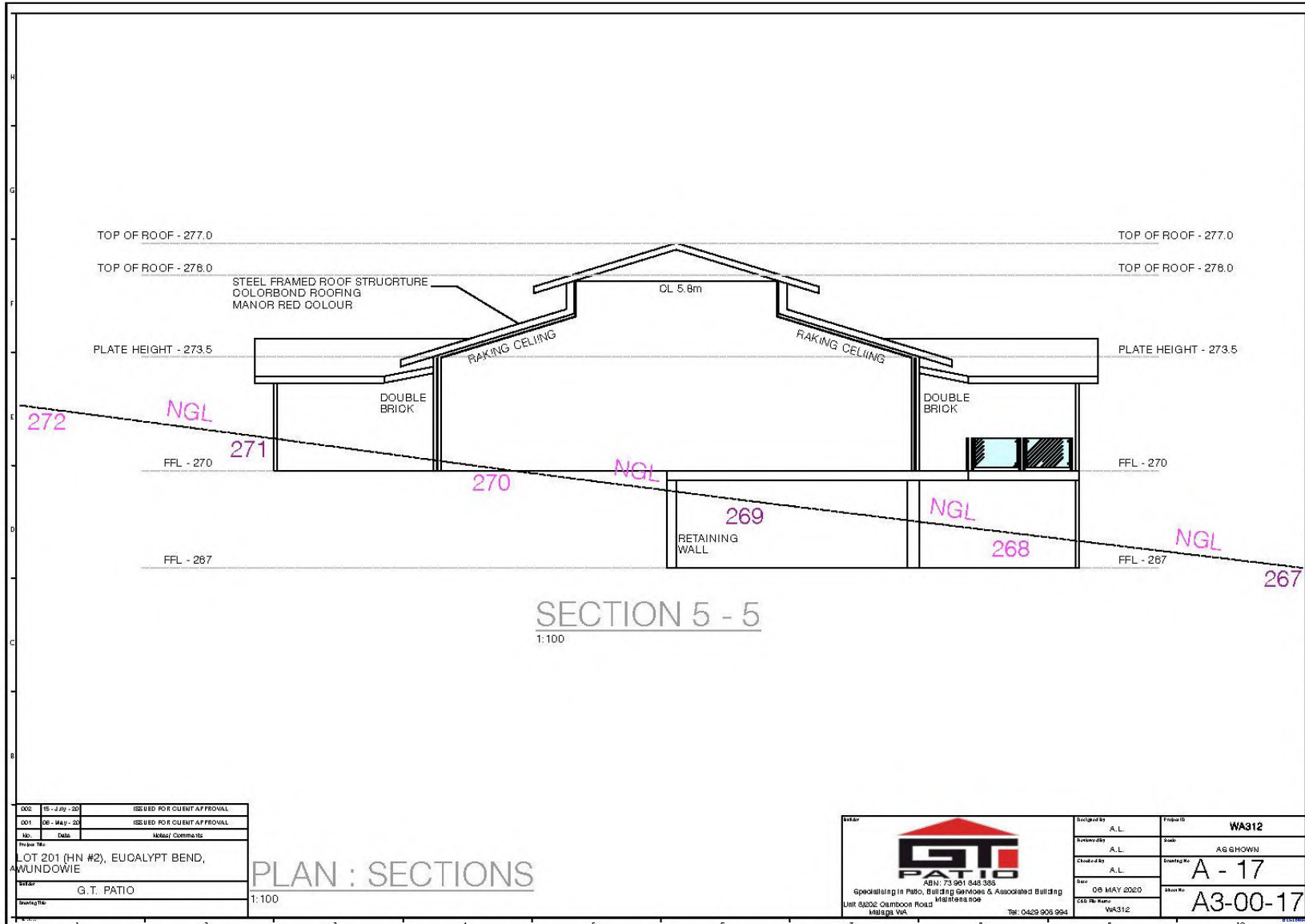
 <p>ABN: 73 901 548 385 Specialising in Patio, Building Services & Associated Building Maintenance Unit 8/202 Oakmoor Road, Mandurah WA Tel: 0429 905 994</p>	Designed By	A.L.	Project ID	WA312
	Reviewed By	A.L.	Sub	AG6HOWN
	Checked By	A.L.	Drawing No.	A - 12
	Date	08 MAY 2020	Sheet No.	A3-00-12
	CAD File Name	WA312		

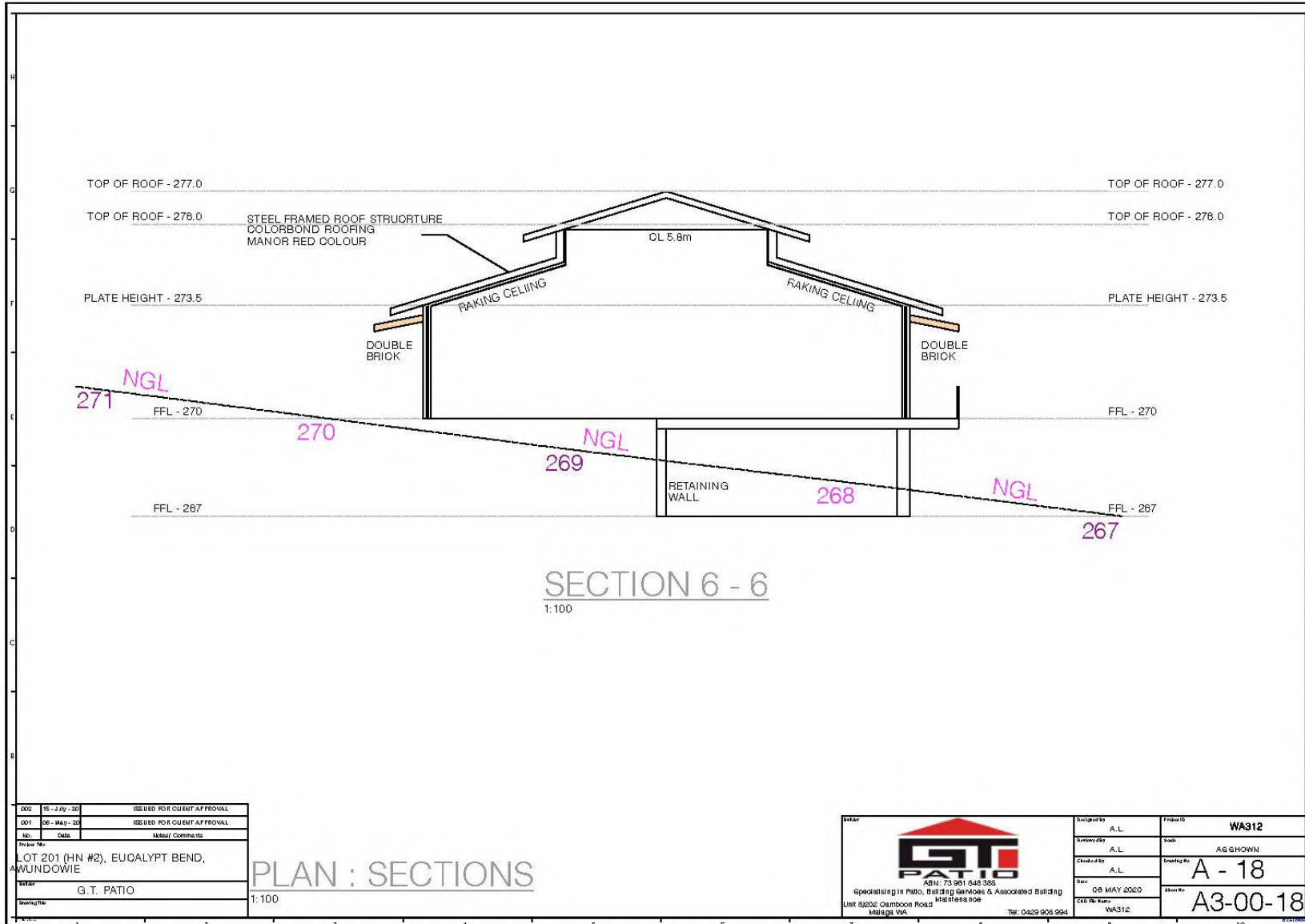


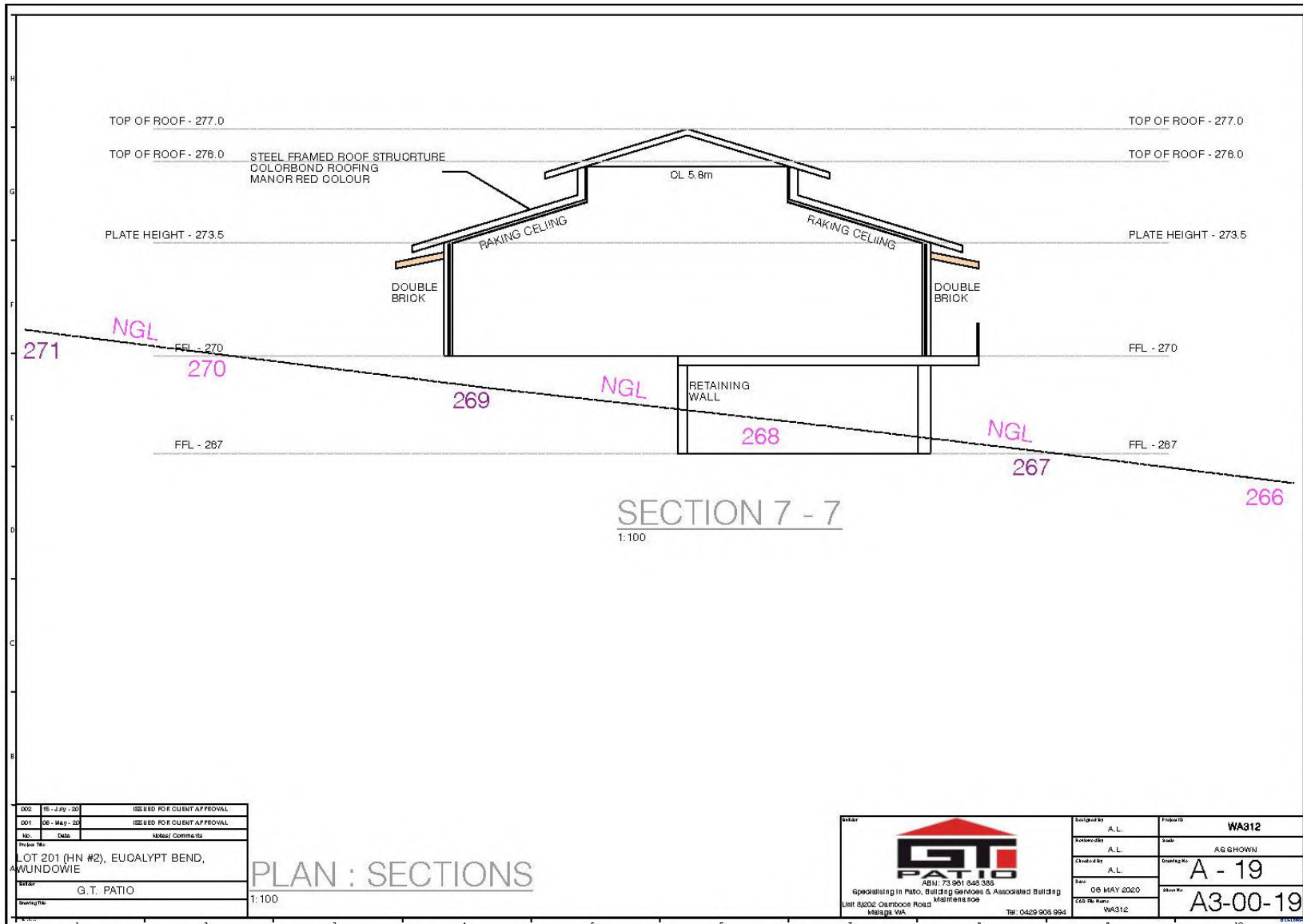












Attachment 3 – Land Use Letter



Ferraro planning and development consultancy

Mobile 0437 880 041 E-mail eugene@fpdc.com.au

Your Ref: P20043/A16328

24 July 2020

Chief Executive Officer
Shire of Northam
PO BOX 613
NORTHAM WA 6401

Dear Sir

APPLICATION FOR PLANNING APPROVAL – LOT 201 EUCALYPT BEND, WUNDOWIE - PROPOSED COMMUNITY CENTRE

I have been engaged by *Vizawadya Theinn Australia Perth* to assist with the progress of the abovementioned planning application currently before the Shire and is in response to the email received from your Planning Manager on 8 June 2020. In considering the application, the landowner has respectfully requested the Shire consider the following.

Vizawadya Theinn Australia Perth is an Australian Burmese not for profit Association, established to provide meditation and other services for the Burmese community.

Lot 201 is a 11,940m² lot located at the intersection of Eucalypt Bend and Werribee Road. The Lot is zoned Rural Living 5 in the Shire of Northam Local Planning Scheme No 5 (LPS 6).

Building Use

The primary purpose for the building on Lot 201 is to accommodate the traditional meeting and meditation requirements of the Western Australian Burmese community. Attending meditation is an important and regularly cultural practice in Burma, which provides significant health and well-being benefits to its communities. Between five and six times every year, the Western Australian Burmese community propose to invite an internationally renowned meditation expert, generally from Burma, to run meditation sessions on Lot 201. These sessions run for approximately seven to ten days, with participants attending sessions that run for approximately one hour at the time. A number of sessions may be run on each day during that week, with approximately 20 – 30 participants at each session.

All meditation sessions are open to the public.

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The meditation expert and his assistances will also live on-site during the week. This will enable the expert to run sessions efficiently and provide for comfortable accommodation during the stay.

It is important to note that the building will not be used for religious ceremonies. There will be no figures, paintings or statues of deities and the like and the building will not be consecrated for any religion.

Outside of the time used for meditation sessions, the building, including the main hall and the kitchen, will be available for hire for community use. The on-site caretaker will be able to take bookings and arrange for the hire of the hall on a day to day basis.

In light of the activities that are anticipated for the proposed building, the use building should be determined as being "community purposes" under the (LPS 6).

"community purpose" means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organizations involved in activities for community benefit;

As a not for profit entity, *Vizawadya Theinn Australia Perth* meets the definition of an organisation involved in activities for community benefit. In addition, the building will be available for hire for the majority of the time by wider community for recreational and social uses.

Community Purpose is listed as an 'A' use in the Rural Living zone in Table 1 Zoning Table of LPS 6, which means that:

"that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions;"

Clause 64 of the deemed provisions require applications for this use in the Rural Living Zone to be advertised for public inspection and comment.

Building Design

The building has been designed as a simple rectangular masonry structure 15m wide and 35m long with single pitch metal roof. The building will be located entirely within the designated building envelop.

The main body of the building includes a large hall 18m x 15m and five smaller meeting rooms on either ends. These smaller rooms can be used for meeting rooms, storage and will also be used as bedrooms for the meditation expert during his stay.

A small caretakers dwelling (15m x 10m) has been included on the western wing of the proposed building.

While the roof structure is a simple gable, a monitor roof raised 100mm above the main roof line creates a visual interest and softens the large roof line. In addition, a small three roof tower is proposed on the south western corner of the building. This tower reflects the cultural aspirations of the Burmese community and adds interest to the simple building.

- 3 -

The building is proposed to be cut into the landscape, as this would avoid the need for extensive earthworks on the site. With a five metre fall from the front to the rear of the building envelop, extensive earthworks beyond the building envelopment would have been required to provide a level surface and a workable surrounds. The resulting layout of the building on one level that seeks to minimise the cut and fill requirements. An undercroft parking area has been provided as an effective alternative to a traditional the cut and fill approach.

Number of People

It is anticipated that a maximum of 100 people will be on-site at any one time. While only 20 – 30 people are likely to attending meditation at any one time, it could be possible that a larger number may attend the site, particularly as it is available for public hire.

Car parking

A total of forty four (44) car parking including 6 minibus parking bays are proposed for the site.

As the building has been designed primarily for the provision of social/recreational services, at a rate of one car parking per four persons, the 44 bays could accommodate up to 166 people on the site. Given that a maximum occupancy of 100 people is being sought by this application, the amount of car parking would exceed the Shire's minimum requirements.

Three universal access bays have been provided in a location that will provide the most convenient access to the building.

Accommodation

The design includes provision for a live-in caretaker, who will be the only permanent resident on the site. The design of caretaker's accommodation is of sufficient size to accommodate a modest family, should the Association wish to permit the family of the caretaker to also reside on the site.

During the week in which the international mediation expert is in attendance, he/she will reside on-site, together with any assistants that have accompanied the expert. Meals for the expert and the assistance will be provided by the community and/or the caretaker. No other persons will reside on the site. Upon the expert completing the mediation sessions, the building will become available for community hire.

The rooms to be used as temporary bedrooms for the expert and his/her assistants will be available as break out rooms or smaller meeting rooms as part of the main hall hire.

Building Colours and Materials

The building is proposed as a masonry building rendered in an off-white colour.

The roof will be a metal roof finished in Colorbond Manor Red.

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Bushfire

A bushfire attack level report has been prepared for the site, which confirms a BAL rating of 12.5.

Conclusion

This application seeks the Shire's approval for a community purpose building for the use of the *Vizawadya Theinn Australia Perth Association* for the purposes as a public meditation. The association will use the building some five to six weeks per year. Outside of these times, the building will be available for hire as a public hall.

The mediation undertaken on the site is a non-religious activity and there are no deities or other features associated with any religion placed in or around the building and it will not be consecrated for any religion. The building will remain as a hall, available for public use for the vast majority of the time.

The proposed building will be simple brick wall and metal roof building, with a monitor styled roof. A small feature element is proposed to satisfy the cultural aspirations of the association.

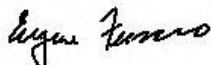
The hall can accommodate up to 100 people, which will be sufficient to meet the needs of the association. The building can be described as a small modest hall, which will have the capacity to provide a useful facility for local residents for the majority of the time.

Some 44 car parking bays are proposed, which will comfortably accommodate 100 people. The small number of vehicles and the low frequency of events within the hall will ensure that there is no additional traffic safety issues associated with the development.

The Association looks forward to the matter proceeding to the public comment period, prior to its favourable determination by the Council.

Please do not hesitate to contact me if you have any further queries regarding this matter.

Yours sincerely



Eugene Ferraro
Director



The Planning Officer
Shire of Northam

To Whom It May Concern

Dear Madam/Sir

We are writing in support to our application for Development Approval for a Meditation and Community Center for Vizawadaya Theinn Australia.

Firstly, We would like to share some information and background of Vizawadaya Theinn. It is a non-profit religious group led by Burmese Buddhist Monk, our Venerable Sayadaw Ashin Siri Dhamma who provides Buddha teaching methods of meditation for all people from different backgrounds or religions. The meditation technique is a systematic and precise approach on how to achieve inner peace by learning step by step throughout the process. It is originally located in Pyay City, Yangon Division in Myanmar. Sayadaw held several meditation retreats around Myanmar and different parts of the world such as Singapore, Thailand, United Kingdom, the United States. All of the Vizawadaya Theinn centres are non-profit organisation and they are solely running by donations.

Venerable Sayadaw Ashin Siri Dhamma teaching method is extremely popular among meditation yogis around the world. His meditation centers in Myanmar, are currently running all years around and need to book 6 months ahead. All the meditation centres are monitoring systematically. They do not over crowded the facility. All the followers from around the world give their time to do pilgrimage to his meditation center minimum of once per year and also The Vizawadaya Theinn group visit to different countries and offer the best approach of meditation for all the attended yogis yearly as well. As we (followers form Western Australia) do our pilgrimage minimum of twice per years.

We (followers form Western Australia) approached Venerable Sayadaw Ashin Siri Dhamma and requested him to visit western Australia as the third time and he came to Perth on February 2020 and taught meditation to more than a hundred yogis who has attended to meditation retreat.

From there on, We (followers form Western Australia) has decided to have a meditation center for Vizawadaya Theinn Australia. While the Venerable Sayadaw Ashin Siri Dhamma was in Australia, we had shown him more than a couple of lands to develop Meditation Center for Western Australian, the followers from Eastern States and around the world. He has chosen the Lot 201 (HN2) Eucalypts Bend, Wundowie, due to the nature location, quiet and peaceful community, the nature of land position and most of all it is so close to nature (as this a part of Buddha teaching). The land owner (Mr Aye Zaw Win) so happy and delighted. He decided to donate his land to Vizawadaya Theinn Australia. The Venerable Sayadaw Ashin Siri Dhamma was so excited to build a meditation center in Western Australia and willing to teach meditation to Western Australian and other people who come to this center.

Vizawdaya Theinn Australia Perth

Lot 201, Eucalypt Bend, Wundowie, WA, 6560 vizawdayatheinnperth@gmail.com



Each meditation clinic runs around 10 days. We'd get visitors from Eastern States, Singapore, United States and United Kingdom and it will be help for our tourism in the area.

Finally, We had attached some photographic evidence (in Appendix pages) of how the meditation centres run around the world and Myanmar. We had also attached his last visit to Perth as well.

If you require any further information, Please do not hesitate to contact us. We are happy to provide any assistance to you.

Kind Regards



Vizawdaya Theinn Australia Perth

Lot 201, Eucalypt Bend, Wundowie, WA, 6560 vizawdayatheinnperth@gmail.com



Attachment 4 – Schedule of Submissions (Full copies provided to Councillors separately)

Schedule of Submissions

Proposed Community Centre – Lot 201 Eucalypt Bend, Wundowie

No.	Name & Address	Summary of Submission	Key Themes Identified in Submission	Applicant's Response	Officer's Comment
1	Nearby landowner	<ul style="list-style-type: none"> Leach drains from the septic tanks are directed toward a natural water way. Disabled parking appears to be a long way away and up the hill from the entrance of the hall. Disabled parking should be in a flat area close to a ramp and the entry. Concerned that so many visitors in the area I may have a problem with trespassers assuming that it is vacant land and either dump rubbish there or help themselves to firewood. Requests the Shire erect a chevron style sign or barrier at the end of Eucalyptus Bend road by my boundary fence? 	<ul style="list-style-type: none"> Effluent disposal Location of disabled parking Impacts on property 	No response received.	<p>EHO concurs. Condition recommended.</p> <p>Building Surveyor concurs. Condition recommended.</p> <p>Not a planning issue. However, Shire's Engineering section has been advised of request.</p>
2	Nearby landowner	<ul style="list-style-type: none"> With several sessions running at a time and 20-30 participants at each session, this could amount to 180 (5 meeting rooms and hall x 20-30 people) or more in attendance at any time. Hire of hall to the community for social and recreation use without restriction leaves the use open for activities that are not suitable for a residential area. Parking for 44 vehicles and 6 mini bus bays does not indicate that there will be a small number in attendance at any one time. Group have already held a get together and there was a good deal of noise travelling up the hill interrupting our peace and enjoyment. We do not believe this is a suitable use of the land and believe it will make it almost impossible for the adjoining lots to be sold and will greatly affect the value of the property where we reside. 	<ul style="list-style-type: none"> Number of people Impacts from proposed number of people Impact on rural living amenity 	No response received.	<p>The number of people will be limited in the Public Building approval, which is related to the number of facilities.</p> <p>Noted. Condition recommended.</p> <p>Application indicates 100 people is intended.</p> <p>Further information was obtained from submitter. Event was a casual get together.</p> <p>Assessment indicates that the application can be recommended for approval.</p>
3	Nearby landowner	<ul style="list-style-type: none"> Object and do not support the proposal due to: <ul style="list-style-type: none"> Loss of Amenity (the right to enjoy your land and peace and quiet). Visual amenity of the proposed development. Size and scale of the development. Lack of consultation from the developer with surrounding properties that will be effected. Tree canopy environment vegetation threatened species and fauna. The application for development proposal is deceptive. States Community Centre but is a meditation centre. 	<ul style="list-style-type: none"> Amenity impacts Visual amenity of design Lack of consultation – developer & Shire Environmental impacts Road & traffic impacts Community impacts Zone objectives 	No response received.	<p>Refer to Statutory assessment for comments on amenity impacts. Conditions recommended to protect amenity.</p> <p>Agree. Size and scale of development is not typical of the zone, however assessment indicates that the development can be conditionally approved.</p> <p>Refer to Report for details of consultation, which was carried out as per Level 4 requirements.</p> <p>No tree removal has been proposed.</p>

No.	Name & Address	Summary of Submission	Key Themes Identified in Submission	Applicant's Response	Officer's Comment
		<ul style="list-style-type: none"> - Surrounding roads are in a poor condition and the additional traffic will make the roads worse. - Additional impacts on the already stretched and limited services and facilities that are available within Wundowie and surrounding areas i.e. medical centre etc. - Location is not suitable; surrounded by semi-rural properties e.g. hobby farms and not businesses. • Also concerned that not all surrounding neighbours received the notice of public advertisement, which is very unfair. All effected neighbours have the right to be made aware and voice their concerns. 			<p>Noted. Land use definition is community purpose.</p> <p>The proposed use is temporary. No impacts on the community as a whole identified.</p> <p>Refer to assessment regarding location and consistency with zone objectives.</p> <p>As indicated earlier, Level 4 consultation carried out.</p>

Attachment 5 – Assessment Report

Statutory Assessment P20043

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

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.3	Zoning Table – RR: Community purpose – A. Definition: “community purpose” means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organizations involved in activities for community benefit. (Note: Place of worship – X.)	The Applicant's planning consultant submits that the building should be determined as being “community purposes” under LPS6. As a not for profit entity, Vizawadya Theinn Australia Perth meets the definition of an organisation involved in activities for community benefit. In addition, the building will be available for hire for the majority of the time by wider community for recreational and social uses.	Agree with the land use definition. Discussions have been held throughout the application process with the Applicant to ensure that they understand that the building cannot be used for religious purposes, which would be defined as a 'place of worship' (prohibited use in the zone). Condition recommended.
4.5	Site and development requirements: setbacks – 15m front, 10m side and rear; landscaping to be determined in each individual case.	Building located within building envelope, which is setback 15m from Eucalypt Bend; and 10m from east boundary.	Complies with setback requirements with the exception of the septic tanks and leach drains, which is discussed later in the Report together with compliance with building envelope and landscaping provisions.
4.10	Maximum building height – 9m or 2 storeys measured from mean NGL.	Building contains 2 storeys and has an overall height of 6m.	Complies.
4.12	Landscaping – plan and landscaping may be required by conditions.	No landscaping depicted on plans.	To reduce any visual impacts resulting from the development, landscaping is considered necessary.

Clause	Provision	Proposal	Assessment
			Condition recommended to require submission of a landscaping plan.
4.13	Car parking – as per Table 3. 1 per 4 persons accommodated required for similar uses.	44 car parking including 6 minibus parking bays and 3 universal access bays are proposed for the site.	Complies with the numerical requirements. The design requires further assessment, particularly in relation to access and location of the disabled/universally accessible bays. Condition recommended to require submission of further details in relation to car parking design.
4.14	Traffic entrances – may refuse more than one; or require separate entrances and exits.	Utilise crossover installed at time of subdivision.	Site inspection indicates crossover may be inappropriate due to steepness of grade, particularly for mini-buses. Amended plans indicate the location of an alternative access point, which may be suitable. Condition recommended to require submission of further details in relation to vehicular access.
4.18	Development of lots with more than one street frontage – front setback applies to all street frontages; side setback applies to other boundaries. Table 2: front 15m and side 10m.	Building: 16m Eucalypt Bend frontage; >15m Werribee Rd; 20m east; ~42m south. Septics: 4m Eucalypt Bend; ~6m Werribee Rd.	Building setbacks comply with the exception of the septic system and leach drains, which is discussed later in the Report together with compliance with building envelope.
4.19	Land in front setback can be used for gardens; landscaping; driveways; and parking.	Septic system located in front setback. Driveway in front (street) setback.	Location and design of septic system discussed later in this Report. Driveway location complies.

Clause	Provision	Proposal	Assessment
		Parking area located outside building envelope.	Parking design subject to further consideration as indicated earlier in this Report.
4.30	Development in RR zone		
	4.30.1 – provisions of Schedule 7 apply: revegetation of vegetation management areas identified in Structure Plan (SP).	No tree removal proposed outside building envelope.	Complies. No vegetation areas identified on building envelope plan. No SP was adopted for this subdivision.
	4.30.3 – permissibility of uses as per Zoning Table unless specified in Schedule 7.	Meditation and community centre.	Permissibility of use as per Zoning table, which has been discussed earlier in this Report.
	4.30.5 – demonstrated sustainable water supply.	Connection to scheme water.	Complies. Scheme water considered a sustainable water supply. Condition recommended to ensure that water is connected prior to occupation.
	4.30.6 – LG may require building envelopes.	Building to be constructed within building envelope.	Building envelope plan was approved as part of subdivision. Refer to clauses 4.30.7 and 4.30.8.
	4.30.7 – variation to building envelope may be permitted if not detrimental to residential amenity and landscape / environmental qualities.	Building to be constructed within building envelope. Car parking, driveway and septic system located outside building envelope.	No variation to building envelope proposed. Refer to clause 4.30.8.
	4.30.8 – unless otherwise approved, buildings and on-site effluent disposal system to be within building envelope.	Building is to be constructed within the building envelope. Car parking, driveway and septic system located outside building envelope.	The car parking and septic system is proposed outside of the building envelope.

Clause	Provision	Proposal	Assessment
			<p>To comply with the car parking requirements and to ensure there are no impacts on the locality, the location of the car parking is considered acceptable. Further detailed designs are required.</p> <p>The Shire's EHO has advised that although the site has sufficient capability for on-site effluent disposal. The location and system requires further details as part of a separate approval process.</p> <p>Conditions have been recommended in this regard.</p>
	4.30.10 – conventional effluent disposal facilities to be setback 100m from a wetland or watercourse. ATU to be setback 30m.	Conventional septic system proposed near corner of Werribee Rd and Eucalypt Bend.	<p>Watercourse identified on building envelope plan on Lot 207. Setback of septic system does not comply and is within 100m.</p> <p>Refer to comments above.</p>
	4.30.11 – no native trees or shrubs to be removed outside building envelope.	No tree removal proposed.	<p>Complies.</p> <p>Condition recommended to ensure existing trees are protected.</p>
4.31	Amenity of non-residential development		
	4.31.1 – amenity to be determined in the context of: form and scale; compatibility with surrounding land	Meditation and community centre consisting of 2 storeys and a caretakers dwelling with car parking.	The proposed development is not typical of the expected development in the Rural Residential zone, which is

Clause	Provision	Proposal	Assessment
	uses; character of locality; visual impacts and proposed screening.		generally single storey dwellings and associated outbuildings. The Applicant has advised that the form and scale of the building has been designed to minimise any visual impacts by cutting into the site to avoid the need for extensive earthworks, including locating the majority of the car parking underneath the building. Landscaping is recommended to reduce the visual impacts from Werribee Rd, Eucalypt Bend and the adjoining lots.
	4.31.2 – LG to have due regard to: external appearance; dimensions and proportions; materials; effect on nearby properties, landscape and environment; any other matter.	Meditation and community centre consisting of 2 storeys, including a caretakers dwelling and undercroft car parking. Design includes features of traditional Burmese architectural style and colours.	The building has been designed for the purpose and to reflect the Burmese community's culture. The proportion of the building is larger than the typical development in the locality. Locating the building at the rear of the building reduces potential effects on neighbouring properties. As indicated above, landscaping is recommended to reduce any visual impacts.
4.37	SPP3.6 – Development Contributions to be read as part of LPS6. Contributions for public infrastructure can be sought if sufficient nexus.	Meditation and community centre catering for up to 100 persons.	Contribution towards the upgrade of drainage may be required. A detailed stormwater management plan will need to be submitted to determine if

Clause	Provision	Proposal	Assessment
			there is sufficient nexus. Applicant to be advised in the conditions.
Deemed Provisions – Clause 67 of Regulations			
A	Aims and provisions of LPS6.	Meditation and community centre.	The aims of LPS6 include protection of amenity; appropriate development; conservation of the environment. The zone objectives for the RR zone are to provide land for rural living purposes whilst preserving the amenity and landscape. The proposal could be considered inconsistent with the objectives of the zone. Submitters have raised concerns regarding impacts on the amenity of the locality, which is discussed further in this Report.
C	Any approved State planning policy		
	SPP3.6 – Developer Contributions	Community Centre	Refer to clause 4.37 of LPS6.
	SPP3.7 – Planning in Bushfire Prone Areas	Community Centre. BAL report submitted indicates BAL of 12.5.	Bushfire risk acceptable. Recommendations of BAL report to be implemented together with recommendations of subdivision FMP. Condition recommended to ensure implementation.
E	Any policy of the Commission		
	Government Sewerage Policy (2019)	Conventional septic system proposed.	The Shire's EHO has advised that the site has sufficient capability to cater for on-site effluent disposal from the

Clause	Provision	Proposal	Assessment
			development. Further investigation to determine the most appropriate system is required. A condition has been recommended.
G	Any local planning policy		
	LPP2 – Site construction, general development and subdivision guidelines: earthworks exceeding 1m require development approval.	Meditation and community centre, and associated infrastructure.	Earthworks will exceed 1m due to topography of the land, which has a fall of 5m. The design of the building minimises the extent of earthworks, and is considered acceptable.
	LPP19 – RR design guidelines		
	5.1 – house to be located within building envelope and minimises vegetation removal.	Main building to be located within the designated building envelope.	Although not a house, the main building has been located in the envelope.
	5.2 – setbacks to comply with Table 2.	Meditation and community centre, and associated infrastructure.	Building complies. Septic system and location requires further investigation. Refer to previous discussion.
	5.3 – materials and colours to blend in with landscape. Zincalume not permitted.	Colourbond manor red roofing and off white rendered double brick.	The building design and colours could be considered out of character with the landscape and locality.
	5.4 – achieve an attractive streetscape in keeping with rural landscape; houses to be provided with verandahs or other architectural relief.	Meditation and community centre.	Verandahs and porticos proposed to front and rear elevations. The design is not typical of the rural landscape. Landscaping is recommended.

Clause	Provision	Proposal	Assessment
	5.5 – private open space to be provided behind house and screened from public view.	Community centre, including a caretakers dwelling.	No private open space specifically identified on submitted plans. Condition recommended.
	5.6 – fencing to be open 'ring lock' type; solid fencing not permitted, except around private areas of house.	Community centre. No changes to fencing identified.	Existing ringlock fencing complies.
	5.7 – driveways to allow wet weather and emergency access; minimum width 3m; constructed to LG specification; located to avoid removal of trees.	Utilise existing driveway constructed as part of subdivision process.	The grade of the existing crossover may be too steep to provide access for mini-buses and the like. Amended plans indicate location for a 2 nd driveway. Condition recommended regarding design of access and car parking.
	5.8 – car parking to be provided in close proximity to house.	Car parking provided as per Table 3 of LPS6.	Complies.
	5.9 – rural street numbers to be provided to assist in identification in an emergency.	Application identifies property as Lot 201 Eucalypt Bend.	Rural street number to be allocated, provided and displayed. Condition recommended.
	5.13 – structures in bushfire prone area to be constructed to AS3959.	BAL report submitted.	Condition recommended.
	LPP20 – advertising of proposals.	Community centre.	Level 4 advertising carried out. Three (3) submissions received. Refer to Schedule of Submissions.
I	Any report of review of LPS6	Community centre.	The Report of Review of LPS6 does not impact permissibility or assessment of this proposal.

Clause	Provision	Proposal	Assessment
M	Compatibility of development with its setting; relationship to development on adjoining land; likely effect of bulk and scale, orientation and appearance.	Community centre consisting of 2 storeys and a caretakers dwelling with car parking.	The proposed development could be considered out of character and scale with the typical rural living type development (i.e. single storey dwellings) in the locality, particularly the design and scale of the building. Locating the building at the rear of the property assists in reducing impacts on adjoining land. Landscaping will assist with the appearance of the development.
N	Amenity of locality including environmental impacts; character of locality; social impacts.	Community centre consisting of 2 storeys and a caretakers dwelling with car parking.	The proposed development could be considered out of character and scale with the typical rural living type development (i.e. single storey dwellings) in the locality. Disposal of effluent needs to be managed to avoid environmental impacts. Noise and traffic are potential sources of social impacts and need to also be managed. Conditions recommended, including a management plan relating to the operation and hire of the premises.
O	Likely effect on natural environment or water resources.	Conventional septic system proposed.	Disposal of effluent needs to be managed to avoid environmental impacts. Refer to previous comments.

Clause	Provision	Proposal	Assessment
P	Adequate provision of landscaping	No details provided.	Landscaping required to reduce visual impacts of the development. Condition recommended.
Q	Suitability of land considering risks, such as bushfire.	BAL report submitted.	Bushfire risk is acceptable if managed appropriately. Condition required to implement recommendations of FMP and BAL report.
R	Suitability of land considering any risks to human health or safety	Meditation and community centre, including caretakers dwelling.	As indicated earlier, further investigations are required in regards to on-site effluent disposal. Otherwise no other risks identified.
S	Adequacy of access to and from; and loading, unloading, parking and manoeuvring vehicles.	Parking for vehicles and mini-bus. Driveway to enable vehicles to enter and leave in a forward direction via existing crossover.	The steep grade of the existing crossover could be unsuitable for mini-buses. Amended plans indicate a 2 nd access point is available. Further details are required regarding access and car parking design, including further consideration of the location of the disabled / universally accessible parking. Conditions recommended.
T	Amount of traffic likely to be generated and any impacts.	Access from existing crossover on Eucalypt Bend. Meditation and community centre to cater to up to 100 people. Mini-buses to transport participants of meditation sessions.	The Shire's Engineering section have advised that the traffic generation is unlikely to impact the locality. Conditions recommended in regards to access and design of parking as previously discussed.

Clause	Provision	Proposal	Assessment
U	Availability of public transport services; public utility services; waste storage, collection and management; access for pedestrians and cyclists; access by older persons and people with a disability.	Meditation and community centre; private mini-buses; disabled parking spaces and access to building.	Access to scheme water, power and telecommunications is available to the site. Reticulated sewerage and public transport is not available. It is unlikely that people will access the site by walking or cycling, and therefore no specific facilities are recommended. No details of waste management has been provided. Condition recommended. Refer to previous comments regarding on-site effluent disposal.
V	Potential loss or benefit or any community service as a result of the development.	Meditation and community centre for the WA Burmese community. Venue for general community at other times.	The application proposes a meditation and community centre that is most appropriately defined as community purpose under LPS6. The centre is primarily for the use of the WA Burmese community, however the meditation sessions are open to the general public and when not in use the building will be available to the local community to hire for events or the like. The proposal has the potential to positively benefit the community, subject to appropriate management.
W	History of the site	Meditation and community centre on vacant RR land.	The site was created as part of a 7 lot subdivision (S134837 approved 2007).

Clause	Provision	Proposal	Assessment
			Each lot has a designated building envelope that includes a buffer from the Wundowie industrial area.
X	Impact of development on the community as a whole notwithstanding the impact on individuals.	Meditation and community centre.	As described in V above, the proposal has the potential to positively benefit the community, subject to appropriate management. Concerns have been raised regarding potential impacts on the amenity of the locality. Refer to the Schedule of Submissions.
Y	Any submissions received on the application.	Community centre.	3 submissions have been received raising concerns regarding the proposal. Refer to the Schedule of Submissions.

Cr D Galloway declared an impartiality interest in 12.3.5 – Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill as the owners are known to Cr Galloway.

Cr T M Little declared an impartiality interest in 12.3.5 – Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill as Cr Little has known the proponents for a number of years.

12.3.5 Relocated Dwelling – Lot 2 Fernie Road, Bakers Hill

Address:	Lot 2 Fernie Road, Bakers Hill
Owner:	Traci Atkinson
Applicant:	Traci Atkinson
File Reference:	A15407 / P20057
Reporting Officer:	Jayden Pope, Planning Officer
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 relocate a second-hand dwelling to Lot 2 Fernie Road, Bakers Hill.

Council previously granted retrospective development approval on 20 April 2016 (Minute C.2677) to the Applicant for another second-hand relocated dwelling and second-hand outbuilding. This project to date has not been completed and the Shire is still holding the final stage of the bond.

ATTACHMENTS

- Attachment 1: Locality Plan
- Attachment 2: Application documents and plans
- Attachment 3: Photos of Proposed Dwelling
- Attachment 4: Statutory Assessment

A. BACKGROUND / DETAILS

The subject property is zoned Rural Residential. The property is situated north-east of the Wundowie town site and is part of the Fernie-Sims Road Subdivision guide plan designating a building envelope.

Current development on the property includes a second-hand relocated dwelling and two outbuildings. It is proposed to convert the current dwelling to an ancillary dwelling to facilitate the proposed development.

The works have not been completed to the satisfaction of the Shire and in accordance with the conditions of approval. Works outstanding include:

- ATU system is incomplete;
- Bushfire protection measures incomplete;
- Rear stairs from deck are not complete or to standard; and
- External cladding has not been repainted.

Officers have been regularly liaising with the applicant during the construction period and concerns have been conveyed regarding the timely completion of the current development.

Development Timeline

- 26/06/15 – Complaint received regarding unauthorised placement and habitation of a second-hand relocated dwelling.
- 20/11/15 – Dwelling declared unfit for habitation.
- 14/01/16 – Applicant applied for retrospective development approval.
- 20/04/16 – Council granted retrospective development approval for second-hand relocated dwelling, variation to building envelope, and second-hand outbuilding.
- 29/07/20 – Application submitted for relocated second-hand dwelling and the conversion of the existing dwelling to an ancillary dwelling.
- 04/08/20 – Additional information requested from applicant.
- 14/08/20 – Amended plans received from applicant.
- 25/08/20 – Site visit conducted. Confirmed that subject dwelling is not on site.
- 09/09/20 – Neighbour notification period (14 days).
- 25/09/20 – No submissions received regarding the proposal.
- 02/10/20 – Update provided by applicant on progress of original development. Still not complete.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure & Service Delivery
Outcome 5.2: Environmental risks are proactively managed to minimise impact on residents.
Objective: Continued bushfire management planning and mitigation works.

Theme Area 6: Governance & Leadership

Outcome 6.1: The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.
Objective: Develop a clear brand identity and market it within the Shire of Northam, and beyond the Shire to investors, visitors and potential residents.

B.2 Financial / Resource Implications

Currently the Shire is holding a portion of the bond associated with the original dwelling application (ref: P16003). If the subject application is approved, then a new bond will be required to be lodged. To better manage any financial implications, it is recommended that the bonds be combined under a single legal agreement.

B.3 Legislative Compliance

Shire of Northam Local Planning Scheme No. 6

Refer to Attachment 4, which provides an assessment of the relevant provisions of LPS 6, including the Deemed Provisions and the following Local Planning Policies:

- LPP2 – Site Development and General Construction Guidelines;
- LPP3 – New Transportable, Relocated and Second-Hand Dwellings;
- LPP13 – Ancillary Dwellings;
- LPP19 – Rural Residential and Rural Smallholding Residential Design Guidelines; and
- LPP20 – Advertising of Planning Proposals.

B.4 Policy Implications

The policy implications associated with this proposal relate to the provisions of LPP3 regarding the outstanding bond, requirement for a new bond, and the management of the bonds hereafter as outlined in this report.

B.5 Stakeholder Engagement / Consultation

The application was advertised in accordance with the provisions of LPP20 to the potentially affected northern adjoining landowner. No submissions were received in response.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Forfeiture of bond by applicant.	Insignificant (1) x Possible (3) = Low (3)	Continuous monitoring to ensure conditions are met in a timely manner.
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.	Medium (3) x Possible (3) = Moderate (9)	Compliance action to be instigated to remedy situation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

C. OFFICER'S COMMENT

As outlined in this report, Officers have concerns that the new development will not be completed to the satisfaction of the Shire in a timely manner, particularly considering that the previously approved development remains incomplete and may remain unchanged if this development takes priority.

The conditions imposed on the previous approval were very specific in regards to stages and timeframes in accordance with the provisions of LPP3. Although the situation has been regularly monitored, the applicant to date has been very slow in progressing the works despite numerous requests and site visits.

It is considered appropriate, considering that the existing dwelling is being converted to an ancillary dwelling, to establish a single legal agreement and bond to ensure that the development(s) are completed as required by Council.

Photographs of the new dwelling are attached to this report (Attachment 4), which show that it is in good condition, is suitable for the location and will not detract from the amenity. The establishment of landscaping will also assist in enhancing the development when viewed from the neighbouring (northern) property.

The application is being recommended for conditional approval as outlined in the Officer's Recommendation. However, if Council is of the mind to refuse the development due to the adverse policy implications associated with

compliance with LPP3, an alternative recommended has been drafted as follows:

ALTERNATIVE RECOMMENDATION

That Council resolve to REFUSE the application for development approval (ref: P20057) and accompanying plans to relocate a second-hand dwelling and to convert the existing dwelling to an ancillary dwelling at Lot 2 Fernie Road, Bakers Hill, in accordance with clause 68(2)(c) 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, for the following reasons:

1. The proposed development is inconsistent with the aims of the Shire of Northam Local Planning Scheme No. 6.
2. The proposed development is inconsistent with the objectives of the Rural Residential zone as outlined in clause 3.2.9 of the Shire of Northam Local Planning Scheme No. 6.
3. The proposed development is inconsistent with clause 4.32.2 of the Shire of Northam Local Planning Scheme No. 6.
4. The proposed development is inconsistent with the objectives and provisions of the Shire of Northam Local Planning Policy No. 3.

RECOMMENDATION

That Council APPROVE the application for development approval (ref: P20057) and accompanying plans to relocate a second-hand dwelling and to convert the existing dwelling to an ancillary dwelling at Lot 2 Fernie Road, Bakers Hill, in accordance with clause 68(2)(b) of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the Shire of Northam Local Planning Scheme No. 6, subject to the following conditions:

1. **The development hereby permitted shall substantially commence within two (2) years from the date of determination.**
2. **All development must be carried out in accordance with the approved plans [and drawings] listed below:**
 - **Site Plan (1 of 6) dated 20/07/20;**
 - **Partial Site Plan (2 of 6) dated 20/07/20**
 - **Floor Plan (3 of 6) dated 24/07/20;**
 - **Elevations (4 of 6) dated 24/07/20;**
 - **Elevations 2 (5 of 6) dated 24/07/20;**
 - **Sub-Floor Structure (6 of 6) dated 24/07/20;**

In the event of an inconsistency between the approved plans and the conditions of this approval, the requirement of the conditions prevail.
3. **The relocated dwelling shall be constructed in accordance with Australian Standard 3959 – Construction of Buildings in Bush Fire Prone**

Areas (or superseding standard) and the approved Bushfire Management Plan prepared by Dr Karen Brown dated 13/8/2020.

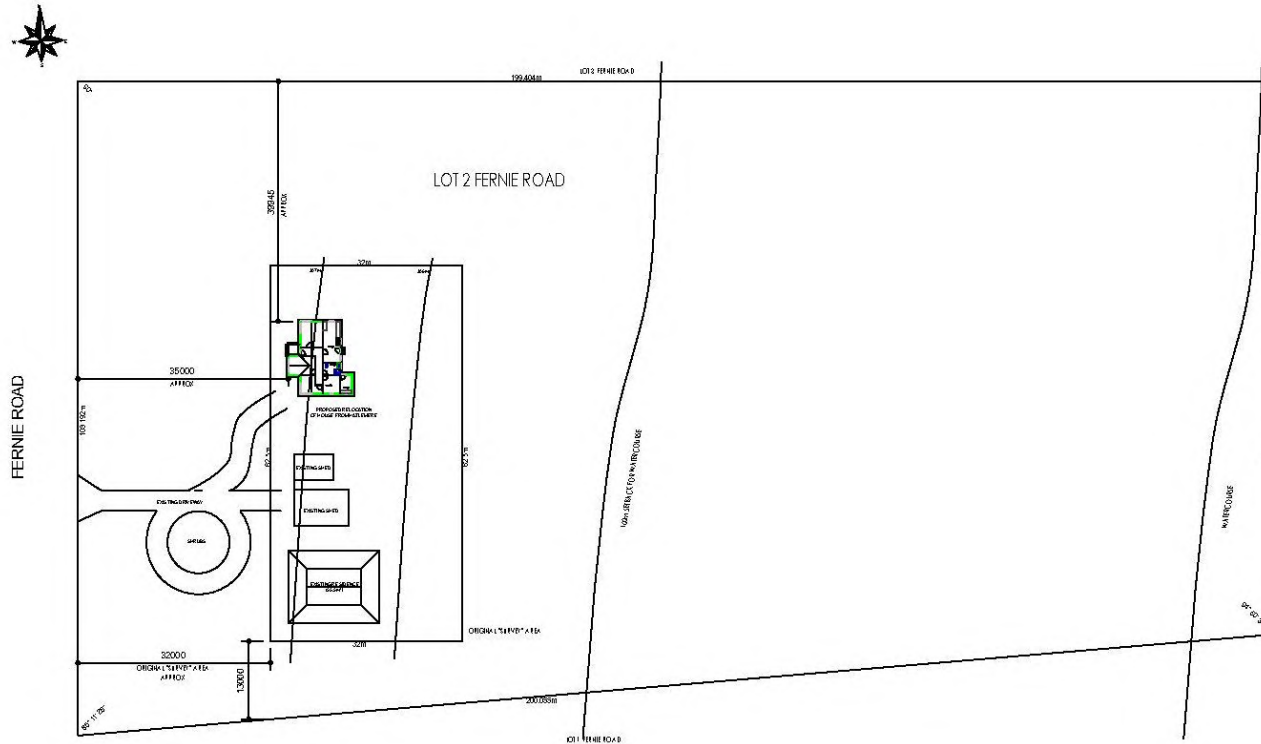
- 4. Prior to the commencement of any works, a legal agreement shall be entered into at the cost of the Applicant in accordance with the provisions of the Shire of Northam's Local Planning Policy No. 3: New Transportable, Relocated and Second Hand Dwellings.***
- 5. Prior to the dwelling being relocated, all asbestos shall be removed by an appropriately licensed contractor and disposed of at an approved waste management facility.**
- 6. Prior to occupation, the relocated dwelling permitted shall be connected to an approved effluent disposal system compliant with the provisions of the WA Government Sewerage Policy.**
- 7. Prior to occupation, the dwellings shall be connected to an approved reticulated water supply.**
- 8. Prior to occupation, the underside of the dwelling shall be screened from view to the satisfaction of the local government.**
- 9. Prior to occupation, a water tank with a minimum capacity of 10,000 litres, reserved solely for the purpose of firefighting, must be installed on site and be fitted with a 55mm cam-lock fitting with a full flow valve.**
- 10. Vegetation shall be planted within 12 months from the date of determination and maintained thereafter along the side of the relocated dwelling that faces the northern lot boundary, to the satisfaction of the local government.**
- 11. The appearance of the dwellings shall be maintained to a high standard.**
- 12. Stormwater shall be managed on-site in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.**

**Advice Note: The legal agreement will clearly state that should Stage 1 and Stage 2 completion not be reached within 90 days of the building's placement on site or Stage 3 completion not reached within 12 months of issue of a building permit, then the bond monies are to be forfeited to the Shire of Northam and the building removed from the site. The legal agreement shall apply to both buildings and supersede any previous agreements.*

Attachment 1 – Locality Plan




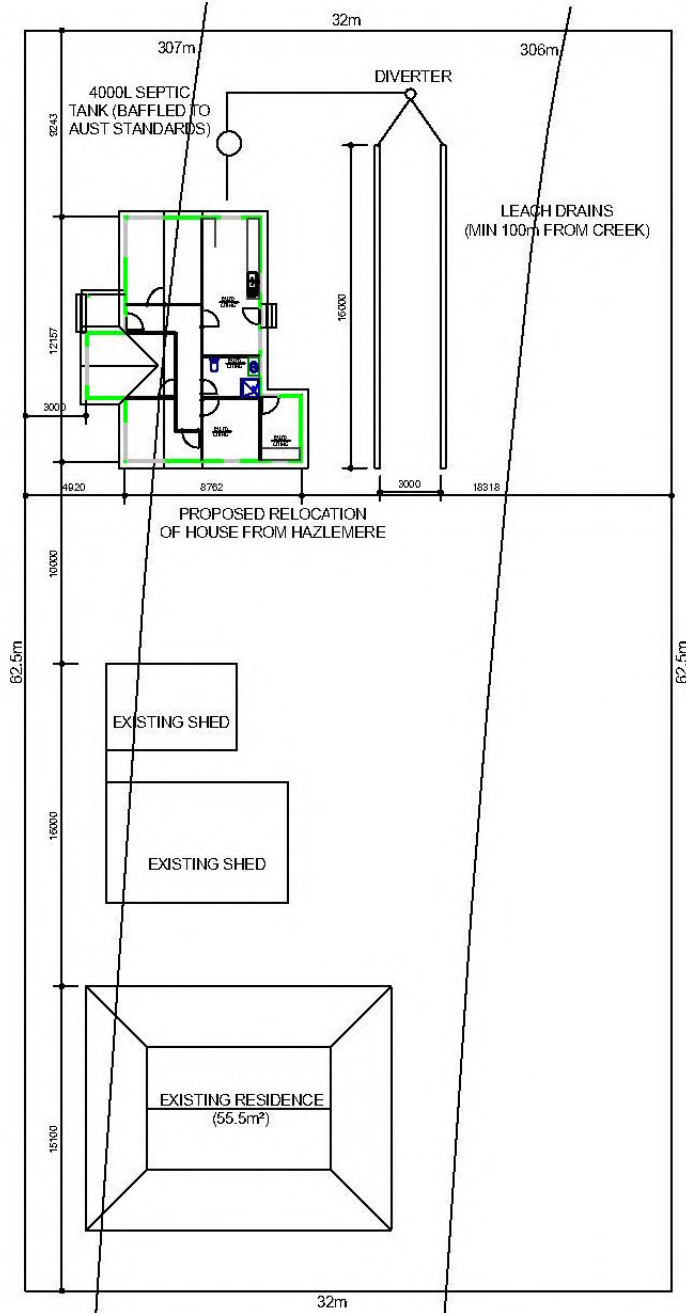
Attachment 2 – Application documents and plans



EXISTING BUILDING
 OFFERED BY: PROPOSED FROM 182 FERNIE ROAD, BAKER HILL.
 10 11 FERNIE ROAD, BAKER HILL.

NEW SITE CLASSIFICATION:
 1) SITE CLASS 'S' IN ACCORDANCE WITH AS 2870.
 2) WIND CLASS 'W' IN ACCORDANCE WITH AS 4065
 REGION A, TCS TO F2.

 <p>Dingo Drafting 18/189 Sturt St Perth WA 6000 Ph: 08 9447 1111 Fax: 08 9447 1112</p>	APP#: D2093_haci	10/11 FERNIE ROAD BAKER HILL	PAGE 6 OF 6	Drawn By:	Date:	Description:
	PRE: SITE PLAN			14	17/10/20	RELOC BRANKEE
	DES: I ATINSON			14	30/10/20	BRANKEE 01
	PROJECT: RELOCATION			14	14	14
	14			14	14	14
© LARSEN & PARTNERS PTY LTD				Scale 1 : 400	1 OF 6	




Scale 1:200
 0 2 4 6 8

EXISTING BUILDING

CURRENTLY RELOCATED FROM 138 BUSHMEAD ROAD, HAZLEMERE. TO BE RELOCATED TO LOT 2 FERNIE ROAD, BAKERS HILL

NEW SITE CLASSIFICATION:

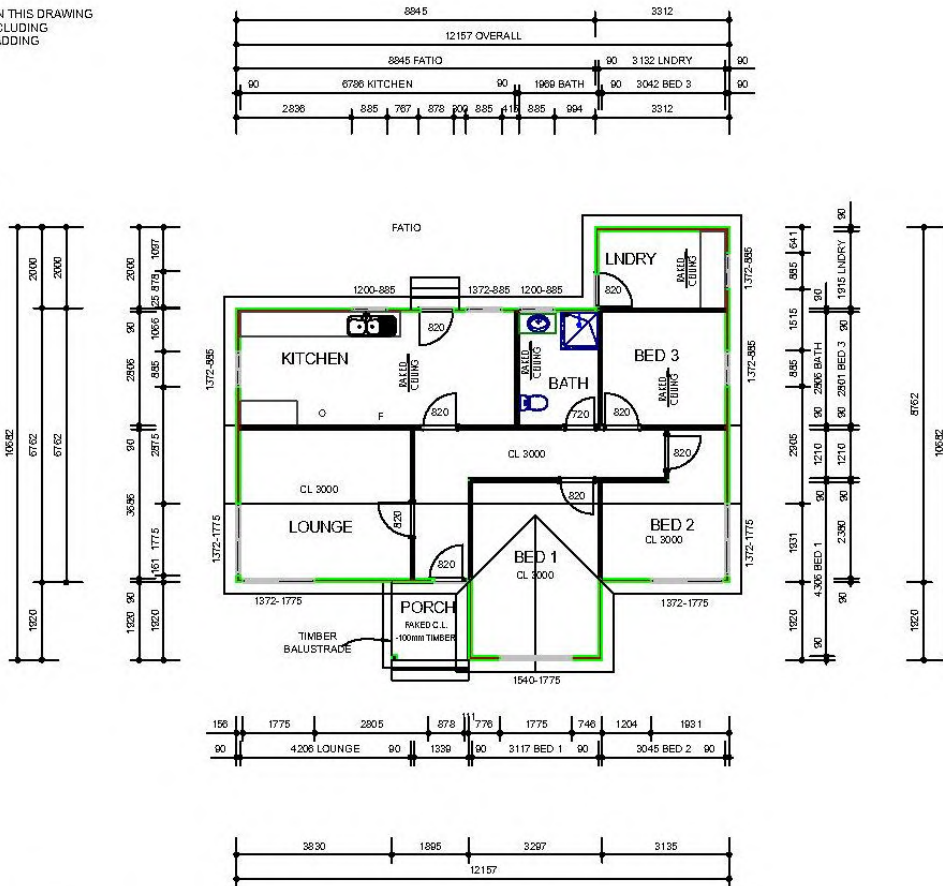
- 1) SOIL CLASS 'S' IN ACCORDANCE WITH AS 2870
- 2) WIND CLASS 'N2' IN ACCORDANCE WITH AS 4055
- REGION 'A', TC3, TO, FS

 <p>Dingo Drafting</p> <p>17 Albany Street Perth WA 6000 Mob: 08 9471 1344 Fax: 08 9471 1345 Email: dingo@dingodrafting.com.au</p>	JOB No:	D2093_traci	ADDRESS:	PAGE SIZE: A3	Drawn By:	Date:	Description:
	THE	PARTIAL SITE PLAN	LOT 2 FERNIE ROAD BAKERS HILL		PH	17/7/2020	PRELIM DRAWINGS
	CLIENT:	T. ATKINSON			PH	20/7/2020	DRAWINGS 01
	PROJECT:	RELOCATION					
					Scale 1: 200	2 OF 6	

CLIENT NOTE
1. ALL DIMENSIONS STATED ON THIS DRAWING RELATE TO SITE MEASURE INCLUDING INTERNAL AND EXTERNAL CLADDING



CURRENT NORTH POINT



SMOKE ALARMS SHALL BE HARD WIRED AND INSTALLED TO COMPLY TO AS3786-2014 SMOKE ALARMS


1. FINAL POSITIONS OF RAIN WATER PIPES TO BE DETERMINED ON SITE
 2. ALL DOWNPIPES TO BE CONNECTED TO RAIN WATER TANKS
1. CONTRACTORS MUST VERIFY DIMENSIONS AT THE JOB BEFORE MAKING ANY SHOP DRAWINGS. REFER DISCREPANCIES TO THE BUILDER BEFORE PROCEEDING WITH WORK CONCERNED

CEILING FIXER NOTE
1. 3000 CEILINGS TO FLOOR AREA UNLESS NOTED OTHERWISE

SUB-CONTRACTORS NOTE
1. ALL DIMENSIONS ARE TO BE VERIFIED ON SITE.

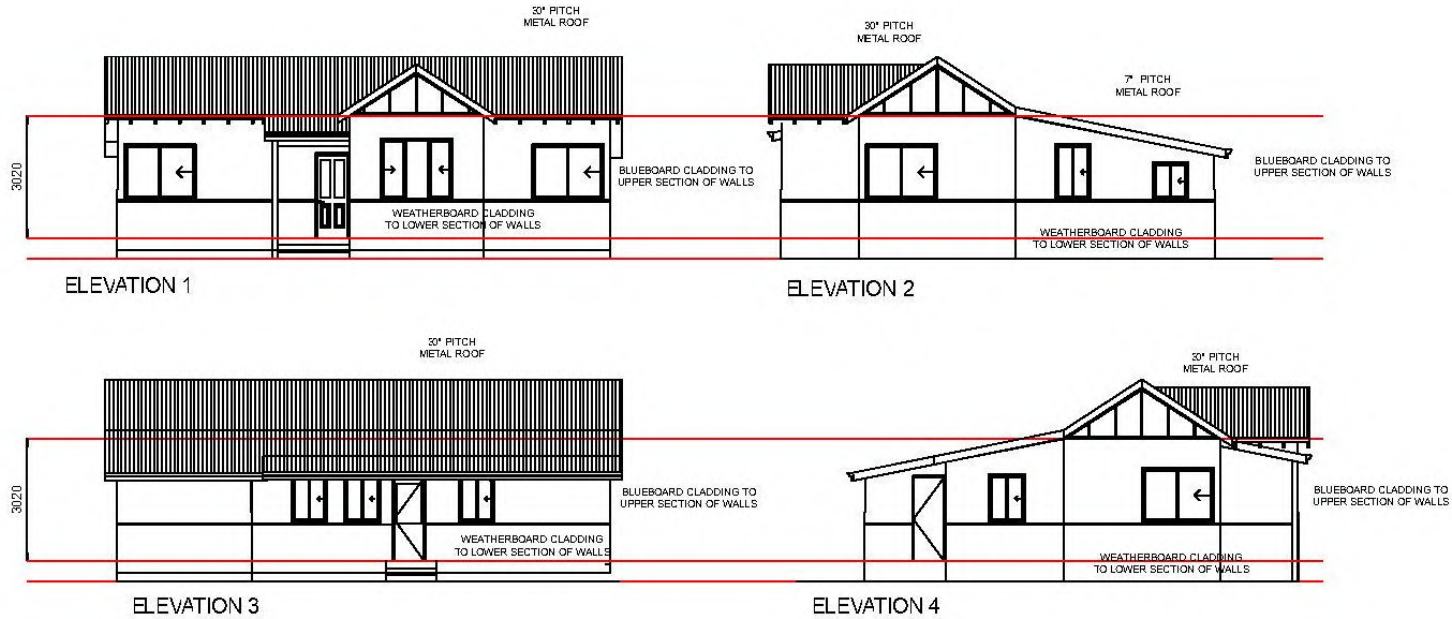
EXISTING BUILDING

CURRENTLY RELOCATED FROM 130 BUSHMEAD ROAD, HALDIBERG, TO BE RELOCATED TO LOT 2 FERNIE ROAD, BAKERS HILL


 <p>Dingo Drafting</p> <p>7469999 Suite 07/10, 4/4, 406b 40th St, Northam WA 6460</p> <p>Ph: 08 9403 421 134 Email: dingo@dingodrafting.com.au</p>	JOB No:	D0093_Traci	ADDRESS: NEW LOCATION: LOT 2 FERNIE ROAD BAKERS HILL	© THE DRAWING REMAINS THE PROPERTY OF DINGO DRAFTING PTY. LTD. A REMARK NOT TO BE RECORDED OR REPRODUCED WITHOUT PERMISSION. ALL EXISTING HOUSE MEMBERS 90mm TIMBER WALL FRAMES. BRICK ROOF STRUCTURE. 22mm FLOORING ON 100x50 JARRAH TIMBER FLOOR JOISTS WITH 100x25 JARRAH FLOOR BEARERS OVER 100x100 BS CCASTUMPS. METAL ROOF WITH 100x25 JARRAH BATTENS FOR ROOF STRUCTURE WITH INSULATION.	Drawn By:	Date:	Description:
	TITLE:	FLOOR PLAN			RH	17/07/2020	PRELIM DRAWINGS
	CLIENT:	T. ATKINSON			RH	24/07/2020	DRAWINGS 01
	DRAWINGS FOR:	RELOCATION					
			SCALE 1 : 100		3 OF 6		

HOUSE 95.160m²
 PORCH 3.577m²
 TOTAL AREA 98.737m²
 ROOF 141.063m²

NEW SITE CLASSIFICATION:
 1) SOIL CLASS 'S' IN ACCORDANCE WITH AS 2870.
 2) WIND CLASS 'N2' IN ACCORDANCE WITH AS 4085
 - REGION 'A', TC3, TO, FS



EXISTING BUILDING
 CURRENTLY RELOCATED FROM 133 BUSHMead ROAD, HALDBERG
 TO BE RELOCATED TO LOT 2 FERNIE ROAD, BAKERS HILL

 <p>Dingo Drafting 7 Avenue 10000 10th St W4 5000 4811 W 47th St L40 Mob: 0407 421 134 Email: dingo@dingodrafting.com.au</p>	JOB No:	D0093_Traci	ADDRESS: LOT 2 FERNE ROAD BAKERS HILL	© THE DRAWING REMAINS THE PROPERTY OF DINGO DRAFTING PTY. LTD. A REPEAT NOT BE COVERED OR REPRODUCED WITHOUT PERMISSION. ALL EXISTING HOUSE MEMBERS 90mm TIMBER WALL FRAMES. SHAKE ROOF STRUCTURE. 22mm FLOORING ON 100x50 JARRAH TIMBER FLOOR JOISTS WITH 100x25 JARRAH FLOOR BEARERS OVER 100x100 RS CROSS TIMBERS. METAL ROOF WITH 100x50 JARRAH BATTENS FOR ROOF STRUCTURE WITH INSULATION.	Drawn By:	Date:	Description:
	TITLE:	ELEVATIONS			RH	17/07/2020	PRELIM DRAWINGS
	CLIENT:	T. ATKINSON			RH	24/07/2020	DRAWINGS 01
	DRAWINGS FOR:	RELOCATION					
			SCALE 1 : 100	4 OF 6			

Brookbridge Horizons Pty Ltd trading as:
ABN 14 009 371 528

David A. Lavell & Associates

CONSULTING CHARTERED ENGINEERS

14 Sandover Road
Darlington WA 6070 Phone/fax: 9299 7720 Email: dalavell@inet.net.au

Principal: David Anthony Lavell
FIE Aust CPEng NER APEC Engineer IntPE(Aus)

6th July 2020
Ms Traci Atkinson
PO Box 24, Wundowie, 6560

RE: STRUCTURAL INTEGRITY AND SUITABILITY FOR RELOCATION OF HOUSE FROM 138 BUSHMEAD ROAD, HAZELMERE TO LOT 2 FERNIE ROAD, BAKERS HILL.


At your request, we have assessed the weatherboard, fibro cement and iron roofed home presently located at 138 Bushmead Road, Hazelmere. This building is at present located in a Region "A", Terrain Category 2 site as defined by Australian Standard 1170.2 Wind actions.

We are pleased to be able to report that we consider the building to be structurally adequate and suitable for relocation to the Bakers Hill site, also being a Region "A" Terrain Category 2 site to AS1170.2. From our knowledge of the local geology, we have assessed the site soil conditions as being Class S to AS 2870 Residential slabs and footings construction code.

Our assessment of the structural integrity is supported by the following observations. We are of the understanding that the home has been renovated extensively and during renovations all asbestos was removed. Also, all floors, walls and ceilings appear free of major distortions or excessive deflections that would indicate structural fault or movement mechanisms having occurred or still occurring.

Restumping and all work required in the relocation is to be completed in accordance with the requirements of the National Construction Code, and specifically to AS2870 for restumping on an S Class site; and to AS1684 Residential timber framed construction code for all timber framing restoration work required.

Yours faithfully,



David A Lavell

Note added to the Report on 06 Aug 2020:

We confirm that **there is no asbestos present** anywhere in the building.



Attachment 3 – Photos of Proposed Dwelling



Attachment 4 – Statutory Assessment

Statutory Assessment

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

Clause	Provision	Proposal	Assessment
Shire of Northam Local Planning Scheme No. 6			
3.2.9	Rural Residential Zone.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	<ul style="list-style-type: none"> To provide for the use of land for rural living purposes in a rural setting on lots generally ranging in size from 1 to 4 hectares whilst preserving the amenity of such areas, ensuring landscape protection and conservation and controlling land use impacts. 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	No adverse impacts identified. Dwellings are well screened from the street via vegetation and are located within the designated envelope. No submissions made on proposal.
	<ul style="list-style-type: none"> To reduce or eliminate the detrimental effect of keeping livestock in the zone by limiting stock numbers to those kept for hobby purposes and not for commercial gain. 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Not applicable.
4.5	Setbacks – 15m front and rear, 10m side.	Designated building envelope as per subdivision guide plan.	Not applicable.
4.10	Maximum building height – 9 metres.	5m from FFL proposed.	Complies.
4.14	One traffic entrance.	One entrance (existing crossover).	Complies.
4.30	Development in Rural Residential Zone.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	4.30.1 – Provisions applicable to Schedule 7 & 8.	Conditions in Schedule 7 do not relate to proposal.	Not applicable.

Clause	Provision	Proposal	Assessment
	4.30.3 – Permissibility with zoning table and/or Schedule 7 & 8.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Second-hand dwelling – Advertised. Ancillary dwelling – Discretionary.
	4.30.5 – Demonstrated water supply.	Scheme water available at front of property.	Complies. Condition required.
	4.30.8 – All development to be within building envelope.	All development within envelope.	Complies.
	4.30.9 – No development within 50m of watercourse.	No development within 50m of watercourse.	Complies.
	4.30.10 – Conventional effluent disposal system to be setback a minimum of 100m (30m for ATU) from any wetland or water course.	>100m setback from creek. Approx. 85-90m from wetland.	A conventional effluent disposal system is proposed. Approval is needed from Health. Condition required.
	4.30.11 – No native trees to be removed not within building envelope.	No vegetation to be removed.	Land is cleared where development is proposed. Complies.
4.32	Second-hand dwellings.	Second-hand dwelling to be used as main dwelling.	
	<ul style="list-style-type: none"> <i>Satisfactory condition and the design and locality of the building will not adversely affect the amenity of the locality.</i> 	Second-hand dwelling to be used as main dwelling.	Dwelling is of good condition and is screened from the street. Dwelling will be setback by approx. 39.9m from adjacent lot (Lot 3). Condition required for screening to protect visual amenity of adjacent lot.
	<ul style="list-style-type: none"> <i>Proposal complies with local planning policies.</i> 	Second-hand dwelling to be used as main dwelling.	Refer to Clause G of deemed provisions below.
Deemed Provisions – Clause 67 of Regulations			

Clause	Provision	Proposal	Assessment
A	Aims and provisions of LPS 6.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Proposal is consistent with the aims and provisions of LPS 6.
C	Any approved state planning policy: SPP 3.7 – Planning in Bushfire Prone Areas.	BAL-19.	BAL rating is satisfactory for development. Condition required for construction requirements.
G	Any local planning policy: LPP 2; LPP 3; LPP 13; LPP 19.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	LPP 2: Site Development and General Construction Guidelines.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	<ul style="list-style-type: none"> <i>Demonstrated and sustainable water supply.</i> 	Scheme water available at front of property.	Complies. Condition required.
	<ul style="list-style-type: none"> <i>No building shall detract from the amenity of locality.</i> 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Second-hand dwelling is of good condition. It is well screened from the street and lot boundaries, with the exception of the northern boundary. A vegetation screening condition will be required. The existing dwelling has no adverse impacts to the amenity of the locality.
	<ul style="list-style-type: none"> <i>Setbacks – 15m front and rear, 10m side.</i> 	Designated building envelope as per structure subdivision guide plan.	Not applicable.
	<ul style="list-style-type: none"> <i>Minimum roof pitch of 15 degrees.</i> 	30 degrees for relocated dwelling.	Complies.

Clause	Provision	Proposal	Assessment
	LPP 3: New Transportable, Relocated and Second-Hand Dwellings.	Second-hand dwelling to be used as main dwelling.	
	<ul style="list-style-type: none"> Appearance of second-hand dwelling. 	Second-hand dwelling to be used as main dwelling.	The dwelling has strong architectural relief via the porch. The dwelling looks in good condition.
	<ul style="list-style-type: none"> No dongas. 	Second-hand dwelling to be used as main dwelling.	Complies.
	<ul style="list-style-type: none"> Design of all elevations. 	Second-hand dwelling to be used as main dwelling.	Strong architectural design for all elevations.
	<ul style="list-style-type: none"> Dimensions and proportions of second-hand dwelling. 	Second-hand dwelling to be used as main dwelling.	Scale of development will have no adverse impacts. Refer to clause M.
	<ul style="list-style-type: none"> Effect on existing buildings and neighbours on nearby properties. 	Second-hand dwelling to be used as main dwelling.	No adverse impacts to existing buildings. The proposed location is screened by vegetation and is not visible from the road. The building will be visible from the adjacent northern property and therefore a condition requiring landscaping will be imposed.
	<ul style="list-style-type: none"> Effect of building on existing and future services and community facilities. 	Second-hand dwelling to be used as main dwelling.	No adverse impacts identified.
	<ul style="list-style-type: none"> Effect on landscape and environment. 	Conventional septic system within 100m from wetland. Stormwater to be managed to existing rainwater tank.	Condition required for septic system stating the system needs to be approved. Condition required for stormwater to manage overflow of tank.
	<ul style="list-style-type: none"> All asbestos materials to be removed from the dwelling prior to transport. 	All asbestos removed – noted on structural report.	Complies.

Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> Bond 	Relocated dwelling.	\$31,000 bond applies. Condition required.
	LPP 13: Ancillary Dwellings.	Existing dwelling to convert to ancillary dwelling.	
	<ul style="list-style-type: none"> Not more than 1 ancillary dwelling. 	One single ancillary dwelling.	Complies.
	<ul style="list-style-type: none"> Maximum floor area of 100m². 	55.5m ² .	Complies.
	<ul style="list-style-type: none"> Within 50m of main dwelling. 	Approx. 25m away from (the new) main dwelling.	Complies.
	<ul style="list-style-type: none"> Not located between street setback and main dwelling. 	In line with the main dwelling.	Complies.
	<ul style="list-style-type: none"> Materials and colours to complement main dwelling. 	Existing dwelling to convert to ancillary dwelling. Second-hand dwelling to be used as main dwelling.	Colour does not compliment main dwelling. However, colour of existing dwelling is neutral and will not detract from the main dwelling or surrounds.
	<ul style="list-style-type: none"> One parking bay. 	Adequate amount of hardstand parking area.	Complies.
	<ul style="list-style-type: none"> Within approved building envelope. 	Building within approved envelope.	Complies.
	<ul style="list-style-type: none"> Share same driveway as main dwelling. 	Ancillary dwelling to share same driveway as main dwelling.	Complies.
	<ul style="list-style-type: none"> BAL assessment 	BAL-19.	BAL rating is satisfactory for development. Condition required for construction requirements.
	LPP 19: Rural Residential and Rural Smallholding Residential Design Guidelines.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	<ul style="list-style-type: none"> Located within approved envelope. 	Buildings within approved envelope.	Complies.

Clause	Provision	Proposal	Assessment
	<ul style="list-style-type: none"> Minimise the removal of vegetation. 	No vegetation to be removed.	Complies.
	<ul style="list-style-type: none"> Architectural relief. 	Front verandah for ancillary dwelling. Front porch and strong architectural features for relocated dwelling.	Complies.
	<ul style="list-style-type: none"> Private open space. 	Located behind dwellings and screened from view by the dwellings and large setbacks.	Complies.
	<ul style="list-style-type: none"> Driveways. 	Existing access to be used. 3.5m wide approx.	Complies.
	<ul style="list-style-type: none"> In conjunction with LPP 3. 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Consistent. Refer to assessment above.
	<ul style="list-style-type: none"> In conjunction with LPP 13. 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Consistent. Refer to assessment above.
	<ul style="list-style-type: none"> BAL assessment. 	BAL-19.	BAL rating is satisfactory for development. Condition required for construction requirements.
	LPP 20 – Advertising of Planning Proposals.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	
	<ul style="list-style-type: none"> 5.1 – Level of Advertising. 	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	14 day advertising period carried out. Northern neighbour notified. No response received.
H	Any structure plan.	Fernie-Sims Road Subdivision Guide Plan.	Consistent with structure plan.

Clause	Provision	Proposal	Assessment
I	Any report of review.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	Review of LPS 6 does not impact development proposal.
M	Compatibility of development.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	The bulk and scale of the relocated dwelling is low. The height of dwelling reaches a FFL height of 5m. The scale of this height is significantly lowered by the 30m setback from the street. The ancillary dwelling is already in place and does not increase the bulk and scale. Development is compatible.
N	Amenity of locality.	Second-hand dwelling to be used as main dwelling. Existing dwelling to convert to ancillary dwelling.	No adverse environmental impacts. The proposed location is screened by vegetation and is not visible from the road. The building will be visible from the adjacent northern property and therefore a condition requiring landscaping will be imposed.
O	Likely effect on natural environment.	Stormwater to flow into rainwater tanks.	Complies. Condition required to manage overflow.
P	Provision of landscaping.	No landscaping provided.	Condition required for landscaping to protect visual amenity.
Q	Suitability of land taking into account risks, such as bushfire	BAL-19.	Bushfire risk is satisfactory if BMP is followed. Condition required.

Clause	Provision	Proposal	Assessment
R	Suitability of land taking into account possible risk to human health or safety	Relocate second-hand dwelling.	A structural adequacy report has been submitted with the application, which indicates that the building is free of asbestos. A condition is required to ensure that the asbestos has been removed from building prior to transportation.
S	Adequacy of access.	Existing access to be used.	Adequate access.
U	Availability of public utility services.	Scheme water and power available. No sewerage.	Condition required
W	History of site.	Second-hand dwelling to be used as main dwelling.	Existing dwelling to convert to ancillary dwelling. Existing dwelling has not been completed and bond has not been completely repaid.
Y	Any submissions received.	Second-hand dwelling.	No submissions received.
ZB	Any other planning consideration.	Outstanding issues – bonds.	The existing dwelling has not been completed and there is an outstanding bond.

12.4 CORPORATE SERVICES

12.4.1 Accounts & Statements of Accounts – 1st September 2020 to 30th September 2020

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

BRIEF

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

ATTACHMENTS

- Attachment 1: Accounts & Statements of Accounts – 1st September 2020 to 30th September 2020
Attachment 2: Declaration

A. BACKGROUND / DETAILS

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

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.

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

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2020/21 Budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

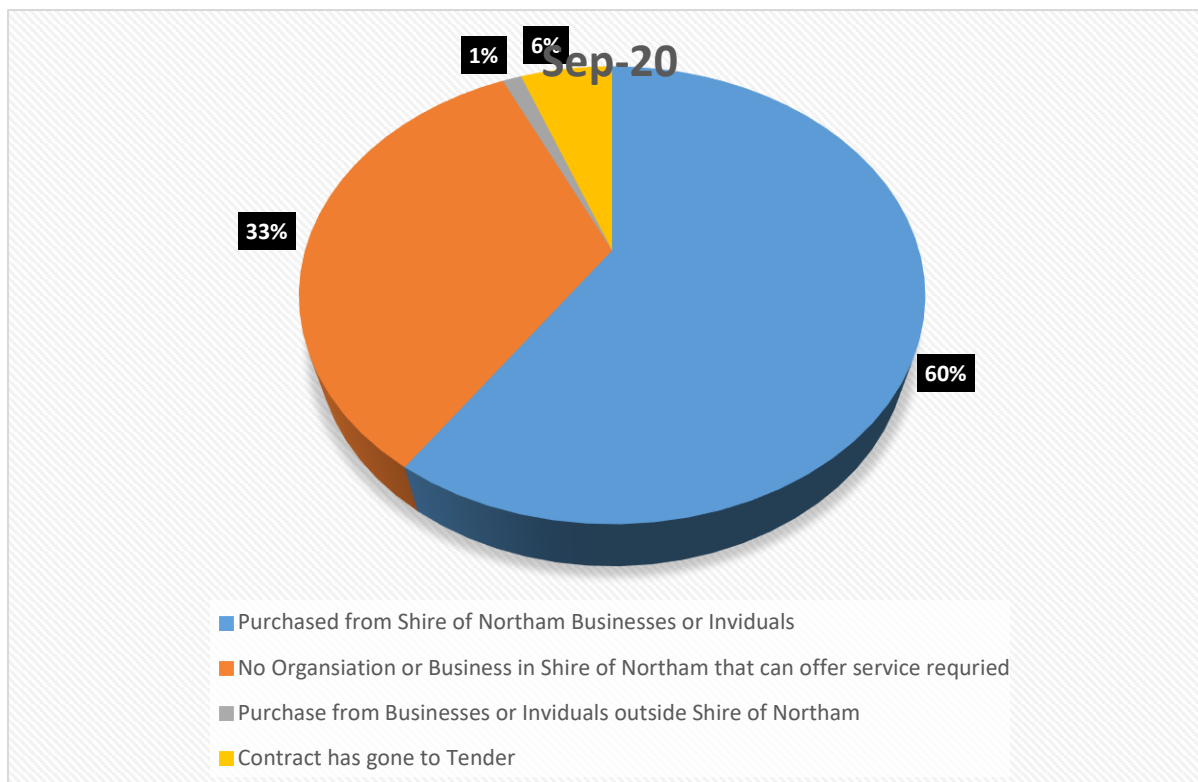
Not applicable.

B.6 Risk Implications

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

C. OFFICER'S COMMENT

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



RECOMMENDATION

That Council endorse the payments for the period 1st September 2020 to 30th September 2020, as listed:

- Municipal Fund payment cheque numbers 35340 to 35344 Total \$28,229.91.
- Municipal Fund EFT37586 to EFT37860 Total \$1,312,861.27.
- Direct Debits Total \$76,478.93.
- Payroll Total \$447,162.80.

TOTAL: \$1,864,732.91

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

Attachment 1

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35340	01/09/2020	PETTY CASH	FLOAT FOR KIOSK AT NORTHAM AQUATIC FACILITY FOR 2020/2021 SEASON	1		963.95
INV VIS CEN	10/08/2020	PETTY CASH	PETTY CASH REIMBURSEMENT FOR THE VISITORS CENTRE	1	163.95	
INV FLOAT/E01	09/2020	PETTY CASH	FLOAT FOR KIOSK AT NORTHAM AQUATIC FACILITY FOR 2020/2021 SEASON	1	300.00	
INV FLOAT/R01	09/2020	PETTY CASH	FLOAT FOR RECEPTION AT NORTHAM AQUATIC FACILITY FOR 2020/2021 SEASON	1	300.00	
INV FLOAT/W01	09/2020	PETTY CASH	FLOAT FOR WUNDOWIE POOL FOR 2020/2021 SEASON	1	200.00	
35341	01/09/2020	SHIRE OF NORTHAM	2020/2021 RATES PAYMENT A385 ITISHTOWN HALL & FIRESHED	1		914.30
INV A385	20/08/2020	SHIRE OF NORTHAM	2020/2021 RATES PAYMENT A385 ITISHTOWN HALL & FIRESHED	1	914.30	
35342	16/09/2020	MURESK INSTITUTE - DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT	5 x Services - Muresk course enrollment fees	1		2,500.00
INV 9335	02/09/2020	MURESK INSTITUTE - DEPARTMENT OF TRAINING & WORKFORCE DEVELOPMENT	5 x Services - Muresk course enrollment fees	1	2,500.00	
35343	16/09/2020	SHIRE OF NORTHAM	RATES FOR A11080 182 FITZGERALD STREET NORTHAM (POP UP SHOP)	1		4,079.24
INV A11080	07/08/2020	SHIRE OF NORTHAM	RATES FOR A11080 182 FITZGERALD STREET NORTHAM (POP UP SHOP)	1	3,942.99	
INV T1080	09/09/2020	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF AUGUST 2020	1	95.00	
INV T1079	09/09/2020	SHIRE OF NORTHAM	PAYMENT FOR THE COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2020	1	41.25	
35344	16/09/2020	WATER CORPORATION	STANDPIPE LOCKYER RD CLACKLINE 07/04/2020-05/06/2020	1		19,772.42
INV 9007938708	06/2020	WATER CORPORATION	STANDPIPE LOCKYER RD CLACKLINE 07/04/2020-05/06/2020	1	14,332.67	
INV 9020383824	07/2020	WATER CORPORATION	KILLARA TRADE WASTE 01/07/2020-30/06/2021	1	348.09	
INV 9007938704	08/2020	WATER CORPORATION	STANDPIPE LOCKYER RD CLACKLINE 03/06/2020-03/08/2020	1	3,758.59	

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INV 131	28/08/2020	WATER CORPORATION	9007872232 Kuringal Village - Service - 22/06/2020 to 25/08/2020		44.90	
INV 118	04/09/2020	WATER CORPORATION	9007945104 Katrine Toilets - 01/07/2020 to 31/08/2020		271.52	
INV 144	10/09/2020	WATER CORPORATION	9007901603 Railway Museum - 03/07/2020 to 08/09/2020		161.04	
INV 107	10/09/2020	WATER CORPORATION	9007901750 Purslowe Park - 08/07/2020 to 08/09/2020		61.70	
INV 141	10/09/2020	WATER CORPORATION	9007903799 Town & Lesser Hall - 08/07/2020 to 08/09/2020		524.91	
INV 135	10/09/2020	WATER CORPORATION	9008729788 Shire Administration Building - 03/07/2020 to 08/09/2020		269.00	
EFT37586	04/09/2020	ALLPUMPS & WATERBORING	YEARLY SERVICE OF LARGE AERATORS	1		13,137.74
INV 579	20/08/2020	ALLPUMPS & WATERBORING	YEARLY SERVICE OF LARGE AERATORS	1	13,137.74	
EFT37587	04/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	DRUM LIFTING CLAMP	1		186.18
INV 6559600	14/08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	DRUM LIFTING CLAMP	1	186.18	
EFT37588	04/09/2020	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL	1		3,460.00
INV 5418	25/08/2020	AUSQ TRAINING	BASIC WORKSITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROL	1	3,460.00	
EFT37589	04/09/2020	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LAND MOBILE/LAND MOBILE SYSTEM	1		562.00
INV 5021987615/08/2020		AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LAND MOBILE/LAND MOBILE SYSTEM	1	562.00	
EFT37590	04/09/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT01/09/2020		AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT37591	04/09/2020	AUTOPRO NORTHAM	ADJUSTABLE WRENCH AND MAGNETIC TEC BIT NUT DRIVER	1		64.28
INV 866001	18/08/2020	AUTOPRO NORTHAM	ADJUSTABLE WRENCH AND MAGNETIC TEC BIT NUT DRIVER	1	64.28	
EFT37592	04/09/2020	AVONDEMOLITION & EARTHMOVING	INKPEN WASTE MANAGEMENT 01/06/2020 TO 14/06/2020	1		5,404.00
INV 0035	14/06/2020	AVONDEMOLITION & EARTHMOVING	INKPEN WASTE MANAGEMENT 01/06/2020 TO 14/06/2020	1	1,792.00	

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INV 0039	09/08/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY - 28/07/2020 TO 09/08/2020	1	1,568.00	
INV 0040	12/08/2020	AVON DEMOLITION & EARTHMOVING	ADDITIONAL HOURS FOR STEVE MURCUTT TO DRIVE LOADER TO LOAD DUMPIES CARTING CLEANFILL FROM STOKE PILES TO TIPPING AREA - AT THE INKPEN ROAD WASTE MANAGEMENT FACILITY. TOTAL HOURS IS 21. APPROXS TIMES, MON 10/08/2020 11AM-6PM (6.5 HOURS), TUES 11/08/2020 7AM-6PM (10 HOURS), WED 12/08/2020 7AM-6PM (10 HOURS). STEVE MURCUTT (LANDFILL MANAGER) TO LOAD DUMPY WITH SHIRE LOADER.	1	728.00	
INV 0040	23/08/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 13/08/2020-23/08/2020	1	1,316.00	
EFT37593	04/09/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF ISUZU GRASS VALLEY 1.4 1DWZ-147 VIN# JAANPS75H87101459	1		853.65
INV 19414	12/08/2020	AVON SERVICE SPECIALISTS	ANNUAL SERVICE OF ISUZU GRASS VALLEY 1.4 1DWZ-147 VIN# JAANPS75H87101459	1	853.65	
EFT37594	04/09/2020	AVON VALLEY CONTRACTORS	MRWA SPEC GRVALE DEIVERED TO RUBBISH TIP	1		726.00
INV 3468	21/08/2020	AVON VALLEY CONTRACTORS	MRWA SPEC GRVALE DEIVERED TO RUBBISH TIP	1	726.00	
EFT37595	04/09/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	CARTING OF COVER MATERIAL FROM STOCKPILES - INKPEN TIP	1		7,665.00
INV IV10573	10/08/2020	AVON VALLEY PLANT & EQUIPMENT PTY LTD	CARTING OF COVER MATERIAL FROM STOCKPILES - INKPEN TIP	1	7,665.00	
EFT37596	04/09/2020	AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY AUGUST 2020	1		192,713.57
INV 39835	17/07/2020	AVON WASTE	RUBBISH COLLECTION FOR THE FORTNIGHT 17/07/2020	1	37,227.02	
INV 40066	31/07/2020	AVON WASTE	WASTE COLLECTION FORTNIGHT 31/07/2020	1	35,618.87	
INV 40239	14/08/2020	AVON WASTE	WASTE COLLECTION 14/08/2020	1	35,574.23	
INV 0004024425/08/2020		AVON WASTE	PROVISION OF A 10M3 SKIP BIN FOR THE NORTHAM & DISTRICTS SES, 3 HENRY ST. DELIVERY FRIDAY AFTERNOON 31/7/2020 AND COLLECTION MONDAY MORNING 3/8/2020	1	380.00	
INV 0004028228/08/2020		AVON WASTE	MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY AUGUST 2020	1	47,715.80	

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INV 40283	28/08/2020	AVON WASTE	WASTE COLLECTION 28/08/2020	1	36,197.65	
EFT37597	04/09/2020	BEAUREPAIRES	EN1207 - TRACTOR - REPAIR TYRE	1		30.72
INV 6411541920/08/2020		BEAUREPAIRES	EN1207 - TRACTOR - REPAIR TYRE	1	30.72	
EFT37598	04/09/2020	BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM CEMETERY - REPLACE SECTION OF DRAIN AND CLEAN LEACH DRAINS 19/08/2020	1		1,694.00
INV INV-220825/08/2020		BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM CEMETERY - REPLACE SECTION OF DRAIN AND CLEAN LEACH DRAINS 19/08/2020	1	1,694.00	
EFT37599	04/09/2020	BOQ ASSET FINANCE & LEASING PTY LTD	AUGUST 2020 LEASE FEE FOR PHOTOCOPIER/COMMUNITY	1		145.56
INV 858121	07/08/2020	BOQ ASSET FINANCE & LEASING PTY LTD	AUGUST 2020 LEASE FEE FOR PHOTOCOPIER/COMMUNITY	1	145.56	
EFT37600	04/09/2020	CADDS FASHIONS	WORK BOOTS - KRISTY HOPKINS	1		129.99
INV 20-00006	13/08/2020	CADDS FASHIONS	WORK BOOTS - KRISTY HOPKINS	1	129.99	
EFT37601	04/09/2020	CANNON HYGIENE AUSTRALIA PTY LTD	SERVICE FOR NORTHAM REC CENTRE	1		909.34
INV 9680162313/08/2020		CANNON HYGIENE AUSTRALIA PTY LTD	SERVICE FOR NORTHAM REC CENTRE	1	909.34	
EFT37602	04/09/2020	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CRDINARY MEMBERSHIP 2020-21	1		125.00
INV 1172	31/08/2020	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CRDINARY MEMBERSHIP 2020-21	1	125.00	
EFT37604	04/09/2020	CLARK EQUIPMENT	TRAVEL FOR FM1910 CLARKE SKID STEER TO 116 PEEL TCE, NORTHAM, WA, 6401. FIRST 50HR SERVICE IS FREE	1		445.50
INV 0821394220/07/2020		CLARK EQUIPMENT	TRAVEL FOR FM1910 CLARKE SKID STEER TO 116 PEEL TCE, NORTHAM, WA, 6401. FIRST 50HR SERVICE IS FREE	1	445.50	
EFT37605	04/09/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS STEEL WALL SAFE SERVICE 17/08/2020 AND 31/08/2020	1		394.32
INV 1887874	31/08/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS STEEL WALL SAFE SERVICE 17/08/2020	1	98.58	
INV 1887875	31/08/2020	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS STEEL WALL SAFE SERVICE 31/08/2020	1	98.58	
INV 1887873	31/08/2020	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS STEEL WALL SAFE SERVICE 17/08/2020 AND 31/08/2020	1	197.16	

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EFT37606	04/09/2020	CLEANFLOW ENVIRONMENTAL SOLUTIONS	CCTV - INSPECTION OF PIPES, VEHICLE AND AUXILIARY EQUIPMENT, OPERATOR, ALL REQUIRED SAFETY EQUIPMENT AND DOCUMENTATION 19/08/2020	1		5,735.40
INV 0003701320/08/2020		CLEANFLOW ENVIRONMENTAL SOLUTIONS	CCTV - INSPECTION OF PIPES, VEHICLE AND AUXILIARY EQUIPMENT, OPERATOR, ALL REQUIRED SAFETY EQUIPMENT AND DOCUMENTATION 19/08/2020	1	5,735.40	
EFT37607	04/09/2020	COMBINED TYRES PTY LTD	TRAVEL TO INKPEN TIP AND REPAIR FRONT TYRE OF TR-LOADER	1		396.00
INV INV-613320/08/2020		COMBINED TYRES PTY LTD	TRAVEL TO INKPEN TIP AND REPAIR FRONT TYRE OF TR-LOADER	1	396.00	
EFT37608	04/09/2020	COUNTRY COMFORTSTYLE NORTHAM	1x ENTERPRISE CHAIR BLACK FOR SUE CONNELL	1		400.00
INV 11479	27/08/2020	COUNTRY COMFORTSTYLE NORTHAM	1x ENTERPRISE CHAIR BLACK FOR SUE CONNELL	1	400.00	
EFT37609	04/09/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - REC CENTRE	1		2,106.76
INV 58590	17/08/2020	COUNTRY COPIERS NORTHAM	COLOUR COPIER SERVICE/METER READING - REC CENTRE	1	2,106.76	
EFT37610	04/09/2020	COUNTRYWIDE GROUP	EDGER BLADES AS PER SAMPLE EA	1		452.55
INV ACC000018/08/2020		COUNTRYWIDE GROUP	BLADES KUBOTA	1	143.55	
INV ACC000019/08/2020		COUNTRYWIDE GROUP	12" EDGER BLADES	1	100.00	
INV ACC000020/08/2020		COUNTRYWIDE GROUP	EDGER BLADES AS PER SAMPLE EA	1	176.00	
INV ACC000028/08/2020		COUNTRYWIDE GROUP	x 2 FILES CHAINSAW	1	33.00	
EFT37611	04/09/2020	CREATIVE CULTURE	BASKET WEAVING WORKSHOP 22/08/2020	1		1,600.00
INV 255	22/08/2020	CREATIVE CULTURE	BASKET WEAVING WORKSHOP 22/08/2020	1	1,600.00	
EFT37612	04/09/2020	CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL RSL ALARM MONITORING 01/09/2020 - 30/09/2020	1		758.61
INV CINS309(14/08/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING 13/08/2020 - 31/08/2020	1	5.40	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM REC CENTRE ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.97	

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INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	SES BUILDING ALARM MONITORING 01/09/2020 - 30/09/2020	1	87.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	MORBY COTTAGE ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	VISITOR CENTRE ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	OLD RAILWAY STATION MUSEUM ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	WUNDOWIE LIBRARY ALARM MONITORING 01/09/2020 - 30/09/2020	1	53.00	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	BKB ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	NORTHAM LIBRARY ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	SES ADMIN ALARM MONITORING 01/09/2020 - 30/09/2020	1	87.96	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	MEMORIAL HALL RSL ALARM MONITORING 01/09/2020 - 30/09/2020	1	90.56	
INV CINS309(18/08/2020		CTI SECURITY SERVICES PTY LTD	OLD GIRLS SCHOOL ALARM MONITORING 01/09/2020 - 30/09/2020	1	61.96	
EFT37613	04/09/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	OLD GIRLS SCHOOL - ATTENDANCE OF A TECHNICIAN ON 12/08/2020	1		921.31
INV 120245	12/08/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	OLD GIRLS SCHOOL - ATTENDANCE OF A TECHNICIAN ON 12/08/2020	1	464.46	
INV 120246	12/08/2020	CTI SECURITY SYSTEMS PTY LTD T/A S SECURUS	MORBY COTTAGE ATTENDANCE TECHNICIAN 12/8/20	1	456.85	
EFT37614	04/09/2020	DAIMLER TRUCKS PERTH	FUEL FILTER - ML239282	1		139.92
INV 6200673027/08/2020		DAIMLER TRUCKS PERTH	FUEL FILTER - ML239282	1	139.92	
EFT37615	04/09/2020	DAMIAN'S PLUMBING	REPAIR TRANSFER PIPE TO CLARKE STREET	1		676.50
INV 4095	26/08/2020	DAMIAN'S PLUMBING	REPAIR TRANSFER PIPE TO CLARKE STREET	1	676.50	
EFT37616	04/09/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 1 EMERGENCY SERVICES LEVY	1		179,515.70
INV 151055	21/08/2020	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	2020/21 ESL QUARTER 1 EMERGENCY SERVICES LEVY	1	179,515.70	

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EFT37617	04/09/2020	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WASTE LEVY LATE PAYMENT FEE APR-JUN 2020 AS PER SECTION 76 OF WASTE AVOIDANCE	1		51.51
INV R10030001/09/2020		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WASTE LEVY LATE PAYMENT FEE APR-JUN 2020 AS PER SECTION 76 OF WASTE AVOIDANCE	1	51.51	
EFT37618	04/09/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES - 01/08/2020 TO 31/08/2020	1		4,490.57
INV SON037	25/08/2020	DMC CLEANING	CLEANING OF SHIRE FACILITIES - 01/08/2020 TO 31/08/2020	1	4,490.57	
EFT37619	04/09/2020	E FIRE & SAFETY	TOWNHALL - ROUTINE MAINTENANCE TESTING	1		162.80
INV 527885	31/08/2020	E FIRE & SAFETY	TOWNHALL - ROUTINE MAINTENANCE TESTING	1	162.80	
EFT37620	04/09/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT01/09/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT01/09/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT37621	04/09/2020	EMMA CLAIRE PAPAPHOTIS	RATES CREDIT REFUND FOR ASSESSMENT A14624	1		980.80
INV A14624	01/09/2020	EMMA CLAIRE PAPAPHOTIS	RATES CREDIT REFUND FOR ASSESSMENT A14624		980.80	
EFT37622	04/09/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	REPLACE LOGAN CLUTCH - CLACKLINE 2.4	1		9,546.77
INV 68673	31/08/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	REPLACE LOGAN CLUTCH - CLACKLINE 2.4	1	9,546.77	
EFT37623	04/09/2020	GDR CIVIL CONTRACTING PTY LTD	HCK UP MULTI WHEEL ROLLER AND STEEL DRUM ROLLER FROM IRISHTOWN ROAD AND DROP OFF AT JENNPULLIN RD	1		660.00
INV 1705	14/08/2020	GDR CIVIL CONTRACTING PTY LTD	HCK UP MULTI WHEEL ROLLER AND STEEL DRUM ROLLER FROM IRISHTOWN ROAD AND DROP OFF AT JENNPULLIN RD	1	660.00	
EFT37624	04/09/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE UNIT 1. REPAIR FENCE AFTER TREE BRANCH FELL ON IT.	1		4,147.00
INV 11	17/08/2020	GLENN STUART BEVERIDGE	BERT HAWKE PAVILLION - INTALL MALE/FEMALE SIGN	1	121.00	
INV 12	17/08/2020	GLENN STUART BEVERIDGE	BERT HAWKE PAVILLION - CHECK SKYLIGHTS	1	143.00	
INV 13	17/08/2020	GLENN STUART BEVERIDGE	OLD POST OFFICE - CHECK GUTTERS AROUND GLASS WINDOWS	1	99.00	

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INV 14	17/08/2020	GLENN STUART BEVERIDGE	BILYA KOORT BOODYA - CHECK ROOF FOR LEAKS - CLEAN GUTTERS	1	473.00	
INV 8	17/08/2020	GLENN STUART BEVERIDGE	KURINGAL UNIT 8. CLEAN REAR YARD AND REAR STORE ROOM.	1	220.00	
INV 15	17/08/2020	GLENN STUART BEVERIDGE	TOWN HALL. CLEAN OUT FLOOR GRATE AND FLUSH HPES. KILLARA. REMOVE SIGN AND DISPOSE OF.	1	231.00	
INV 16	17/08/2020	GLENN STUART BEVERIDGE	NORTHAM DEPOT. SUPPLY AND INSTALL HAND TOWEL DISPENSER TO REAR TOILET, TO TAKE SLIMLINE TOWEL NOT ULTRA SLIM.	1	110.00	
INV 9	17/08/2020	GLENN STUART BEVERIDGE	WUNDOWIE DEPOT. CLEAN OUT AND USING LEVELLING NON SHRINKABLE GROUT, FILL AND LEVEL OUT MISSING CONCRETE IN SHED.	1	396.00	
INV 19	18/08/2020	GLENN STUART BEVERIDGE	REPAIR SEAT AT BERNARD PARK	1	143.00	
INV 18	18/08/2020	GLENN STUART BEVERIDGE	REC CENTRE. RESEAL ALL JOINS AND MAKE SURE BOX GUTTER BEHIND MANAGERS OFFICE DRAINS FREELY.	1	374.00	
INV 21	26/08/2020	GLENN STUART BEVERIDGE	OLD GIRLS SCHOOL. INSTALL COVER TO CHIMNEY	1	154.00	
INV 22	26/08/2020	GLENN STUART BEVERIDGE	ADMIN BUILDING. SUPPLY AND INSTALL 2 X HEAVY DUTY HOOKS FOR WADERS AND 1 X BAG TROLLEY.	1	231.00	
INV 23	26/08/2020	GLENN STUART BEVERIDGE	ROAD SIDE SIGNAGE CLACKLINE. INSTALL NEW SIGNS TO ORIGINAL FRAMES AND REINSTALL TO POSTS NEAR CLACKLINE.	1	341.00	
INV 25	31/08/2020	GLENN STUART BEVERIDGE	KURINGAL VILLAGE UNIT 1. REPAIR FENCE AFTER TREE BRANCH FELL ON IT.	1	825.00	
INV 24	31/08/2020	GLENN STUART BEVERIDGE	KURINGAL UNIT 8. REPLACE SHOWER HEAD AND INSTALL BLIND.	1	286.00	
EFT37625	04/09/2020	GRAFTON ELECTRICS	TAG AND TEST PN2002 (LIGHTING TOWERS)	1		572.44
INV 7097	24/08/2020	GRAFTON ELECTRICS	TAG AND TEST PN2002 (LIGHTING TOWERS)	1	473.44	
INV 7198	31/08/2020	GRAFTON ELECTRICS	CLACKLING HALL. REPORT ON POWER AVAILABILITY FOR NEW AIRCONS AND QUOTE IF REQUIRES UPGRADE.	1	99.00	
EFT37626	04/09/2020	HILLS CONCRETE PRODUCTS	SUPPLY HEAD WALL	1		500.00
INV 9982	27/08/2020	HILLS CONCRETE PRODUCTS	SUPPLY HEAD WALL	1	500.00	
EFT37627	04/09/2020	JASON SIGNSMAKERS	CUSTOM SIGNS	1		7,760.54
INV 210918	11/08/2020	JASON SIGNSMAKERS	CUSTOM SIGNS	1	7,029.70	

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INV 211162	18/08/2020	JASON SIGNMAKERS	CUSTOM SIGNS	1	730.84	
EFT37628	04/09/2020	IH COMPUTER SERVICES PTY LTD	SETUP AND ONSITE INSTALLATION OF FIREWALL, AP AND UPS - FORTIGATE-80E-POE, 16 X GE RJ45 PORTS (INCLUDING 2 WAN PORTS, 1 X DMZ PORT, 1 HA FORT, 12 X POE PORTS) MAX MANAGED FORTIAPS (TOTAL/TUNNEL) 32/16	1		14,938.00
INV 0000195230/07/2020		IH COMPUTER SERVICES PTY LTD	SETUP AND ONSITE INSTALLATION OF FIREWALL, AP AND UPS - FORTIGATE-80E-POE, 16 X GE RJ45 PORTS (INCLUDING 2 WAN PORTS, 1 X DMZ PORT, 1 HA FORT, 12 X POE PORTS) MAX MANAGED FORTIAPS (TOTAL/TUNNEL) 32/16	1	6,578.00	
INV 0000195507/08/2020		IH COMPUTER SERVICES PTY LTD	CNSITE INSTALLATION OF ACCESS POINTS AND CONFIG -FORTINET FORTIAP S223E FAP-S223E-N	1	4,840.00	
INV 0000195719/08/2020		IH COMPUTER SERVICES PTY LTD	SUPPORT PACK LABOUR HOURS	1	3,520.00	
EFT37629	04/09/2020	JR & A HERSEY PTY LTD	TOOLS FOR WORKS DEPOT	1		308.48
INV S43820	21/07/2020	JR & A HERSEY PTY LTD	TOOLS FOR WORKS DEPOT	1	308.48	
EFT37630	04/09/2020	JS TECHNOLOGY & DIGITAL PTY LTD	PART REPLACEMENT	1		100.00
INV 7705	18/08/2020	JS TECHNOLOGY & DIGITAL PTY LTD	PART REPLACEMENT	1	100.00	
EFT37631	04/09/2020	LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO. M2020/7 DATED 17/07/2020 TO 11/08/2020	1		67.30
INV 358933-1027/08/2020		LANDGATE	MINING TENEMENTS CHARGABLE SCHEDULE NO. M2020/7 DATED 17/07/2020 TO 11/08/2020	1	40.60	
INV 1000097901/09/2020		LANDGATE	OTHER DLI INVOICES	1	26.70	
EFT37632	04/09/2020	LLOYDS EARTHMOVING	CASUARINA TREES AND SYZIGIUM PLANTS	1		626.00
INV INV-201012/08/2020		LLOYDS EARTHMOVING	CASUARINA TREES AND SYZIGIUM PLANTS	1	626.00	
EFT37633	04/09/2020	LUCY'S TEAROOMS	LUNCH FOR WORKSHOP AT REC CENTRE 18/07/20 - WARM FOODS, SAUSAGE ROLLS, MEATBALLS, ETC. PLUS ONE PERSON IS COELLIAC AND CANNOT HAVE WHEAT PRODUCTS	1		450.00

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INV 2221	28/07/2020	LUCY'S TEAROOMS	LUNCH FOR WORKSHOP AT REC CENTRE 18/07/20 - WARM FOODS, SAUSAGE ROLLS, MEATBALLS, ETC. PLUS ONE PERSON IS COELLIAC AND CANNOT HAVE WHEAT PRODUCTS	1	450.00	
EFT37634	04/09/2020	MAYDAY EARTHMOVING	HIRE OF 3T ROLLER FOR 3 DAYS	1		737.00
INV 0007470428/07/2020		MAYDAY EARTHMOVING	HIRE OF 3T ROLLER FOR 3 DAYS	1	737.00	
EFT37635	04/09/2020	MIDALLIA STEEL	COLOURBOND GUTTERING	1		277.71
INV 6289416021/08/2020		MIDALLIA STEEL	COLOURBOND GUTTERING	1	123.68	
INV 6289619124/08/2020		MIDALLIA STEEL	COLOURBOND COTTAGE GREEN	1	8.93	
INV 6289984525/08/2020		MIDALLIA STEEL	VARI-PITCH ROOF VENTILATOR TURBO	1	114.33	
INV 6290740031/08/2020		MIDALLIA STEEL	SCREWS AND ROOFZIP SEALS	1	30.77	
EFT37636	04/09/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING AND GULLY EDUCTION 03/08/2020 - 09/08/2020	1		15,358.20
INV N2581	10/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING AND GULLY EDUCTION 03/08/2020 - 09/08/2020	1	3,839.55	
INV N2577	10/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING TOWN CENTRE & EDUCTION SERVICES 27/07/20 TO 02/08/20	1	3,839.55	
INV N2584	24/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION 10/08/2020 TO 16/08/2020	1	3,839.55	
INV N2586	24/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	STREET SWEEPING & GULLY EDUCTION 17/08/2020 TO 23/08/2020	1	3,839.55	
EFT37637	04/09/2020	NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT	1		846.62
INV 9203775115/08/2020		NAVMAN WIRELESS PTY LTD	SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT	1	846.62	
EFT37638	04/09/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR PETER HART AND AND GILLON	1		200.00
INV 7244	26/08/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR PETER HART AND AND GILLON	1	200.00	
EFT37639	04/09/2020	NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS FOR DEPOT STAFF ICS INCENTIVE AND LEAVING G	1		500.00

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INV IV00000015/07/2020		NORTHAM CHAMBER OF COMMERCE	NORTHAM DOLLARS FOR DEPOT STAFF IC'S INCENTIVE AND LEAVING G	1	500.00	
EFT37640	04/09/2020	NORTHAM COURIER SERVICE	HCK UP OF 2 X BAG OF PGG WRIGTHON TURF, DURA VEG RYE GRASS FROM 80 DOWD ST. WELSHPOOL AND DELIVER TO OLD QUARRY ROAD TIP.	1		55.00
INV 2615	01/08/2020	NORTHAM COURIER SERVICE	HCK UP OF 2 X BAG OF PGG WRIGTHON TURF, DURA VEG RYE GRASS FROM 80 DOWD ST. WELSHPOOL AND DELIVER TO OLD QUARRY ROAD TIP.	1	55.00	
EFT37641	04/09/2020	NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1		90.00
INV 0000300024/08/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
INV 0000300125/08/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	18.00	
INV 0000300928/08/2020		NORTHAM FEED & HIRE	DOG, CAT & OTHER MISCELLANEOUS ITEMS - AUGUST	1	36.00	
EFT37642	04/09/2020	NORTHAM TOWING SERVICE	TOW TRUCK FROM BURGESS RD TO NORTHAM SHIRE DEPOT.	1		330.00
INV 209667	24/08/2020	NORTHAM TOWING SERVICE	TOW TRUCK FROM BURGESS RD TO NORTHAM SHIRE DEPOT.	1	330.00	
EFT37643	04/09/2020	NORTHAM VETERINARY CENTRE	TREATMENT FOR DOG ATTACK - BLUE HEELER	1		320.44
INV 80514	03/08/2020	NORTHAM VETERINARY CENTRE	TREATMENT FOR DOG ATTACK - BLUE HEELER	1	181.35	
INV 80513	03/08/2020	NORTHAM VETERINARY CENTRE	TREATMENT FOR DOG ATTACK - HAIDEE FROM 4 PARK LANE	1	139.09	
EFT37644	04/09/2020	NUTRIEN AG SOULTIONS LIMITED	SEASOL 20L	1		339.08
INV 9031835114/07/2020		NUTRIEN AG SOULTIONS LIMITED	SEASOL 20L	1	182.60	
INV 9032096121/07/2020		NUTRIEN AG SOULTIONS LIMITED	9369351 - GRIPPLE PLUS MEDIUM WIRE JOINER	1	98.56	
INV 9032168722/07/2020		NUTRIEN AG SOULTIONS LIMITED	HOSE FITTINGS FOR WATER TANK	1	57.92	
EFT37645	04/09/2020	OXTER SERVICES	REGULAR CLEANING FOR PUBLIC TOILETS 03/08/2020 - 16/08/2020	1		10,184.42
INV 23159	31/07/2020	OXTER SERVICES	NEW GRAVE FOR THE BURIAL OF DOUGLAS PETER LEESON BURIAL DATE 29.07.2020	1	2,068.00	
INV 23226	14/08/2020	OXTER SERVICES	PUBLIC TOILETS. EXTRA CLEAN'S FOUR COVID 19 FOR 03/08/2020 - 16/08/2020	1	2,026.20	

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INV 23225	14/08/2020	OXTER SERVICES	REGULAR CLEANING FOR PUBLIC TOILETS 03/08/2020 - 16/08/2020	1	2,296.80	
INV 23224	14/08/2020	OXTER SERVICES	BURIAL DATE 14.08.2020: REOPENING FOR THE BURIAL CF MARY TERESA CUMMIN'S	1	1,001.00	
INV 23261	24/08/2020	OXTER SERVICES	SUPPLY OF WHITE PLASTIC CUPS FOR ADMIN BUILDING	1	71.06	
INV 23266	25/08/2020	OXTER SERVICES	MEMORIAL HALL AND ADMIN BUILDING TOILET SUPPLIES	1	237.66	
INV 23290	28/08/2020	OXTER SERVICES	CLEANING OF SHIRE PUBLIC TOILETS 17/08/2020 TO 30/08/2020	1	2,296.80	
INV 23292	28/08/2020	OXTER SERVICES	KATRINE TOILET SUPPLIES 17/08/2020 - 30/08/2020	1	67.97	
INV 23298	31/08/2020	OXTER SERVICES	BERNARD PARK TOILET SUPPLIES 31/08/2020	1	118.93	
EFT37646	04/09/2020	RED DOT STORES	10 x GIFT BAGS FOR CITIZENSHIP CEREMONY	1		15.00
INV 4720284126/08/2020		RED DOT STORES	10 x GIFT BAGS FOR CITIZENSHIP CEREMONY	1	15.00	
EFT37647	04/09/2020	ROYAL LIFE SAVING SOCIETY WA.	LAERDAL LITTLE ANNE QCPR MANIKIN, DEFIB TRAINING PADS	1		650.40
INV 119487	19/08/2020	ROYAL LIFE SAVING SOCIETY WA.	LAERDAL LITTLE ANNE QCPR MANIKIN, DEFIB TRAINING PADS	1	650.40	
EFT37648	04/09/2020	SHRED-X PTY LTD	EMPTYING OF SHREDDER BIN (ADMIN) AND DEPOT	1		473.63
INV 0149247631/08/2020		SHRED-X PTY LTD	EMPTYING OF SHREDDER BIN (ADMIN) AND DEPOT	1	473.63	
EFT37649	04/09/2020	SPECIALISED TREE SERVICE	REMEDIAL PRUNING ON 20 TREES AS PER DISCUSSIONS BETWEEN DOME AND POST OFFICE	1		3,468.00
INV 3378	24/08/2020	SPECIALISED TREE SERVICE	REMEDIAL PRUNING ON 20 TREES AS PER DISCUSSIONS BETWEEN DOME AND POST OFFICE	1	3,468.00	
EFT37650	04/09/2020	SUBIACO BUILDING COMPANY PTY LTD	REFUND OF OVERPAYMENT ON BUILDING FEES FOR BA20151 - A16353	1		1,736.93
INV 136261	13/08/2020	SUBIACO BUILDING COMPANY PTY LTD	REFUND OF OVERPAYMENT ON BUILDING FEES FOR BA20151 - A16353	1	1,736.93	
EFT37651	04/09/2020	TELSTRA CORPORATION	BUSH FIRE BRIGADES 10/08/2020-09/09/2020	1		319.98
INV 3864754812/07/2020		TELSTRA CORPORATION	HENRY ST OVAL 04/07/2020-03/08/2020	1	80.00	
INV 2726008910/08/2020		TELSTRA CORPORATION	BUSH FIRE BRIGADES 10/08/2020-09/09/2020	1	169.98	

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INV 3864754812/08/2020		TELSTRA CORPORATION	HENRY ST OVAL 04/08/2020-04/09/2020	1	40.00	
INV 6305302927/08/2020		TELSTRA CORPORATION	BAKERS HILL FIRE SHED AUGUST 2020	1	30.00	
EFT37652	04/09/2020	TOTAL GREEN RECYCLING PTY LTD	RECYCLING AND TRANSFER OF E-WASTE FROM OLD QUARRY LAND FILL	1		2,725.36
INV INV8323	31/08/2020	TOTAL GREEN RECYCLING PTY LTD	RECYCLING AND TRANSFER OF E-WASTE FROM OLD QUARRY LAND FILL	1	2,725.36	
EFT37653	04/09/2020	TOTAL TOOLS MIDLAND	TINSNP LEFT CUT	1		25.66
INV 203885	27/08/2020	TOTAL TOOLS MIDLAND	TINSNP LEFT CUT	1	25.66	
EFT37654	04/09/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES AS PER TIMESHEET FROM 26/08/2020 - 28/08/2020	1		3,363.25
INV 02880	30/08/2020	WA CONTRACT RANGER SERVICES	RANGER SERVICES AS PER TIMESHEET FROM 26/08/2020 - 28/08/2020	1	1,782.00	
INV 02873	30/08/2020	WA CONTRACT RANGER SERVICES	FOUND DUTIES AND ON CALL RANGER SERVICES AS PER TIMESHEET 10/08/2020-23/08/2020	1	1,581.25	
EFT37655	04/09/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1		609.09
INV I000000281/08/2020		WARRICKS NEWSAGENCY	COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) JULY 2020 - ADMIN	1	50.20	
INV I000000281/08/2020		WARRICKS NEWSAGENCY	CLIPBOARD SOVEREIGN	1	28.56	
INV 11129	31/08/2020	WARRICKS NEWSAGENCY	STATIONERY FOR ADMIN	1	530.33	
EFT37656	04/09/2020	WESTARP PTY LTD	ALTERATIONS TO TWO POOL COVERS, REHEMMING AND EYELET REPLACEMENT	1		792.00
INV INV-005411/08/2020		WESTARP PTY LTD	ALTERATIONS TO TWO POOL COVERS, REHEMMING AND EYELET REPLACEMENT	1	792.00	
EFT37657	04/09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1914 - NEW SPRAY TRUCK - INSTALL EXTRA FLASHERS POWER FEED AND FILTER AS PER REQUIREMENTS	1		3,018.25
INV INV-103509/03/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SES PC1 - DIAGNOSE AND REPAIR ELECTRICAL FAULT WITH AUXILIARY BATTERY	1	366.50	
INV INV-106411/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WUNDOWIE BUS PN1220 - INSTALL & SUPPLY ISOLATOR	1	666.50	
INV INV-106630/06/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CALL OUT TO REMOVE AND REPLACE PUMP FOR FUEL FOR N.003 PN1610 HINO DUAL CAB TRUCK	1	520.00	

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INV INV-108127/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EN1914 - NEW SPRAY TRUCK - INSTALL EXTRA FLASHERS, POWER FEED AND FILTER AS PER REQUIREMENTS	1	1,465.25	
EFT37658	04/09/2020	WOODLANDS DISTRIBUTORS PTY LTD	DISPENSER AND DOG WASTE BAGS	1		629.20
INV NTH1-0019/08/2020		WOODLANDS DISTRIBUTORS PTY LTD	DISPENSER AND DOG WASTE BAGS	1	629.20	
EFT37659	04/09/2020	WREN OIL	OIL WASTE DISPOSAL OLD QUARRY ROAD	1		302.50
INV 96989	31/08/2020	WREN OIL	INCPEN ROAD OIL WASTE DISPOSAL	1	77.00	
INV 96984	31/08/2020	WREN OIL	OIL WASTE DISPOSAL OLD QUARRY ROAD	1	225.50	
EFT37660	04/09/2020	ZENIEN	CCTV repairs 19/3 - 8/4	1		604.40
INV I7513	08/05/2020	ZENIEN	CCTV repairs 19/3 - 8/4	1	604.40	
EFT37661	11/09/2020	AMD CHARTERED ACCOUNTANTS	ACQUITTAL AUDIT COMPLETION FOR REGIONAL AIRPORTS DEVELOPMENT SCHEME 2019-21 (RADS) TO RECONSTRUCT TAXIWAY FOR WATER BOMBER AIRCRAFT PROJECT.	1		418.00
INV 801944	31/08/2020	AMD CHARTERED ACCOUNTANTS	ACQUITTAL AUDIT COMPLETION FOR REGIONAL AIRPORTS DEVELOPMENT SCHEME 2019-21 (RADS) TO RECONSTRUCT TAXIWAY FOR WATER BOMBER AIRCRAFT PROJECT.	1	418.00	
EFT37662	11/09/2020	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. REPAIR LEAK TO REAR TOILET.	1		69.30
INV A18775	31/08/2020	ANDY'S PLUMBING SERVICE	NORTHAM DEPOT. REPAIR LEAK TO REAR TOILET.	1	69.30	
EFT37663	11/09/2020	ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS AUGUST 2020	1		1,905.73
INV AUG2020/08/09/2020		ATTILA JOHN MENC SHELYI	COUNCILLOR PAYMENTS AUGUST 2020	1	1,905.73	
EFT37664	11/09/2020	AUSTRALIAN ASPHALT PAVING ASSOCIATION	EAVEMENT MANAGEMENT PRACTICES VIRTUAL COURSE 31ST AUG-1ST NOV 2020 - TENAYA EWINGS	1		506.00
INV INV-337517/08/2020		AUSTRALIAN ASPHALT PAVING ASSOCIATION	EAVEMENT MANAGEMENT PRACTICES VIRTUAL COURSE 31ST AUG-1ST NOV 2020 - TENAYA EWINGS	1	506.00	
EFT37665	11/09/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 3/9/2020	1		64,420.85
INV PAYG 0303/09/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 3/9/2020	1	64,420.85	

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EFT37666	11/09/2020	AUTOPRO NORTHAM	SUPPLY TRICKLE CHARGER	1		106.72
INV 865813	17/08/2020	AUTOPRO NORTHAM	SUPPLY TRICKLE CHARGER	1	106.72	
EFT37667	11/09/2020	AVON COMMUNITY DEVELOPMENT FOUNDATION	AVON DEVELOPMENT COMMUNITY FOUNDATION ANNUAL SUBSCRIPTION 2020/21	1		1,100.00
INV 2020/2020/04/08/2020		AVON COMMUNITY DEVELOPMENT FOUNDATION	AVON DEVELOPMENT COMMUNITY FOUNDATION ANNUAL SUBSCRIPTION 2020/21	1	1,100.00	
EFT37668	11/09/2020	AVON VALLEY CONTRACTORS	HIRE - KANGA 2 DAYS HIRE WITH TRENCHER	1		700.00
INV 36054	04/08/2020	AVON VALLEY CONTRACTORS	HIRE - KANGA 2 DAYS HIRE WITH TRENCHER	1	700.00	
EFT37669	11/09/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY RETIC PARTS	1		69.50
INV 142247	19/08/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY RETIC PARTS	1	69.50	
EFT37670	11/09/2020	BLACKWELL PLUMBING & GAS PTY LTD	GRASS VALLEY FIRE SHED. REPAIR LEAK UNDER CONCRETE.	1		1,384.10
INV INV-209310/03/2020		BLACKWELL PLUMBING & GAS PTY LTD	GRASS VALLEY FIRE SHED. REPAIR LEAK UNDER CONCRETE.	1	694.50	
INV INV-210424/03/2020		BLACKWELL PLUMBING & GAS PTY LTD	VINTAGE VEHICLE BUILDING. PLEASE SERVICE ALL TAPS AND PLUMBING FIXTURES THROUGHOUT.	1	117.60	
INV INV-221409/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	VISITORS CENTRE. UNBLOCK MALE TOILETS.	1	137.50	
INV INV-221409/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	REC CENTRE. CALL OUT FOR BLOCKED TOILETS.	1	434.50	
EFT37671	11/09/2020	BOEKEMAN MACHINERY	ANNUAL SERVICE 2018 JCB 3CX CLASSIC PB2AR6 BACKHOE.	1		943.87
INV 2204	27/08/2020	BOEKEMAN MACHINERY	ANNUAL SERVICE 2018 JCB 3CX CLASSIC PB2AR6 BACKHOE.	1	943.87	
EFT37672	11/09/2020	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS AUGUST 2020	1		1,100.00
INV AUG2020/08/09/2020		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS AUGUST 2020	1	1,100.00	
EFT37673	11/09/2020	BUILDER'S REGISTRATION BOARD OF WA.	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF AUGUST 2020	1		7,133.55
INV T1080	09/09/2020	BUILDER'S REGISTRATION BOARD OF WA.	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF AUGUST 2020	1	7,133.55	

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EFT37674	11/09/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2020	1		4,923.86
INV T1079	09/09/2020	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF AUGUST 2020	1	4,923.86	
EFT37675	11/09/2020	CARL PHILLIP DELLA	COUNCILLOR PAYMENTS AUGUST 2020	1		1,905.73
INV AUG202008/09/2020		CARL PHILLIP DELLA	COUNCILLOR PAYMENTS AUGUST 2020	1	1,905.73	
EFT37676	11/09/2020	CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS AUGUST 2020	1		5,816.36
INV AUG202008/09/2020		CHRISTOPHER RICHARD ANTONIO	COUNCILLOR PAYMENTS AUGUST 2020	1	5,816.36	
EFT37677	11/09/2020	CLACKLINE FENCING CONTRACTORS	REMOVE REPAIR AND REPLACE EXISTING DAMAGED GATE AT STOCK IMPOUND FACILITY FOX RD NORTHAM	1		606.00
INV 1328	19/08/2020	CLACKLINE FENCING CONTRACTORS	REMOVE REPAIR AND REPLACE EXISTING DAMAGED GATE AT STOCK IMPOUND FACILITY FOX RD NORTHAM	1	606.00	
EFT37678	11/09/2020	COMBINED TYRES PTY LTD	WHEEL ALIGNMENT AND BALANCE/ROTATE WHEELS FOR PN1509 ISUZU NPR 75/190 TIPPER 2015 MANUAL N11142	1		650.00
INV INV-61393007/2020		COMBINED TYRES PTY LTD	WHEEL ALIGNMENT AND BALANCE/ROTATE WHEELS FOR PN1509 ISUZU NPR 75/190 TIPPER 2015 MANUAL N11142	1	650.00	
EFT37679	11/09/2020	COUNTRYWIDE GROUP	REFUND OF INFRASTRUCTURE BOND FOR 16 PUTTING RISE NORTHAM PERMIT 20005	1		1,179.98
INV ACC000020/08/2020		COUNTRYWIDE GROUP	POLESAW PULL START REPAIR	1	100.43	
INV ACC000025/08/2020		COUNTRYWIDE GROUP	DRIVE SPROCKET FOR POLE SAW.	1	79.55	
INV T1258	08/09/2020	COUNTRYWIDE GROUP	REFUND OF INFRASTRUCTURE BOND FOR 16 PUTTING RISE NORTHAM PERMIT 20005	1	1,000.00	
EFT37680	11/09/2020	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS AUGUST 2020	1		2,009.33
INV AUG202008/09/2020		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS AUGUST 2020	1	2,009.33	
EFT37681	11/09/2020	DEPARTMENT OF TREASURY	TRANSFER OF UNCLAIMED MONEY TO TREASURY REFERENCE 108456	1		6,750.00

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INV T358	10/09/2020	DEPARTMENT OF TREASURY	TRANSFER OF UNCLAIMED MONEY TO TREASURY REFERENCE 108456	1	6,750.00	
EFT37682	11/09/2020	E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	HCK UP FREIGHT FROM FROM T.M.H TOTAL MATERIALS HANDLING PTY LTD 21 MIDAS RD MALAGA WA	1		129.70
INV 0000209331/08/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	HCK UP FREIGHT FROM FROM T.M.H TOTAL MATERIALS HANDLING PTY LTD 21 MIDAS RD MALAGA WA	1	80.00	
INV 0000209331/08/2020		E & J LOGISTIC PTY LTD T/A S FLAT OUT FREIGHT	HCK UP FRIEGHT FROM ROAD RAIL AND MINE AND DELIVER TOP SHIRE OF NORTHAM DEPOT 116 PEEL TCE, NORTHAM 6401 - ORDER NUMBER TO PICK UP 59029	1	49.70	
EFT37683	11/09/2020	JANET KICKETT	SALE OF ARTWORK BY JANET KICKETT HELD AT BKB.	1		160.00
INV 2	31/08/2020	JANET KICKETT	SALE OF ARTWORK BY JANET KICKETT HELD AT BKB.	1	160.00	
EFT37684	11/09/2020	JASON SIGNMAKERS	CUSTOM SIGNAGE, SPEEDHUMP, CREST, CAMPING AREA, CARAVAN PARK OR SITE, PEDESTRIANS, T-JUNCTION, WINDING ROAD LEFT, CURVE LEFT ROAD CN RIGHT, CURVE RIGHT ROAD ON LEFT, ___ KM/H, WARNING SIGN, HERITAGE TRAIL.	1		1,197.45
INV 211499	26/08/2020	JASON SIGNMAKERS	CUSTOM SIGNAGE, SPEEDHUMP, CREST, CAMPING AREA, CARAVAN PARK OR SITE, PEDESTRIANS, T-JUNCTION, WINDING ROAD LEFT, CURVE LEFT ROAD CN RIGHT, CURVE RIGHT ROAD ON LEFT, ___ KM/H, WARNING SIGN, HERITAGE TRAIL.	1	1,197.45	
EFT37685	11/09/2020	JS TECHNOLOGY & DIGITAL PTY LTD	SUPPLY NEW BATTERY FOR IPHONE 5C AS PRESENTED IN STORE	1		60.00
INV 7702	18/08/2020	JS TECHNOLOGY & DIGITAL PTY LTD	SUPPLY NEW BATTERY FOR IPHONE 5C AS PRESENTED IN STORE	1	60.00	
EFT37686	11/09/2020	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS AUGUST 2020	1		3,003.07
INV AUG202008/09/2020		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS AUGUST 2020	1	3,003.07	
EFT37687	11/09/2020	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE	1		1,905.73
INV AUG202008/09/2020		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR THE	1	1,905.73	
EFT37688	11/09/2020	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS AUGUST 2020	1		1,905.73
INV AUG202008/09/2020		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS AUGUST 2020	1	1,905.73	

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EFT37689	11/09/2020	MIDLAND MOWERS	CYLINDER SHARPEN, BOTTOM BLADE REPLACEMENT AND SERVICE TO SMALL MOWER	1		493.50
INV 33278	27/08/2020	MIDLAND MOWERS	CYLINDER SHARPEN, BOTTOM BLADE REPLACEMENT AND SERVICE TO SMALL MOWER	1	493.50	
EFT37690	11/09/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING TOWN FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES 03/08/2020 - 09/08/2020	1		15,358.20
INV N 2581	10/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING TOWN FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES 03/08/2020 - 09/08/2020	1	3,839.55	
INV N 2577	10/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES 27/07/2020 - 02/08/2020	1	3,839.55	
INV N 2586	24/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES 17/08/2020 - 23/08/2020	1	3,839.55	
INV N 2584	24/08/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCATION SERVICES 10/08/2020 - 16/08/2020	1	3,839.55	
EFT37691	11/09/2020	MODULAR WA	REFUND OF INFRASTRUCTURE BOND-5 BOODJA ROAD WUNDOWIE	1		1,000.00
INV T1302	08/09/2020	MODULAR WA	REFUND OF INFRASTRUCTURE BOND-5 BOODJA ROAD WUNDOWIE	1	1,000.00	
EFT37692	11/09/2020	MORRIS PEST AND WEED CONTROL	REMOVE TERMITE INFESTATION AT 25 HAMPSTON STREET NORTHAM.	1		62.50
INV INV-071104/09/2020		MORRIS PEST AND WEED CONTROL	REMOVE TERMITE INFESTATION AT 25 HAMPSTON STREET NORTHAM.	1	62.50	
EFT37693	11/09/2020	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	CHILDRENS BOOKS IN NOONGAR LANGUAGE.	1		753.50
INV 396	02/09/2020	NOONGAR BOODJAR LANGUAGE, CULTURAL ABORIGINAL CORPORATION	CHILDRENS BOOKS IN NOONGAR LANGUAGE.	1	753.50	
EFT37694	11/09/2020	NORTH METROPOLITAN TAFE	DIPLOMA HR MANAGEMENT - BEV JONES - BSBWHS401 - IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS	1		579.00
INV I0018871 28/08/2020		NORTH METROPOLITAN TAFE	DIPLOMA HR MANAGEMENT - BEV JONES - BSBWHS401 - IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS TO MEET LEGISLATIVE REQUIREMENTS	1	579.00	

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EFT37695	11/09/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	SERVICE OF FN1519 N.3433 115,000 SERVICE VIN: JMOKE107200371933.	1		328.49
INV 129997	01/09/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	SERVICE OF FN1519 N.3433 115,000 SERVICE VIN: JMOKE107200371933.	1	328.49	
EFT37696	11/09/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR LAWRENCE TURICH, CHRISTINE BROCKMAN & ERIC (JOHN) BROCKMAN	1		300.00
INV 7256	04/09/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING FOR LAWRENCE TURICH, CHRISTINE BROCKMAN & ERIC (JOHN) BROCKMAN	1	300.00	
EFT37697	11/09/2020	NORTHAM FAMILY PRACTICE	VACCINATIONS - KURT DU BOULAY 3RD DOSE.	1		600.00
INV 132759	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATIONS - KURT DU BOULAY 3RD DOSE.	1	75.00	
INV 132757	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATIONS - KURT DU BOULAY 2ND DOSE.	1	75.00	
INV 132753	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATIONS - ANTHONY SVANBERG 3RD DOSE.	1	75.00	
INV 132752	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATION'S ANTHONY SVANBERG 2ND DOSE.	1	75.00	
INV 132763	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATION'S MICHAEL AHEARN 3RD DOSE	1	75.00	
INV 132762	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATION'S MICHAEL AHEARN 2ND DOSE.	1	75.00	
INV 132760	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATION'S COLIN LEWIS 2ND DOSE.	1	75.00	
INV 132761	17/08/2020	NORTHAM FAMILY PRACTICE	VACCINATION COLIN LEWIS 3RD DOSE.	1	75.00	
EFT37698	11/09/2020	NORTHAM FEED & HIRE	FEED SUPPLIES.	1		90.00
INV 0000298617/08/2020		NORTHAM FEED & HIRE	FEED SUPPLIES.	1	36.00	
INV 0000301401/09/2020		NORTHAM FEED & HIRE	FEED SUPPLIES.	1	18.00	
INV 0000302303/09/2020		NORTHAM FEED & HIRE	FEED SUPPLIES.	1	18.00	
INV 0000302407/09/2020		NORTHAM FEED & HIRE	FOOD FOR SWANS.	1	18.00	
EFT37699	11/09/2020	NORTHAM LIQUOR BARONS	ALCOHOL AND 5 KG BAG OF ICE	1		234.97
INV 274908	27/08/2020	NORTHAM LIQUOR BARONS	ALCOHOL AND 5 KG BAG OF ICE	1	117.98	
INV 277015	08/09/2020	NORTHAM LIQUOR BARONS	ASSORTED ALCOHOLIC BEVERAGES.	1	116.99	
EFT37700	11/09/2020	NUTRIEN AG SOULTIONS LIMITED	SEASOL COMMERCIAL 20L	1		199.10

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INV 9032539631/07/2020		NUTRIEN AG SOULTIONS LIMITED	SEASOL COMMERCIAL 20L	1	199.10	
EFT37701	11/09/2020	CASIS OUTDOOR STRUCTURES	YOUTH PRECINCT CONNECTIVITY (ON QUOTE QU-0572 EXCLUDING LINE 13 AND 14 AS ATTACHED) INCLUDING: RED OXIDE SKATE TO POOL PATH/ SUPPLY LINE MARKING/ BENCH SEATING/REMOVE OLD SLEEPER SEATING STRUCTURE AND REPLACE WITH LIMESTONE SEATING/ SUPPLY AND INSTALL ROLLOUT TURE/ SUPPLY AND INSTALL RETIC/ INSTALL DRAINAGE/ SUPPLY AND INSTALL MULCH/DRAIN SHAPE AND ROCK WALLS/REMOVE AND DISPOSE OF FENCING IN SEATING AREA/RETIC AND PLANT REMOVAL/CONCRETE OVER EXISTING GARDEN AREA RETAIN TREE AND SUPPLY AND INSTALL #52 REINFORCEING MESH	1	111,581.80	111,581.80
INV INV-054523/08/2020		CASIS OUTDOOR STRUCTURES	YOUTH PRECINCT CONNECTIVITY (ON QUOTE QU-0572 EXCLUDING LINE 13 AND 14 AS ATTACHED) INCLUDING: RED OXIDE SKATE TO POOL PATH/ SUPPLY LINE MARKING/ BENCH SEATING/REMOVE OLD SLEEPER SEATING STRUCTURE AND REPLACE WITH LIMESTONE SEATING/ SUPPLY AND INSTALL ROLLOUT TURE/ SUPPLY AND INSTALL RETIC/ INSTALL DRAINAGE/ SUPPLY AND INSTALL MULCH/DRAIN SHAPE AND ROCK WALLS/REMOVE AND DISPOSE OF FENCING IN SEATING AREA/RETIC AND PLANT REMOVAL/CONCRETE OVER EXISTING GARDEN AREA RETAIN TREE AND SUPPLY AND INSTALL #52 REINFORCEING MESH	1	111,581.80	
EFT37702	11/09/2020	OXTER SERVICES	BURIAL DATE 27.08.2020: REOPENING FOR THE BURIAL CF EDWARD DYMNICIKI AT NORTHAM CEMETERY AND GRAVE CERTIFICATION.	1		1,163.72
INV 23287	27/08/2020	OXTER SERVICES	BURIAL DATE 27.08.2020: REOPENING FOR THE BURIAL CF EDWARD DYMNICIKI AT NORTHAM CEMETERY AND GRAVE CERTIFICATION.	1	1,001.00	
INV 23301	01/09/2020	OXTER SERVICES	SUPPLIES FOR VISITOR CENTRE AND LIBRARY OF HAND TOWELS AND TOILET PAPER.	1	162.72	
EFT37703	11/09/2020	PERTH SAFETY PRODUCTS PTY LTD	SIGNAGE FOR SPEED HUMP	1		1,463.00

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INV 0001002031/07/2020		PERTH SAFETY PRODUCTS PTY LTD	SIGNAGE FOR SPEED HUMP	1	1,188.00	
INV 0001006417/08/2020		PERTH SAFETY PRODUCTS PTY LTD	CUSTOM SIGNAGE FOR EMERGENCY WATER, VISITOR PARKING, OLD SPENCERS ROAD, TO LEEDER ROAD	1	275.00	
EFT37704	11/09/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	MR CLINTON KLEYNHANS - ONGOING	1		70.55
INV 0048826	08/07/2020	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	MR CLINTON KLEYNHANS - ONGOING	1	70.55	
EFT37705	11/09/2020	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS AUGUST 2020	1		1,905.73
INV AUG2020/08/09/2020		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS AUGUST 2020	1	1,905.73	
EFT37706	11/09/2020	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND 28 WANJU DRIVE WUNDOWIE	1		1,000.00
INV T1194	08/09/2020	RURAL BUILDING COMPANY PTY LTD	REFUND OF INFRASTRUCTURE BOND 28 WANJU DRIVE WUNDOWIE	1	1,000.00	
EFT37707	11/09/2020	S & N CREATIONS	STOCK PURCHASES FOR BKB	1		641.41
INV INV-110608/08/2020		S & N CREATIONS	STOCK PURCHASES FOR BKB	1	641.41	
EFT37708	11/09/2020	SLAV'S CLEANING SERVICE	CLEANING BERNARD PARK AND APEX PARK TOILETS FOR JULY	1		5,428.31
INV 149	01/09/2020	SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE. CLEANING SERVICES FOR JULY 2020	1	1,853.50	
INV 154	01/09/2020	SLAV'S CLEANING SERVICE	CLEANING BERNARD PARK AND APEX PARK TOILETS FOR JULY	1	2,771.81	
INV 153	01/09/2020	SLAV'S CLEANING SERVICE	CLEANING CREATE 298 FOR JULY 2020	1	528.00	
INV 160	01/09/2020	SLAV'S CLEANING SERVICE	BERT HAWKE PAVILION. PLEASE CLEAN PREMISES AS PER SITE VISIT PRIOR TO HOCKEY GAMES ON SATURDAY 25TH JULY.	1	275.00	
EFT37709	11/09/2020	SPECIALISED TREE SERVICE	AS PER CONTRACT 201819-09 - WUNDOWIE TOWNSITE	1		18,810.00
INV 3385	09/09/2020	SPECIALISED TREE SERVICE	BAKERS HILL/CLACKLINE TOWNSITE PRUNING AS PER CONTRACT C.201819-09	1	3,657.50	
INV 3384	09/09/2020	SPECIALISED TREE SERVICE	AS PER CONTRACT 201819-09 - WUNDOWIE TOWNSITE	1	15,152.50	
EFT37710	11/09/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND 198 DUKE ST NORTHAM	1		1,500.00

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INV T1252	08/09/2020	STALLION BUILDING CO PTY LTD	REFUND OF INFRASTRUCTURE BOND 198 DUKE ST NORTHAM	1	1,500.00	
EFT37711	11/09/2020	STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS AUGUST 2020	1		1,905.73
INV AUG202008/09/2020		STEVEN BRUCE POLLARD	COUNCILLOR PAYMENTS AUGUST 2020	1	1,905.73	
EFT37712	11/09/2020	STEWART & HEATON CLOTHING CO PTY LTD	EMERGENCY SERVICES WABFB PPC	1		2,604.89
INV SIN-324013/08/2020		STEWART & HEATON CLOTHING CO PTY LTD	EMERGENCY SERVICES WABFB PPC	1	2,604.89	
EFT37713	11/09/2020	STRATAGREEN	15L BLACK AND WHITE FIELD MARKING PAINTS	1		698.95
INV 126523	31/08/2020	STRATAGREEN	15L BLACK AND WHITE FIELD MARKING PAINTS	1	698.95	
EFT37714	11/09/2020	SYNERGY	164007710 Wundowie Depot - 25/06/2020 to 21/08/2020	1		2,114.90
INV 2005024024/08/2020		SYNERGY	332273630 Clackline Post Office - 24/06/2020 to 21/08/2020		273.02	
INV 2029027324/08/2020		SYNERGY	288626740 Clackline Hall - 24/06/2020 to 19/08/2020		118.54	
INV 2033038725/08/2020		SYNERGY	981292570 Bakers Hill Rec Centre - 25/06/2020 to 21/08/2020		370.38	
INV 2077033126/08/2020		SYNERGY	164007710 Wundowie Depot - 25/06/2020 to 21/08/2020		392.03	
INV 2073029426/08/2020		SYNERGY	370639230 Wundowie Town Hall - 25/06/2020 to 21/08/2020		241.88	
INV 2085034126/08/2020		SYNERGY	916822750 Wundowie Tennis Club - 10/07/2020 to 21/08/2020		106.59	
INV 2069027426/08/2020		SYNERGY	142275950 Wundowie Oval - 25/06/2020 to 21/08/2020		308.79	
INV 2077033626/08/2020		SYNERGY	300677070 Wundowie Football Pavillion - 25/06/2020 to 21/08/2020		134.05	
INV 2065030526/08/2020		SYNERGY	305307610 Aged Accommodation Wundowie - 25/06/2020 to 24/08/2020		63.03	
INV 2029030326/08/2020		SYNERGY	962642990 Medical Centre - 25/06/2020 to 21/08/2020		106.59	
EFT37715	11/09/2020	T.M.H. TOTAL MATERIALS HANDLING PTY LTD	DISPOSAL OF 2 SEPTAGE POND MATS AND SUPPLY E25-14A. 2PLY APPLE GREEN MONOFILAMENT BELT	1		2,791.80
INV SI20082211/08/2020		T.M.H. TOTAL MATERIALS HANDLING PTY LTD	DISPOSAL OF 2 SEPTAGE POND MATS AND SUPPLY E25-14A. 2PLY APPLE GREEN MONOFILAMENT BELT	1	2,791.80	
EFT37716	11/09/2020	TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS AUGUST 2020	1		1,959.01

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INV AUG202008/09/2020		TERRY MATTHEW LITTLE	COUNCILLOR PAYMENTS AUGUST 2020	1	1,959.01	
EFT37717	11/09/2020	THE PRINT SHOP BUNBURY	6 READY SET GO CAFE BARRIERS INCLUDING FRAMES	1		5,170.00
INV 1268287	23/06/2020	THE PRINT SHOP BUNBURY	4 READY SET GO CAFE SIGNAGE PANELS	1	803.00	
INV 1268285	23/06/2020	THE PRINT SHOP BUNBURY	6 READY SET GO CAFE BARRIERS INCLUDING FRAMES	1	4,367.00	
EFT37718	11/09/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 19 AUGUST 2020 - 1 X Tray Shepherd's Pie, 1 X Tray mixed veg, Pot of gravy, \$20.00 for 20 people	1		400.00
INV 3094	19/08/2020	THE RIVERSIDE HOTEL	CATERING FOR ORDINARY COUNCIL MEETING 19 AUGUST 2020 - 1 X Tray Shepherd's Pie, 1 X Tray mixed veg, Pot of gravy, \$20.00 for 20 people	1	400.00	
EFT37719	11/09/2020	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR JUNE 2020	1		120.12
INV 0405-S3029/06/2020		TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR JUNE 2020	1	120.12	
EFT37720	11/09/2020	VINCELEC	REPLACE 2X FLURO'S IN COTTAGE KITCHEN & LAUNDRY, REPLACE HEAT LAMP GLOBE TO RM 4, ADJUST HEAT LAMP TIMER IN RM 8	1		151.71
INV IV374	17/08/2020	VINCELEC	REPLACE 2X FLURO'S IN COTTAGE KITCHEN & LAUNDRY, REPLACE HEAT LAMP GLOBE TO RM 4, ADJUST HEAT LAMP TIMER IN RM 8	1	151.71	
EFT37721	11/09/2020	WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA 25/08/2020	1		35.70
INV I000000231/08/2020		WARRICKS NEWSAGENCY	NEWSPAPERS FOR KILLARA 25/08/2020	1	35.70	
EFT37722	11/09/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CONFIRMATION ORDER FOR JENNIFER GRANT INTERPRETATION OF LOCAL GOVERNMENT INDUSTRY AWARD - TRAINING USI# QGKTP4Y7W3	1		793.00
INV I3083713 20/08/2020		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	KAYLA BURGESS USI# JT7RFB2V37 PROCUREMENT AND CONTRACT MANAGEMENT FUNDMENTALS - TRAINING COURSE (eLEARNING)	1	215.00	
INV I3083712 20/08/2020		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CONFIRMATION ORDER FOR JENNIFER GRANT INTERPRETATION OF LOCAL GOVERNMENT INDUSTRY AWARD - TRAINING USI# QGKTP4Y7W3	1	578.00	

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EFT37723	11/09/2020	WESTERN TREE RECYCLERS	ARIATION TO GREEN WASTE MULCHING - PICKING OF RUBBISH OUT OF HALF THE OLD QUARRY ROAD MATERIAL TO BE MULCHED. \$2300 + GST PER DAY 3 DAYS	1		8,305.00
INV 0000256021/07/2020		WESTERN TREE RECYCLERS	ARIATION TO GREEN WASTE MULCHING - PICKING OF RUBBISH OUT OF HALF THE OLD QUARRY ROAD MATERIAL TO BE MULCHED. \$2300 + GST PER DAY 3 DAYS	1	8,305.00	
EFT37724	11/09/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING 06.08.20-04.09.2020	1		47.99
INV 210218	04/09/2020	WHEATBELT OFFICE & BUSINESS MACHINES	CREATE298 MONTHLY PHOTOCOPIER READING 06.08.20-04.09.2020	1	47.99	
EFT37725	11/09/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	ARTIFICAL NEST BOXED FOR BLACK COCKATOOS 1200MM X 375MM	1		3,350.00
INV 119	02/09/2020	WUNDOWIE AND DISTRICTS MENS SHED INC	ARTIFICAL NEST BOXED FOR BLACK COCKATOOS 1200MM X 375MM	1	3,350.00	
EFT37726	22/09/2020	ADT SECURITY	23541401 - KILLARA RESPITE CARE. MONTHLY SECURITY MONITORING FROM 1/09/2020 UNTIL 30/11/2020	1		162.29
INV 2354140101/09/2020		ADT SECURITY	23541401 - KILLARA RESPITE CARE. MONTHLY SECURITY MONITORING FROM 1/09/2020 UNTIL 30/11/2020	1	162.29	
EFT37727	22/09/2020	AG IMPLEMENTS	REPAIRS TO MOWER DECK IDLER - PURCHASE ORDER - 59126	1		1,190.13
INV 404552	25/08/2020	AG IMPLEMENTS	REPAIRS TO MOWER DECK IDLER - PURCHASE ORDER - 59126	1	1,051.02	
INV 405586	07/09/2020	AG IMPLEMENTS	SERVICE N11684 JOHN DEERE GATOR UTILITY.	1	139.11	
EFT37728	22/09/2020	ALAN'S AUTO ELECTRICS	REPAIR JOHN DEERE BRAKE LIGHTS AS PER QUOTE 0499	1		62.50
INV INV-657824/08/2020		ALAN'S AUTO ELECTRICS	REPAIR JOHN DEERE BRAKE LIGHTS AS PER QUOTE 0499	1	62.50	
EFT37729	22/09/2020	AMPAC DEBT RECOVERY (WA) P/L	68747-AMPAC DEBT RECOVERY FOR AUGUST 2020	1		5,982.90
INV 68747	31/08/2020	AMPAC DEBT RECOVERY (WA) P/L	68747-AMPAC DEBT RECOVERY FOR AUGUST 2020	1	5,955.40	
INV 68748	31/08/2020	AMPAC DEBT RECOVERY (WA) P/L	68748-AMPAC DEBT RECOVERY FOR AUGUST 2020	1	27.50	

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EFT37730	22/09/2020	ANDY'S PLUMBING SERVICE	VINTAGE CAR CLUB STALL FLICK MIXER TO NEW SINK.	1		1,547.15
INV A.18786	10/09/2020	ANDY'S PLUMBING SERVICE	BERNARD PARK PUBLIC TOILETS SERVICE FOR SEPTEMBER ON 01/09/2020.	1	264.00	
INV A.18789	10/09/2020	ANDY'S PLUMBING SERVICE	SES ADMIN. TEST BOTH OVENS FOR OPERATION THEN UNHOOK AND CAP OFF READY FOR SALE.	1	275.00	
INV A.18787	10/09/2020	ANDY'S PLUMBING SERVICE	VINTAGE CAR CLUB STALL FLICK MIXER TO NEW SINK.	1	766.15	
INV A.18799	15/09/2020	ANDY'S PLUMBING SERVICE	PEEL TERRACE DUMP POINT. UNBLOCK AND CLEAN UNIT.	1	242.00	
EFT37731	22/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SWIV S/LOCK SAFETY HOOK AND SILICONE MITSUBISHI CANTER TIP TRUCK WHITE AUTOMATIC DIESEL 2018 (N.4013).	1		194.67
INV 6566105	26/08/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SWIV S/LOCK SAFETY HOOK AND SILICONE MITSUBISHI CANTER TIP TRUCK WHITE AUTOMATIC DIESEL 2018 (N.4013).	1	109.22	
INV 6572404	04/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	SUPPLY V BELT HINO DUAL CAB TRUCK 300 SERIES 921	1	13.40	
INV 6572174	04/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	XXLONG AUTO CREW DIESEL (N.003). YELLOW ROUND SLING.	1	72.05	
EFT37732	22/09/2020	AUSTRALIAN SERVICES UNION	Payroll deductions	1		155.40
INV DEDUCT15/09/2020	15/09/2020	AUSTRALIAN SERVICES UNION	Payroll deductions		155.40	
EFT37733	22/09/2020	AUTOPRO NORTHAM	B) RUST NOT SATIN BLACK PP 400GM	1		69.51
INV 867995	27/08/2020	AUTOPRO NORTHAM	B) RUST NOT SATIN BLACK PP 400GM	1	45.28	
INV 869588	03/09/2020	AUTOPRO NORTHAM	B) 8M / 26FT SHOCK RESISTANT TAPE 190-81-07208	1	24.23	
EFT37734	22/09/2020	AVON VALLEY CONTRACTORS	SUPPLY & DELIVER 12 T 5MM STONE TO NORTHAM DEPOT.	1		726.00
INV 3483	09/09/2020	AVON VALLEY CONTRACTORS	SUPPLY & DELIVER 12 T 5MM STONE TO NORTHAM DEPOT.	1	726.00	
EFT37735	22/09/2020	BAKERS HILL PIE SHOP	Minute No: LBSC.30 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.	1		4,851.00

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INV IV00000002/09/2020		BAKERS HILL PIE SHOP	Minute No: LBSC.30 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.	1	4,851.00	
EFT37736	22/09/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY STORM WATER PIPE AND FITTINGS - BAKERS HILL	1		98.45
INV 142593	27/08/2020	BAKERS HILL RURAL SUPPLIES & HARDWARE	SUPPLY STORM WATER PIPE AND FITTINGS - BAKERS HILL	1	98.45	
EFT37737	22/09/2020	BANDIT TREE EQUIPMENT	EN1802 - SERVICE AND REPAIR WOODCHIPPER AS PER QUOTE : QUO0108141	1		3,305.71
INV 0010814109/09/2020		BANDIT TREE EQUIPMENT	EN1802 - SERVICE AND REPAIR WOODCHIPPER AS PER QUOTE : QUO0108141	1	3,305.71	
EFT37738	22/09/2020	BEACON EQUIPMENT	DEUTSCHER MOWER BELTS.	1		98.50
INV 55436 # 208/09/2020		BEACON EQUIPMENT	DEUTSCHER MOWER BELTS.	1	51.00	
INV 55439 #2309/09/2020		BEACON EQUIPMENT	BELTS.	1	47.50	
EFT37739	22/09/2020	BEAUREPAIRES	REPAIR TO PUNCTURED TYRE VEHICLE N4096 PN1914.	1		273.13
INV 6411582714/09/2020		BEAUREPAIRES	REPAIR TO PUNCTURED TYRE VEHICLE N4096 PN1914.	1	273.13	
EFT37740	22/09/2020	BLACKWELL PLUMBING & GAS PTY LTD	WUNDOWIE POOL - CHECK FOR WATER LEAK, REPAIR OF WATER LEAK, RASING BACKFLOW VALVE ABOVE GROUND LEVEL.	1		3,613.25
INV INV-221509/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	31/08/020 CLEAN OUT AND RE-ASSEMBLE RPZ ON STAND PIPE CNR IRISHTOWN RD/BEERING RD IRISHTOWN.	1	257.40	
INV INV-222416/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	UNBLOCK DUMP POINT OF SAND AND ROCKS 09/09/2020	1	49.50	
INV INV-222416/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	WUNDOWIE POOL - CHECK FOR WATER LEAK, REPAIR OF WATER LEAK, RASING BACKFLOW VALVE ABOVE GROUND LEVEL.	1	3,207.35	
INV INV-222316/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	UNBLOCK CARAVAN DUMPING POINT PEEL TERRACE NORTHAM.	1	99.00	
EFT37741	22/09/2020	BOEKEMAN MACHINERY	FORKLIFT EXTENSIONS.	1		254.00
INV 297452	31/08/2020	BOEKEMAN MACHINERY	FORKLIFT EXTENSIONS.	1	254.00	

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EFT37742	22/09/2020	CADDS FASHIONS	WORKBOOTS FOR GAIL WHITE	1		150.00
INV 20-0000727/08/2020		CADDS FASHIONS	WORKBOOTS FOR GAIL WHITE	1	150.00	
EFT37743	22/09/2020	CLACKLINE FENCING CONTRACTORS	SUPPLY AND INSTALL PERIMETER BOUNDARY IN BLACK COATED CHAINMESH @ 1200MM WITH FOWDERCOATED POSTS AND TOP/BOTTOM LACED RAILING. CHICANE ENTRY POINTS AT EACH LINEAL FRONTAGE. PRICE ENCLUDES REMOVE AND DISPOSE OF EXISTING FENCING ALSO ENCLUDES FREIGHT, FOSTHOLE BORING AND CEMENT/BLEND	1		23,200.40
INV 1334	07/09/2020	CLACKLINE FENCING CONTRACTORS	BERT HAWKE PAVILION PLAYGROUND FENCING - INSTALL NEW FENCE AND GATES AROUND PLAY GROUND.	1	5,486.00	
INV 1318	14/09/2020	CLACKLINE FENCING CONTRACTORS	SUPPLY AND INSTALL PERIMETER BOUNDARY IN BLACK COATED CHAINMESH @ 1200MM WITH FOWDERCOATED POSTS AND TOP/BOTTOM LACED RAILING. CHICANE ENTRY POINTS AT EACH LINEAL FRONTAGE. PRICE ENCLUDES REMOVE AND DISPOSE OF EXISTING FENCING ALSO ENCLUDES FREIGHT, FOSTHOLE BORING AND CEMENT/BLEND	1	17,714.40	
EFT37744	22/09/2020	COMBINED TYRES PTY LTD	F2 FACE MASKS	1		2,431.00
INV INV-619527/08/2020		COMBINED TYRES PTY LTD	SUPPLY AND FIT AND REPAIR STEER TYRE FOR N254 ISUZU FYH WATER TANKER DIESEL 4-AXLE RIGID VEHICLE -WHITE	1	891.00	
INV INV-628904/09/2020		COMBINED TYRES PTY LTD	F2 FACE MASKS	1	1,540.00	
EFT37745	22/09/2020	COUNTRY COPIERS NORTHAM	A4 AND A3 LAMINATING POUCHES, TAB DIVIDERS, POST IT NOTES, BLUTACK, SELLOTAPE, CORRECTION TAPES, SHEET PROTECTORS, KEY TAGS, REGISTER BOOK.	1		197.80
INV 43676	14/08/2020	COUNTRY COPIERS NORTHAM	A4 COLOUR COPIES PRINTING OF TICKETS FOR PHIL WALLEYSTACK & PSO CONCERT.	1	16.50	
INV 43676	19/08/2020	COUNTRY COPIERS NORTHAM	A4 AND A3 LAMINATING POUCHES, TAB DIVIDERS, POST IT NOTES, BLUTACK, SELLOTAPE, CORRECTION TAPES, SHEET PROTECTORS, KEY TAGS, REGISTER BOOK.	1	181.30	
EFT37746	22/09/2020	COUNTRYWIDE GROUP	DEUTSCHER MOWER SERVICE PARTS AND LABOUR 03.09.2020.	1		491.38

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INV ACC000004/09/2020		COUNTRYWIDE GROUP	DEUTSCHER MOWER SERVICE PARTS AND LABOUR 03.09.2020.	1	275.48	
INV ACC000114/09/2020		COUNTRYWIDE GROUP	DEUTSCHER RIDE ON BLS6414-BBN6752 AND 1/4 SPROCKET.	1	107.95	
INV ACC000115/09/2020		COUNTRYWIDE GROUP	DEUTSCHER RIDE ON BLS6414-BBN6752 AND 1/4 SPROCKET.	1	107.95	
EFT37747	22/09/2020	DUN DIRECT PTY LTD	FUEL CHARGES FOR AUGUST 2020.	1		20,059.84
INV AUGUST31/08/2020		DUN DIRECT PTY LTD	FUEL CHARGES FOR AUGUST 2020.	1	20,059.84	
EFT37748	22/09/2020	E FIRE & SAFETY	NORTHAM SPORT & REC CENTRE - 2 X 4.5 KG DCP EXTINGUISHERS REPLACED (DUE 5 YEARLY PRESSURE TEST).	1		610.50
INV 523668	18/06/2020	E FIRE & SAFETY	NORTHAM REC CENTRE. SUPPLY 1 X FIRE SERVICES LOG	1	66.00	
INV 524258	29/06/2020	E FIRE & SAFETY	TOWN HALL. FIRE DETECTION SYSTEM MONTHLY SERVICING.	1	236.50	
INV 524259	29/06/2020	E FIRE & SAFETY	NORTHAM SPORT & REC CENTRE - 2 X 4.5 KG DCP EXTINGUISHERS REPLACED (DUE 5 YEARLY PRESSURE TEST).	1	308.00	
EFT37749	22/09/2020	E. & M.J. ROSHER PTY LTD	CARRY OUT 50 HR SERVICE TO KUBOTA OUTERONT MOWER.	1		380.00
INV 1418514	14/09/2020	E. & M.J. ROSHER PTY LTD	CARRY OUT 50 HR SERVICE TO KUBOTA OUTERONT MOWER.	1	380.00	
EFT37750	22/09/2020	EASIFLEET	Payroll deductions	1		2,350.21
INV DEDUCT15/09/2020		EASIFLEET	Payroll deductions		1,247.56	
INV DEDUCT15/09/2020		EASIFLEET	Payroll deductions		1,102.65	
EFT37751	22/09/2020	FREINDS GARAGE	FULL SERVICE OF INKPEN 3.4 N.3113.	1		1,533.60
INV 4211	06/08/2020	FREINDS GARAGE	SERVICE OF 1BMR091 CENTRAL 2.4.	1	591.80	
INV 4212	07/08/2020	FREINDS GARAGE	FULL SERVICE OF INKPEN 3.4 N.3113.	1	941.80	
EFT37752	22/09/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN LAYFLAT REPAIRS.	1		596.72
INV 68822	15/09/2020	FRONTLINE FIRE & RESCUE EQUIPMENT	INKPEN LAYFLAT REPAIRS.	1	596.72	

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EFT37753	22/09/2020	GARPEN PTY LTD	GACAP 2070 - AIRSTREAM AP2070 AIR COMPRESSOR 70 LITRE TANK 20CFM 6.5HP PETROL ENGINE, GPC100 - 100KG PLATE COMPACTOR 6.5HP PETROL.	1		1,740.00
INV SL-00049902/09/2020		GARPEN PTY LTD	GACAP 2070 - AIRSTREAM AP2070 AIR COMPRESSOR 70 LITRE TANK 20CFM 6.5HP PETROL ENGINE, GPC100 - 100KG PLATE COMPACTOR 6.5HP PETROL.	1	1,740.00	
EFT37754	22/09/2020	GLENN STUART BEVERIDGE	CONSTRUCT TIP POINTS ON PONDS 4 & 5 AT OLD ROAD LANDFILL.	1		7,843.00
INV 17	18/08/2020	GLENN STUART BEVERIDGE	REPAIR HINGE AND SEAL ON FIRE DOORS CLOSEST TO AUTOMATIC DOORS AT REC CENTRE.	1	143.00	
INV 20	26/08/2020	GLENN STUART BEVERIDGE	CONSTRUCT TIP POINTS ON PONDS 4 & 5 AT OLD ROAD LANDFILL.	1	7,700.00	
EFT37755	22/09/2020	GRAFTON ELECTRICS	INSTALL GEN SET INLET AT SES NORTHAM.	1		6,179.80
INV 7184	27/08/2020	GRAFTON ELECTRICS	REPAIR LIGHTING TOWER.	1	99.00	
INV 7203	01/09/2020	GRAFTON ELECTRICS	DISCONNECT AND MAKE SAFE STREET LIGHTS AT MINSON AVE (CAR CRASHED).	1	297.00	
INV 7162	01/09/2020	GRAFTON ELECTRICS	INSTALL GEN SET INLET AT SES NORTHAM.	1	1,870.00	
INV 7187	01/09/2020	GRAFTON ELECTRICS	MAKE UP EXTENSION CORDS FOR TRANSPORTABLE TOILETS AND CHECK RCD FAULT AT DEPOT WORKSHOP.	1	470.80	
INV 7161	04/09/2020	GRAFTON ELECTRICS	APEX PARK. REPAIR LIGHTS TO TOWER AS PER QUOTE.	1	836.00	
INV 7215	04/09/2020	GRAFTON ELECTRICS	NORTHAM LIBRARY. SUPPLY AND INSTALL HAND DRYER IN THE ACCESSIBLE TOILET AS PER QUOTE 50	1	1,232.00	
INV 7218	08/09/2020	GRAFTON ELECTRICS	WIRE AERATOR AT CLARKE ST DAM AS PER QUOTE	1	1,375.00	
EFT37756	22/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	TIMESHEET FOR ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR WEEK ENDING 02/08/2020.	1		14,398.07
INV 9460708	12/08/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	TIMESHEET FOR ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR WEEK ENDING 02/08/2020.	1	3,199.57	
INV 9476670	19/08/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	TIMESHEET PAYMENT FOR ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS - WEEK ENDING 09/08/2020.	1	3,161.93	

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INV 9476671	19/08/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR 6 MONTHS @ \$68.44 PER HOUR. EAY FOR WEEK ENDING 16/08/2020.	1	3,186.78	
INV 9493558	26/08/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR WEEK ENDING 23/08/2020.	1	2,616.12	
INV 9526328	09/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	TIMESHEET FOR ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR WEEK ENDING 06/09/2020.	1	2,233.67	
EFT37757	22/09/2020	HILLS CONCRETE PRODUCTS	EPES AND HEADWALLS	1		3,100.00
INV 9987	01/09/2020	HILLS CONCRETE PRODUCTS	EPES AND HEADWALLS	1	3,100.00	
EFT37758	22/09/2020	IKOM OPERATIONS PTY LTD	SERVICE FEE - CHLORINE BUSINESS 2030 FOR THE PERIOD 01/08/2020 TO 31/08/2020.	1		348.50
INV 6284083	31/08/2020	IKOM OPERATIONS PTY LTD	SERVICE FEE - CHLORINE BUSINESS 2030 FOR THE PERIOD 01/08/2020 TO 31/08/2020.	1	348.50	
EFT37759	22/09/2020	JAYLON INDUSTRIES PTY LTD	NOTEPADS - TAKE 5 AND A7 CUSTOM HAZARD REPORT.	1		1,270.50
INV 90459	10/09/2020	JAYLON INDUSTRIES PTY LTD	NOTEPADS - TAKE 5 AND A7 CUSTOM HAZARD REPORT.	1	1,270.50	
EFT37760	22/09/2020	KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC FACILITY DELIVERED 24 AUGUST 2020.	1		2,969.47
INV 2165159524/08/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC FACILITY DELIVERED 24 AUGUST 2020.	1	2,969.47	
EFT37761	22/09/2020	KLEENWEST DISTRIBUTORS	240 LT BIN LINER SAMSON, WIPE ROLL ROSCHE BLUE 6800, AND KARPET KLEEN 20LTR.	1		313.83
INV 0005012926/08/2020		KLEENWEST DISTRIBUTORS	240 LT BIN LINER SAMSON, WIPE ROLL ROSCHE BLUE 6800, AND KARPET KLEEN 20LTR.	1	313.83	
EFT37762	22/09/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION 2020-2021 ANNUAL MEMBERSHIP FOR EMCS - COLIN YOUNG.	1		531.00
INV 17660	09/07/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SUBSCRIPTION 2020-2021 ANNUAL MEMBERSHIP FOR EMCS - COLIN YOUNG.	1	531.00	
EFT37763	22/09/2020	MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM FOR PERIOD 01/09/2020 - 30/09/2020.	1		916.66
INV 0000036727/08/2020		MALINOWSKI HOLDINGS PTY LTD	RENT FOR 174 FITZGERALD STREET, NORTHAM FOR PERIOD 01/09/2020 - 30/09/2020.	1	916.66	

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EFT37764	22/09/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR GRASS VALLEY PROGRESS ASSOCIATION	1		2,152.76
INV 43043	05/08/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR BRYCE HANGAR 38	1	555.89	
INV 43066	21/08/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR GRASS VALLEY PROGRESS ASSOCIATION	1	608.08	
INV 43067	21/08/2020	MAYBERRY HAMMOND & CO	LEASE AGREEMENT FOR QUELLINGTON HALL.	1	608.08	
INV 43079	27/08/2020	MAYBERRY HAMMOND & CO	Solicitors Representation Letter	1	380.71	
EFT37765	22/09/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 24/08/2020 TO 30/08/2020.	1		7,679.10
INV N 2602	01/09/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING OF THE TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 24/08/2020 TO 30/08/2020.	1	3,839.55	
INV N 2604	07/09/2020	MINT CIVIL PTY LTD T/A S IMMACU SWEEP	SWEEPING THE TOWN CENTRE FOOTPATHS AND SWEEPING AND GULLY EDUCTION SERVICES FOR THE PERIOD 31/08/2020 TO 06/09/2020.	1	3,839.55	
EFT37766	22/09/2020	MORRIS PEST AND WEED CONTROL	CLEAN AND DISINFECT SOILED AREA ON VERANDAH, SUPPLY AND INSTALL BIRD REPELLENT TO BEAT TOP AND 3 X AIRCON UNITS.	1		783.75
INV INV-069625/08/2020		MORRIS PEST AND WEED CONTROL	REMOVAL OF PIGEONS FROM TOWN HALL	1	233.75	
INV INV-072516/09/2020		MORRIS PEST AND WEED CONTROL	CLEAN AND DISINFECT SOILED AREA ON VERANDAH, SUPPLY AND INSTALL BIRD REPELLENT TO BEAT TOP AND 3 X AIRCON UNITS.	1	550.00	
EFT37767	22/09/2020	MR NATURALLY CLEAN	FULL CLEAN REMOVING THE PIGEON DROPPINGS FROM AFFECTED AREAS, CLEAN OF THE KITCHEN AREA AND ALSO THE 3 AIR CONDITIONING UNITS INSIDE AND OUT AT OLD GIRLS SCHOOL.	1		701.25
INV INV-224709/09/2020		MR NATURALLY CLEAN	FULL CLEAN REMOVING THE PIGEON DROPPINGS FROM AFFECTED AREAS, CLEAN OF THE KITCHEN AREA AND ALSO THE 3 AIR CONDITIONING UNITS INSIDE AND OUT AT OLD GIRLS SCHOOL.	1	701.25	
EFT37768	22/09/2020	NORTH METROPOLITAN TAFE	COURSE FEES FOR LACHLAN KICKET - 20028720.	1		628.90
INV I0018107 04/09/2020		NORTH METROPOLITAN TAFE	COURSE FEES FOR LACHLAN KICKET - 20028720.	1	628.90	

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EFT37769	22/09/2020	NORTHAM AERO CLUB	AIRPORT MANAGEMENT 01/07/2020 - 31/12/2020.	1		5,000.00
INV 25.08.20225/08/2020		NORTHAM AERO CLUB	AIRPORT MANAGEMENT 01/07/2020 - 31/12/2020.	1	5,000.00	
EFT37770	22/09/2020	NORTHAM AGRICULTURAL SOCIETY	SHIRE OF NORTHAM COMMUNITY GRANTS 2020 NORTHAM FARMERS SHOW.	1		3,500.00
INV 1041	09/09/2020	NORTHAM AGRICULTURAL SOCIETY	SHIRE OF NORTHAM COMMUNITY GRANTS 2020 NORTHAM FARMERS SHOW.	1	3,500.00	
EFT37771	22/09/2020	NORTHAM BETTA ELECTRICAL	WESTINGHOUSE FREESTANDING DUAL FUEL COOKER, HISENSE FRENCH DOOR REFRIGERATOR STAINLESS STEEL, LG TOP LOAD WASHER	1		5,188.00
INV 2001001827/08/2020		NORTHAM BETTA ELECTRICAL	WESTINGHOUSE FREESTANDING DUAL FUEL COOKER, HISENSE FRENCH DOOR REFRIGERATOR STAINLESS STEEL, LG TOP LOAD WASHER	1	4,189.00	
INV 2001001808/09/2020		NORTHAM BETTA ELECTRICAL	LG TWO DOOR REFRIDGERATOR FOR ADMIN BUILDING KITCHEN.	1	999.00	
EFT37772	22/09/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING - MEMBERSHIP FEE FOR GILLIAN BEAZLEY, BRIAN SHEPHERD, GAYLE SHEPHERD, CAROL KULLACK, KEVIN YOUNG, ALLEN JONES, LORNA BLOOMFIELD.	1		700.00
INV 7257	04/09/2020	NORTHAM BOWLING CLUB INC	SENIOR SPORT FUNDING - MEMBERSHIP FEE FOR GILLIAN BEAZLEY, BRIAN SHEPHERD, GAYLE SHEPHERD, CAROL KULLACK, KEVIN YOUNG, ALLEN JONES, LORNA BLOOMFIELD.	1	700.00	
EFT37773	22/09/2020	NORTHAM CARAVAN PARK (BEVAN PTY LTD)	MINUTE NO: LBSC 36 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT TO THE BUSINESS NORTHAM CARAVAN PARK FOR \$1250 (EXCLUDING GST) BEING 50% OF THE COST TO REDEVELOP THEIR WEBSITE AND \$695 (EXCLUDING GST) FOR PROFESSIONAL PHOTOGRAPHY.	1		1,945.00
INV 00011	11/09/2020	NORTHAM CARAVAN PARK (BEVAN PTY LTD)	MINUTE NO: LBSC 36 - THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT TO THE BUSINESS NORTHAM CARAVAN PARK FOR \$1250 (EXCLUDING GST) BEING 50% OF THE COST TO REDEVELOP THEIR WEBSITE AND \$695 (EXCLUDING GST) FOR PROFESSIONAL PHOTOGRAPHY.	1	1,945.00	

Ordinary Council Meeting Agenda
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EFT37774	22/09/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING -NCC MEMBERSHIP FULL MEMBER 2021/22 - MARGE HADDRILL AND PETER HADDRILL.	1		200.00
INV 3204	04/09/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING -NCC MEMBERSHIP FULL MEMBER 2021/22 - MARGE HADDRILL AND PETER HADDRILL.	1	200.00	
EFT37775	22/09/2020	NORTHAM FEED & HIRE	SWAN FOOD, 1 X JERKY, 1 X DOG BISCUIT.	1		165.50
INV 0000303009/09/2020		NORTHAM FEED & HIRE	SWAN FOOD, 1 X JERKY, 1 X DOG BISCUIT.	1	73.50	
INV 0000303110/09/2020		NORTHAM FEED & HIRE	SWAN FOOD AND 4 SHACKLES.	1	38.00	
INV 0000303214/09/2020		NORTHAM FEED & HIRE	SWAN FOOD.	1	18.00	
INV 0000303315/09/2020		NORTHAM FEED & HIRE	SWAN FOOD.	1	36.00	
EFT37776	22/09/2020	NUTRIEN AG SOLUTIONS LIMITED	45KG GAS BOTTLE X 6 FOR NORTHAM TOWN HALL - DELIVERY AND REMOVE ALL EMPTY'S	1		780.00
INV 9031432102/07/2020		NUTRIEN AG SOLUTIONS LIMITED	45KG GAS BOTTLE X 6 FOR NORTHAM TOWN HALL - DELIVERY AND REMOVE ALL EMPTY'S	1	780.00	
EFT37777	22/09/2020	OXTER SERVICES	PUBLIC TOILETS EXTRA COVID CLEANS 31.08.2020 TO 13.09.2020: CLACKLINE, BAKERS HILL, WUNDOWIE, KATRINE.	1		6,059.01
INV 22858	05/06/2020	OXTER SERVICES	PUBLIC TOILET CLEANING FROM 25/05/2020 - 07/06/2020: WUNDOWIE, BAKERS HILL, CEMETERY, CEMETERY DISABLED, KATRINE, CLACKLINE.	1	1,520.20	
INV 22859	05/06/2020	OXTER SERVICES	COVID EXTRA PUBLIC TOILET CLEANING FROM 25/05/2020 - 07/06/2020 FOR WUNDOWIE, BAKERS HILL, KATRINE, CLACKLINE.	1	1,650.00	
INV 23346	10/09/2020	OXTER SERVICES	PRODUCTS PICKED UP BY SHANE FOR ADMIN. HAND TOWEL AND TOILET ROLLS.	1	158.26	
INV 23353	11/09/2020	OXTER SERVICES	PUBLIC TOILETS EXTRA COVID CLEANS 31.08.2020 TO 13.09.2020: CLACKLINE, BAKERS HILL, WUNDOWIE, KATRINE.	1	2,026.20	
INV 23362	14/09/2020	OXTER SERVICES	PRODUCTS FOR AMENITIES 14/09/2020 BERNARD PARK, NORTHAM WORKS DEPOT, VISITOR CENTRE, CREATE 298, NORTHAM LIBRARY.	1	704.35	
EFT37778	22/09/2020	EAT DAVIS	PHIL WALLEY STACK & PSO CONCERT: WELCOME TO COUNTRY (Saturday 5 September 2020, 6.30PM)	1		300.00

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INV 08.09.20208/09/2020		EAT DAVIS	PHIL WALLEystack & PSO CONCERT: WELCOME TO COUNTRY (Saturday 5 September 2020, 6.30PM)	1	300.00	
EFT37779	22/09/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - LOT 30 182 FITZGERALD STREET, NORTHAM (POP-UP SHOP).	1		187.39
INV 2203093	15/09/2020	PERTH ENERGY PTY LTD	ELECTRICITY CHARGES FOR ACCOUNT 601148 - LOT 30 182 FITZGERALD STREET, NORTHAM (POP-UP SHOP).	1	187.39	
EFT37780	22/09/2020	EHYSIO-CHI - JENNY LUCY EHYSIOTHERAPY	Minute No: LBSC.57 That the Local Business Support Committee approve a grant of \$2,000 to the business 'Physio -Chi Jenny Lucy Physiotherapy' to support the development of a website.	1		2,200.00
INV 103	31/08/2020	EHYSIO-CHI - JENNY LUCY EHYSIOTHERAPY	Minute No: LBSC.57 That the Local Business Support Committee approve a grant of \$2,000 to the business 'Physio -Chi Jenny Lucy Physiotherapy' to support the development of a website.	1	2,200.00	
EFT37781	22/09/2020	PLANNING INSTITUTE AUSTRALIA	HIA MEMBERSHIP - REGISTERED PLANNER, JACKY JURMANN (59865)	1		632.00
INV 112252	03/06/2020	PLANNING INSTITUTE AUSTRALIA	HIA MEMBERSHIP - REGISTERED PLANNER, JACKY JURMANN (59865)	1	632.00	
EFT37782	22/09/2020	POWER DESMOND JOHN	WORK DONE AT SES ADMIN OFFICE: PATCH, PAINT SECTION OF WALL, WHERE BENCH REMOVED.	1		200.00
INV 59	16/09/2020	POWER DESMOND JOHN	WORK DONE AT SES ADMIN OFFICE: PATCH, PAINT SECTION OF WALL, WHERE BENCH REMOVED.	1	200.00	
EFT37783	22/09/2020	PROFESSIONAL LOCKSERVICE	BAKERS HILL PAVILION. SUPPLY 3 X DOUBLE ENDED EADLOCKS D07 & FIRE1 WUNDOWIEFOOTY PAVILION.	1		1,284.70
INV 0010528823/07/2020		PROFESSIONAL LOCKSERVICE	SUPPLY 3 X DOUBLE ENDED PADLOCKS D07 & FIRE1. REC CENTRE. SUPPLY AND SEND TO SITE10 X SP1 KEYS.	1	205.70	
INV 0010530202/09/2020		PROFESSIONAL LOCKSERVICE	BAKERS HILL PAVILION. SUPPLY 3 X DOUBLE ENDED EADLOCKS D07 & FIRE1 WUNDOWIEFOOTY PAVILION.	1	1,079.00	
EFT37784	22/09/2020	RED DOT STORES	BLACK LANYARDS AND ID TAGS KEYRINGS.	1		21.00
INV 4721626827/08/2020		RED DOT STORES	BLACK LANYARDS AND ID TAGS KEYRINGS.	1	21.00	

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EFT37785	22/09/2020	REMONDIS AUSTRALIA LTY LTD	REFUND OF DEPOSIT ON STANDPIPE CARD AS CARD RETURNED AND NO STANDPIPE CHARGES ARE OWING. RECEIPT NUMBER 112991 DATED 07/05/2018.	1		50.00
INV 112991	09/09/2020	REMONDIS AUSTRALIA LTY LTD	REFUND OF DEPOSIT ON STANDPIPE CARD AS CARD RETURNED AND NO STANDPIPE CHARGES ARE OWING. RECEIPT NUMBER 112991 DATED 07/05/2018.	1	50.00	
EFT37786	22/09/2020	SHIRE OF QUAIRADING	REIMBURSEMENT OF COSTS ASSOCIATED WITH DFES TRAINER ASSESSOR FOR BUSH FIRE FIGHTING 22/23 AUGUST 2020.	1		2,289.35
INV 92530	03/09/2020	SHIRE OF QUAIRADING	REIMBURSEMENT OF COSTS ASSOCIATED WITH DFES TRAINER ASSESSOR FOR BUSH FIRE FIGHTING 22/23 AUGUST 2020.	1	2,289.35	
EFT37787	22/09/2020	SOILS AINT SOILS	22 CUBIC METRES BLACK MULCH DELIVERED TO SHIRE CF NORTHAM DEPOT	1		2,835.00
INV 7708-8	09/09/2020	SOILS AINT SOILS	22 CUBIC METRES BLACK MULCH DELIVERED TO SHIRE CF NORTHAM DEPOT	1	2,835.00	
EFT37788	22/09/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF 12.54KW SOLAR FV-SYSTEM AT KILLARA RESPITE CARE CENTRE, 2 BURGOPYNE ST, NORTHAM. CONTRACT C.201920-08	1		4,884.00
INV 177349	24/08/2020	SOLARGAIN PV PTY LTD	SUPPLY AND INSTALLATION OF 12.54KW SOLAR FV-SYSTEM AT KILLARA RESPITE CARE CENTRE, 2 BURGOPYNE ST, NORTHAM. CONTRACT C.201920-08	1	4,884.00	
EFT37789	22/09/2020	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR JENNAPULLIN ROAD WORKS FROM 20/08/2020 TO 31/08/2020 ON NORTHAM TRIPLE M, NORTHAM HIT96.5, AND NORTHAM TRIPLE M PRODUCTION OF AD ON 01/08/2020.	1		973.50
INV 7108330931/08/2020		SOUTHERN CROSS AUSTEREO PTY LTD	TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 01/08/2020.	1	176.00	
INV 7108331031/08/2020		SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR JENNAPULLIN ROAD WORKS FROM 20/08/2020 TO 31/08/2020 ON NORTHAM TRIPLE M, NORTHAM HIT96.5, AND NORTHAM TRIPLE M PRODUCTION OF AD ON 01/08/2020.	1	797.50	
EFT37790	22/09/2020	SUSAN BURLEY	PAYMENT FOR INSPECTION OF DRUMS AT DRUMMUSTER HELD 11 SEPTEMBER 2020 AT OLD QUARRY ROAD LANDFILL SITE, NORTHAM.	1		220.83

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INV 7	14/09/2020	SUSAN BURLEY	PAYMENT FOR INSPECTION OF DRUMS AT DRUMMUSTER HELD 11 SEPTEMBER 2020 AT OLD QUARRY ROAD LANDFILL SITE, NORTHAM.	1	220.83	
EFT37791	22/09/2020	SYNERGY	811029470 Wundowie Swimming Pool - 25/06/2020 to 21/08/2020	1		6,351.17
INV 2017033926/08/2020		SYNERGY	487964040 Yak Shack - 25/06/2020 to 21/08/2020		139.21	
INV 2093033726/08/2020		SYNERGY	811029470 Wundowie Swimming Pool - 25/06/2020 to 21/08/2020		3,967.12	
INV 2073029426/08/2020		SYNERGY	361990030 Wundowie Oval - 25/06/2020 to 24/08/2020		231.56	
INV 2053025726/08/2020		SYNERGY	444997300 Wundowie Library - 25/06/2020 to 21/08/2020		644.28	
INV 2005027027/08/2020		SYNERGY	35346410 Hooper Park - 26/06/2020 to 24/08/2020		172.76	
INV 2077038601/09/2020		SYNERGY	915241640 Auxillary Lighting - 28/07/2020 to 27/08/2020		134.04	
INV 2005037709/09/2020		SYNERGY	293110730 Bilya Koort Boodja - 12/08/2020 to 08/09/2020		1,062.20	
EFT37792	22/09/2020	T/A S AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	VEHICLE INSPECTION OF N10734 MITSUBISHI CUTLANDER FN1906 FOR ANY DAMAGE, OUTSTANDING RECALL OR SERVICE CAMPAIGNS.	1		348.24
INV 342002	14/09/2020	T/A S AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD	VEHICLE INSPECTION OF N10734 MITSUBISHI CUTLANDER FN1906 FOR ANY DAMAGE, OUTSTANDING RECALL OR SERVICE CAMPAIGNS.	1	348.24	
EFT37793	22/09/2020	TELSTRA CORPORATION	TELSTRA MOBILES JULY 2020 - AUGUST 2020	1		4,695.03
INV K 576 81712/08/2020		TELSTRA CORPORATION	USAGE CHARGES TO 04/08/2020 AND SERVICES AND EQUIPMENT RENTAL TO 04/09/2020.	1	1,578.80	
INV 2726008928/08/2020		TELSTRA CORPORATION	TELSTRA MOBILES JULY 2020 - AUGUST 2020	1	3,116.23	
EFT37794	22/09/2020	TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN WORKS CARRIED OUT FOR BEAVIS PLACE REDEVELOPMENT.	1		9,354.95
INV SL-10249/31/08/2020		TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN WORKS CARRIED OUT FOR BEAVIS PLACE REDEVELOPMENT.	1	7,792.40	
INV SL-10249/31/08/2020		TIM DAVIES LANDSCAPING PTY LTD	LANDSCAPE DESIGN WORKS CARRIED OUT FOR NORTHAM POOL REDEVELOPMENT.	1	1,562.55	
EFT37795	22/09/2020	TOTAL TOOLS MIDLAND	1800MM X 25MM CROW BAR #53420	1		314.93
INV 203886	27/08/2020	TOTAL TOOLS MIDLAND	1800MM X 25MM CROW BAR #53420	1	314.93	

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EFT37796	22/09/2020	TPG TELECOM	TPG MIAN LINE ACCOUNT 01/08/2020-31/08/2020	1		6,375.70
INV 1556143601/09/2020		TPG TELECOM	TPG MIAN LINE ACCOUNT 01/08/2020-31/08/2020	1	6,179.90	
INV 1555194401/09/2020		TPG TELECOM	SES BUILDING 01/08/2020-31/08/2020	1	195.80	
EFT37797	22/09/2020	VALLEY FORD	EN1310 KILLARA KEY REPLACEMENT AND EROGRAMMING TO VEHICLE	1		423.00
INV 1411463	11/09/2020	VALLEY FORD	EN1310 KILLARA KEY REPLACEMENT AND EROGRAMMING TO VEHICLE	1	423.00	
EFT37798	22/09/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 24/09/2020 - 06/09/2020.	1		1,914.00
INV 02900	04/09/2020	WA CONTRACT RANGER SERVICES	CAT IMPOUND AND CARE FOR AUGUST 2020.	1	385.00	
INV 02912	07/09/2020	WA CONTRACT RANGER SERVICES	ANNUAL POUND MANAGEMENT - WEEK 24/09/2020 - 06/09/2020.	1	1,529.00	
EFT37799	22/09/2020	WAY SIGNS	SUPPLY SIGNS AND FRAME AND LEGS FOR KURINGAL, SUPPLY SIGNS FOR LIBRARY STAIRS.	1		1,232.00
INV INV-256509/09/2020		WAY SIGNS	SUPPLY SIGNS AND FRAME AND LEGS FOR KURINGAL, SUPPLY SIGNS FOR LIBRARY STAIRS.	1	1,210.00	
INV INV-256409/09/2020		WAY SIGNS	SUPPLY BLACK NUMBER 0 TO 9 AT 40 MM HEIGHT.	1	22.00	
EFT37800	22/09/2020	WEAR PARTS SERVICES PTY LTD	AS PER QUOTE 95636 - CUTTING EDGES FOR PN1018 - 423-70-H2C50BM CENTER EDGE	1		1,086.46
INV INV9016/14/09/2020		WEAR PARTS SERVICES PTY LTD	AS PER QUOTE 95636 - CUTTING EDGES FOR PN1018 - 423-70-H2C50BM CENTER EDGE	1	1,086.46	
EFT37801	22/09/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR CR CHRIS ANTONIO - WALGA BREAKFAST WITH PAUL HASELBY 25 SEPTEMBER 2020	1		90.00
INV B083951	10/09/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	REGISTRATION FOR CR CHRIS ANTONIO - WALGA BREAKFAST WITH PAUL HASELBY 25 SEPTEMBER 2020	1	90.00	
EFT37802	22/09/2020	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	LABOUR - ATTEND SITE X 2 TEST AND REPAIR ALL LIGHTS ON ROLLER PN1603. REPLACE REVOLVING LIGHT AS REQUIRED.	1		2,140.50
INV INV-107922/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	LABOUR - ATTEND SITE, TEST AND REPLACE BATTER CF LIGHTING TOWER 1.	1	245.00	
INV INV-107922/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	LABOUR - ATTEND SITE, TEST AND REPLACE BATTERY CF LIGHTING TOWER 2.	1	245.00	

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INV INV-107727/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	LABOUR - ATTEND SITE X 2 TEST AND REPAIR ALL LIGHTS ON ROLLER PN1603. REPLACE REVOLVING LIGHT AS REQUIRED.	1	817.50	
INV INV-108029/07/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SEWELL BROOM - BATTERY AND CHECK ON SITE	1	261.50	
INV INV-109218/08/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	SUPPLY BATTERY FOR LIGHT TOWER.	1	245.00	
INV INV-109220/08/2020		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TEST AND DIAGNOSE STARTING ISSUE OF PN1213. REPLACE BATTERY.	1	326.50	
EFT37803	22/09/2020	WHEATBELT SAFETYWEAR	SAFETY GUM BOOTS AND GLOVES.	1		60.00
INV 9507	09/07/2020	WHEATBELT SAFETYWEAR	SAFETY GUM BOOTS AND GLOVES.	1	60.00	
EFT37804	22/09/2020	WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL FOR AUGUST 2020.	1		1,552.44
INV AUGUST31/08/2020		WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY)	FUEL FOR AUGUST 2020.	1	1,552.44	
EFT37805	25/09/2020	ABBOTTS FORGE	MOVE GENERATOR SET TO SHOW FROM STORAGE 11/09/2020	1		507.50
INV 0000422517/09/2020		ABBOTTS FORGE	MOVE GENERATOR SET TO SHOW FROM STORAGE 11/09/2020	1	507.50	
EFT37806	25/09/2020	ANDY'S PLUMBING SERVICE	REPLACEMENT OF ELECTRIC HOTWATER SYSTEM AT VISITORS CENTRE & ADMIN BUILDING.	1		2,783.00
INV A.18785	10/09/2020	ANDY'S PLUMBING SERVICE	REPLACEMENT OF ELECTRIC HOTWATER SYSTEM AT VISITORS CENTRE & ADMIN BUILDING.	1	1,694.00	
INV A.18788	10/09/2020	ANDY'S PLUMBING SERVICE	SMITH RD STANDPIPE. DISCONNECT WATER TANK READY FOR REMOVAL.	1	598.40	
INV A.18800	15/09/2020	ANDY'S PLUMBING SERVICE	FLUFFY DUCKLINGS CARRY OUT REPAIRS TO DRAINS, CHECK TOILETS WORKING CORRECTLY AT CLACKLINE BAKERS HILL AND WUNDOWIE PUBLIC TOILETS.	1	380.60	
INV A.18805	17/09/2020	ANDY'S PLUMBING SERVICE	OLD TOWN ADMIN. KITCHEN SINK NOT DRAINING PROPERLY.	1	110.00	
EFT37807	25/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EARTS FOR SMALL PLANT.	1		228.84
INV 6580744	18/09/2020	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	EARTS FOR SMALL PLANT.	1	228.84	

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EFT37808	25/09/2020	AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 15/9/2020	1		61,262.13
INV PAYG 15/18/09/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN WEEK ENDING 15/9/2020	1	60,923.34	
INV PAYG 17/18/09/2020		AUSTRALIAN TAXATION OFFICE - PAYG	EAYG FOR PAY RUN ADJUSTMENT FORTNIGHT ENDING 17/9/2020	1	338.79	
EFT37809	25/09/2020	AUTOPRO NORTHAM	POST HOLE DIGGER 51.7CC	1		718.85
INV 872972	19/09/2020	AUTOPRO NORTHAM	POST HOLE DIGGER 51.7CC	1	718.85	
EFT37810	25/09/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 25/08/2020-06/09/2020	1		1,568.00
INV 0041	06/09/2020	AVON DEMOLITION & EARTHMOVING	MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY 25/08/2020-06/09/2020	1	1,568.00	
EFT37811	25/09/2020	AVON VALLEY CONTRACTORS	TO FLOAT MULTI-WHEELED ROLLER FROM WOOTTATING ROAD TO SMITH ROAD AND RETURN.	1		600.00
INV 3492	14/09/2020	AVON VALLEY CONTRACTORS	TO FLOAT MULTI-WHEELED ROLLER FROM WOOTTATING ROAD TO SMITH ROAD AND RETURN.	1	600.00	
EFT37812	25/09/2020	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	SIX CUBIC METERS OF FLOWER AND VEG SOIL MIX AT \$96 PER CUBIC METER AND DELIVERY FEE (2 LOADS AT \$30 EACH). SOIL TO BE DELIVERED AS PRE ARRANGED ON THE RIVER VIA BROOME TCE ON THE 5TH SEPTEMBER AT 9AM.	1		636.00
INV 36064	05/09/2020	AVON VALLEY STOCK FEED & GARDEN SUPPLIES	SIX CUBIC METERS OF FLOWER AND VEG SOIL MIX AT \$96 PER CUBIC METER AND DELIVERY FEE (2 LOADS AT \$30 EACH). SOIL TO BE DELIVERED AS PRE ARRANGED ON THE RIVER VIA BROOME TCE ON THE 5TH SEPTEMBER AT 9AM.	1	636.00	
EFT37813	25/09/2020	BEAUREPAIRES	WHEEL ROTATION, 4WD THRUST ALIGNMENT PN1602	1		138.10
INV 6411589217/09/2020		BEAUREPAIRES	WHEEL BALANCE ON PN1509.	1	65.16	
INV 6411589217/09/2020		BEAUREPAIRES	WHEEL ROTATION, 4WD THRUST ALIGNMENT PN1602	1	72.94	
EFT37814	25/09/2020	BEYOND CABINETS & RENOVATIONS	ADMIN BUILDING. REPLACE SHELVES TO LICENCE PLATE CABINET WITH HEAVY DUTY DRAWERS TO ONE CABINET AS PER QUOTE.	1		1,593.90

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INV INV-016920/09/2020		BEYOND CABINETS & RENOVATIONS	ADMIN BUILDING. REPLACE SHELVES TO LICENCE PLATE CABINET WITH HEAVY DUTY DRAWERS TO ONE CABINET AS PER QUOTE.	1	1,098.90	
INV INV-017020/09/2020		BEYOND CABINETS & RENOVATIONS	ADMIN BUILDING. INSTALL PRIVACY SCREEN TO DESK AS PER QUOTE.	1	495.00	
EFT37815	25/09/2020	BLACKWELL PLUMBING & GAS PTY LTD	BAKERS HILL PAVILION PILLAR HYDRANT. PLEASE REPAIR/SERVICE AS SPINDLE IS HARD TO OPEN CLOSE.	1		1,727.80
INV INV-221710/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	BAKERS HILL PAVILION PILLAR HYDRANT. PLEASE REPAIR/SERVICE AS SPINDLE IS HARD TO OPEN CLOSE.	1	1,281.00	
INV INV-221911/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	REPAIR TO TAP IN LADIES TOILETS NEAR STADIUM COURTS PLUS LABOUR 20/8/2020	1	280.60	
INV INV-222718/09/2020		BLACKWELL PLUMBING & GAS PTY LTD	NORTHAM POUND BUILDING. RESCUE BUILDING, INVESTIGATE WATER LEAK AND REPAIR.	1	166.20	
EFT37816	25/09/2020	BOEKEMAN MACHINERY	REPLACE REAR WINDOW - INNER FRAME INCLUDING GLASS - EX UK	1		3,686.97
INV 298190	11/09/2020	BOEKEMAN MACHINERY	REPLACE REAR WINDOW - INNER FRAME INCLUDING GLASS - EX UK	1	3,686.97	
EFT37817	25/09/2020	CANNON HYGIENE AUSTRALIA PTY LTD	WUNDOWIE POOL AND NORTHAM AQUATIC CENTRE SANITARY CLEANING SERVICES FOR PERIOD 01/10/2020 - 31/12/2020.	1		1,203.37
INV 9684441714/09/2020		CANNON HYGIENE AUSTRALIA PTY LTD	SERVICING OF SANITARY UNITS FOR PERIOD 01/10/2020 - 31/12/2020.	1	392.03	
INV 9684441714/09/2020		CANNON HYGIENE AUSTRALIA PTY LTD	3 SIGNATURE AF SINGLE CANISTER AND 2 W LIQ LG TRAY HAND SANI SIG 1 L TF AT ADMIN BUILDING.	1	220.00	
INV 9683879214/09/2020		CANNON HYGIENE AUSTRALIA PTY LTD	WUNDOWIE POOL AND NORTHAM AQUATIC CENTRE SANITARY CLEANING SERVICES FOR PERIOD 01/10/2020 - 31/12/2020.	1	591.34	
EFT37818	25/09/2020	CHRISTOPHER JOHN MARRIS	CBFCO HONARIOUM PAYMENT FOR JUNE, JULY, AUGUST & SEPTEMBER 2020.	1		3,666.66
INV JUL-SEP'24/09/2020		CHRISTOPHER JOHN MARRIS	CBFCO HONARIOUM PAYMENT FOR JUNE, JULY, AUGUST & SEPTEMBER 2020.	1	3,666.66	
EFT37819	25/09/2020	CID EQUIPMENT PTY LTD	SLIDING SLEEVE VC58406	1		460.59
INV 2073676	23/07/2020	CID EQUIPMENT PTY LTD	SLIDING SLEEVE VC58406	1	398.81	
INV 2073904	23/07/2020	CID EQUIPMENT PTY LTD	WEAR PLATES FOR PN1314.	1	61.78	

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EFT37820	25/09/2020	CLACKLINE FENCING CONTRACTORS	FENCE REPAIRS AT INKPEN WASTE MANAGEMENT FACILITY 10/09/2020	1		100.00
INV 1336	14/09/2020	CLACKLINE FENCING CONTRACTORS	FENCE REPAIRS AT INKPEN WASTE MANAGEMENT FACILITY 10/09/2020	1	100.00	
EFT37821	25/09/2020	CLARK EQUIPMENT	EN1910 - TRAVEL TO NORTHAM AND RETURN SERVICE COST AS PER SALES ESTIMATE	1		1,047.73
INV 0821730817/09/2020	25/09/2020	CLARK EQUIPMENT	EN1910 - TRAVEL TO NORTHAM AND RETURN SERVICE COST AS PER SALES ESTIMATE	1	1,047.73	
EFT37822	25/09/2020	COMBINED TYRES PTY LTD	TYRE REPAIR PN1515	1		330.00
INV INV-638615/09/2020	25/09/2020	COMBINED TYRES PTY LTD	TYRE REPAIR PN1515	1	330.00	
EFT37823	25/09/2020	COUNTRY COPIERS NORTHAM	NORTHAM DEPOT COLOUR COPIER SERVICE AND METER READING IRA-C3530 FOR PERIOD 08/06/2020 TO 01/09/2020.	1		574.79
INV S8646	17/09/2020	COUNTRY COPIERS NORTHAM	NORTHAM DEPOT COLOUR COPIER SERVICE AND METER READING IRA-C3530 FOR PERIOD 08/06/2020 TO 01/09/2020.	1	574.79	
EFT37824	25/09/2020	DAMIAN'S PLUMBING	REC CENTRE. BACKFLOW DEVICE TESTING, FOR THE ATTACHED DEVICES.	1		765.60
INV 5774	17/09/2020	DAMIAN'S PLUMBING	REC CENTRE. BACKFLOW DEVICE TESTING, FOR THE ATTACHED DEVICES.	1	396.00	
INV 5773	17/09/2020	DAMIAN'S PLUMBING	KILLARA RESPITE CARE. BACKFLOW TESTING AS PER ATTACHED FORM X 2 METRES.	1	264.00	
INV 5772	17/09/2020	DAMIAN'S PLUMBING	PEEL TERRACE DUMP POINT. UNBLOCK AS PARTIALLY BLOCKED.	1	105.60	
EFT37825	25/09/2020	ESPERANCE TRACTOR SERVICE & SPARES PTY LTD T/AS ALLMAKES AG	12.37X2.62 IMPERIAL ORING	1		8.91
INV 18277	22/09/2020	ESPERANCE TRACTOR SERVICE & SPARES PTY LTD T/AS ALLMAKES AG	12.37X2.62 IMPERIAL ORING	1	8.91	
EFT37826	25/09/2020	EM SURVEYS	SES SHED EXTENSION. SITE FEATURE SURVEY OF SES LAND PARCEL.	1		935.00
INV 0002107820/09/2020	25/09/2020	EM SURVEYS	SES SHED EXTENSION. SITE FEATURE SURVEY OF SES LAND PARCEL.	1	935.00	
EFT37827	25/09/2020	FULTON HOGAN INDUSTRIES PTY LTD	1000L OF EMULSION	1		2,596.00

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INV 1434555108/09/2020		FULTON HOGAN INDUSTRIES PTY LTD	1000L OF EMULTION	1	2,596.00	
EFT37828	25/09/2020	GEOFF PERKINS FARM MACHINERY CENTRE	EN1201 - SUPPLY NOZZLE FOR KERO WAND	1		129.00
INV 20589	08/07/2020	GEOFF PERKINS FARM MACHINERY CENTRE	EN1201 - SUPPLY NOZZLE FOR KERO WAND	1	129.00	
EFT37829	25/09/2020	GLENN STUART BEVERIDGE	SOUND SHELL. REMOVE EXISTING FLOOR LIGHTS, FILL IN HOLES AND PAINT FLOOR.	1		4,339.00
INV 26	07/09/2020	GLENN STUART BEVERIDGE	FLUFFY DUCKS. PLEASE RE-ATTACH TACTILE PAVERS.	1	110.00	
INV 27	07/09/2020	GLENN STUART BEVERIDGE	CLACKLINE TOILETS, REPAIR REPLACE 2 X TOILET ROLL HOLDERS. & QUELLINGTON HALL TOILETS, REPAIR DOOR AND DOOR CLOSER.	1	957.00	
INV 30	07/09/2020	GLENN STUART BEVERIDGE	VISITORS TOILET. REPAIR LADIES TOILET DOOR CLOSER, BANGING SHUT.	1	110.00	
INV 29	07/09/2020	GLENN STUART BEVERIDGE	REC CENTRE. REPAIR LEAK ABOVE SINK IN VOLENTEER HUB.	1	209.00	
INV 31	11/09/2020	GLENN STUART BEVERIDGE	SOUND SHELL. REMOVE EXISTING FLOOR LIGHTS, FILL IN HOLES AND PAINT FLOOR.	1	2,953.00	
EFT37830	25/09/2020	GRAFTON ELECTRICS	DISCONNECT PUMP AND RE-WIRE AT WASTE WATER TREATMENT POND	1		346.50
INV 7246	17/09/2020	GRAFTON ELECTRICS	DISCONNECT PUMP AND RE-WIRE AT WASTE WATER TREATMENT POND	1	247.50	
INV 7239	21/09/2020	GRAFTON ELECTRICS	CHECK GENERATOR AT JUBILEE OVAL	1	99.00	
EFT37831	25/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR W/E 16/09/2020.	1		2,452.76
INV 9541539	16/09/2020	HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED	ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS FOR W/E 16/09/2020.	1	2,452.76	
EFT37832	25/09/2020	JASON SIGNMAKERS	VARIOUS SIGNS	1		1,372.64
INV 211942	14/09/2020	JASON SIGNMAKERS	TOILET SIGNS	1	283.00	
INV 211943	14/09/2020	JASON SIGNMAKERS	VARIOUS SIGNS	1	1,089.64	
EFT37833	25/09/2020	JTAGZ PTY LTD	DOG TAGS FOR 2021 YEAR	1		380.60
INV 0001637015/09/2020		JTAGZ PTY LTD	DOG TAGS FOR 2021 YEAR	1	380.60	

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EFT37834	25/09/2020	KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 01/09/2020.	1		11,471.24
INV 2165717901/09/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 01/09/2020.	1	6,230.07	
INV 2166220409/09/2020		KLEENHEAT GAS	BULK GAS FOR NORTHAM AQUATIC CENTRE 09/09/2020	1	5,241.17	
EFT37835	25/09/2020	LLOYDS EARTHMOVING	PLANTS FOR PARKS & GARDENS	1		184.00
INV INV-208211/09/2020		LLOYDS EARTHMOVING	PLANTS FOR PARKS & GARDENS	1	184.00	
EFT37836	25/09/2020	LUCY'S TEAROOMS	DINNER FOR 50 PEOPLE FOR NIGHT HOOPS WITH THE FCYC OVER 3 NIGHTS ON 01/08/2020, 08/08/2020 AND 15/08/2020.	1		2,250.00
INV 2244	19/08/2020	LUCY'S TEAROOMS	DINNER FOR 50 PEOPLE FOR NIGHT HOOPS WITH THE FCYC OVER 3 NIGHTS ON 01/08/2020, 08/08/2020 AND 15/08/2020.	1	1,950.00	
INV 2247	19/08/2020	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM MEETING 12 AUGUST 2020	1	300.00	
EFT37838	25/09/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	EN1901 SERVICE FOR N10721 HOLDEN COLORADO CREW CAB (N10721) 4X4 LT2 AUTO 2.8L VIN: MMU148MK0LH607023	1		710.00
INV 130146	11/09/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	EN1702 - N11131 SERVICE FOR MAZDA CX-5 JM0KF4WLA00124941	1	300.00	
INV 130233	18/09/2020	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN	EN1901 SERVICE FOR N10721 HOLDEN COLORADO CREW CAB (N10721) 4X4 LT2 AUTO 2.8L VIN: MMU148MK0LH607023	1	410.00	
EFT37839	25/09/2020	NORTHAM BETTA ELECTRICAL	LEADER 11.6 INCH FHO TABLET AND KEYBOARD 64GB DOR3 RAM	1		529.00
INV 2001001921/09/2020		NORTHAM BETTA ELECTRICAL	LEADER 11.6 INCH FHO TABLET AND KEYBOARD 64GB DOR3 RAM	1	529.00	
EFT37840	25/09/2020	NORTHAM CHAMBER OF COMMERCE	EAYMENT OF MONEY RAISED THROUGH DIFFERENTIAL RATE AS PER SON ADOPTED BUDGET.	1		139,700.00
INV IV00000013/08/2020		NORTHAM CHAMBER OF COMMERCE	EAYMENT OF MONEY RAISED THROUGH DIFFERENTIAL RATE AS PER SON ADOPTED BUDGET.	1	139,700.00	
EFT37841	25/09/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1		200.00
INV 3205	21/09/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	

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INV 3206	21/09/2020	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING	1	100.00	
EFT37842	25/09/2020	NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1		96.00
INV 0000304417/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	36.00	
INV 0000304518/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	18.00	
INV 0000304621/09/2020		NORTHAM FEED & HIRE	SWAN FOOD & MISCELLANEOUS ITEMS	1	42.00	
EFT37843	25/09/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR CHAMBERS	1		128.00
INV 278690	18/09/2020	NORTHAM LIQUOR BARONS	REFRESHMENTS FOR CHAMBERS	1	128.00	
EFT37844	25/09/2020	NUTRIEN AG SOULTIONS LIMITED	VARIOUS CHEMICALS FOR SPRAYING	1		2,144.20
INV 9032679204/08/2020		NUTRIEN AG SOULTIONS LIMITED	WHIT POST CAP 60MM YELLOW	1	49.72	
INV 9032761006/08/2020		NUTRIEN AG SOULTIONS LIMITED	REPLACEMENT FORKLIFT GAS	1	90.04	
INV 9032876210/08/2020		NUTRIEN AG SOULTIONS LIMITED	BAG OF MULTIGROW	1	187.00	
INV 9032883110/08/2020		NUTRIEN AG SOULTIONS LIMITED	FOLY FITTING FOR RETICULATION INSTALLAITON AT RUSHTON PARK.	1	126.42	
INV 9033426924/08/2020		NUTRIEN AG SOULTIONS LIMITED	VARIOUS CHEMICALS FOR SPRAYING	1	1,005.92	
INV 9033502726/08/2020		NUTRIEN AG SOULTIONS LIMITED	SUPPLY FORKLIFT GAS	1	60.08	
INV 9033502726/08/2020		NUTRIEN AG SOULTIONS LIMITED	55015706 - SOUT BLACK STEEL POST HD 180CM	1	279.40	
INV 9033518426/08/2020		NUTRIEN AG SOULTIONS LIMITED	FOLY FITTINGS	1	108.46	
INV 9033597727/08/2020		NUTRIEN AG SOULTIONS LIMITED	55046496 - WHITE STEEL POST CAP 60MM YELLOW EA	1	54.56	
INV 9033740731/08/2020		NUTRIEN AG SOULTIONS LIMITED	SEASOL 20L	1	182.60	
EFT37845	25/09/2020	OXTER SERVICES	PUBLIC TOILETS REGULAR CLEANING FOR 31/08/2020-13/09/2020	1		2,543.16
INV 23354	11/09/2020	OXTER SERVICES	QUELLINGTON HALL. SUPPLY 5L PINEAWAY AND 3 X BOXES OF TOILET PAPER.	1	246.36	
INV 23352	11/09/2020	OXTER SERVICES	PUBLIC TOILETS REGULAR CLEANING FOR 31/08/2020-13/09/2020	1	2,296.80	

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EFT37846	25/09/2020	PERTH SAFETY PRODUCTS PTY LTD	STREET BLADE - SHIRE OF NORTHAM SPEC - CODY ST (DOUBLE SIDED) & STREET BLADE - SHIRE OF NORTHAM SPEC - GERALD ST (DOUBLE SIDED)	1		165.00
INV 0001008718/09/2020		PERTH SAFETY PRODUCTS PTY LTD	STREET BLADE - SHIRE OF NORTHAM SPEC - CODY ST (DOUBLE SIDED) & STREET BLADE - SHIRE OF NORTHAM SPEC - GERALD ST (DOUBLE SIDED)	1	165.00	
EFT37847	25/09/2020	PRIMARIES OF WA PTY LTD	ACC GSM COMMS MODULE	1		344.20
INV 4102465817/04/2020		PRIMARIES OF WA PTY LTD	RETIC FITTINGS	1	45.27	
INV 4103676712/05/2020		PRIMARIES OF WA PTY LTD	RETICULATION FITTINGS	1	28.05	
INV 4104067620/05/2020		PRIMARIES OF WA PTY LTD	ACC GSM COMMS MODULE	1	270.88	
EFT37848	25/09/2020	FUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR AUGUST 2020	1		134.59
INV AUGUST31/08/2020		FUBLIC TRANSPORT AUTHORITY	TRAIN TICKET SALES FOR AUGUST 2020	1	134.59	
EFT37849	25/09/2020	RAMM SOFTWARE PTY LTD	RENTAL OF THE POCKET RAMM SOFTWARE FOR THE PERIOD 01 JUL 2020 TO 30 JUN 2021. THIS RENTAL ALLOWS YOU TO USE THIS SOFTWARE FOR ANY NUMBER OF CONTRACTS BUT ONLY ON EACH NAMED DEVICE THAT YOU HAVE PURCHASED. THIS IS NOT A CONCURRENT USER LICENSE AS EACH DEVICE MUST HAVE A LICENSE TO USE THE POCKET SOFTWARE. INCLUDES CPI OF 33.43. RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 01 JUL 2020 TO 30 JUN 2021. INCLUDES CPI OF 256.20.	1		9,421.09
INV RSL-169501/07/2020		RAMM SOFTWARE PTY LTD	RENTAL OF THE POCKET RAMM SOFTWARE FOR THE PERIOD 01 JUL 2020 TO 30 JUN 2021. THIS RENTAL ALLOWS YOU TO USE THIS SOFTWARE FOR ANY NUMBER OF CONTRACTS BUT ONLY ON EACH NAMED DEVICE THAT YOU HAVE PURCHASED. THIS IS NOT A CONCURRENT USER LICENSE AS EACH DEVICE MUST HAVE A LICENSE TO USE THE POCKET SOFTWARE. INCLUDES CPI OF 33.43. RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 01 JUL 2020 TO 30 JUN 2021. INCLUDES CPI OF 256.20.	1	9,421.09	
EFT37850	25/09/2020	REPCO NORTHAM	NARVA - 47380 - 12V 21/5W BAY15D BOX OF 10	1		92.29

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INV 4980001229/05/2020		REPCO NORTHAM	NARVA - 47380 - 12V 21/5W BAY15D BOX OF 10	1	67.32	
INV 4980000408/07/2020		REPCO NORTHAM	DEGREASER CANS	1	24.97	
EFT37851	25/09/2020	ROYAL LIFE SAVING SOCIETY WA.	LIFEGUARD BUM BAGS INCLUDING DELIVERY.	1		768.16
INV 117517	09/07/2020	ROYAL LIFE SAVING SOCIETY WA.	SGN FOR 50M POOL DISABILITY ACCESS	1	298.76	
INV 119977	27/08/2020	ROYAL LIFE SAVING SOCIETY WA.	LIFEGUARD BUM BAGS INCLUDING DELIVERY.	1	469.40	
EFT37852	25/09/2020	SLAV'S CLEANING SERVICE	BERNARD PARK & APEX PARK TOILETS MONTHLY CLEANING SERVICES FOR AUGUST 2020	1		5,153.30
INV IV00000017/09/2020		SLAV'S CLEANING SERVICE	BILYA KOORT BOODJA CENTRE CLEANING SERVICES FOR AUGUST 2020	1	1,853.50	
INV IV00000017/09/2020		SLAV'S CLEANING SERVICE	BERNARD PARK & APEX PARK TOILETS MONTHLY CLEANING SERVICES FOR AUGUST 2020	1	2,771.80	
INV IV00000017/09/2020		SLAV'S CLEANING SERVICE	CREATE 298, CLEANING SERVICES AUGUST 2020.	1	528.00	
EFT37853	25/09/2020	SPECIALE SMASH REPAIRS	D/A FRT BUMPER & FOGS PN1610.	1		360.00
INV 19401	22/09/2020	SPECIALE SMASH REPAIRS	D/A FRT BUMPER & FOGS PN1610.	1	360.00	
EFT37854	25/09/2020	SPECIALISED TREE SERVICE	REMOVAL OF OVER HANGING LIMB AT YOUTH SPACE & PRUNE DEAD TREES AT 31 OYSTEN ROAD AS PER ICS, INCLUDING TRAFFIC MANAGEMENT AND REMOVAL OF ALL MATERIAL	1		4,560.00
INV 3399	24/09/2020	SPECIALISED TREE SERVICE	REMOVAL OF OVER HANGING LIMB AT YOUTH SPACE & PRUNE DEAD TREES AT 31 OYSTEN ROAD AS PER ICS, INCLUDING TRAFFIC MANAGEMENT AND REMOVAL OF ALL MATERIAL	1	4,560.00	
EFT37855	25/09/2020	THE LIMES ORCHARD STAY - PT & JA PERKINS	LIME CORDIAL	1		70.80
INV 0000105129/06/2020		THE LIMES ORCHARD STAY - PT & JA PERKINS	LIME CORDIAL	1	70.80	
EFT37856	25/09/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	VISITORS CENTRE PLEASE CHECK DRAW ON ALL PHASES AS POLE TOP SWITCH KEEPS TRIPPING.	1		528.00
INV 92018	31/08/2020	VERLINDEN'S ELECTRICAL SERVICE (WA)	VISITORS CENTRE PLEASE CHECK DRAW ON ALL PHASES AS POLE TOP SWITCH KEEPS TRIPPING.	1	528.00	

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EFT37857	25/09/2020	WA FARM TREES	TREE SUBSIDY PROGRAM - ONE DAY ONLY EXTENSION 126 TRAYS AT \$22 PER TRAY	1		6,182.00
INV 2249	14/08/2020	WA FARM TREES	TREE SUBSIDY PROGRAM WITH VOUCHERS FOR HALF ERICED TRAYS AT \$22 EACH.	1	1,738.00	
INV 2250	14/08/2020	WA FARM TREES	4 TRAYS OF NATIVE TREES FOR COMMUNITY GROUP PLANTING ASSISTANCE	1	176.00	
INV 2254	02/09/2020	WA FARM TREES	TREE SUBSIDY PROGRAM - ONE DAY ONLY EXTENSION 126 TRAYS AT \$22 PER TRAY	1	2,772.00	
INV 2253	02/09/2020	WA FARM TREES	TREE PROGRAM FOR PROGRESS ASSOCIATIONS, SCHOOLS AND COMMUNITY GROUPS. SHIRE TO PURCHASE TRAYS AT FULL PRICE @ \$44 EACH. TOTAL NUMBER OF TRAYS WAS 34.	1	1,496.00	
EFT37858	25/09/2020	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	NIGHT HOOPS - ADMIN TOURNAMENT MANAGER & BUS HIRE	1		3,377.00
INV SINV202008/2020	20/08/2020	WA POLICE AND COMMUNITY YOUTH CENTRES - NORTHAM	NIGHT HOOPS - ADMIN TOURNAMENT MANAGER & BUS HIRE	1	3,377.00	
EFT37859	25/09/2020	WHEATBELT HEALTH CENTRE PHARMACY	DIGITAL LAZER THERMOMETER	1		129.99
INV 0091519915/09/2020	15/09/2020	WHEATBELT HEALTH CENTRE PHARMACY	DIGITAL LAZER THERMOMETER	1	129.99	
EFT37860	25/09/2020	ZORAN MITIC	REFUND OF CLEANING BOND	1		500.00
INV 4385	21/09/2020	ZORAN MITIC	REFUND OF CLEANING BOND	1	500.00	
DD15475.1	01/09/2020	WESTNET PTY LTD	Annual charge for Extra_mailbox service northamlandfill@westnet.com.au for the period 01/08/2020 to 01/08/2021. Annual charge for Extra_mailbox service tipsite@westnet.com.au for the period 01/08/2020 to 01/08/2021.	1		50.00
INV 1215117701/09/2020	01/09/2020	WESTNET PTY LTD	Annual charge for Extra_mailbox service northamlandfill@westnet.com.au for the period 01/08/2020 to 01/08/2021. Annual charge for Extra_mailbox service tipsite@westnet.com.au for the period 01/08/2020 to 01/08/2021.	1	50.00	

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DD15481.1	01/09/2020	WA SUPER	Payroll deductions	1		24,762.63
INV SUPER	01/09/2020	WA SUPER	Superannuation contributions	1	20,802.36	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	2,422.61	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	86.85	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	37.17	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	377.08	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	525.00	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	201.42	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	146.30	
INV DEDUCT01/09/2020	01/09/2020	WA SUPER	Payroll deductions	1	138.84	
DD15481.2	01/09/2020	ESSENTIAL SUPER	Superannuation contributions	1		182.63
INV SUPER	01/09/2020	ESSENTIAL SUPER	Superannuation contributions	1	182.63	
DD15481.3	01/09/2020	REST INDUSTRY SUPER	Payroll deductions	1		976.16
INV SUPER	01/09/2020	REST INDUSTRY SUPER	Superannuation contributions	1	938.23	
INV DEDUCT01/09/2020	01/09/2020	REST INDUSTRY SUPER	Payroll deductions	1	37.93	
DD15481.4	01/09/2020	FRIME SUPER	Payroll deductions	1		450.99
INV SUPER	01/09/2020	FRIME SUPER	Superannuation contributions	1	325.13	
INV DEDUCT01/09/2020	01/09/2020	FRIME SUPER	Payroll deductions	1	125.86	
DD15481.5	01/09/2020	CNEPATH	Superannuation contributions	1		196.32
INV SUPER	01/09/2020	CNEPATH	Superannuation contributions	1	196.32	
DD15481.6	01/09/2020	MEDIA SUPER	Superannuation contributions	1		201.68
INV SUPER	01/09/2020	MEDIA SUPER	Superannuation contributions	1	201.68	

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DD15481.7	01/09/2020	UNISUPER	Payroll deductions	1		580.83
INV SUPER	01/09/2020	UNISUPER	Superannuation contributions	1	418.74	
INV DEDUCT01/09/2020	01/09/2020	UNISUPER	Payroll deductions	1	162.09	
DD15481.8	01/09/2020	HESTA SUPER FUND	Superannuation contributions	1		335.90
INV SUPER	01/09/2020	HESTA SUPER FUND	Superannuation contributions	1	335.90	
DD15481.9	01/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		120.73
INV SUPER	01/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	120.73	
DD15505.1	07/09/2020	BANKWEST	ROSS RAYSON MASTERCARD 24TH JULY TO 21 AUGUST 2020	1		6,001.89
INV B RUTTE07/09/2020	07/09/2020	BANKWEST	BRENDAN RUTTER MASTERCARD 24TH JULY TO 21 AUGUST 2020	1	397.45	
INV C YOUN07/09/2020	07/09/2020	BANKWEST	COLIN YOUNG MASTERCARD 24TH JULY TO 21 AUGUST 2020	1	2,876.62	
INV C KLEYM07/09/2020	07/09/2020	BANKWEST	CLINTON KLEYNHANS MASTERCARD 24TH JULY TO 21 AUGUST 2020	1	1,863.79	
INV C HUNT 07/09/2020	07/09/2020	BANKWEST	CHADD HUNT MASTERCARD 24TH JULY TO 21 AUGUST 2020	1	55.00	
INV R RAYSC07/09/2020	07/09/2020	BANKWEST	ROSS RAYSON MASTERCARD 24TH JULY TO 21 AUGUST 2020	1	809.03	
DD15542.1	15/09/2020	WA SUPER	Payroll deductions	1		24,429.20
INV SUPER	15/09/2020	WA SUPER	Superannuation contributions	1	20,601.09	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	2,401.67	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	93.40	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	39.32	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	272.40	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	25.00	
INV DEDUCT15/09/2020	15/09/2020	WA SUPER	Payroll deductions	1	525.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUCT15/09/2020		WA. SUPER	Payroll deductions	1	201.42	
INV DEDUCT15/09/2020		WA. SUPER	Payroll deductions	1	147.20	
INV DEDUCT15/09/2020		WA. SUPER	Payroll deductions	1	122.70	
DD15542.2	15/09/2020	ESSENTIAL SUPER	Superannuation contributions	1		177.06
INV SUPER	15/09/2020	ESSENTIAL SUPER	Superannuation contributions	1	177.06	
DD15542.3	15/09/2020	REST INDUSTRY SUPER	Payroll deductions	1		1,226.50
INV SUPER	15/09/2020	REST INDUSTRY SUPER	Superannuation contributions	1	1,131.68	
INV DEDUCT15/09/2020		REST INDUSTRY SUPER	Payroll deductions	1	94.82	
DD15542.4	15/09/2020	FRIME SUPER	Payroll deductions	1		523.73
INV SUPER	15/09/2020	FRIME SUPER	Superannuation contributions	1	377.57	
INV DEDUCT15/09/2020		FRIME SUPER	Payroll deductions	1	146.16	
DD15542.5	15/09/2020	CNEPATH	Superannuation contributions	1		195.23
INV SUPER	15/09/2020	CNEPATH	Superannuation contributions	1	195.23	
DD15542.6	15/09/2020	MEDIA SUPER	Superannuation contributions	1		229.82
INV SUPER	15/09/2020	MEDIA SUPER	Superannuation contributions	1	229.82	
DD15542.7	15/09/2020	UNISUPER	Payroll deductions	1		587.45
INV SUPER	15/09/2020	UNISUPER	Superannuation contributions	1	423.51	
INV DEDUCT15/09/2020		UNISUPER	Payroll deductions	1	163.94	
DD15542.8	15/09/2020	HESTA SUPER FUND	Superannuation contributions	1		405.67
INV SUPER	15/09/2020	HESTA SUPER FUND	Superannuation contributions	1	405.67	
DD15542.9	15/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		100.71
INV SUPER	15/09/2020	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	100.71	

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DD15546.1	17/09/2020	MEDIA SUPER	Superannuation contributions	1		11.86
INV SUPER	17/09/2020	MEDIA SUPER	Superannuation contributions	1	11.86	
DD15546.2	17/09/2020	WA SUPER	Superannuation contributions	1		0.71
INV SUPER	17/09/2020	WA SUPER	Superannuation contributions	1	0.71	
DD15546.3	17/09/2020	AMP LIFE LIMITED	Superannuation contributions	1		0.56
INV SUPER	17/09/2020	AMP LIFE LIMITED	Superannuation contributions	1	0.56	
DD15571.1	29/09/2020	TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020	1		1,046.85
INV SEPTEMI29/09/2020		TENNANT AUSTRALIA	LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020	1	1,046.85	
DD15481.10	01/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.99
INV SUPER	01/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.99	
DD15481.11	01/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1		53.17
INV SUPER	01/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1	53.17	
DD15481.12	01/09/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		3,222.91
INV SUPER	01/09/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,937.47	
INV DEDUCT01/09/2020		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	285.44	
DD15481.13	01/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		489.09
INV SUPER	01/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	365.69	
INV DEDUCT01/09/2020		COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.40	
DD15481.14	01/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		496.33
INV DEDUCT01/09/2020		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	138.51	
INV SUPER	01/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	357.82	

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DD15481.15	01/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		131.16
INV SUPER	01/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	131.16	
DD15481.16	01/09/2020	AMP LIFE LIMITED	Superannuation contributions	1		758.01
INV SUPER	01/09/2020	AMP LIFE LIMITED	Superannuation contributions	1	758.01	
DD15481.17	01/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		279.74
INV SUPER	01/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	279.74	
DD15481.18	01/09/2020	HOSTPLUS SUPER	Superannuation contributions	1		453.03
INV SUPER	01/09/2020	HOSTPLUS SUPER	Superannuation contributions	1	453.03	
DD15481.19	01/09/2020	SUNSUPER	Superannuation contributions	1		709.49
INV SUPER	01/09/2020	SUNSUPER	Superannuation contributions	1	709.49	
DD15481.20	01/09/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		154.22
INV SUPER	01/09/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	154.22	
DD15542.10	15/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1		205.69
INV SUPER	15/09/2020	PLUM SUPERANNUATION FUND	Superannuation contributions	1	205.69	
DD15542.11	15/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1		179.85
INV SUPER	15/09/2020	BT SUPER FOR LIFE	Superannuation contributions	1	179.85	
DD15542.12	15/09/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		2,968.61
INV SUPER	15/09/2020	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	2,689.46	
INV DEDUCT	15/09/2020	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	279.15	
DD15542.13	15/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1		465.18
INV SUPER	15/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	341.47	
INV DEDUCT	15/09/2020	COLONIAL FIRST STATE SUPERANNUATION	Payroll deductions	1	123.71	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD15542.14	15/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1		559.36
INV DEDUCT	15/09/2020	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	156.10	
INV SUPER	15/09/2020	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	403.26	
DD15542.15	15/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		155.45
INV SUPER	15/09/2020	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	155.45	
DD15542.16	15/09/2020	AMP LIFE LIMITED	Superannuation contributions	1		758.24
INV SUPER	15/09/2020	AMP LIFE LIMITED	Superannuation contributions	1	758.24	
DD15542.17	15/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1		277.27
INV SUPER	15/09/2020	NETWEALTH SUPERANNUATION	Superannuation contributions	1	277.27	
DD15542.18	15/09/2020	HOSTPLUS SUPER	Superannuation contributions	1		341.74
INV SUPER	15/09/2020	HOSTPLUS SUPER	Superannuation contributions	1	341.74	
DD15542.19	15/09/2020	SUNSUPER	Superannuation contributions	1		717.04
INV SUPER	15/09/2020	SUNSUPER	Superannuation contributions	1	717.04	
DD15542.20	15/09/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1		102.25
INV SUPER	15/09/2020	MACQUARIE SUPER MANAGER	Superannuation contributions	1	102.25	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,417,570.11
TOTAL		1,417,570.11

Attachment 2 – Declaration

Payment dates 1st September 2020 to 30th September 2020

- Municipal Fund payment cheque numbers 35340 to 35344 Total \$28,229.91.

Electronic Funds Transfer

- Municipal Fund EFT37586 to EFT37860 Total \$1,312,861.27.

Direct Debits Total \$76,478.93.

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

Month	Cheques 2020/2021	EFT Payments 2020/2021	Direct Debits 2020/2021	Payroll 2020/2021	Total Payments 2020/2021
July	\$ 74,584.82	\$ 2,564,263.02	\$ 74,501.09	\$ 444,478.87	\$ 3,157,827.80
August	\$ 28,387.37	\$ 1,046,444.89	\$ 75,143.86	\$ 427,591.82	\$ 1,577,567.94
September	\$ 28,229.91	\$ 1,312,861.27	\$ 76,478.93	\$ 447,162.80	\$ 1,864,732.91
October					\$ -
November					\$ -
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$131,202.10	\$4,923,569.18	\$226,123.88	\$1,319,233.49	\$6,600,128.65

The following table presents all payments made for the month from Council credit cards paid by direct debit DD15505.1

Summary Credit Card Payments	\$	Total
Executive Manager Engineering Services		
SHIRE OF NORTHAM PLATE REMAKE TRACTO N.017	39.30	
AUSTRALIAN ASPHALT -BITUMINOUS BINDERS & EMULTIONS COURSE - SUE CONNELL	506.00	
AUSTRALIAN ASPHALT -PAVEMENT MAINTENANCE PRACTICES COURSE - SUE CONNELL	506.00	
AUSTRALIAN ASPHALT -ADMINISTRATION OF ASPHALT PAVEMENT COURSE - SUE CONNELL	629.99	

LUME BRASSERIE NORTHAM - ENGINEERING SERVICES TEAM LUNCH	182.50	1863.79
CESM		
COLES - ANNUAL UNIT EQUIPEMENT AUDIT AND INSPECTION	44.60	
COLES - ANNUAL UNIT EQUIPEMENT AUDIT AND INSPECTION	5.50	
SHIRE OF NORTHAM TRANSFER & PLATE CHANGE OF BAKERS HILL 3.4U	47.00	
COLES -CADET UNIT COMMITTEE MEETING	18.35	
COLES -CADET UNIT COMMITTEE MEETING	12.00	
SUBWAY NORTHAM - CATERING FOR IFF TRAINING 16/8/2020	165.00	
BATTERY WORLD MIDLAND -REPLACEMENT BATTERY FOR SMITH LIGHTS	105.00	397.45
Executive Manager Corporate Services		
DOMES NORTHAM - REFRESHMENTS-LUNCH WITH WALGA	88.59	
SMARTSHEET - BUSINESS PLAN - 12 MONTHS SUBSCRIPTION FOR 6 USERS	2376.00	
AMAYSIM - LIBRARY LIFT PHONE DATA MONTHLY FEE	10.00	
MICROSOFT MONTHLY FEES	62.92	
WANEWSDTI - MONTHLY FEES ONLINE NEWSPAPER	28.00	
ADOBE CREATIVE CLOUD MONTHLY LICENCE FEES	213.99	
BANK CHARGES FOREIGN TRANSACTION FEES	97.12	2876.62
Executive Manager Development Services		
PHAPS PTY LTD DUKES INN - CAPTAINS MEETING	55.00	55.00
Executive Manager Community Services		
FAIRFAX SUBSCRIPTION FOR WA TODAY	7.57	
FACEBOOK - VISIT THIS LONG WEEKEND- SET UP FOR A COUNTRY LIFE, SET FOR A DREAM RENO	702.46	
WANEWSDTI - DIGITAL SUBSCRIPTION FOR WEST AUSTRALIAN	84.00	
COLES EXPRESS - WNT PREM CABLE MICRO	15.00	809.03
Total Credit Card Expenditure		\$6,001.89

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$1,864,732.91 was submitted to the Ordinary Meeting of Council on Wednesday, 21 October 2020.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$1,864,732.91 was submitted to each member of the Council on Wednesday, 21 October 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 30th September 2020

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 September 2020.

ATTACHMENTS

Attachment 1: Financial Statement for the period ending 30 September 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 September 2020 is included as Attachment 1 to this agenda and includes the following reports:

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

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

Notes to the Financial Statements

Operating Income

1. **General Purpose Funding rates revenue is under budget by \$84,361 due to discounts taken by ratepayers. This will be adjusted at Budget Review.**
2. **Community Amenities is over budget by \$35,594 due to Old Quarry Road and Inkpen tipping fees of \$36,878.**
3. **Community Services is under budget \$25,486 due to admission fees for the Northam Pool \$14,875 (due to the timing of the pool opening), Rec Centre hire and programs \$9,184 and snacks and drinks of \$1,071.**
4. Economic Services is over budget \$50,833 predominantly due to the items disclosed below:
 - The timing of Council-leased buildings revenue being accounted for \$20,085.
 - BKB fees and charges \$14,041.
 - **Visitors Centre sales of merchandise and reimbursements of \$6,972.**
 - **Building Licenses and permits \$8,201.**
5. Other property and services is over budget \$39,438 due to additional worker's compensation reimbursements received than budgeted

Operating Expenditure

6. Law Order and Public Safety are under budget \$156,701, predominantly relating to fire mitigation expenditure, \$133,635 and the timing of BFB expenditure of \$20,600
7. Community Amenities is under budget \$75,155 due to the timing of expenditure at Council's waste facilities \$55,985, **street bin collection \$7,652 and drainage management \$7,535.**

Operating Revenue by Nature and Type

8. Other revenue is over budget due to worker's compensation insurance payments as disclosed at note 5 above.

Operating Expenditure by Nature and Type

9. Materials and Contracts are under budget predominantly due to the items disclosed at notes 6 and 7 above.
10. **Insurance expenses are under budget by \$35,773 (timing).**
11. **Other Expenditure is over budget by \$55,820 due to internal allocations non cash.**

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance & Leadership.
Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2020/21 Budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.
Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

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


C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

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

Attachment 1



Shire of Northam

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

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Reserves	12
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Rating Information	14
Cash Flow Information	15



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

	NOTE	20/21 Budget \$	Ytd Budget \$	20/21 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
Operating						
Revenues						
Governance		83,126	58,271	58,363	92	0.16%
General Purpose Funding Other		1,854,511	458,621	453,183	(5,438)	(1.19%)
General Purpose Funding Rates	1	10,152,290	10,158,611	10,074,250	(84,361)	(0.83%)
Law, Order, Public Safety		2,895,063	289,742	294,650	4,908	1.69%
Health		61,000	9,189	5,237	(3,952)	(43.01%)
Education and Welfare		1,173,342	288,265	277,130	(11,135)	(3.86%)
Housing		€2,277	15,567	19,499	3,932	25.26%
Community Amenities	2	2,983,576	1,790,170	1,825,764	35,594	1.99%
Recreation and Culture	3	890,653	41,041	15,555	(25,486)	(62.10%)
Transport		2,407,990	865,262	845,609	(19,653)	(2.27%)
Economic Services	4	568,231	80,918	131,751	50,833	62.82%
Other Property and Services	5	130,200	32,544	71,982	39,438	121.18%
Total Operating Revenue		23,262,259	14,088,201	14,072,972	(15,229)	(0.11%)
Expenses						
Governance		(2,970,523)	(386,877)	(371,647)	15,230	3.94%
General Purpose Funding		(358,499)	(84,310)	(66,370)	17,940	21.28%
Law, Order, Public Safety	6	(2,019,979)	(490,046)	(333,345)	156,701	31.98%
Health		(323,504)	(75,374)	(70,694)	4,680	6.21%
Education and Welfare		(1,422,376)	(346,985)	(331,671)	15,314	4.41%
Housing		(75,215)	(18,519)	(13,531)	4,988	26.93%
Community Amenities	7	(3,558,140)	(691,465)	(616,310)	75,155	10.87%
Recreation & Culture		(4,734,123)	(1,117,280)	(1,080,649)	36,631	3.28%
Transport		(5,936,559)	(1,389,998)	(1,434,749)	(44,751)	(3.22%)
Economic Services		(2,367,706)	(676,142)	(613,344)	€2,798	9.29%
Other Property and Services		(47,599)	(45,939)	(66,388)	(20,449)	(44.51%)
Total Operating Expenses		(23,814,223)	(5,322,935)	(4,998,700)	324,235	6.09%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(155,784)	2,844	0	(2,844)	
Movement in Employee Benefit Provisions		300,000	50,000	(1,821)	(51,821)	
Depreciation on Assets		4,680,609	1,170,111	1,253,714	83,603	
Non Operating Items						
Purchase Land and Buildings		(3,309,060)	(137,271)	(19,735)	117,536	
Purchase Plant and Equipment		(1,842,162)	(80,000)	0	80,000	
Purchase Furniture and Equipment		(32,000)	0	0	0	
Purchase Infrastructure Assets - Roads		(3,711,438)	(527,307)	(243,283)	284,024	
Purchase Infrastructure Assets - Bridges		(194,235)	0	0	0	
Purchase Infrastructure Assets - Footpaths		(268,650)	0	0	0	
Purchase Infrastructure Assets - Drainage		(706,355)	(170,218)	(102,243)	67,975	
Purchase Infrastructure Assets - Parks & Ovals		(2,988,728)	(250,813)	(260,667)	(9,854)	
Purchase Infrastructure Assets - Airfields		(99,578)	(24,894)	0	24,894	
Purchase Infrastructure Assets - Streetscape		(99,225)	(49,225)	(4,786)	44,439	
Purchase Infrastructure Assets - Other		(1,246,462)	(38,500)	(8,195)	30,305	
Proceeds from Disposal of Assets		992,500	0	0	0	
Repayment of Debentures		(345,975)	(94,070)	(94,070)	0	
Proceeds from New Debentures		3,464,020	0	0	0	
Self-Supporting Loan Principal Income		20,203	0	0	0	
Transfers to Restricted Assets (Reserves)		(1,434,500)	(6,280)	(6,280)	0	
Transfers from Restricted Asset (Reserves)		1,449,643	798,527	0	(798,527)	
ADD Net Current Assets July 1 B/Fwd		6,248,941	6,248,941	6,557,827	308,886	
LESS Net Current Assets Year to Date		0	15,657,111	16,705,375	1,048,264	
Surplus/Deficit		0	(0)	(532,246)	(532,246)	

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 SEPTEMBER 2020

1. OPERATING STATEMENT

	Revised 20/21 Budget \$	Ytd Budget	20/21 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actual to Budget %
OPERATING REVENUES					
Rates	10,152,290	10,169,833	10,074,250	(95,583)	-1%
Operating Grants Subsidies and Contributions	3,664,952	1,125,391	1,129,594	4,203	0%
Fees and Charges	3,673,118	1,970,947	2,008,681	37,734	2%
Interest Earnings	133,000	18,249	10,681	(7,568)	-41%
Other Revenue	953,571	206,673	265,107	58,434	28%
TOTAL OPERATING REVENUE	18,576,931	13,491,093	13,488,312	(2,781)	0%
OPERATING EXPENSES					
Employee Costs	(8,455,397)	(2,153,500)	(2,117,874)	35,626	2%
Materials and Contracts	(8,713,671)	(1,444,670)	(1,064,670)	380,000	26%
Utility Charges	(1,020,182)	(169,507)	(151,185)	18,322	11%
Depreciation of Non Current Assets	(4,680,609)	(1,170,111)	(1,253,714)	(83,603)	-7%
Interest Expenses	(229,114)	(83,542)	(92,451)	(8,909)	-11%
Insurance Expenses	(516,245)	(255,638)	(219,865)	35,773	14%
Other Expenditure	(13,751)	(43,123)	(98,943)	(55,820)	-129%
TOTAL OPERATING EXPENSE	(23,628,969)	(5,320,091)	(4,998,700)	321,391	-6%
Non Operating Grants Subsidies and Contributions	4,344,290	597,108	584,661	(12,447)	2%
Profit on Asset Disposals	343,038	0	0	0	0%
Loss on Asset Disposals	(187,254)	(2,844)	0	2,844	100%
RESULTING FROM OPERATIONS	(551,964)	8,765,266	9,074,272	309,006	4%

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

2. BALANCE SHEET

	20/21 YTD Actual \$	19/20 Actual \$
CURRENT ASSETS		
Cash Assets	14,673,927	9,868,173
Receivables	7,114,879	3,386,636
Inventories	0	0
TOTAL CURRENT ASSETS	21,788,806	13,254,809
NON-CURRENT ASSETS		
Receivables	589,384	466,121
Land and Buildings	50,266,720	50,507,796
Property, Plant and Equipment	7,087,160	6,935,417
Infrastructure	169,345,006	169,891,672
Financial Assets	213,663	336,925
TOTAL NON-CURRENT ASSETS	227,501,933	228,137,931
TOTAL ASSETS	249,290,739	241,392,740
CURRENT LIABILITIES		
Payables	2,377,608	3,498,179
Interest-bearing Liabilities	276,930	345,975
Provisions	1,251,017	1,252,838
TOTAL CURRENT LIABILITIES	3,905,555	5,096,992
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,059,540	6,058,528
Provisions	230,292	230,292
Payables	156,546	160,558
TOTAL NON-CURRENT LIABILITIES	6,446,378	6,449,378
TOTAL LIABILITIES	10,351,933	11,546,370
NET ASSETS	238,938,806	229,846,370
EQUITY		
Retained Surplus	121,566,940	112,250,275
Reserves - Cash Backed	3,392,854	3,617,084
Reserves - Asset Revaluation	113,979,012	113,979,011
TOTAL EQUITY	238,938,806	229,846,370



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

3. ACQUISITION OF ASSETS	20/21 Revised Budget \$	20/21 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Governance	Note	
CCTV Upgrade	9,000	0
Admin Building Solar	19,010	0
EMCS Vehicle	45,000	0
New Telephone System	32,000	0
Law, Order & Public Safety		
Rangers Ute	57,139	0
3.4 Urban Fire Appliance N/central	470,000	0
3.4 Urban Fire Appliance Bakers Hill	470,000	0
Irish Town Light Tanker	169,800	0
Clackline Kitchen, Unisex Toilet & Meeting Room	112,055	0
Bakers Hill Fire Shed	495,405	3,000
LED Fire Danger Rating Signs	19,725	0
Automated Weather Station	4,075	0
Water Tank Smith Road	9,800	0
CCTV Wundowie	227,666	0
Education & Welfare		
Bernard Park Playgroup	15,000	0
Killara's Manager vehicle	35,000	0
Solar, Killara	11,300	4,440
Upgrade Kitchen Memorial Hall	30,000	0
Structural Repairs Memorial Hall	20,000	0
Housing		
Kurringal Units Upgrade	20,000	0
Community Amenities		
Old Quarry Drainage	35,000	0
Rehab Investigation Old Tip Site	35,000	0
Wind Blown Waste Fence Old Quarry	40,000	0
Transfer Station Tip Shop	576,850	7,250
Area Drainage	128,669	66,323
Signage streetscape	50,000	0
CBD Streetscape	49,225	4,786
Recoat Floor Bernard Park	16,385	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Wundowie Hall Solar		4,550	2,500
Quellington Hall, Sub Floor repairs		7,585	0
Bakers Hill Pavillion, Structural Floor Cracking Repairs		20,000	0
Northam Hall, Replace Gutters		12,885	0
Wundowie Pool Solar		30,360	0
Wundowie Pool Bowl Repainting		10,000	0
Solar Northam Aquatic Facility		96,000	0
Northam Aquatic Facility, Power & Taps to Concourse		13,860	0
Northam Aquatic Facility, Retention		245,986	945
Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling		116,000	7,147
Rec Centre, Sand Floors & Install Aircon Office		81,855	0
Solar Recreation Centre		38,130	0
Netting Rec Centre Roof		55,000	0
EMCOMS Vehicle		45,000	0
Jubilee Oval Upgrade Electric Boards		38,500	0
Community Plan Implementation		90,000	80,818
Bert Hawke Development		56,000	0
POS Playground Improvements		107,220	42,596
Landscaping/demolition Old Pool site		519,500	1,421
Improvements Dr Dunlop Park		27000	0
Northam Youth Space		134,008	103,748
Northam Youth Space, Toilets & Parking		170,000	0
Beavis Place Realignment & Landscaping		500,000	7,084
Bridge Crossing Fixings C/fwd		10,000	0
St Johns Ambulance Site Improvements		250,000	0
Wundowie Family Space		50,000	0
Southern Brook Hall Nature Playground		25,000	25,000
RV Friendly Overnight Site Northam		250,000	0
RV Friendly Bakers Hill		100,000	0
RV Friendly Wundowie		150,000	0
Overnight Caravan Stay Dump point		20,000	0
Train Station (Peel/Minson/Duke)		80,000	0
Shade Structures Bernard Park		75,000	0
Shade Structures Bakers Hill		50,000	0
Upgrade Existing Playground Bakers Hill Recreation Centre		25,000	0
Local Sporting Projects		300,000	0
General Library Upgrades, Replace Aircon, Paint Interior & Solar Windowie		23,950	2,500
Old Girls School, Replace & Oil Decking		10,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

3 ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget	20/21 Ytd Actual
Transport			
Northam Depot Redesign		2,000,000	0
Solar Northam Depot		11,300	0
Boronia Avenue Slk 0-90		16,050	0
Esperance Street Slk 0-220		39,000	0
Fitzgerald Street Slk 1850-2020		25,500	0
Fraser Street Slk 0-100		15,000	0
Henry Street Slk 0 - 190		40,850	0
Hovea Crescent Slk 0-60		7,650	0
Kuringal Road Slk180-240		7,500	0
Kuringal Road Slk 480-550		15,000	0
Ord Street Slk 0-180		30,000	0
Wellington Street Slk 560-800		57,100	0
Duke Street, Gordon To Grey		15,000	0
Drainage - Rural Upgrade & Renewal		468,448	35,920
Jenapullin Road 9330-11500		610,172	103,302
Selby Street 370 - 520		370,074	0
Gordon Street 320 - 410		262,000	0
Byfield Street 350 - 550		59,307	0
Irishtown Road 0 - 1000		115,459	60,797
Maintenance Capitalised		716,252	444
Coates Road 1700 - 4250		15,850	0
O'Neill Road		51,939	0
Charles Street 510 - 1070		83,054	0
Henty Place (0-270)		28,950	0
Kennedy Street (320-920)		92,496	0
Martin Street (0-300)		20,940	0
Lyon Street (0-600)		42,841	0
Oliver Street (0-410)		202,254	0
Southern Brook Road (0-3070)		387,000	77,209
Werribee Road 0-1410		233,984	0
Lyon Street 0-600		185,100	0
Gairdner & Wellington Street 40-160		124,528	0
Kerb Renewal		109,238	1,531
Culvert Renewal		84,238	0
Bridge Construction		194,235	0
PN1201 N008 Isuzu Flocon		160,000	0
P5017 Dtnapac Vibro Roller		50,500	0
PN1007 Hako Footpath Sweeper		97,000	0
PN1412 Nissan Navara Dual Cab		31,993	0
PN1308 Toyota Hilux Workmate		27,602	0
PN1309 Toyota Hilux Workmate		28,000	0
PN1401Mazda BT50 Tray Top		28,000	0
PN1605 Isuzu Dmax Ute		27,985	0
PN1516 Mazda BT50		29,888	0
Bobcat Trailer C/fwd		25,000	0
Tandem Trailer C/fwd		15,250	0
Pegasus 200 Verge Mower C/fwd		13,848	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Program (Continued)</u>			
Transport			
Upgrade Runway		99,578	0
Economic Services			
Solar Visitor Centre		11,300	0
Manager Building Vehicle		30,327	0
Water Pump Station Upgrade		154,630	0
Bakers Drainage		25,000	0
BKB Building		31,990	0
		<u>14,667,693</u>	<u>638,909</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

3. ACQUISITION OF ASSETS (Continued)	Note	20/21 Revised Budget \$	20/21 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		3,309,060	19,735
Plant and Equipment		1,842,162	0
Furniture and Equipment		32,000	0
Bush Fire Equipment		169,800	0
Playground Equipment		0	0
Infrastructure Assets - Roads		3,711,438	243,283
Infrastructure Assets - Footpaths		268,650	0
Infrastructure Assets - Bridges & Culverts		194,235	0
Infrastructure Assets - Drainage		706,355	102,243
Infrastructure Assets - Parks & Ovals		2,988,728	260,667
Infrastructure Assets - Airfields		99,578	0
Infrastructure Assets - Streetscape		99,225	4,786
Infrastructure Assets - Other		1,246,462	8,195
		<u>14,667,693</u>	<u>638,909</u>



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2020

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Governance						
EMCS Vehicle	20,403	0	20,000	0	(403)	0
Law Order & Public Safety						
Rangers Triton Ute	8,858	0	14,000	0	7,342	0
Welfare						
Manager Killara Vehicle	16,800	0	15,500	0	(1,100)	0
Recreation & Culture						
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Transport						
PN1201 N008 Isuzu Flocon	98,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401 Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Economic Services						
Manager building Vehicale	16,464	0	11,000	0	(5,464)	0
Sale 144 Chidlow Street	87,200	0	37,000	0	(50,200)	0
	836,716	0	992,500	0	155,784	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2020

4. DISPOSALS OF ASSETS

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

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$	20/21 Budget \$	Ytd Actual \$
Plant & Equipment						
EMCS Vehicle	20,403	0	20,000	0	(403)	0
Rangers Triton Ute	6,658	0	14,000	0	7,342	0
Manager Killara Vehicle	16,600	0	15,500	0	(1,100)	0
EMCOMS Vehicle	29,025	0	23,500	0	(5,525)	0
PN1201 N008 Isuzu Flocon	96,015	0	25,000	0	(71,015)	0
P5017 Dtnapac Vibro Roller	2,926	0	5,500	0	2,574	0
PN1007 Hako Footpath Sweeper	54,445	0	15,000	0	(39,445)	0
PN1412 Nissan Navara Dual Cab	13,772	0	14,500	0	728	0
PN1308 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1309 Toyota Hilux Workmate	9,095	0	8,000	0	(1,095)	0
PN1401Mazda BT50 Tray Top	11,012	0	8,000	0	(3,012)	0
PN1605 Isuzu Dmax Ute	5,984	0	11,000	0	5,016	0
PN1516 Mazda BT50	8,622	0	9,000	0	378	0
Bobcat Trailer C/fwd	5,900	0	1,000	0	(4,900)	0
Isuzu MLR 200 Tipper C/fwd	11,000	0	20,000	0	9,000	0
Fuso Canter 4 Tonne C/fwd	26,000	0	22,000	0	(4,000)	0
Manager building Vehicale	16,464	0	11,000	0	(5,464)	0
Land						
Sale of Land, Yilgarn Ave	406,500	0	724,500	0	318,000	0
Victoria Street Oval	87,200	0	37,000	0	(50,200)	0
	836,716	0	992,500	0	155,784	0
					20/21 Budget \$	Ytd Actual \$
Summary						
Profit on Asset Disposals					343,038	0
Loss on Asset Disposals					(187,254)	0
					155,784	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-19	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$	20/21 Budget \$	20/21 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	143,466	0	20,203	0	123,263	143,466	5,363	1,471
Loan 224 - Recreation Facilities	6.48%	769,630	0	49,844	0	719,786	769,630	54,248	20,984
Loan 227 - Youth Space	2.26%	454,903	0	46,122	0	408,781	454,903	13,075	4,274
Loan 228 - Swimming Pool	1.88%	4,406,806	0	189,024	94,070	4,217,782	4,312,736	112,043	48,552
COVID-19 Response	1.80%	0	0	0	0	0	0	0	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	629,698	0	40,782	0	588,916	629,698	44,385	17,169
		6,404,503	3,464,020	345,975	94,070	9,522,548	6,310,433	229,114	92,450

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 SEPTEMBER 2020

	20/21 Budget				20/21 Ytd Actual					
	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Interest	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED										
Employee Liability Reserve	972,123	12,461			984,584	972,123	1,803			973,926
Plant & Equipment Reserve	119,872	1,242	230,000	(230,000)	121,114	119,872	220			120,092
Refuse Site Reserve	199,246	2,064	150,000		351,310	199,246	369			199,615
Speedway Reserve	149,610	1,550			151,160	149,610	277			149,887
Septage Pond Reserve	232,077	2,405	35,000		269,482	232,077	430			232,507
Killara Reserve	246,953	2,559	250,000	(59,643)	439,869	246,953	458			247,411
Revaluation Reserve	72,186	748		(70,000)	2,934	72,186	134			72,320
COVID-19 Reserve	1,395,933	21,971	724,500	(1,090,000)	1,052,404	1,395,933	2,589			1,398,522
Total Cash Backed Reserves	3,388,000	45,000	1,389,500	(1,449,643)	3,372,857	3,388,000	6,280	-	-	3,394,280
Total Interest & Transfers										1,434,500

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



SHIRE OF NORTHAM

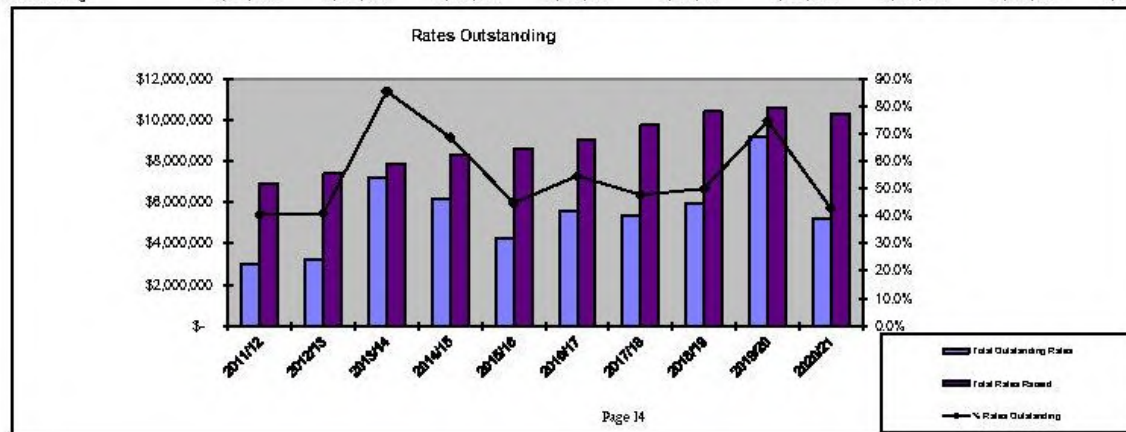
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2020

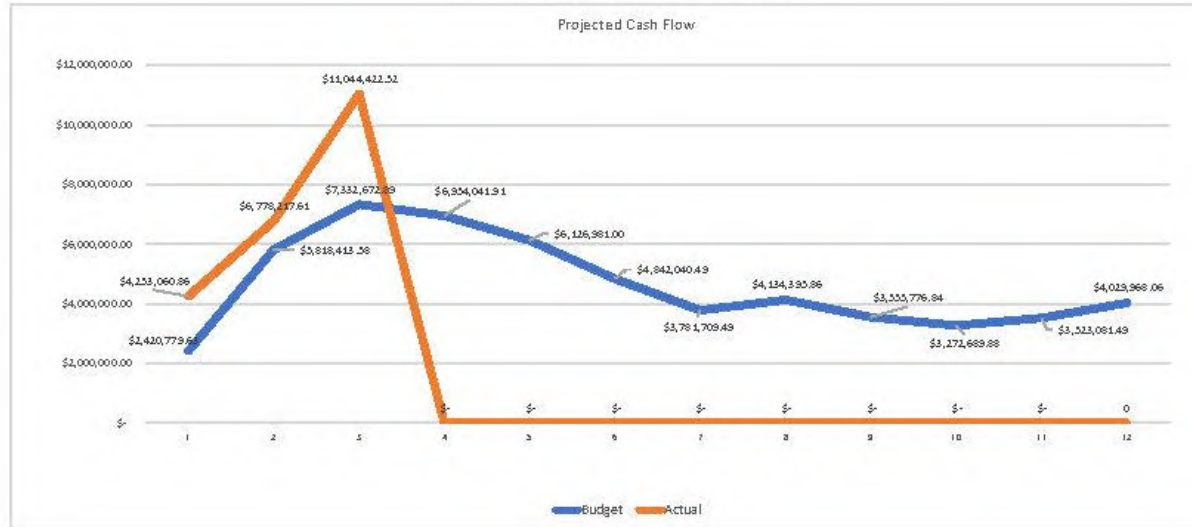
	20/21 Budget	20/21 Ytd Actual	19/20 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	898,000	11,281,073	6,504,268
Cash - Restricted Reserves	3,372,857	3,392,854	3,363,905
Self Supporting Loan	20,203	20,203	20,203
Receivables	3,200,428	553,547	3,363,905
Rates - Current	0	6,261,828	0
Pensioners Rates Rebate	0	332,361	0
Provision for Doubtful Debts	0	(142,243)	0
Other financial Assets	0	86,656	213,667
Accrued Income/Prepayments	0	2,528	2,528
Inventories	1,000	0	0
	<u>7,492,488</u>	<u>21,788,807</u>	<u>13,468,475</u>
LESS: CURRENT LIABILITIES			
	<u>(5,715,427)</u>	<u>(3,191,434)</u>	<u>(5,096,996)</u>
NET CURRENT ASSET POSITION	<u>1,777,061</u>	<u>18,597,373</u>	<u>8,371,479</u>
Less: Cash - Reserves - Restricted	(3,372,857)	(3,392,854)	(3,363,905)
Less: Loans receivable - clubs/institutions	0	0	(20,203)
Add: Current Loan Liability	361,212	276,930	345,975
Add: Leave Liability Reserve	984,584	973,926	974,481
Add: Budgeted Leave	250,000	250,000	250,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>16,705,375</u>	<u>6,557,827</u>

**SHIRE OF NORTHAM
 RATING REPORT
 FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
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	7/09/2020
RATES DUE	23/09/2011	24/09/2012	23/10/2013	8/10/2014	25/09/2015	3/09/2016	14/09/2017	14/09/2018	9/10/2019	11/09/2020
2nd INSTALMENT DUE	23/11/2011	10/11/2012	23/12/2013	8/12/2014	25/11/2015	3/01/2016	14/11/2017	14/11/2018	9/12/2019	11/11/2020
3rd INSTALMENT DUE	23/01/2012	20/01/2013	24/02/2014	9/02/2015	25/01/2016	3/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021
4th INSTALMENT DUE	23/03/2012	20/03/2013	24/04/2014	9/04/2015	28/03/2016	3/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021
Outstanding at July	\$521,194	\$562,531	\$588,647	\$716,120	\$873,888	\$1,118,220	\$1,483,888	\$1,535,793	\$1,737,187	\$1,842,882
Rates Levied	\$6,851,708	\$7,312,029	\$7,758,147	\$8,222,818	\$8,562,189	\$8,931,257	\$9,564,551	\$9,925,048	\$10,342,585	\$10,381,252
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	\$57,559
Rates paid by month										
1 July	51,948	38,806	47,443	62,554	29,105	43,333	80,002	94,838	87,543	207,979
2 August	1,120,912	1,043,183	23,961	119,840	700,198	387,778	2,054,983	1,856,889	213,195	2,343,849
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	4,328,537
4 October										
5 November										
6 December										
7 January										
8 February										
9 March										
10 April										
11 May										
12 June										
Total YTD	4,424,875	4,688,292	1,223,819	2,832,814	5,249,148	4,654,398	5,879,718	5,968,342	3,129,960	6,978,388
% Ytd Rates Outstanding	40.5%	41.0%	85.4%	68.6%	44.8%	54.6%	47.8%	50.0%	74.6%	42.6%
Ytd Outstanding	3,011,305	3,257,128	7,178,804	8,188,075	4,259,901	5,801,159	5,373,738	5,969,282	9,200,837	5,188,188



**SHIRE OF NORTHAM
 CASH FLOW REPORT
 FOR THE PERIOD ENDED 30 SEPTEMBER 2020**



Cr C R Antonio declared an impartiality interest in 12.4.3 – Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley as Cr Antonio is a member of the Grass Valley Progress Association.

12.4.3 Lease of Grass Valley Hall, Lot 130 (Reserve 15870) Wilson Street, Grass Valley

Address:	Lot 130 (Reserve 15870) Wilson Street, Grass Valley
Owner:	Shire of Northam
Applicant:	Grass Valley Progress Association Inc.
File Reference:	A476
Reporting Officer:	Alysha McCall, Acting Governance Support Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to consider a new lease agreement between the Shire of Northam and the Grass Valley Progress Association Inc.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The Shire of Northam has a Management Order over Lot 130 (Reserve 15870) Wilson Street, Grass Valley however the Management Order has not previously included the power to lease.

The current lease agreement which was entered into on 1 November 2000, with a 10 year renewal option, will expire on 31 October 2020.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance and Leadership.
Outcome 6.1: Shire of Northam is recognised as a desirable place to live and residents are proud to live here.
Objective: Foster a sense of community pride

B.2 Financial / Resource Implications

Shire of Northam Policy A8.5 outlines that Council will assist in maintaining the facility for the benefit of the community, with the Community Group as manager.

B.3 Legislative Compliance

Local Government Act 1995, section 3.58.

Local Government (Functions and general) Regulations 1996.

B.4 Policy Implications

Shire of Northam Policy A8.5, section 1.0.

B.5 Stakeholder Engagement / Consultation

Grass Valley Progress Association Inc. have indicated their interest to enter into a new lease agreement.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Future financial requirements for building unknown.	Minor (2) x Possible (3) = Moderate (6)	Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and aligned with long term financial plan.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

It is recommended that the Shire of Northam request from the Minister of Lands to alter the Management Order to include the ability to lease for up to 21 years in order to enter into a lease agreement with the Grass Valley Progress Association.

RECOMMENDATION

That Council:

1. Requests the Minister of Lands to:
 - a. Grant the Shire of Northam approval for the power to lease Lot 130 (Reserve 15870) Wilson Street, Grass Valley for a period up to 21 years; and
 - b. Approve a lease agreement between the Shire of Northam and the Grass Valley Progress Association Inc. for a period of 10 years with a 10 year renewal option.
2. Subject to the approval of the Minister of Lands and in accordance with Section 1 of the Shire of Northam Policy A 8.5, leases Lot 130 (Reserve 15870) Wilson Street, Grass Valley to the Grass Valley Progress Association Inc. for a period of 10 years with a 10 year renewal option.

Mr J B Whiteaker declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Mr Whiteaker is the deputy president of the Hockey Club.

Cr C R Antonio declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Antonio is a member of the Northam Hockey Club.

Cr M P Ryan declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Ryan’s children are members of the Hockey Club and his business has been a supporter of the Northam Hockey Club.

Cr T M Little declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Little knows members of the Northam Hockey Club and the Cricket Association.

Cr C P Della declared an impartiality interest in 12.4.4 – Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association as Cr Della is a member of the Northam Hockey Club which will be impacted by the decision of Council.

12.4.4 Renewal of Licence Agreement – Northam Hockey Club and Northam Cricket Association

Address:	Bert Hawke Pavilion, Lot 51 Suburban Road, Northam
Owner:	Shire of Northam – Freehold
Applicant:	Northam Hockey Club and Northam Cricket Association
File Reference:	A13091
Reporting Officer:	Alysha McCall, Acting Governance Support Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Jason Whiteaker, CEO – Impartiality interest for Northam Hockey Club
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider renewing the licence agreements for the Northam Hockey Club and Northam Cricket Association for the Bert Hawke Pavilion located at Lot 51 Suburban Road, Northam.

ATTACHMENTS

Attachment 1: Map of licenced area

A. BACKGROUND / DETAILS

Ordinary Council Meeting held on 15 June 2016 Council resolved the following:

That Council:

1. *Approve the signing of a Licence Agreement between the Shire of Northam, the Northam Cricket Association and the Avon Hockey Association for a portion of Lot 50 Frederick Street and Lot 50 & Lot 1 Suburban Road Northam otherwise known as Bert Hawke Pavilion and Grounds.*
2. *Levy an annual administration rent for \$400.00 per annum plus CPI rounded to the nearest \$5.00 in accordance with Council Policy B7.11, section 2.1.*
3. *Requires that the following items be included in the Schedule:*
 - a. *The Premises: The Club rooms and kitchen together with the use of the changerooms on the land as shown with red outline with the following fixtures and fittings –*
 - Air Conditioner – split system
 - Westinghouse double oven
 - Chef top and four hotplates
 - 10 tables (joint ownership)
 - 100 chairs
 - 2 Wormald fire extinguishers
 - b. *Use of Premises: Club room and kitchen facilities*
 - c. *Insurance by Licensee: Contents and Equipment; and*
 - d. *Public Liability not less than ten million dollars (\$10,000,000.00) for any one event.*
4. *Requires that the Cricket Association is to pay all outgoings between 1 October to 31 March.*
5. *Requires that the Avon Hockey Association to pay all outgoings between 1 April to 30 September.*
6. *Signs the licence for a period of 5 years with a 5 year option to renew at the discretion of the Council.*
7. *Requires that all legal fees relating to the execution of the licence are to be paid by both clubs.*

On 24th October 2018, a new licence agreement was entered into with the Northam Hockey Club as a result of the Avon Hockey Association surrendering their licence and granting permission for this to be transferred to the Avon Hockey Club. The existing licence agreements for the Northam Hockey Club and Northam Cricket Association expired on 31st August 2020.

Item 6 above details that a renewal may be entered into at Council's discretion and therefore the matter is being presented to Council for its consideration.

The existing agreements list the land as Lot 50, Lot 51 and Lot 1 however Officers are of the view that the licence agreement should be for a portion of Lot 51 only, being the Bert Hawke Pavilion. This is due to the hockey pitch and oval being managed through Council's bookings process and are subject to an annual hire fee which is separate to the licence agreement.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 2:	Community Wellbeing.
Outcome 2.2:	There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.
Objective:	Maintain a range of sporting facilities in Northam townsite, as expected of a Regional Centre; Provide a range of quality activities for specific demographics, including seniors and youth; and A range of outdoor leisure activities available throughout the Shire of Northam.

B.2 Financial / Resource Implications

The Northam Cricket Association pays \$3,400 annual hire fees for the use of Bert Hawke Oval. The Northam Hockey Club pays \$5,500 annual hire fees for the use of Bert Hawke Oval and the Hockey Turf. These fees are in addition to the annual administration rent.

Fees were waived for the 2020/21 period as a result of COVID-19.

B.3 Legislative Compliance

Local Government Act 1995, section 3.58.
Local Government (Functions and general) Regulations 1996.

B.4 Policy Implications

Shire of Northam Policy A8.5.

Delegated authority reference F06 allows for the Chief Executive Officer to dispose of property by licence subject to a number of conditions. However, due to the original decision detailing the renewal being at Council's discretion, the matter is being presented to Council for its consideration.

B.5 Stakeholder Engagement / Consultation

Northam Hockey Club and Northam Cricket Association have confirmed that they wish to renew their licence agreement.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Future financial requirements for building unknown.	Minor (2) x Possible (3) = Moderate (6)	Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and aligned with long term financial plan.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

Officers have sought clarification from Mayberry and Hammond who have confirmed that the correction of the land area leased can be undertaken through the renewal and therefore a new agreement is not required. All other terms and conditions of the agreement remain unchanged.

RECOMMENDATION

That Council:

1. In accordance with Policy A 8.5 Management of Council Property Leases, renews the Licence Agreement between the Shire of Northam, the Northam Cricket Association and the Northam Hockey Club for a period of five (5) years for a portion of Lot 51 Suburban Road, Northam otherwise known as Bert Hawke Pavilion.
3. Requires that the following items be included in the Schedule:
 - a. The Premises: The Club rooms and kitchen together with the use of the change-rooms on the land as shown with red outline with the following fixtures and fittings –
 - 10 tables (joint ownership)
 - 100 chairs
 - 2 Wormald fire extinguishers
 - b. Use of Premises: Club room and kitchen facilities
 - c. Insurance by Licensee: Contents and Equipment; and
 - d. Public Liability not less than ten million dollars (\$10,000,000.00) for any one event.
4. Requires that the Cricket Association pay all outgoings between 1 October to 31 March.
5. Requires that the Northam Hockey Club pay all outgoings between 1 April to 30 September.
6. Requires that all legal fees relating to the execution of the licence are paid by both clubs.

Attachment 1 – Map of licenced area



12.4.5 Non-compliance with section 6.16 of the Local Government Act 1995 – Adoption of AROC Toilets and Lighting Tower Fees and Charges

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	1.3.16.4
Reporting Officer:	Alysha McCall, Acting Governance Support Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For Council to rectify a non-compliance with section 6.16 of the *Local Government Act 1995* which requires a local government to impose a fee or charge by absolute majority.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

At the Ordinary Council meeting held on 19 August 2020, Council adopted fees and charges associated with the AROC mobile toilets and lighting tower by simple majority. In accordance with section 6.16 of the *Local Government Act 1995*, this decision must be resolved by absolute majority. The decision was carried 9/0.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 6: Governance and Leadership.
Outcome: The Elected Members of the Shire of Northam provide accountable, strong and effective community leadership.

B.2 Financial / Resource Implications

Before imposing the proposed fees and charges, Council must give local public notice of its intention to do so and the date that the fees and charges will be imposed. Given that the Avon Valley Advocate is not currently circulating a newspaper within the district, public notice must be placed within the West Australian. It is estimated this will cost approximately \$500 and will be allocated to general ledger account 1040521920.

B.3 Legislative Compliance

Section 6.16 and 6.19 of the *Local Government Act 1995*.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Local public notice will be undertaken in accordance with section 6.19 of the *Local Government Act 1995*. This will require a public notice to be placed in the West Australian and on the notice boards at the Shire of Northam Administration Centre and libraries.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption			
Compliance	Non-compliance with <i>Local Government Act 1995</i>	Major (4) x Possible (3) = High (12)	Resolve the imposition of fees and charges by absolute majority and give local public notice accordingly.
Property	Nil		
Environment	Nil		

C. OFFICER'S COMMENT

This non-compliance was identified prior to local public notice being given. Officers are re-presenting the item in order for Council to resolve the matter by absolute majority and rectify the non-compliance.

RECOMMENDATION

That Council:

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

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

ABSOLUTE MAJORITY OF SIX (6) REQUIRED

12.4.6 Northam Playgroup Building - Bernard Park, Lot 400 Minson Avenue, Northam

Address:	Bernard Park, Lot 400 Minson Avenue, Northam
Owner:	Shire of Northam
Applicant:	N/A
File Reference:	A15922
Reporting Officer:	Alysha McCall, Acting Governance Support Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

For Council to consider the future of the previous Northam Playgroup building located at Bernard Park.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAIL

The Northam Playgroup leased the premises from 2004 however has now disbanded and moved out of the building on 1st October 2020. Given the building has now become available it is believed to be a good opportunity for Council to review the future of the building.

Council's Building Surveyor undertook a public building inspection on 7th July 2020 which revealed that there were significant costs in order for the building to be compliant as a public building. It should also be noted that Northam is within the earthquake zone and the building is not constructed to withstand an earthquake should this occur.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 5: Infrastructure and Service Delivery.
Outcome 5.3: To have a safe, well maintained community infrastructure and services to a standard expected of a Regional Centre.

Objective: Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

B.2 Financial / Resource Implications

In order for the building to be compliant as a public building, Council would be required to allocate approximately \$114,765 (including contingency). The summary of works required is provided in Attachment 1.

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

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

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

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

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

B.3 Legislative Compliance

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

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

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

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

B.4 Policy Implications

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

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

B.5 Stakeholder Engagement / Consultation

There has been some interest to utilise the building from community groups, however should Council resolve to retain the building, it is recommended that the required work be undertaken and Council call for expressions of interest.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Future financial requirements for building unknown.	Minor (2) x Possible (3) = Moderate (6)	Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and aligned with long term financial plan.
	Financial exposure should Council determine to lease the building.	Medium (3) x Almost Certain (5) = High (15)	Identify available funds and budget for the required maintenance.
Health & Safety	Liability exposure should Council determine to lease the building without completing the necessary building maintenance.	Extreme (5) x Possible (3) = High (15)	Ensure the required maintenance work is incorporated into the building asset management plan

Reputation	Potential negative perception from the community should Council resolve to demolish the building.	Minor (2) x Possible (3) = Moderate (6)	Clearly communicate reasons for demolition to the community.
Service Interruption	Nil.		
Compliance	Various compliance issues should the building be used as a public building.	Medium (3) x Almost Certain (5) = High (15)	Complete the required maintenance.
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

Officers have reviewed the Bernard Park Masterplan and the Northam Town Centre Connectivity Strategy however there is no reference to whether the building should be retained or removed.

Given the significant costs to Council to complete the required maintenance work and there being no historical value to the building, it is recommended that Council demolish the building.

Should the Council wish to retain the building it is recommended that this be undertaken by expression of interest with the condition that all building maintenance and upgrades be undertaken by the lessor.

ALTERNATIVE RECOMMENDATION

That Council call for expressions of interest to lease the former Northam Playgroup Building - Bernard Park, Lot 400 Minson Avenue.

RECOMMENDATION

That Council:

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

ABSOLUTE MAJORITY (6) REQUIRED

Cr C R Antonio declared an impartiality interest in 12.4.7 – Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell as Cr Antonio is a member of the Quellington Progress Association.

12.4.7 Lease of Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell

Address:	Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell
Owner:	Shire of Northam
Applicant:	Quellington Progress & Sporting Association
File Reference:	A995
Reporting Officer:	Alysha McCall, Acting Governance Support Officer
Responsible Officer:	Colin Young, Executive Manager Corporate Services
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

This report is for Council to consider a new lease agreement between the Shire of Northam and the Quellington Progress & Sporting Association.

ATTACHMENTS

Nil.

A. BACKGROUND / DETAILS

The previous lease agreement which was entered into on 1 July 2000, with a 10 year renewal option, has now expired and the Quellington Progress & Sporting Association have indicated their interest to enter into a new lease agreement.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area: Governance and Leadership.
Outcome 6.1: Shire of Northam is recognised as a desirable place to live and residents are proud to live here.
Objective: Foster a sense of community pride

B.2 Financial / Resource Implications

Shire of Northam Policy A8.5 outlines that Council will assist in maintaining the facility for the benefit of the community, with the Community Group as manager.

B.3 Legislative Compliance

Local Government Act 1995, section 3.58.

Local Government (Functions and general) Regulations 1996.

B.4 Policy Implications

Shire of Northam Policy A8.5, section 1.0.

B.5 Stakeholder Engagement / Consultation

Quellington Progress & Sporting Association have indicated their interest to enter into a new lease agreement.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	Future financial requirements for building unknown.	Minor (2) x Possible (3) = Moderate (6)	Up to date and accurate building asset management plan in place. Long Term Financial Plan aligned to asset management plans. Long Term Financial Plan in Place. Annual Budget adopted and aligned with long term financial plan.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

C. OFFICER'S COMMENT

The Shire of Northam has a Management Order over Reserve 3410 and has been granted approval from the Minister of Lands to lease Reserve 3410 for a period of up to 21 years.

RECOMMENDATION

That Council, in accordance with Section 1 of the Shire of Northam Policy A 8.5, leases Quellington Hall, Lot 28631 (Reserve 3410) Grass Valley South Road, Throssell to Quellington Progress & Sporting Association for a period of ten years with a ten year renewal period.

12.5 COMMUNITY SERVICES

Cr M I Girak declared an impartiality interest in 12.5.1 – Representation on Gordon Place Mural Panel as members of the proposed panel are known to Cr Girak.

12.5.1 Representation on Gordon Place Mural Panel

File Reference:	1.3.12.31
Reporting Officer:	Jaime Hawkins, Community Development Officer
Responsible Officer:	Jason Whiteaker, Chief Executive Officer
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The purpose of this report is to provide Council with the nominations for representation on the selection panel for the Gordon Place mural design.

ATTACHMENTS

Attachment 1: Nominations (provided as a separate confidential attachment to this agenda/minutes)

A. BACKGROUND / DETAILS

At the meeting of Council on 22 January 2020 it was determined to engage FORM to project-manage the delivery of a mural in Gordon Place Northam and establish a panel for the final selection of the artwork. The panel was to be determined by Council and be comprised of representatives from the following groups:

- 2 x Shire of Northam staff members
- 2 x Shire of Northam Elected Members
- 1 x Representative from the Avon Valley Arts Society (AVAS)
- 1 x Community representative
- 1 x Business Owner along Gordon Place
- 1 x Representative from the Northam Chamber of Commerce

Council requested expressions of interest from community members to become community representatives on the Gordon Place Mural Selection Panel. Two nominations were received.

The owners of the Gordon Place business whose wall the mural is to be installed upon have requested that four Gordon Place business representatives are to be on the panel.

The Avon Valley Arts Society have nominated one representative.

The Northam Chamber of Commerce have nominated one representative.

Two nominations of Elected Members were received and two members of the Shire of Northam staff will join the panel.

MOTION / COUNCIL DECISION

Minute No: C.3866

Moved: Cr Girak

Seconded: Cr Ryan

That Council;

1. Engage FORM to project manage the delivery of a mural in Gordon Place Northam in accordance with their submitted proposal, acknowledging that final selection of the artwork is to be made by a panel from each of the following groups;

- 2x Shire of Northam staff members;
- 2x Shire of Northam Elected Members;
- 1x Representative from the Avon Valley Arts Society;
- 1x Community representative;
- 1x Business owner along Gordon Place; and
- 1x Representative from the Northam Chamber of Commerce.

2. Authorise the CEO to advertise for a community representative to be included on the panel with the final selection of panel members being determined by the Council.

3. Advertise for local artists (preferably from the Shire of Northam or Wheatbelt Region) to submit design proposals and costing for the development of a mural in a priority 2 location, for approval by Council staff.

CARRIED 5/4

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Theme Area 1: Economic Growth.

Outcome: Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.

Objective: An activated and attractive town centre with lower retail vacancy rates.

B.2 Financial / Resource Implications

A budget to deliver the mural at Gordon Place has been developed for \$34,100.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Council's Art Collection Policy provides the mechanism for recommendations to Council on Art Acquisition and Development, particularly that all acquisitions will be made on recommendation of the Shire of Northam Art Advisory Committee. As this Committee has been disbanded, Council resolved to establish a selection panel specifically for this mural.

Council Policy F4.2 Purchasing & Tender Policy provides the mechanism to ensure consistency and efficiency for purchasing and procurement across all the Shire of Northam's operational areas in order to maximise value for the Shire and the community by obtaining the best balance of conditions of supply, quality and price.

FORM are considered to be the pre-eminent consultants in Public Art projects, particularly those that are creating tourism generation initiatives. As FORM were the project managers for the silo project, and the mural art proposal for the CBD will be complimentary to this project, It is believed that FORM are the best suited to project-manage this mural project, and as such no other quotes have been received for this proposal.

B.5 Stakeholder Engagement / Consultation

Expressions of Interest were promoted via the Shire's social media and website. AVAS and the Northam Chamber of Commerce were contacted for nominations.

The owner of the building was consulted about the selection panel of the proposed mural.

B.6 Risk Implications

Risk Category	Description	Rating (consequence x likelihood)	Mitigation Action
Financial	The financial cost to Council exceeds the proposed amount	Unlikely (2) x Minor (2) = Low (4)	Council has budgeted costs associated with the Gordon Place mural and street-scaping works. Ensure project agreement is strict on budget parameters.
Health & Safety	Nil		
Reputation	Council does not deliver on its CBD Connectivity Strategy	Possible (3) x Insignificant (3) = Low (3)	Report to Council recommending further action.
Service Interruption	Access to Gordon Place restricted whilst project is underway	Likely (4) x Insignificant (1) = Low (4)	Ensure works are carried out in a timely manner and access restrictions are advertised appropriately to the community.
Compliance	Nil		
Property	Property owner does not agree with proposed designs		Ensure owner is represented on the selection panel. Council officers to communicate and liaise with owner throughout the project.
Environment	Nil		

C. OFFICER'S COMMENT

Although the Council decision was made for one Gordon Place business owner to be represented on the mural selection panel, the building owner has specifically requested four owners be included on the panel. If Council does not comply with the wishes of the building owner, the project may be placed in jeopardy.

Two nominations have been received for community representation on the selection panel. Details of these nominations have been provided to Councillors as a confidential attachment. There were more nominations

received than positions available, therefore officers have considered ways to resolve the community representation on the panel. These include:

1. Council voting on the community representative
2. Allowing two (2) community representatives on the panel
3. Appointing neither of the two nominating community members, given the community is well represented by nominees associated with the owner of the building

Staff are recommending Option 3, primarily due to the number on the selection panel already being significant and considered excessive for the decision being made.

One representative has been nominated by AVAS, and another by the Northam Chamber of Commerce.

Two Elected Members have nominated, and the two Shire staff members will include the Chief Executive Officer or nominated representative, and the Community Development Officer.

RECOMMENDATION

That Council appoints the following members to the Gordon Place Mural Selection Panel:

Shire of Northam Elected Members:

- **Cr Julie Williams**
- **Cr Michael Ryan**

Avon Valley Arts Society:

- **Holley Lamey**

Gordon Place Business Owners/ Community representatives:

- **Sue Smith**
- **Chris Smith**
- **Kaz Morgan**
- **Paul Morgan**

Northam Chamber of Commerce:

- **Leonie Knipe**

13. MATTERS BEHIND CLOSED DOORS

Nil.

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

14.1 Proposed Funding for Mt Ommaney Redevelopment

Within the Shire of Northam's recent COVID-19 response and setting of the 2020/2021 budget, an allocation of \$50,000 was initially included to be put towards the development of a Mount Ommaney Master Plan. This item was later withdrawn from the budget.

It is important to continually consider the future of the Shire, from both a development and aesthetic point of view. Mount Ommaney is a historical site and a feature point of the Shire of Northam, and would benefit the community greatly if it was further developed. Potential developments could include walk trails (including a "Jacob's ladder"-style staircase), beautifying the facilities, scenic lookouts, and even residential development. With a master plan outlining a development strategy, the Shire of Northam will be in a better position to consider and implement these developments.

Following the disbanding of the Local Business Support Committee and the enabling of funding through the COVID-19 budget response, the following motion is proposed.

NOTICE OF MOTION

Moved: Cr Antonio

Seconded: Cr

That Council allocates \$50,000 in the 2020/21 financial year (sourced from the Council's COVID-19 budget response) for the development of a Mount Ommaney Development Master Plan.

ABSOLUTE MAJORITY (6) REQUIRED

15. URGENT BUSINESS APPROVED BY DECISION

Nil.

16. DECLARATION OF CLOSURE