



Shire of Northam  
*Heritage, Commerce and Lifestyle*

# **Shire of Northam**

## **Minutes**

### **Ordinary Council Meeting**

**18 November 2020**

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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 C R Antonio declared the meeting open at 5:30pm.

## 2. ATTENDANCE

### Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

J E G Williams

M I Girak

A J Mencshelyi

D Galloway

C P Della

T M Little

R W Tinetti

S B Pollard

### Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development Services

Executive Manager Corporate Services

Executive Assistant – CEO

J B Whiteaker

C D Kleynhans

C B Hunt

C Young

A C McCall

### Public:

Public

Sally Hart

Rebecca Davey left at  
5:37pm.

### 2.1 APOLOGIES

Councillor

M P Ryan

### 2.2 APPROVED LEAVE OF ABSENCE

Nil.

### 2.3 ABSENT

Nil.

## 3. DISCLOSURE OF INTERESTS

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

*As defined in section 5.60A of the Local Government Act 1995, a **financial interest** occurs where a Councillor / Committee Member, or a person with*

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

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

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   |
|---|----------|-------------------|------------------|--|
| RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed | 12.2.2   | Cr J E G Williams | Impartiality     | One of her sons works for one of the tendering companies. Minor impartiality only. Her son is non-dependent and does not live at her home.                     |
|   |          | Cr C R Antonio    | Impartiality     | Applicants to this item, including the recommended supplier are known to him.  |
| Progress & Community Associations 2020/2021 Budget Allocation     | 12.5.1   | Cr J E G Williams | Impartiality     | She is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications. |
|   |          | Cr C R Antonio    | Impartiality     | Member of Quellington, Grass Valley and Southern Brook Community Associations.   |
|   |          | Cr T M Little     | Impartiality     | Former member of community groups mentioned.   |
|   |          | Cr D Galloway     | Impartiality     | He is President of the Wundowie Progress Association.  |

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

| <b><u>Visitations and Consultations</u></b> |  |
|---|--|
| 26/10/2020                                  | Voice of the Avon Radio Interview                            |
| 27/10/2020                                  | MMM Weekly Radio Interview                                   |
| 27/10/2020                                  | Wheatbelt Healthy Weight Action Workshop                     |
| 03/11/2020                                  | MMM Weekly Radio Interview                                   |
| 03/11/2020                                  | Melbourne Cup  |
| 06/11/2020                                  | AROC Presidents Video Conference                             |
| 06/11/2020                                  | Citizenship Ceremony - Northam                               |
| 07/11/2020                                  | Lions Community Markets                                      |
| 09/11/2020                                  | MMM Weekly Radio Interview                                   |
| 10/11/2020                                  | LG – Community Engagement Webinar                            |
| 10/11/2020                                  | OASG Fortnightly Video Conference                            |
| 11/11/2020                                  | Northam RSL Remembrance Day Service                          |
| 11/11/2020                                  | Meeting with Northam Chamber of Commerce                     |
| 12/11/2020                                  | Australian of the Year Awards - Perth                        |
| 13/11/2020                                  | WALGA Webinar with the WA State Treasurer                    |
| 14/11/2020                                  | McHappy Day event - Northam                                  |
| 16/11/2020                                  | MMM Weekly Radio Interview                                   |
| 16/11/2020                                  | AROC Presidents Meeting - Toodyay                            |
| 18/11/2020                                  | Governor of WA visit, Book Launch and Historic Building Tour |
| <b><u>Upcoming Events</u></b>               |  |
| 19/11/2020                                  | Tour of Buckland Estate                                      |
| 20/11/2020                                  | Avon-Midland Country Zone Meeting – Wongan Hills             |
| 21/11/2020                                  | Shire of Toodyay – Official Opening of Pool                  |
| 23/11/2020                                  | MMM Weekly Radio Interview                                   |
| 24/11/2020                                  | OASG Video Conference  |
| 24/11/2020                                  | Grass Valley Progress Association AGM                        |
| 26/11/2020                                  | Northam Chamber of Commerce AGM                              |
| 30/11/2020                                  | Agristart Regional Innovation Showcase - Perth               |
| 02/12/2020                                  | International Volunteer Day Morning Tea - Northam            |
| 04/12/2020                                  | AROV Presidents Video Conference                             |
| 05/12/2020                                  | Lions Community Markets                                      |
| 05/12/2020                                  | Old Northam Railway Station Museum Forum                     |
| 07/12/2020                                  | MMM Weekly Radio Interview                                   |
| 08/12/2020                                  | OASG Video Conference  |
| 10/12/2020                                  | Regional Capitals Alliance AGM - Perth                       |
| 11/12/2020                                  | Christmas on Fitzgerald's                                    |
| 16/12/2020                                  | West Northam Primary School End of Year Presentations        |

### **Operational Matters:**

With the increased traffic on the roads with the current Harvest, and the upcoming holiday season, it is a timely reminder to be careful on our roads.

With the WA Government lifting, for most Australian States, our hard borders from the 14<sup>th</sup> November, it is important that we maintain our vigilance (and common sense) about physical distancing and being aware of any COVID-19 risks

A Restricted Burning Period is now in place. With the Prohibited Burning period, at this stage, starting on the 30<sup>th</sup> November, and in place over the summer months, we need all ratepayers and residents to be aware, and adhere to the rules. Preparedness includes clearing of excess weeds around properties and cleaning of gutters.

### **Strategic Matters:**

Continuing with the Shire of Northam's 2020/21 approved budget, projects that were identified to help stimulate our local economy are progressing.

Some of these include work at the Shire of Northam Depot, redevelopment of the Old Northam Pool Site, and RV friendly parking in Bakers Hill, Wundowie, and Northam.

Other measures include the Community Grants Assessment Committee, which continues to meet to assess any received applications.



## 5. PUBLIC QUESTION TIME

### 5.1 PUBLIC QUESTIONS

Nil.

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

Nil.

## 7. RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

### 7.1 PETITIONS

Nil.

### 7.2 PRESENTATIONS

Nil.

### 7.3 DEPUTATIONS

**Name:** Rebecca Davey.

**Agenda Item:** 12.4.5 - Lease of a portion of 44 Peel Terrace, Northam (Crèche).

**Summary of Deputation:** Outlined that an application was submitted to lease the Crèche with the lease value determined to be not less than the valuation amount. Advised that the valuation was received this week and has come in at \$16,000. Outlined that this amount is not feasible and requested Council to consider reducing the amount of the lease.

## 8. APPLICATION FOR LEAVE OF ABSENCE

### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4071

Moved: Cr Pollard

Seconded: Cr Della

That Council grant Cr M P Ryan leave of absence from 9<sup>th</sup> December 2020 to 16<sup>th</sup> December 2020 (inclusive).

CARRIED 9/0

## 9. CONFIRMATION OF MINUTES

### 9.1 ORDINARY COUNCIL MEETING HELD 21 OCTOBER 2020

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4072

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Ordinary Council meeting held on Wednesday, 21 October 2020 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

### 9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 NOVEMBER 2020

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4073

Moved: Cr Girak

Seconded: Cr Little

That Council receive the notes from the Council Forum meeting held Wednesday, 11 November 2020.

CARRIED 9/0



## Shire of Northam

### Notes

### Council Forum Meeting

11 November 2020

### DISCLAIMER

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

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### Prelace

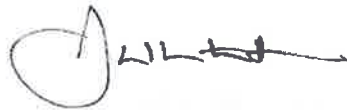
When the Chief Executive Officer approves these Notes for distribution they are in essence "Informal notes."

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 13 November 2020.



**JASON WHITEAKER**  
**CHIEF EXECUTIVE OFFICER**

### Received Notes

These notes were received at an Ordinary Meeting of Council held on 18 November 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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11 November 2020



## 1. DECLARATION OF OPENING

The Shire President 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  
Executive Assistant – CEO

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

### Public:

Public

Gary Williams

### 2.1 APOLOGIES

Nil.

### 2.2 APPROVED LEAVE OF ABSENCE

Cr Terry Little has been granted leave of absence from 3 November 2020 to 14 November 2020 (inclusive) however attended the meeting.

### 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*



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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   |
|--|----------|-------------------|------------------|--|
| Progress & Community Associations<br>2020/2021 Budget Allocation | 12.5.1   | Cr J E G Williams | Impartiality     | She is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications. |
|  |          | Cr C R Antonio    | Impartiality     | Member of Quellington, Grass Valley and Southern Brook Community Associations.   |
|  |          | Cr T M Little     | Impartiality     | Former member of community groups mentioned.   |
|  |          | Cr D Galloway     | Impartiality     | He is President of the Wundowie Progress Association.  |

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

No queries were raised in relation to this item.

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**5. PUBLIC QUESTION TIME**

**5.1 PUBLIC QUESTIONS**

Nil.

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

Nil.

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

**7.1 PETITIONS**

Nil.

**7.2 PRESENTATIONS**

Nil.

**7.3 DEPUTATIONS**

Nil.

**8. APPLICATION FOR LEAVE OF ABSENCE**

Nil.

**9. CONFIRMATION OF MINUTES**

**9.1 ORDINARY COUNCIL MEETING HELD 21 OCTOBER 2020**

No queries were raised in relation to this item.

**9.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 11 NOVEMBER 2020**

No queries were raised in relation to this item.

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

Nil.

**11. REPORTS OF COMMITTEE MEETINGS**

**11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 22 SEPTEMBER 2020**

Clarification was sought in relation to recommendation 2 and it was queried whether this was undertaken recently. The Chief Executive Officer advised that approximately 2-3 years ago Officers made contact with the shopping centres management who advised that they had processes in place to manage the

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abandoned trolleys. The Executive Manager Engineering Services advised that they were experiencing issues with the contractor at the time which has since been replaced. It was also advised that there is an app to report the trolleys and they will collect within 24 hours. The Chief Executive Officer advised that although Officers have previously engaged, the perception of the committee is that it is still an issue and they are asking Council re-engage the shopping centres management and identify initiatives to address the concerns, i.e. try and bring back to a local contractor instead of a contractor coming from Perth.

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

No queries were raised in relation to this item.

**12. OFFICER REPORTS**

**12.1 CEO'S Office**

**12.1.1 Governance Policy Review**

Clarification was sought in relation to:

- Whether the preamble for policy G 1.1 could be made clearer in relation to the respective parts of the policy. The Chief Executive Officer advised that these changes will be implemented in the Ordinary Council Meeting agenda.
- Whether policy G 1.1 will require existing Councillors to complete compulsory training. The Chief Executive Officer advised that this will require all Councillors to undertake compulsory professional development.

**12.1.2 Shire of Northam Communication Plan 2020**

Clarification was sought in relation to the wording of item 5.3 within the communication plan and whether this is binding. The Chief Executive Officer advised that Council would still needs to make a formal decision however will review the wording in the Plan.

Additional Comment

The empower element of the proposed strategy is provided as a reflection of what is considered to be a best practice approach to communication. It provide the flexibility to Council in the event it wishes to empower the community or a stakeholder to make a determination on a matter. Whilst the determination, in the majority of cases, would still require a final sign off of the Council, its intention would be to send a clear message to the stakeholder that

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the Council, no matter the outcome, will honour the position of the stakeholder.

## 12.2 ENGINEERING SERVICES

### 12.2.1 RFT 13 of 2020 – Rehabilitation Oliver Street & Wellington Street, Northam

No queries were raised in relation to this item.

### 12.2.2 RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed

A typographical error was identified with the word 'Byfield' in the report summary box. This has been corrected in the Ordinary Council Meeting agenda accordingly.

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Review of Local Planning Policies – LPP2, 3, 6, 13 & 17

Clarification was sought in relation to:

- The requirement to fence a dam in a domestic setting. It was clarified that this is only applicable to rural smallholding and rural residential zones. It was queried whether it applies to a zone if the policy is silent. The Executive Manager Development Services advised that a dam is not a land use so is not covered by the scheme and therefore the policy has been developed. The Chief Executive Officer advised that section 3.3 and 3.4 of the policy covers this however Officers will review whether this is covered in the Scheme and if not consider adding wording that it will only be permitted in certain the zones.

#### Additional Comment

Officers have reviewed the Scheme and confirm this does not apply. Officers have therefore added an additional item to the policy which is detailed as follows:

3.2 The construction of dams will generally not be supported on Residential Zoned properties.

- A typographical error was identified at section 6.1 (d) of LPP2, this should be listed as 'restrictive covenant'. This has been corrected in the Ordinary Council Meeting agenda.
- Clarification was sought in relation to the practicality of removing asbestos prior to transportation. The Chief Executive officer advised that the intent is that there is additional effort and cost if the applicant wants to bring asbestos into our Shire.

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- Clarification was sought in relation to LPP3, it was queried that if this is over 100 square metres development approval isn't required. The Executive Manager Development Services advised this is correct.
- Whether sea containers are applicable to this policy. The Executive Manager Development Services advised that this is covered by a separate policy.

**12.3.2 Proposed Building Envelope Variation – 4 Cycad Crescent, Wundowie**

Agenda item was withdrawn.

**12.3.3 RFT 12 of 2020– Fire Mitigation Services Panel**

Clarification was sought in relation to:

- The application of the policy. The Chief Executive Officer advised that Council must appoint 3 suppliers, if there is less than 3 you cannot establish a panel. If you have several categories you can establish a panel however must have a minimum of 3 suppliers for each category.
- A typographical error was identified in the recommendation and May should be listed as November. This has been corrected in the Ordinary Council Meeting Agenda accordingly.
- What will happen with the other categories where a panel is not being established. The Executive Manager Development Services advised that these will need to be re-tendered. It was advised that the burning will be done post-summer.
- Whether the most expensive supplier on the panel will be engaged. The Executive Manager Development Services advised that the suppliers are still required to provide quotes. Although they are listed on the panel there is no requirement to use them. The Chief Executive Officer advised that Officers would only engage someone who was more expensive if it was a matter of urgency or there was some other value for money rationale.
- Whether the quantum of tenders fits the overall budget. The Executive Manager Development Services advised that generally yes, even with the tenderer at the higher rate however this cannot be confirmed without reviewing each item of work.
- Whether the majority of the works is prescribed burning. The Executive Manager Development Services advised that the majority of work is for the other categories. Given there is so many variables, it is difficult to provide a rate for these works. It was advised that this year Officers went through quote process for firebreaks to be done before the current season.

**12.4 CORPORATE SERVICES**

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

| Reference | Page # | \$        | Details Reference   | Question  | Query By   | Answer  |
|-----------|--------|-----------|---|---|------------|---|
| 37948     | 162    | 21004.01  | Dun Direct - rate credit refund   | Unusually high amount?  | Cr Pollard | They accidentally paid twice.   |
| 37955     | 162    | 10505.00  | FORM - Building a state of creativity Inc. Brochure and content for BKB | Value for money concerns. How was this assessed?                | Cr Pollard | Various proposals had been received over a prolonged period (approximately 18 months) to develop marketing direction and marketing assets for the BKB, including Tourism WA. FORM were selected based on an 'interview' type scenario where they presented their ideas around how we could better position and market the BKB. A number of 'assets' including brochures, promotional materials for media and a number of promotional videos that will be utilised in social media and in the centre itself have been developed. Is within budget and complied with purchasing policy. |
| 38013     | 172    | 1320.00   | Civic Legal   | Did not see this in our monthly officer's report? Did I miss it | Cr Pollard | This was legal advice pertaining to the potential termination of an employee, hence not included in the legal actions update.   |
| 38066     | 184    | 1396.41   | CMMR - Gifted light tower repairs                                       | Related to ex SES towers?                                       | Cr Pollard | AROC lighting tower.  |
|           |        | 605.00    | CMMR - Replace hooks  | Expensive hooks?  | Cr Pollard | Hooks to hang portable sheep Yards on Ranger's trailer  |
| 38116     | 192    | 104500.00 | Footpath sweeper  | I must have missed this in the draft budget plant               | Cr Pollard | It was part of the endorsed plant replacement Program   |

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| Reference | Page # | \$      | Details Reference                   | Question                                    | Query By   | Answer  |
|-----------|--------|---------|-------------------------------------|---|------------|---|
|           |        |         |                                     | replacement process?                        |            |   |
| 38138     | 196    | 4290.00 | Blackwell - reflux valve at Library | I thought we did this valve quite recently? | Cr Pollard | No, this was identified as being required for compliance during the toilet upgrade project. |
| Ccard     | 210    | Various | Fuel to Exmouth and back            | Holiday?                                    | Cr Pollard | Yes, in accordance with employment conditions and Council Policy.                           |

12.4.2 Financial Statement for the period ending 31st October 2020

| Reference      | Page # | \$         | Details Reference                     | Question                       | Query By   | Answer  |
|----------------|--------|------------|---------------------------------------|--------------------------------|------------|---|
| <b>Income:</b> |        |            |                                       |                                |            |   |
| <b>Note 5</b>  | 214    | GP Funding | Under budget re \$29063               | Is the \$30902 yet to be spent | Cr Pollard | Yes, if GRV Valuations are received from Landgate anticipated April/May, 2021 |
| Acq assets     | 221    | 19010.00   | Admin building solar \$0 actual       | Done and paid in September?    | Cr Pollard | Awaiting invoice from Solar Gain.   |
|                |        | 19725.00   | LED Fire Danger Rating Signs \$0 ytd  | Coming pre fire season?        | Cr Pollard | No, pending outcome of the Royal Commission into National Disasters           |
|                |        | 4075.00    | Automated Weather Station \$0 ytd     | Coming pre fire season?        | Cr Pollard | No, pending outcome of the Royal Commission into National Disasters           |
|                |        | 9800.00    | Water Tank Smith Road \$1706 ytd only | Complete?                      | Cr Pollard | Completed, Awaiting invoices  |
|                | 222    | 12885.00   | Northam Hall gutters \$0 ytd          | Not done pre winter?           | Cr Pollard | Anticipated start March 2021, prior to winter                                 |
|                |        | 30360.00   | Wundowie pool solar \$0 ytd           | When happening please?         | Cr Pollard | This is still to be finished, footings in and installed by end of November    |
|                |        | 10000.00   | Wundowie pool bowl paint \$0 ytd      | When happening please?         | Cr Pollard | Work to begin April/ May 2021   |
|                |        | 96000.00   | Solar Northam Aquatic \$0 ytd         | On Rec Centre roof = done?     | Cr Pollard | The PO has been raised and is being completed in the new year, waiting for    |

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| Reference     | Page # | \$         | Details Reference                       | Question                                | Query By   | Answer   |
|---------------|--------|------------|---|---|------------|--|
|               |        |            |   |   |            | Western Power sign off on design.  |
|               |        | 38130.00   | Solar Rec Centre \$0 ytd                | Yet already installed?                  | Cr Pollard | Awaiting invoice from Solar Gain.  |
|               |        | 55000.00   | Netting Rec Centre roof                 | When happening please?                  | Cr Pollard | Quotes received work to be completed by end of January   |
|               |        | 38500.00   | Jubilee Oval electric \$0 ytd           | When happening please?                  | Cr Pollard | Currently liaising with Ag Society on scope of works   |
|               |        | 80000.00   | Train Station - Peel/Minson/ Duke       | What and when happening please?         | Cr Pollard | Concept still under review   |
|               |        | 10000.00   | Old Girls School replace etc \$0 ytd    | Already done?                           | Cr Pollard | Anticipated start March 2021   |
|               | 223    | 2000000.00 | Depot \$0 ytd                           | Design etc costs incurred??             | Cr Pollard | Design Cost- invoice pending, Admin Building currently out to Tender.                          |
|               |        | 83054.00   | Charles Street \$0 ytd                  | Was C/f 2019/20 - When happening?       | Cr Pollard | Initial program focus is on projects which are funded externally.                              |
|               |        | 194235.00  | Bridge Construction \$0 ytd             | Thought we had done some?               | Cr Pollard | This budget is specific to a culvert replacement, not part of maintenance works                |
|               | 224    | 11300.00   | Solar Visitors Centre \$0 ytd           | Thought we had done this?               | Cr Pollard | Awaiting invoice from Solar Gain.  |
|               |        | 31990.00   | BKB Building                            | Thought we had done this?               | Cr Pollard | CCTV being installed next week.  |
|               | 225    | 15000.00   | Sale of old sweeper proceeds vs. \$4500 | Why such a variation?                   | Cr Pollard | There were issues with the suction/ attachments, it was the best auction price we could obtain |
|               | 226    | 31550.00   | Sale of Volvo Backhoe Loader            | What were the budgeted proceeds?        | Cr Pollard | Budget proceeds were \$17,000  |
|               |        |            |   | Is this one we spent \$20k+ on recently | Cr Pollard | No, in 2019/20 \$2,627 was spent on the loader servicing, repairs and registration.            |
| <b>Other:</b> |        |            | Swimming pool gas                       | Can you please advise total             | Cr Pollard | 19/20 \$7,018.82 20/21 \$23959.58 Kleenheat Gas. The approximate                               |



| Reference | Page # | \$ | Details Reference | Question   | Query By | Answer  |
|-----------|--------|----|-------------------|--|----------|---|
|           |        |    |                   | gas spend from inception i.e. 19/20 then 20/21 ytd please? Looks like \$75k+ approx.?? |          | cost at this stage can only be considered as an estimate based on the solar panels reducing the gas usage, the pool being able to hold temperature and the weather. Custom made pool blankets will be requested for consideration at the budget review. This too would provide additional savings. The estimated amount of \$32,000 is calculated for the period November to April 30 2021. |

#### 12.4.3 Rates Exemption – Lot 1 Waterfall Avenue, Northam WA 6401

Clarification was sought in relation to the following:

- Whether they are a charitable organisation. The Executive Manager Corporate Services advised that research indicated that they are and a SAT determination confirms this.
- Whether there is a single dwelling on the property. The Executive Manager Corporate Services confirmed this is correct.
- Whether there are any SAT determinations which have not approved. The Executive Manager Corporate Services advised that Officers cannot find any cases where this has occurred.
- Is there something in place to stop them from continuously buying houses and requesting exemptions if a precedent was set? The Executive Manager Corporate Services advised that there is nothing in place.
- Whether other charitable organisations provide housing. The Chief Executive Officer advised that there are however the use has to be for a charitable purpose. It was advised that if Council wishes to refuse the application this could be on the basis that it doesn't fully meet the criteria as it is for residential purposes. However, Officers have recommended approval based on precedent and feel it would be approved through SAT.
- Whether they own the property. The Executive Manager Corporate Services confirmed they are the owners of the property.
- Whether the South West Land and Sea Council could apply for the same exemption with any of their residential properties. The Executive

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Manager Corporate Services advised that it is possible, however must be reviewed on a case by case basis.

- Whether the Supreme Court case can be provided. The Chief Executive Officer advised that this will be provided.

Additional Comment

Officers believe the most relevant case is the [Shire of Ashburton v Bindibindi Community Aboriginal Corporation \[1999\] WASC 108](#). This case specifically defines why aboriginal people should be exempt.

Additional cases below define charitable purposes in a variety of different cases:

- [Australian Flying Corps & Royal Australian Air Force Association \(WA Division\) Inc and City of Mandurah \[2013\] WASAT 89](#);
- [Uniting Church Homes \(Inc\) and City of Stirling \[2005\] WASAT 191](#);
- [Retirees WA \(Inc\) and City of Belmont \[2010\] WASAT 56](#)
- [Lemm and Others v The Federal Commissioner of Taxation \(1942\) 66 CLR 399](#).
- [Tangentyere Council Inc v The Commissioner of Taxes \[1990\] NTSC 14](#)
- [Shire of Ashburton v Bindibindi Community Aboriginal Corporation \[1999\] WASC 108](#).
- [Salvation Army \(Victoria\) Property Trust v Fern Tree Gully Corporation \(1952\) 85 CLR 159](#); [Technology Assisting Disability WA Inc and Town of Bassendean \[2011\] WASAT 154](#).

#### 12.4.4 Sale of A12640

No queries were raised in relation to this item.

#### 12.4.5 Lease of a portion of 44 Peel Terrace, Northam (Crèche)

Clarification was sought in relation to the following:

- Whether the Crèche was purpose built. The Chief Executive Officer confirmed that it was purpose built.
- Whether the group will have exclusive use. The Chief Executive Officer confirmed they will have exclusive use.
- Whether this will preclude others from using the toilets. The Chief Executive Officer advised that the lobby toilets will be for public/shared use.
- Whether there is an agreement in place for them to occupy the area. The Chief Executive Officer confirmed that there is no formal agreement in place.

#### Additional Comment

Officers confirmed that there was a memorandum of understanding prepared in 2016 for use of the area. Volunteering WA have been advised of the potential lease to be entered into and the requirement for them to vacate. Officers suggested they investigate Create298 as a potential location however advised them that there would be fees associated with using this space. Volunteering WA require space for 1-2 days per week only.

Volunteering WA head office have not expressed any concerns with relocating. Officers do not believe that Council needs to incorporate an item in its decision to cease the arrangement with Volunteering WA.

### **12.5 COMMUNITY SERVICES**

*Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as she is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.*

*Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a member of Quellington, Grass Valley and Southern Brook Community Associations.*

*Cr T M Little declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a former member of community groups mentioned.*

*Cr D Galloway declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is President of the Wundowie Progress Association.*

#### **12.5.1 Progress & Community Associations 2020/2021 Budget Allocation**

It was requested that the wording be updated in the table to list the Christmas fair as a community fun day.

It was requested that the wording be updated for the community groups to reflect their correct names.

### **13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

The Shire President, Cr C R Antonio declared the meeting closed at 6:26pm.

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

The Shire President, Cr C R Antonio advised that agenda item 12.4.5 - Lease of a portion of 44 Peel Terrace, Northam (Crèche) would be brought forward.

### 12.4.5 Lease of a portion of 44 Peel Terrace, Northam (Crèche)

|   |   |
|---|---|
| <b>Address:</b>                         | 44 Peel Terrace Northam                                 |
| <b>Owner:</b>                           | Shire of Northam  |
| <b>Applicant:</b>                       | Rebecca Davey   |
| <b>File Reference:</b>                  | A14137  |
| <b>Reporting Officer:</b>               | Cheryl Greenough, Governance Administration Coordinator |
| <b>Responsible Officer:</b>             | Colin Young, Executive Manager Corporate Services       |
| <b>Officer Declaration of Interest:</b> | Nil   |
| <b>Voting Requirement:</b>              | Simple Majority   |
| <b>Press release to be issued:</b>      | No  |

#### BRIEF

This report is for Council to consider a request from Rebecca Davey to lease the Crèche room at the Northam Recreation Centre for use as a childcare facility.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

Officers have received a request from Ms Rebecca Davey in relation to leasing the Crèche area at the Northam Recreation Centre. Ms Davey currently runs a home day care however is wanting to lease a suitable premise in order to operate her day care to maximum capacity.

Previously the Shire used the Crèche to provide Out of School Hours and Vacation Care programs to the community at a cost of \$15,354 per annum. On 19 February 2014, Council resolved to lease the Crèche to Great Beginnings however the agreement was never entered into due to the sale of the organisation.

At the Ordinary Meeting of Council 15 October 2014, Council resolved to discontinue services and review the viability of leasing the Crèche area.

In 2016 Volunteering WA moved into the Crèche on a temporary basis. Volunteering WA are currently occupying the space, however there is no agreement in place for the use of the space. Volunteering WA have been advised that they may be required to vacate the premises. It was suggested to them that they could request if Create 298 Co-Working Space was suitable for their needs.

## **B. CONSIDERATIONS**

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

Theme Area 2: Community Wellbeing.

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

Objectives: Services targeted at parent support and building stronger families are available.

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

The Crèche is a valuable resource which has been underutilised in past years. Volunteering WA do not currently pay hire or rental fees to use the Crèche and leasing the premise for the purposes of child care would provide a financial benefit to the Council and also ensure that a critical service is provided to the community.

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

*Local Government Act 1995, 3.58 Disposing of Property*

- (1) In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) Except as stated in this section, a local government can only dispose of property to —*
  - (a) the highest bidder at public auction; or*
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
  - (a) it gives local public notice of the proposed disposition —*
    - (i) describing the property concerned; and*
    - (ii) giving details of the proposed disposition; and*
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and*

- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition —*
    - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

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

Shire of Northam Policy A8.5 Management of Council property Leases and Licence Agreements

5.0 Commercial, Government or Government Agencies Agreement:

- 5.1 The Shire has an expectation that it will receive no less than market valuation for any lease or licence of the Shire's property as determined by the Valuer General, and
- 5.2 The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent will be determined on a case by case basis taking into consideration:
- Land contribution;
  - Building cost contribution;
  - State or Federal legislation; and
  - Level of benefit to local community.
- 5.3 In the case of a Council building, the Shire will insure the "Demised Premises" at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
- 5.4 In the case where the "Demised Premises" are owned by the Shire, the Lessee or Licensee will be responsible for:
- (a) Cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a member of staff, representative or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee.
  - (b) All outgoings.

- (c) Contents insurance, public liability insurance, to the value stipulated in the agreement.
- (d) In the case of Lessee or Licensee obtaining approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.

### B.5 Stakeholder Engagement / Consultation

Officers have contacted Volunteering WA

### B.6 Risk Implications

| Risk Category        | Description                                  | Rating<br>(consequence<br>x likelihood)  | Mitigation Action   |
|----------------------|--|--|---|
| Financial            | Loss of rental to the Shire of Northam       | Likely (4) x Insignificant (1) = Low (4) | Ensure available property is leased where possible.             |
| Health & Safety      | N/A  |  |   |
| Reputation           | N/A  |  |   |
| Service Interruption | N/A  |  |   |
| Compliance           | Local Government Act 1995 not complied with. | Possible (3) x Minor (2) = Moderate(6)   | Ensure consideration is given to the Local Government Act 1995. |
| Property             | N/A  |  |   |
| Environment          | N/A  |  |   |

### A. OFFICER'S COMMENT

Ms Davey's current Family Day Care is primarily for working parents and has limited after school care. The Family Day Care is a small commercial venture and Ms Davey is solely employed. Her licence allows for the management of a maximum of 7 children and would operate from 7:30am until 4:30pm four days per week, but may increase to five days should there be a need.

The parts of the Northam Recreation Centre which would be dedicated to the child care facility include an area of 270 square metres encompassing:

- Crèche Room
- Nursing Room
- Outdoor Play Area
- UAT
- Store 6



The Day Care would also have the right to the use of the common area of 55 square meters which would include:

- Male and female WCs
- UAT
- Crèche lobby

Ms Davey has advised she would be able to contribute \$380 per month (\$4,560) per annum negotiable, which would include water and electricity. As the business is a small private enterprise and with no external grant funding it would be difficult for the business to afford commercial prices. The Shire currently do not receive any lease fees, electricity or water from Volunteering WA.

In line with section 3.58(4)(c)(i) of the *Local Government Act 1995* the Shire are currently waiting on a rental market valuation to be conducted as a valuation has not previously been conducted on this site. Expected date for the report is 16 November 2020.

#### **RECOMMENDATION**

##### **That Council**

- 1. Accept the offer made by Ms Rebecca Davey to lease 270 square metres (currently occupied by Volunteering WA) of leasable area known as the Recreation Centre Crèche at 44 Peel Terrace, Northam, subject to;**
  - a. The financial offer to lease the area being not less than the independent valuation as obtained by the Chief Executive Officer;**
  - b. There being NO objections to the local public notice for the lease, in accordance with section 3.58 (3) of the Local Government Act 1995,**
- 2. Authorise the Chief Executive to execute a lease agreement, in accordance with this resolution and subject to the normal terms and conditions, for an initial period of 24 months.**

Officers confirmed that the valuation received was for \$16,000, and that there was no range determined within the valuation (e.g. \$10,000 to \$16,000).

**MOTION / COUNCIL DECISION**

**Minute No: C.4074**

**Moved: Cr Pollard**

**Seconded: Cr Tinetti**

**That Council:**

- 1. Accept the offer made by Ms Rebecca Davey to lease 270 square metres (currently occupied by Volunteering WA) of leasable area known as the Recreation Centre Crèche at 44 Peel Terrace, Northam, subject to;**
  - a. The financial offer to lease the area being \$10,000 per annum;**
  - b. There being NO objections to the local public notice for the lease, in accordance with section 3.58 (3) of the Local Government Act 1995,**
- 2. Authorise the Chief Executive to execute a lease agreement, in accordance with this resolution and subject to the normal terms and conditions, for an initial period of 12 months.**

**CARRIED 8/1**

Reason for Change to Officer Recommendation

The Council formed the view that \$10,000 and the lease term of 12 months was a reasonable amount/period, in the context of what the proponent had outlined as affordable.

Ms Rebecca Davey left the meeting at 5:37pm.

## 11. REPORTS OF COMMITTEE MEETINGS

### 11.1 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 22 SEPTEMBER 2020

#### Receipt of Minutes:

|   |
|---|
| <p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p><b>Minute No: C.4075</b></p> <p><b>Moved: Cr Williams</b></p> <p><b>That Council receive the minutes from the Community Safety Committee meeting held on 22 September 2020.</b></p> <p style="text-align: right;"><b>CARRIED 9/0</b></p> |
|---|

#### Adoption of Recommendations:

|   |
|---|
| <p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p><b>Minute No: C.4076</b></p> <p><b>Moved: Cr Williams</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>1. Accepts the update of the Community Safety and Crime Prevention Plan provided.</b></li><li><b>2. Writes to the Northam shopping centres expressing Council concern for the proliferation of abandoned trollies in the community and requesting that shopping centre management engage with Council staff to develop initiatives to address these concerns.</b></li><li><b>3. Accepts the Wundowie CCTV update.</b></li><li><b>4. Accepts the update on the Shire's community response to the COVID-19 pandemic.</b></li></ol> <p style="text-align: right;"><b>CARRIED 9/0</b></p> |
|---|



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### Community Safety Committee

22 September 2020

Community Safety Committee Meeting Minutes  
22 September 2020



### DISCLAIMER

These minutes have 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.

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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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Community Safety Committee Meeting Minutes  
22 September 2020



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Community Safety Committee Meeting Minutes  
22 September 2020



**1. DECLARATION OF OPENING**

The Chairperson Cr Williams declared the meeting open at 11:10am.

**2. ATTENDANCE**

**Committee Members:**

|                              |                            |
|------------------------------|----------------------------|
| Chairperson                  | Cr Julie Williams          |
| Councillor                   | Cr Rob Tinetti             |
| Northam Police               | Sgt James Parker           |
| Northam PCYC                 | Ms Jane Atterby            |
| Northam Roadwise Committee   | Mr Cliff Simpson           |
| WA Country Health            | Ms Sonya Furnyvall         |
| DLGSC                        | Ms Samantha<br>Carnthwaite |
| Dept. of Communities Housing | Mr Attila Menchshelyi      |
| Community Representative     | Mr Denis Beresford         |
| Department of Education      | Ms Amanda Marshall         |

**Committee Ex-Officio Members:**

|                         |                    |
|-------------------------|--------------------|
| Shire of Northam        | Ms Jaime Hawkins   |
| Shire of Northam        | Ms Jordyn Budas    |
| Senior Ranger           | Ms Kellee Walters  |
| Ranger                  | Mr Jason Cacic     |
| Chief Executive Officer | Mr Jason Whiteaker |

**2.1 APOLOGIES**

|                              |                       |
|------------------------------|-----------------------|
| Councillor                   | Cr Maria Girak        |
| Wundowie Police              | Sgt Sarah Clarke      |
| Northam Youth Wellbeing Plan | Ms Jo-Anne Woodruff   |
| Department of Education      | Mrs Sharon Bray       |
| Avon Community Services      | Ms Kristie-Ann Andela |
| Northam Chamber of Commerce  | Ms Esther Bliss       |
| LDAG                         | Mrs Rose Power        |

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**2.3 ABSENT**

|   |                 |
|---|-----------------|
| Dept. of Communities Child Protection<br>& Family Support | Ms Dawn Lamperd |
|---|-----------------|

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**3. DISCLOSURE OF INTERESTS**

Nil.

**4. CONFIRMATION OF MINUTES**

**4.1 COMMITTEE MEETING HELD 18 FEBRUARY 2020**

**RECOMMENDATION**

Minute No: CSC.063

Moved: Mrs Jane Atterby  
Seconded: Mr Attila Mencshelyi

That the minutes of the Shire of Northam Community Safety Committee meeting held Tuesday, 18 February 2020 be confirmed as a true and correct record of that meeting.

**CARRIED 9/0**



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5. COMMITTEE REPORTS

5.1 COMMUNITY SAFETY & CRIME PREVENTION UPDATE

|   |  |
|---|--|
| <b>Address:</b>                         | N/A  |
| <b>Owner:</b>                           | Shire of Northam                               |
| <b>Applicant:</b>                       | N/A  |
| <b>File Reference:</b>                  | 1.3.12.1                                       |
| <b>Reporting Officer:</b>               | Jaime Hawkins<br>Community Development Officer |
| <b>Responsible Officer:</b>             | Jason Whiteaker, Chief Executive Officer       |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple majority                                |
| <b>Press release to be issued:</b>      | No   |

**BRIEF**

To update the committee on the Community Safety and Crime Prevention Plan actions.

**ATTACHMENTS**

Attachment 1: Action Plan Update

**A. BACKGROUND / DETAILS**

The Shire of Northam Community Safety and Crime Prevention (CSCP) Plan 2017-2021 is a four year strategic outlook for the Shire of Northam that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues.

Together with key partners, the Shire of Northam is committed to ensuring continual improvements to community safety with a particular emphasis on minimising the occurrence and opportunity for antisocial and criminal activity.

The CSCP Plan 2017-2021 has brought all of the current data together to help the Committee to understand the question: "What is the Northam story?" This will help the committee to reconcile where the facts and the perceptions differ.

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**B. CONSIDERATIONS**

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

- Theme Area 2: Safety and Security.  
Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.  
Objective: Plan and implement strategies to address crime and safety within the Shire of Northam:
- o increase community participation in identifying and reporting of crime
  - o increase community awareness and understanding of how to prevent crime and improve community safety
  - o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

There is a budget allocation of \$5,000 for Community Safety Plan initiatives

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

There has been ongoing engagement and consultation with stakeholders of the Community Safety and Crime Prevention Plan.

**B.6 Risk Implications**

| Risk Category   | Description                                    | Rating<br>(likelihood x consequence) | Mitigation Action  |
|-----------------|--|--------------------------------------|--|
| Financial       | Nil  | Nil                                  | Nil  |
| Health & Safety | Nil  | Nil                                  | Nil  |
| Reputation      | Community safety is an area of public concern. | Low(3) x Moderate (3)= Moderate (9)  | Cross agency Community Safety and Crime committee work together to |

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|                      |     |     |   |
|----------------------|-----|-----|---|
|                      |     |     | implement strategies to reduce community crime and anti-social behaviour. |
| Service Interruption | Nil | Nil | Nil   |
| Compliance           | Nil | Nil | Nil   |
| Property             | Nil | Nil | Nil   |
| Environment          | Nil | Nil | Nil   |

**C. OFFICER'S COMMENT**

The Shire of Northam's Community Development Officer to provide an update on recent activities.

Criminal or Offending Behaviour

- Crime Statistics – yearly crime statistics per population have been provided by WALGA. Some of the main crime categories are presented in charts.
  - According to the WALGA supplied monthly statistics the number of offences in the Shire were down between March – June 2020 compared to last year and the typical monthly average. This number rose again in July 2020.
- Update to be provided from Northam Police.

Community Awareness

- Various community safety & crime prevention messages scheduled for Facebook for the remainder of 2020. These include Keep Australia Beautiful Week, snake season, Neighbourhood Watch Week, Keep Watch drowning prevention.
- Received funding through Bendigo Bank for a community clean-up day. This had to be postponed due to COVID-19 restrictions. Staff are investigating rescheduling this. Clean-up bags and equipment are available through the Shire if residents wish to conduct their own clean-up. If they do so they should register through Clean-Up Australia for insurance purposes.
- The Trolley Movement – noticed an increase of abandoned trolleys around town once more, particularly in and around the river. Need for new trolley campaign to be launched and promotion of the Coles & Woolworths abandoned trolley reporting methods.

Building Partnerships

- Shire's response to the COVID-19 pandemic helped facilitate improved relationships between several local service providers and the Shire.
- A database of local organisations and the services they provide was created so this information was readily available to people via the Shire

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COVID-19 portal or by contacting the Shire of Northam COVID support line.

Community Design

- Wundowie CCTV. An update on the project is provided as a separate report in this agenda.
- Business Support Grants are currently available through the Shire to local businesses. This can include CCTV.

**RECOMMENDATION**

**Minute No: CSC.064**

**Moved: Cr Rob Tinetti**

**Seconded: Mrs Jane Atterby**

**That Council accepts the update of the Community Safety and Crime Prevention Plan provided.**

**CARRIED 10/0**

Discussion was held around the motion.

Sgt James Parker entered at 11.25am.

The Community Development Officer, Ms Hawkins, provided a handout of crime statistics from WALGA showing the monthly statistics for Northam. Discussion was held regarding several areas of crime showing an increase compared to last year's statistics. Discussion was also held regarding the WALGA Zone (Avon-Midland zone) – Jurien bay to York out to Vic Plains Wongan Hills.

The Chief Executive Officer suggested that in reviewing the crime prevention plan for the next meeting, committee members should review the statistics (property damage, arson, non-domestic assault are higher than the averages, as well as the non-dwelling burglaries) to assist in identifying areas of potential focus and think about strategies that can be put in place to close the gaps and improve the community (it would be desirable to have Northam at or below the state/region averages).

Cr Williams stated that the driving causing bodily harm statistics were very high and a cause for concern.

Mr Beresford raised the possibility of gathering further information relating to the type of crime (e.g. arson – house fires or scrub fire). Sgt James Parker advised that the information release centre can provide those specific details.

Discussion was raised about the update of the trolley movement.

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The Shire had started impounding abandoned trolleys and requesting that the relevant supermarket/s pay the release fee.

The Senior Ranger advised that, having spoken with both of the supermarket trolley collectors, the collectors confirmed that the contractors are Perth-based and only come up if there is a large number of abandoned trolleys reported.

Sgt Parker suggested that the trolley tracker app is not known to everyone (including himself as a Police officer), and that the app should be advertised on social media to remind the community of the app, which can be used to report abandoned trolleys.

**RECOMMENDATION**

**Minute No: CSC.065**

**Moved: Mr Attila Mencshelyi  
Seconded: Cr Rob Tinetti**

**That Council write to the Northam shopping centres expressing Council concern for the proliferation of abandoned trollies in the community and requesting that shopping centre management engage with Council staff to develop initiatives to address these concerns.**

**CARRIED 10/0**

### Attachment 1 – Action Plan Update

Objective 1.1 Reduce the opportunity for crime or offending behaviour.

| Strategies   | Actions  | Progress / Comments   |
|--|--|---|
| Increase the understanding of risk factors for potential victims of crime (including hotspots and prevention).       | Promote and support eWatch - public circulation of crime facts and figures.  | The eWatch program was ceased by WA Police.   |
|  | Market at least one crime prevention tip per month as per the CSCP Communications Plan.  | Saturation of COVID safety marketing March – June. Community safety tips have been posted to the Shire's FB under the banner of "Community Safety Corner" and other messages as they arise. Recent push regarding illegal parking around schools/bus zones. |
| Raise community awareness about the relationship between crime prevention and the physical design of their property. | Educate and encourage community members to improve security measures in residential buildings through the provision of checklists and information. | Information & checklists available on Shire website. Marketing through Facebook scheduled for remainder of 2020.  |
|  | Investigate and implement look, lock, leave vehicle safety signage program.  | Vehicle security tips and information available through WA Police resources. No generic look, lock, leave signage.  |
|  | Promote the Burglar beware program.  | Burglar beware message promoted on the VMB. Investigating other communication methods/resources.  |
|  | Provide the community with 'Do it Yourself' security audits.   | Audits and informative resources available on the Shire's website.  |
|  | Market at least one 'designing out crime' tip per month as per the CSCP Communications Plan.   | Tips available on Shire's website. Facebook marketing scheduled.  |
| Support the Northam Chamber of Commerce to engage with local business to reduce the opportunity for crime.           | Encourage shop owners to ask for identification when suspicious shoppers request to use Pay Wave.  |   |
|  | Distribute to the Chamber information brochures targeting shop owners to reduce crime.   |   |
|  | Facilitate business education on appropriate CCTV.   |   |
|  | Contribute crime prevention tips to the Chambers of Commerce monthly newsletter.   |   |
| Deliver the Lock and Light   | Promote the Lock and Light   | The Lock & Light Program has  |

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|          |  |  |
|----------|--|--|
| program. | Program to potential community members.<br>Seek additional funding to continue the Lock and Light program. | ceased as it was found not viable. It was difficult to implement & relied heavily on the availability of Police personnel to conduct the audits. |
|----------|--|--|

Objective 1.2 Increase community engagement and participation in identifying and reporting of crime.

| Strategies   | Actions   | Progress / Comments   |
|--|---|---|
| Develop a list of crime reporting and recording avenues. Promote to the community. | Promote the WA Police crime reporting methods.  | Information available via the Shire's website. Promoted on an ad hoc basis via Facebook, newsletter & VMB.  |
|  | Market the launch of and promote the State CCTV Register - residential and business CCTV register for Police to access. | Shire were liaising with Police State CCTV team, however this project has now been put on hold by WA Police.  |
|  | Promote the Dob in a Dealer program.  | Dob in a Dealer information available on Shire website. Other methods of promotion to be investigated.  |
|  | Market the Crime Stoppers brand.  | Crime Stoppers brand promoted within Community Safety resources and messages.   |
| Raise community awareness about how to identify a crime.                           | Introduce a natural surveillance improvement program - Eyes on the Street.  | Eyes on the Street is no longer a program run through WA Police, however the principles of Eyes on the Street are still promoted within the Shire and crime reporting methods available on the Shire's website. |
|  | Promote and support eWatch.   | eWatch program is no longer operating.  |

Objective 1.3 Maintain the Northam Shire Alcohol and Other Drugs Management Plan

| Strategies   | Actions  | Progress / Comments  |
|--|--|--|
| Support the delivery of the Northam Shire Alcohol and Other Drugs Management Plan. | Support and attend AODMP meetings.<br>Include AODMP initiatives on the CSCP Marketing and Communications Plan. | The Northam Shire Alcohol & Other Drug Management Plan expired in 2017. A new plan the Northam Youth Wellbeing Plan has since been launched in its place. Shire Officers have been attending Youth Wellbeing Plan meetings and promoting the key messages of the Plan. |

Objective 1.4 Reduce youth crime.

| Strategies  | Actions  | Progress / Comments                                |
|---|--|--|
| Investigate youth focused night support/security program to service young people in the | Research and report on existing youth focused night support/security programs. | 2020 series of Night Hoops Basketball implemented. |

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|  |  |   |
|--|--|---|
| Shire of Northam.  | Investigate youth drop-in opportunities and after hours support services that exist in the Shire of Northam and develop a 'map and gap' report to understand the requirements. | Service mapping occurred during Shire's COVID response. This information to be used for map & gap exercise.<br>Headspace now in Northam.  |
|  | Support Northam PCYC and/or Avon Youth to extend/develop drop-in services.   |   |
|  | Investigate street chaplaincy service.   | <a href="https://www.stretchchaplain.com/">https://www.stretchchaplain.com/</a><br><a href="https://www.nyoongarpatrol.com.au/">https://www.nyoongarpatrol.com.au/</a><br><a href="https://redfrogs.com.au/">https://redfrogs.com.au/</a> |
|  | Seek funding to implement youth focused support/security programs.   | Community Crime Prevention Fund currently open.<br>Investigating alternative projects.  |
| Support and facilitate collaborative youth engagement initiatives. | Work with stakeholders to plan collaborative youth engagement initiatives.   | Ongoing.<br>Upcoming youth anti-graffiti initiative in Wundowie.<br>PCYC Night Hoops program.   |
|  | Provide information about services and activities for youth within the community.  | Dedicated page on the Shire's website for Information & Activities for Youth  |
|  | Forward plan and support the provision of school holiday activities for youth.   | Limited school holiday activities in July due to uncertainties re COVID-19 & limited funds, programs planned for upcoming October holidays.   |
|  | Implement youth engagement activities at the Northam Youth Precinct to activate the space.   | Activities planned for the youth precinct during the October school holidays. Anticipated use of the park will increase with the installation of a toilet block.  |
|  | Implement youth engagement activities at the Wundowie Skate Park to activate the space.  | As above. Further development occurring at Wundowie skate park.   |
|  | Drive the Keeping Kids in Schools program.   | Keeping Kids in Schools Program is ongoing through participating businesses and with the support of the Chamber of Commerce.  |
|  | Create annual Youth Week activities and apply for funding to implement them.   | There were no Youth Week activities in 2020 due to youth week occurring during the height of restrictions in April. Worked with youth service providers to help ensure the wellbeing of young people during the lockdown period.          |
| Create a Shire of Northam Youth Plan                               | Development of a Shire of Northam youth leadership network to provide ideas for new initiatives, feedback on current initiatives and share information amongst young people.   |   |
|  | Development of a Shire of Northam Youth Plan in collaboration with key youth stakeholders.   | The Northam Youth Wellbeing Plan 2018 – 2020 has been developed, following on from the former AODMP. This plan was developed collaboratively with key   |

|  |  |  |
|--|--|--|
|  |  | stakeholders, including the Shire and these stakeholders hold regular meetings to progress the plan and report back. |
|--|--|--|



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Objective 2.1 Improve the community perception of crime in the Shire of Northam.

| Strategies   | Actions  | Progress / Comments   |
|--|--|---|
| Implement the actions of the Shire of Northam CSCP Marketing and Communications Plan.          | Promote community safety and crime prevention information on the Shire website and social media sites.             | Community safety & crime prevention information is published on the Shire website & on social media on an ad-hoc basis.   |
|  | Contribute articles to eWatch monthly.   | eWatch program is no longer operational.  |
|  | Implement monthly messaging on the variable digital messaging sign.  | Ongoing.<br>Most recently it has displayed COVID safety messages and promotion of Shire's COVID hotline   |
|  | Include articles in the Shire of Northam monthly newsletter to be published in the Avon Advocate.                  | Avon Valley Advocate no longer being published.   |
|  | Schedule monthly social media posts following each CSC meeting.  | Social media posts have been occurring on an ad hoc basis. Posts scheduled for the remainder of 2020.   |
| Reduce untidy surroundings such as litter, abandoned vehicles, graffiti and damaged buildings. | Promote Trolley Tracker program to report abandoned shopping trollies.   | The Trolley Movement occurred prior to COVID-19 disruptions. Increase in abandoned trolley's noticed recently.  |
|  | Promote litter reporting procedures through placement of signage in highly littered areas of the Shire of Northam. | Signage investigated. Lack of evidence to support its effectiveness.  |
|  | Promote Designing Out Crime Principals.  | Designing out crime tips available on Shire's website   |
|  | Encourage community owner-ship of places (e.g. adopt a spot programs)  | Some promotion of adopt-a-spot, with some community groups/members signing up.  |
|  | Anti-litter social media marketing   | Keep Australia Beautiful Week currently being promoted. Clean Up Australia Day initiatives also promoted.   |
|  | Participation in Keep Australia Beautiful campaigns.   | Keep Australia Beautiful Week currently being promoted. Shire registered to participate in Clean Up Australia Day, however event was cancelled due to coronavirus concerns. To be |

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|  |  |  |
|--|--|--|
|  |  | re-scheduled. Funding obtained through Bendigo Bank.   |
|  | School engagement and education in anti-litter.  |  |
|  | Clean up Your Yard marketing   |  |
|  | Promotion of support agencies that can help with improving living standards.   | Facilitated the connection of vulnerable residents with home help and yard clean ups during covid lockdown period. This information is now available to share. |
| Increase community confidence in the police. | Promotion of Police social media sites.  |  |
|  | Promotion of Police initiatives  |  |
| Promote the positive                         | Promotion of positive local stories to counteract the heavily promoted negative stories. Include these in the Marketing and Communications Plan. | Promotion of Night Hoops program with Police involvement.  |

Objective 2.2 Enable greater awareness of activities and projects across the Shire of Northam which address safety and security.

| Strategies  | Actions   | Progress / Comments   |
|---|---|---|
| Promote existing community education initiatives that target safety and security. | Implement relevant State Government programs - Burglar Beware, Neighbourhood Watch, Eyes on the Street, Goodbye Graffiti. | Goodbye graffiti education program planned for Wundowie during October. Eyes in the street no longer active, although message still promoted on Shire vehicles. |
|   | Promote the AFP ThinkUKnow cyber awareness safety program.  | Shire's Neighbourhood Watch needs reactivating.   |

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Objective 3.1 Support and facilitate the Shire of Northam Community Safety Committee.

| Strategies   | Actions   | Progress / Comments   |
|--|---|---|
| Bi-monthly community safety meetings including a representative from the Northam Police station. | Monitor progress on Community Safety and Crime Prevention Plan. | Ongoing.<br>Plan due for full review.   |
|  | Host bi-monthly meetings.                                       | Meeting delay due to coronavirus. Meetings to be held at least quarterly as per committee Terms of Reference. |

Objective 3.2 Identify and promote service providers, community groups and other key stakeholders that implement community safety and crime prevention initiatives.

| Strategies   | Actions  | Progress / Comments   |
|--|--|---|
| Promote all service providers, community groups and other stakeholders that offer programs aiding in crime prevention and deliver their service in the Shire of Northam. | Develop a current list of service providers and their programs and undertake a map and gap exercise to identify where gaps and/or double ups in service exist. | Quick information capture occurred for COVID-19 hotline. This information to be built upon. |
|  | Encourage existing service providers to step into the gap.   |   |
| Establish working groups to initiate new collaborative activities to target relevant issues.   | Seek internal and/or external funding assistance to assist in enabling the implementation of new community safety and crime prevention initiatives.            | Ongoing.  |
|  | Encourage community ownership of places and community responses to local problems.   | Community Plans.<br>Neighbourhood Watch needs to be reactivated.                            |

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Objective 4.1 Adopt and implement 'Crime Prevention Through Environmental Design' (CPTED26) principles.

| Strategies  | Actions  | Progress / Comments   |
|---|--|---|
| Create and implement a Designing Out Crime Plan to be completed by December 2016. | Undertake a lighting audit and install lighting in areas poorly lit and in known hotspots.                               | Seeking grant funding to undertake lighting audit as part of a broader CPTED audit.   |
|   | Conduct a Designing Out Crime Shire of Northam study to review current public places.                                    | Seeking grant funding to undertake audit.   |
|   | Embed the principles of Designing Out Crime as a working practice in the planning and building responses of the Council. | CPTED Principles used in CBD Strategy and Community Plans.  |
|   | Seek funding opportunities to improve the design of the community.   | Ongoing   |
| Upgrade the community CCTV system.  | Apply for funding to upgrade the CCTV system in Wundowie and Northam.  | Funding granted for Wundowie system. Further funding to be sought following the completion of Wundowie.   |
|   | Install security cameras in known 'hot spots'  | Shire investment in CCTV in Council facilities. Funding being sought for future public camera's.  |
|   | Apply for funding to purchase a mobile CCTV covert camera for Police use.  | Ongoing   |
|   | Align the Community CCTV with the State CCTV Strategy.   | Uncertainty regarding the future of the State CCTV Strategy.  |
| Promote community participation with the State CCTV Register.                     | Promote the State CCTV Register to the community.  | Uncertainty regarding the future of the State CCTV Strategy.  |
|   | Encourage community to register their private and business CCTV on the State CCTV Register.                              |   |
| Investigate traffic calming options for Wundowie for hooning prevention.          | Map problem areas and advocate for appropriate traffic calming devices for each area.                                    | Traffic calming infrastructure in Wundowie is planned, but has been delayed due to budget constraints. It is likely to be implemented in 2021/22. |

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## 5.2 WUNDOWIE CCTV UPDATE

|   |   |
|---|---|
| <b>Address:</b>                         | N/A   |
| <b>Owner:</b>                           | Shire of Northam                                    |
| <b>Applicant:</b>                       | N/A   |
| <b>File Reference:</b>                  | 1.3.12.1  |
| <b>Reporting Officer:</b>               | Jaime Hawkins<br>Community Development Officer      |
| <b>Responsible Officer:</b>             | Colin Young<br>Executive Manager Corporate Services |
| <b>Officer Declaration of Interest:</b> | Nil   |
| <b>Voting Requirement:</b>              | Simple Majority                                     |
| <b>Press release to be issued:</b>      | No  |

### BRIEF

For the Committee to receive a progress report on the Wundowie CCTV including the modified locations.

### ATTACHMENTS

Nil.

### A. BACKGROUND / DETAILS

The Wundowie CCTV installation has been ongoing since grant funding was secured in May 2018. At the last Community Safety Committee meeting, CCD Alliance had been appointed to provide technical advice and assist in the development of the tender documentation. Camera locations were discussed, as well as the need to remove the oak tree in the centre of the roundabout at the intersection of Boronia and Banksia Roads.

### B. CONSIDERATIONS

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

|               |  |
|---------------|--|
| Theme Area 2: | Safety and Security.   |
| Outcome:      | Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder. |
| Objective:    | Plan and implement strategies to address crime and safety within the Shire of Northam                                |

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- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

Wundowie Police Officer in charge.

**B.6 Risk Implications**

| Risk Category        | Description   | Rating<br>(likelihood x consequence)   | Mitigation Action                                   |
|----------------------|---|--|---|
| Financial            | Nil   | Nil                                    | Nil   |
| Health & Safety      | Nil   | Nil                                    | Nil   |
| Reputation           | Community safety is an area of high public concern. | Possible(3) x Minor (2) = Moderate (6) | Ensure methods are put in place to increase safety. |
| Service Interruption | Nil   | Nil                                    | Nil   |
| Compliance           | Nil   | Nil                                    | Nil   |
| Property             | Nil   | Nil                                    | Nil   |
| Environment          | Nil   | Nil                                    | Nil   |

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**C. OFFICER'S COMMENT**

Tenders for the implementation of the Wundowie CCTV network have now closed. The tender submissions have been narrowed down to two submissions, with further information and costing breakdowns being sought from these.

There may be the need for modifications of the original plans, with a pole possibly to be removed (most likely from Hawke Avenue), however infrastructure will be built to accommodate additional poles/cameras in the future.

It is expected that the tender will be awarded within the next two weeks.

**RECOMMENDATION**

**Minute No: CSC.066**

**Moved: Mr Attila Mencshelyi  
Seconded: Mr Cliff Simpson**

**That Council accepts the Wundowie CCTV update.**

**CARRIED 10/0**

There was discussion around the motion.

Cr Tinetti asked if there was a specific brand of CCTV cameras that businesses should use. The meeting was advised that WALGA have a preferred supplier list, while there is also a local supplier who provides very good quality systems.

The Chief Executive Officer advised that the Wundowie CCTV project is due for completion within the first quarter of 2021.

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**5.3 SHIRE COMMUNITY RESPONSE TO COVID-19 PANDEMIC**

|   |  |
|---|--|
| <b>Address:</b>                         | N/A  |
| <b>Owner:</b>                           | Shire of Northam                               |
| <b>Applicant:</b>                       | N/A  |
| <b>File Reference:</b>                  | 1.1.9.16                                       |
| <b>Reporting Officer:</b>               | Jaime Hawkins<br>Community Development Officer |
| <b>Responsible Officer:</b>             | Jason Whiteaker, Chief Executive Officer       |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple majority                                |
| <b>Press release to be issued:</b>      | No   |

**BRIEF**

For the committee to receive an update on how the Shire of Northam supported the vulnerable in the community during the COVID-19 pandemic.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

11 March 2020 - World Health Organisation declared Coronavirus (COVID-19) as a pandemic.

23 March 2020 – The Western Australian Government Declared a State of Emergency

27 March 2020 - The Premier and Minister for Local Government addressed the local government industry and in the strongest possible terms expressed the following key points to the sector:

- The pace of change associated with COVID-19 is incredibly fast
- This requires Councils to make quick decisions
- We are not in a business as usual environment
- Clear that all energy and effort needs to be put into this pandemic
- Priorities around looking after our communities' health
- Priorities on supporting our local economies
- Local government will play a critical role.
- Premier asking Councils to fast track approvals (any approval that will result in economic development) - building and planning approvals critical



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- Asking Councils to keep our workforces employed
- Use budgets to stimulate our local economy and create jobs
- The State Government will be unable to support local government financially, they are committing all their available financial resources, and more, to fighting this issue

30 March 2020 – Special Meeting of Council held. Council declared Shire of Northam to be in a State of Emergency.

## B. CONSIDERATIONS

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

Theme Area 2: Safety and Security.

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

Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

### B.2 Financial / Resource Implications

The effects of COVID-19 have had and will continue to have a significant and lasting financial impact on the Shire of Northam

### B.3 Legislative Compliance

Nil.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

An initial meeting was held where all known Northam and Wheatbelt service providers were invited. Following this meeting two small working groups were established for both general community and youth response to the COVID-19 pandemic.

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**B.6 Risk Implications**

| Risk Category        | Description   | Rating<br>(likelihood x consequence)         | Mitigation Action  |
|----------------------|---|--|--|
| Financial            | Community support initiatives were implemented with very low budget contribution. | Possible (3) x medium (3) = Moderate(9)      | 2019/20 Budget review<br>2020/21 Budget developed in this context                      |
| Health & Safety      | Nil   | Nil  | Nil  |
| Reputation           | Nil   | Nil  | Nil  |
| Service Interruption | There was significant service disruption during the COVID-19 pandemic             | Almost certain (5) x Major (4) = Extreme(20) | Service disruptions were necessary to comply with government implemented restrictions. |
| Compliance           | Nil   | Nil  | Nil  |
| Property             | Nil   | Nil  | Nil  |
| Environment          | Nil   | Nil  | Nil  |

**C. OFFICER'S COMMENT**

Immediately following Council's declaration of the Shire of Northam's State of Emergency, Community Services staff began to coordinate the Shire's support for the community, particularly those most vulnerable.

Online meetings were scheduled for all service providers who operate within the Shire of Northam and an additional meeting for those who provide services to young people. Following these meetings two small working groups were established to work with the Shire to implement support for the community. One group focused on general community concerns, adults and the elderly, the other group was focused on youth. At the height of the pandemic these groups connected online 2 – 3 times per week. These groups identified a number of concerns arising within the Shire during the pandemic. In particular was the issue of homelessness, with the number of visible rough sleepers appearing to increase. Staff consulted with local and Perth-based organisations working within the field, and implemented some initiatives to assist rough sleepers, however unfortunately this was a difficult issue to address.

The following community initiatives were implemented by staff with the support of these working groups:

- An information capture was conducted over a couple of days to obtain information on agencies providing support within the Shire of Northam and their scope of service provision during the pandemic. A database was created with this information which was a useful tool for assisting

Community Safety Committee Meeting Minutes  
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- the community with their queries. This information was also uploaded to the COVID-19 portal established on the Shire of Northam website.
- COVID-19 Community Support Hotline. A dedicated phone number was established and staffed between 8am – 5pm, Monday – Friday to answer coronavirus-related questions from the community and to connect people who needed assistance to service providers or volunteers who were able to help.
  - Neighbourhood Assistance program where residents registered to volunteer to support vulnerable members of the community with a range of daily tasks, such as picking up groceries, collecting the mail or just making a phone call to check that they were ok. Those who required assistance could register through the Hotline and were partnered with a volunteer. Approximately 40 residents volunteered to help the vulnerable and 25 requests for help were made.
  - A COVID-19 online portal was created and regularly updated by staff with the latest health information, local and state information, such as travel restrictions. The portal was accessible through the Shire of Northam website.
  - A mail out was conducted with an information flyer and neighbourhood assistance card being delivered to every mailbox within the Shire.
  - Phone calls were made to pensioners residing within the Shire to check that they were okay and to let them know about the Neighbourhood Assistance program. A call prompt sheet was created which led the staff who were making the phone calls through questions to ask depending on the responses received. Feedback from this initiative was very positive. Few pensioners said they required assistance, but the majority thanked the staff calling them and appreciated that the Shire was making an effort to check on residents.
  - Meals & Showers for the homeless was trialled at the Recreation Centre in partnership with Bridgeley. This was initiated after it was discovered that Share and Care had been providing the homeless with a shower voucher to use at the Northam Visitors Centre, however during the pandemic the Visitors Centre was forced to close. Unfortunately, despite homeless being identified as a major concern during the pandemic this service was not utilised. It is thought a contributing factor to this is that the Recreation Centre is located too far away from the town centre.

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**RECOMMENDATION**

**Minute No: CSC.067**

**Moved: Cr Rob Tinetti**

**Seconded: Mr Attila Mencshelyi**

**That Council accepts the update on the Shire's community response to the COVID-19 pandemic.**

**CARRIED 10/0**

There was discussion around the motion.

The Chief Executive Officer left the room at 11:54am.

Discussion was held regarding COVID-19 causing the drug supply to dry up and increase the homeless visibility in town.

The Chief Executive Officer entered the room at 11:57am.

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**5.4 AGENCY UPDATES**

|   |  |
|---|--|
| <b>File Reference:</b>                  | 1.1.9.16                                       |
| <b>Reporting Officer:</b>               | Jaime Hawkins<br>Community Development Officer |
| <b>Responsible Officer:</b>             | Jason Whiteaker, Chief Executive Officer       |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | -  |
| <b>Press release to be issued:</b>      | Nil  |

**BRIEF**

To provide an opportunity for staff, and external groups/agencies to discuss pertinent matters relating to the safety of the local community.

**ATTACHMENTS**

Nil.

**A. BACKGROUND / DETAILS**

A benefit of committees such as the Community Safety Committee is the ability for external groups to provide an update on initiatives, challenges and opportunities that the local community is facing, relaxing the burden of reporting such updates during Council meetings.

Relevant external groups and agencies include Chamber of Commerce, Northam PCYC, and Roadwise.

Pertinent matters of discussion may include the Community Safety and Crime Prevention Plan 2017-2021, the Community Crime Prevention Fund, State Graffiti Grants, and Criminal Property Confiscation Grants Program, as well as any other programs or activities relating to external groups/agencies.

**B. CONSIDERATIONS**

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

Theme Area 2: Safety and Security.  
Outcome: Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.  
Objective: Plan and implement strategies to address crime and safety within the Shire of Northam

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- o increase community participation in identifying and reporting of crime
- o increase community awareness and understanding of how to prevent crime and improve community safety
- o work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives

**B.2 Financial / Resource Implications**

Nil.

**B.3 Legislative Compliance**

Nil.

**B.4 Policy Implications**

Nil.

**B.5 Stakeholder Engagement / Consultation**

External groups and agencies such as Northam Chamber of Commerce, Roadwise, and Northam PCYC are encouraged to provide an update during committee meetings.

**B.6 Risk Implications**

Refer to Risk Matrix [here](#).

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

**C. OFFICER'S COMMENT**

It is recommended that standing orders be suspended to allow for discussion of pertinent matters by staff and external groups/agencies.

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Discussion was held around the item.

### PCYC

Mrs Atterby advised that they have just finished another block of Night Hoops for children aged between 12-18, this being the third year the program has been run. The 2021 program is being looked into.

PCYC is also focusing on working with NSHS on the children that are not attending school.

### Roadwise

Mr Simpson stated that Roadwise have 5 upcoming projects for the 2021 program, applying for funding from road safety commission:

- Harvest time project funded by CBH that will be aimed at car and truck drivers, being aware of the interface between trucks and cars:
  1. Safer cars, working with Leonie Knipe from Avon Valley Toyota
  2. Driving to conditions of the road – towing caravans, harvest time, winter conditions
  3. Driver fatigue
  4. Driver distractions
  5. Speed
- Facebook campaigns throughout the calendar year of 2021 costing \$17,000, most of which is in-kind funds - asking for \$8,500 from the Road Safety commission
- WALGA – suggest that road safety become further embedded in the crime prevention plan or the public health plan

### Rangers

Senior Ranger Kellee Walters advised that the rangers have engaged with the Graffiti Taskforce through WA Police who supplied the rangers with merchandise bags, and made up activity bands giving them out to kids at school during the holiday period to push the graffiti message.

### Housing

Mr Mentshelyi advised that there has been rent increases/evictions caused by antisocial behaviour. Mr Mentshelyi discussed domestic violence of tenants and the three-strike system of offending before having to appear in court.

Sgt James Parker advised that the Wheatbelt crime is currently in green, which is a good start to the financial year. Sgt James Parker advised that the Police are continuing to provide COVID-19 isolation checks throughout the district, and border management in Kununurra.

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**6. URGENT BUSINESS APPROVED BY PERSON PRESIDING OR BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

Tuesday 17<sup>th</sup> November 2020 at 11:00am.

**8. DECLARATION OF CLOSURE**

There being no further business, Chairperson Cr Williams declared the meeting closed at 12.08pm.

"I certify that the Minutes of the Community Safety Committee Meeting held on 22 September 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Date



## 11.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 OCTOBER 2020

### Receipt of Minutes:

#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4077

Moved: Cr Antonio

That Council receive the minutes from the Community Grants Assessment Committee meeting held on 20 October 2020.

**CARRIED 9/0**



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### Community Grants Assessment

### Committee Meeting

20 October 2020

Community Grants Assessment Committee Meeting Minutes  
20 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.

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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  
C P Della

### Staff:

Community Development Officer  
Acting Executive Assistant  
Executive Manager Corporate Services

J Hawkins  
N Vinicombe  
C Young

### Public Gallery:

Public

Kym Edwards  
Esther Bliss  
Laura Taylor

Events Manager

### 2.1 APOLOGIES

Chief Executive Officer

J Whiteaker

### 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.

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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   |
|---|----------|----------------|------------------|--|
| COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE | 10.1     | Ms J Hawkins   | Impartiality     | Ms J Hawkins attends Northam Church of Christ, her daughter is a member of the music team to perform at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ at the carols event. |
| COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE | 10.1     | Cr C R Antonio | Impartiality     | All applicants are well known to Cr Antonio.   |
| COMMUNITY GRANT SCHEME APPLICATION 4 – NORTHAM CHURCH OF CHRIST & APPLICATION 5 - NORTHAM CHAMBER OF COMMERCE | 10.1     | Cr C P Della   | Impartiality     | Cr Della is a member of the Chamber of Commerce.   |

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**4. PUBLIC QUESTION TIME**

**4.1 PUBLIC QUESTIONS**

Nil.

**5. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

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

**6.1 PETITIONS**

*Local Government Act 1995 s6.10*

*Shire of Northam Standing Orders Amendment Local Law 2018*

(1) A petition is to –

(a) be addressed to the President;

(b) be made by electors of the district;

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

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

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

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

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

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

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

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

Nil.

**6.2 PRESENTATIONS**

*Local Government Act 1995 s6.11*

*Shire of Northam Standing Orders Amendment Local Law 2018*

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

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

Nil.

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### 6.3 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.

**Name:** Kym Edwards

**Summary of Deputation:**

I would like to make a statement concerning Bridgeley Church of Christ's application and would like to inform the Committee that I am available for any questions the Committee may have concerning the application. Bridgeley wishes to partner together with all churches in Northam and the Northam Chamber of Commerce for the carols event. The Bridgeley carols event has been performed in previous years, however this year we wanted to bring the event more in line with the Shire, through partnering with the Shire for the Christmas on Fitzgerald event. Although the Shire has understandably chosen not to partner with us for the Christmas on Fitzgerald event, we would like to continue with the Bridgeley carols event, as there is no other such event in the region that is to a similar scale. We are hopeful that the Shire will see Bridgeley's application as an opportunity for us to invest in community engagement, as this is currently heavily needed in the region. We believe the dual partnership with the Northam Chamber of Commerce will not detract from this event but rather enhance the event.

### 7. APPLICATION FOR LEAVE OF ABSENCE

Nil.



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**8. CONFIRMATION OF MINUTES**

**8.1 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 1 OCTOBER 2020**

**RECOMMENDATION/COMMITTEE DECISION**

Minute No: CGAC.4

Moved: Cr Williams

Seconded: Cr Della

That the minutes of the Community Grants Assessment Committee meeting held on 1 October 2020 be confirmed as a true and correct record of that meeting.

**CARRIED 3/0**

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

Nil.

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**10. COMMITTEE REPORTS**

*Ms Jaime Hawkins declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as, regarding applicants 4 and 5, she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with the Northam Church of Christ for the carols event.*

*Cr Antonio declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as all applicants are well known to Cr Antonio.*

*Cr Della declared an impartiality interest in 8.1 – COMMUNITY GRANT SCHEME APPLICATIONS as Cr Della is a member of the Northam Chamber of Commerce.*

**10.1 COMMUNITY GRANT SCHEME APPLICATIONS**

|   |  |
|---|--|
| <b>Address:</b>                         | N/A  |
| <b>Owner:</b>                           | N/A  |
| <b>Applicant:</b>                       | N/A  |
| <b>File Reference:</b>                  | 8.2.5.30   |
| <b>Reporting Officer:</b>               | Jaime Hawkins, Community Development Officer   |
| <b>Responsible Officer:</b>             | Jason Whiteaker, Chief Executive Officer   |
| <b>Officer Declaration of Interest:</b> | Jaime Hawkins, Community Development Officer declares an interest in Application 4 and Application 5, as she attends Northam Church of Christ, her daughter is in the music team to be performing at the carols event, and the Northam Chamber of Commerce are collaborating with Northam Church of Christ for the carols event. The Community Services Administration Officer undertook the assessment of these applications. |
| <b>Voting Requirement:</b>              | Simple Majority  |
| <b>Press release to be issued:</b>      | No   |

**BRIEF**

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

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**ATTACHMENTS**

- Attachment 1: Grant Evaluation Report 2020/2021 Applicant 3: Silver Wings Seniors Club
- Attachment 2: Grant Evaluation Report 2020/2021 Applicant 4: Northam Church of Christ
- Attachment 3: Grant Evaluation Report 2020/2021 Applicant 5: Northam Chamber of Commerce
- Attachment 4: Christmas on Fitzgerald Draft Event Map

**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.

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

| Applicant                                  | Grant Type                 | Project                     | Amount requested |
|--|----------------------------|-----------------------------|------------------|
| Applicant 3<br>Silver Wings Seniors Club   | Community Program & Events | 2020 Seniors Week Event     | \$1,456          |
|  |                            | Total Project Cost \$1,906  |                  |
| Applicant 4<br>Northam Church of Christ    | Community Program & Events | Northam Community Carols    | \$5,000          |
|  |                            | Total Project Cost \$10,500 |                  |
| Applicant 5<br>Northam Chamber of Commerce | Community Program & Events | Christmas on Fitzgerald     | \$5,000          |
|  |                            | Total Project Cost \$8,612  |                  |

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**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<br>(likelihood x<br>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.  |   |   |
| Service Interruption | Nil.  |   |   |
| Compliance           | Nil.  |   |   |
| Property             | Nil.  |   |   |
| Environment          | Nil.  |   |   |

**C. OFFICER'S COMMENT**

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

Officers have assessed the current round of applications and have submitted the following recommendations for each of the 3 applications.

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Applicant 3

| Applicant                                   | Grant Type                    | Project   | Amount requested |
|---|-------------------------------|---|------------------|
| Applicant 3<br>Silver Wings<br>Seniors Club | Community Program<br>& Events | 2020 Seniors Week<br>Event<br><br>Total Project Cost<br>\$1,906 | \$1,456          |

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: CGAC.5**

**Moved: Cr Della**

**Seconded: Cr Williams**

**That the Community Grants Assessment Committee DOES NOT approve a grant to Silver Wings Seniors Club for the 2020 Seniors Week Event.**

**CARRIED 3/0**

Clarification was sought regarding the event not being held within the Shire. The Community Development Officer confirmed that the event was not being held within the Shire, and according to the terms of the grant scheme, the application could therefore not be approved.

The Committee advised that the Community Development Officer would provide feedback to Silver Wings advising the club of the reason for their application's rejection, and suggesting that the club reapply for funding for future events, ensuring future events are held within the Shire.

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Applicant 4

| Applicant                               | Grant Type                 | Project                        | Amount requested |
|---|----------------------------|--------------------------------|------------------|
| Applicant 4<br>Northam Church of Christ | Community Program & Events | Northam Community Carols       | \$5,000          |
| <b>Assessed by<br/>Jordyn Budas</b>     |                            | Total Project Cost<br>\$10,500 |                  |

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: CGAC.6**

**Moved: Cr Della**

**Seconded: Cr Williams**

**That the Community Grants Assessment Committee approve a grant to Northam Church of Christ of \$5,000 for the Northam Community Carols Event subject to:**

- **all required approvals being received; and**
- **sourcing services/goods locally, where possible.**

**CARRIED 3/0**

Clarification was sought regarding the carols and whether they were normally a conjunction of several church groups within Northam. The Community Development Officer advised that this was the case, although Bridgeley Church of Christ usually was the major proponent and the organisation that receives funding for the event.

Clarification was sought regarding the lack of provision of quotes. The Committee advised that the recommendation should include a clause relating to the sourcing of local services/goods where possible. The recommendation was amended to reflect this.

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Applicant 5

| Applicant   | Grant Type                    | Project   | Amount requested |
|---|-------------------------------|---|------------------|
| Applicant 5<br>Northam<br>Chamber of<br>Commerce<br><br><b>Assessed by<br/>Jordyn Budas</b> | Community Program<br>& Events | Christmas on<br>Fitzgerald<br><br>Total Project Cost<br>\$8,612 | \$5,000          |

**RECOMMENDATION/COMMITTEE DECISION**

**Minute No: CGAC.7**

**Moved: Cr Della**

**Seconded: Cr Williams**

**That the Community Grants Assessment Committee approve a grant to Northam Chamber of Commerce of \$5,000 for the Christmas on Fitzgerald Event subject to:**

- **all required approvals being received; and**
- **sourcing services/goods locally, where possible.**

**CARRIED 3/0**

Clarification was sought regarding the location of the intended event. The Community Development Officer advised that as the event was being held in conjunction with the Northam Chamber of Commerce, the event was proposing to be held at the Village Green, rather than the Oval.

The Committee advised that the recommendation should include a clause relating to the sourcing of local services/goods where possible. The recommendation was amended to reflect this.

**Attachment 1 - Grant Evaluation Report 2020/2021 Community Grant  
 Application 3, Silver Wings Seniors Club**



| Application – 3. Silver Wings Senior Citizens |   |
|---|---|
| Project Summary                               | <p><b>2020 Seniors Week Event</b></p> <p>The Seniors Week outing a regular free event for seniors in the Wundowie area.</p> <p>The outing will be advertised on the notice boards &amp; in the clubs newsletter. Vulnerable and socially isolated Seniors to be given priority should numbers exceed bus or car-pooling availability.</p> <p>The 2 Shire Community Buses will be hired. One bus will pick up the frail &amp; disabled from their homes and then meet the second bus to travel to Kalamunda Pioneer Village for a tour and morning tea.</p> <p>They then travel to the Boab Tavern for lunch and return to Wundowie and return buses to Northam.</p> |
| Project/Event Date                            | 12 November 2020  |
| Applicant                                     | <p>Silver Wings Senior Citizens Group Inc.</p> <p>Lyn Blasgund</p>  |
| Amount requested                              | \$1,456   |
| Quotes to support request                     | Not supplied  |
| Financial Statements                          | Yes   |



# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |  |
|--|--|
| Detailed Project budget  | Total Project Budget \$1,906<br>\$1,456 Shire of Northam Request<br>\$450 Applicant Cash   |
| <b>Assessment Criteria</b>   |  |
| Not-for-profit community organisation or sporting club                       | Yes  |
| Located within the Shire of Northam municipality                             | Yes  |
| Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework | There is no provision in the strategy for seniors  |
| Aligns with Shire of Northam Strategic Community Plan                        | <p><b>OUTCOME 2.2</b><br/>             There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.<br/>             Objective:<br/>             Provide a range of quality activities for specific demographics, including seniors and youth</p> <p><b>OUTCOME 2.4</b><br/>             Aged residents are able to remain in or near to their local community in the Shire of Northam at all stages of care.<br/>             Objective:<br/>             Offer seniors activities that are accessible across the Shire.</p> |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |   |
|--|---|
| Procuring from local suppliers                     | No  |
| Acquitted previous funding                         | Yes   |
| Responds to community need resulting from COVID-19 | There is limited transport via buses & no taxi service in Wundowie. The Transperth bus departure and return times make for too long a day for seniors who are frail or disabled. Due to the COVID pandemic there has also been a reluctance to use public transport by many seniors who are at high risk. As there are few activities that take place in Wundowie, many seniors in the area have become at greater risk of social isolation. Priority will be given to socially isolated and vulnerable seniors should the event reach capacity.  |
| Comment  | <p>The Seniors Week outing is a regular event that in previous years has been funded through a \$1,000 COTA WA Seniors Week Grant and a \$750 annual budget allocation provided by the Shire of Northam. The COTA Seniors Week funding was not supplied this year due to uncertainties resulting from COVID-19. The \$750 allocation from the Shire remained in the 2020/21 Council Budget and is able to be paid to Silver Wings.</p> <p>As the event takes place outside of the Shire of Northam it does not meet the eligibility requirements of the 2020/2021 Community Grants Scheme, therefore the application for additional funding is not supported.</p> |

**Attachment 2 - Grant Evaluation Report 2020/2021 Community Grant  
 Application 4, Northam Church of Christ**



| Application – 4. Northam Church of Christ |  |
|---|--|
| Project Summary                           | <p><b>Northam Community Carols</b></p> <p>The Northam Church of Christ will deliver Community Carols and a Christmas themed event.</p> <p>Music &amp; performances from local community groups, including Northam Schools band, Bridgeley Church of Christ, local drama group, and others.</p> <p>Other entertainment includes nativity photo shoot, family craft, moving nativity play, DFES trucks on display and games and activities for families.</p> <p>For the first time ever Northam Church of Christ is planning to collaborate with the Northam Chamber of Commerce to merge the Community Carols with the Christmas on Fitzgerald on Fitzgerald event. The carols will run in conjunction with the market stalls on Christmas on Fitzgerald from the stage set up on the Village Green. (See Application 5)</p> <p>Anticipated crowd 600 – 1,000</p> |
| Project/Event Date                        | Friday 11 December 2020  |
| Applicant                                 | <p>Northam Church of Christ</p> <p>Kym Edwards</p>   |
| Amount requested                          | \$5,000  |
| Quotes to support request                 | Not provided   |
| Financial Statements                      | Not provided   |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |   |
|--|---|
| Detailed Project budget  | <b>Total Project Budget \$10,500</b><br>Stage, sound & lighting - \$2,200<br>Promotion - \$1,100<br>Safe candles - \$600<br>Traffic control - \$1,100<br>Nativity props - \$200<br>Activities & games - \$300<br>Volunteer/ in kind support - \$5,000   |
| <b>Assessment Criteria</b>   |   |
| Not-for-profit community organisation or sporting club                       | Yes   |
| Located within the Shire of Northam municipality                             | Yes   |
| Aligns with the Shire of Northam COVID-19 Virus Response Strategy/ Framework | <b>c) Community</b><br>iii) Medium term actions<br>(1) Support & plan community events for recovery phase;<br>(e) Christmas on Fitzgerald (December 2020)   |
| Aligns with Shire of Northam Strategic Community Plan                        | <b>OUTCOME 2.2</b><br>There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.<br>Objectives:<br>· Facilitate the provision of varied cultural and artistic activities;<br>· Provide a range of quality activities for specific demographics, including seniors and youth;<br><b>OUTCOME 2.1</b> |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |  |
|--|--|
|  | <p>People in the Shire of Northam feel that their community is caring and inclusive.</p> <p>- Support is provided to encourage a strong culture of volunteering;</p>   |
| Procuring from local suppliers                     | Details not provided   |
| Acquitted previous funding                         | Yes  |
| Responds to community need resulting from COVID-19 | <p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, Northam Church of Christ want to hold COVID safe event that encourages families and those in the community to participate in a safe and friendly environment.</p> <p>The stage show will be recorded and available to watch on the Bridgeley Youtube channel post event.</p> <p>Local businesses will benefit from food sales as well as other areas (planning and organising) where possible.</p> |
| Comment  | <p>Northam Church of Christ are partnering with the Northam Chamber of Commerce to deliver Christmas Carols and other Christmas activities and celebrations on the Village Green in place of the regular Christmas on Fitzgerald event that the Shire will not be hosting this year. By combining the 2 events it is anticipated that both events will achieve a greater community reach and will reduce event management expenses. Though this is a collaboration it is important to note that the two organisation are delivering their own specialised</p>  |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |  |
|--|--|
|  | <p>aspects, with some shared costs. Given the large scale and cost of the event they are each applying for their own grant to deliver their own part of the event.</p> <p>The Community Carols has been an ongoing community event and was awarded a 3 year rolling grant of \$5,000/year in 2019/20. The \$5,000 was not allocated this year due to the uncertainties regarding Covid 19.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas on Fitzgerald event.</p> <p>Funding is only being sourced by the Shire</p> <p>No quotes are provided so it is not known if items stated in project are being procured by local businesses.</p> <p>The application meets all eligibility criteria of the Community Program &amp; Events Grants.</p> |
|--|--|

**Attachment 3 - Grant Evaluation Report 2020/2021 Community Grant  
 Application 5, Northam Chamber of Commerce**



| Application – 5. Northam Chamber of Commerce |  |
|--|--|
| Project Summary                              | <p>Christmas on Fitzgerald<br/>                     In collaboration with Northam Church of Christ the Chamber of Commerce will present a Northam Christmas themed event, similar to previous Christmas on Fitzgerald events, which the Shire will not be hosting this year.</p> <p>Fitzgerald Street will be closed to road traffic for the evening between Grey and Gordon Streets. Set up along the road will be market and food stalls, side show alley (traditional games), Santa, family activities and a water slide.</p> <p>Northam Church of Christ will be merging the Community Carols (usually held separate to this event) and presenting carols and nativity themed entertainment on the Village Green.</p> <p>Anticipated crowd 600 – 1,000</p> |
| Project/Event Date                           | Friday 11 December 2020  |
| Applicant                                    | Northam Chamber of Commerce<br>Esther Bliss  |
| Amount requested                             | \$5,000  |
| Quotes to support request                    | Promotional Bags - \$618<br>Water Slides - \$1,788<br>Other costs estimated based on previous years  |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |   |
|--|---|
| Financial Statements                                   | Provided  |
| Detailed Project budget                                | <p><b>Total Project Budget \$8,612</b></p> <p>Water slides - \$1,788</p> <p>Graphic Design - \$450</p> <p>Animal hire - \$100</p> <p>Traffic Management Plan - \$400</p> <p>AROC Toilet hire &amp; management - \$3,500</p> <p>Additional lighting towers - \$380</p> <p>Lighting tower management - \$300</p> <p>Road closure application - \$82</p> <p>Avon Waste - \$390</p> <p>Videography - \$450</p> <p>Promotional Bags - \$618</p> <p>Event application fee - \$154</p> |
| <b>Assessment Criteria</b>                             |   |
| Not-for-profit community organisation or sporting club | Yes   |
| Located within the Shire of Northam municipality       | Yes   |
| Aligns with the Shire of Northam COVID-19 Virus        | c) Community<br>iii) Medium term actions  |



# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

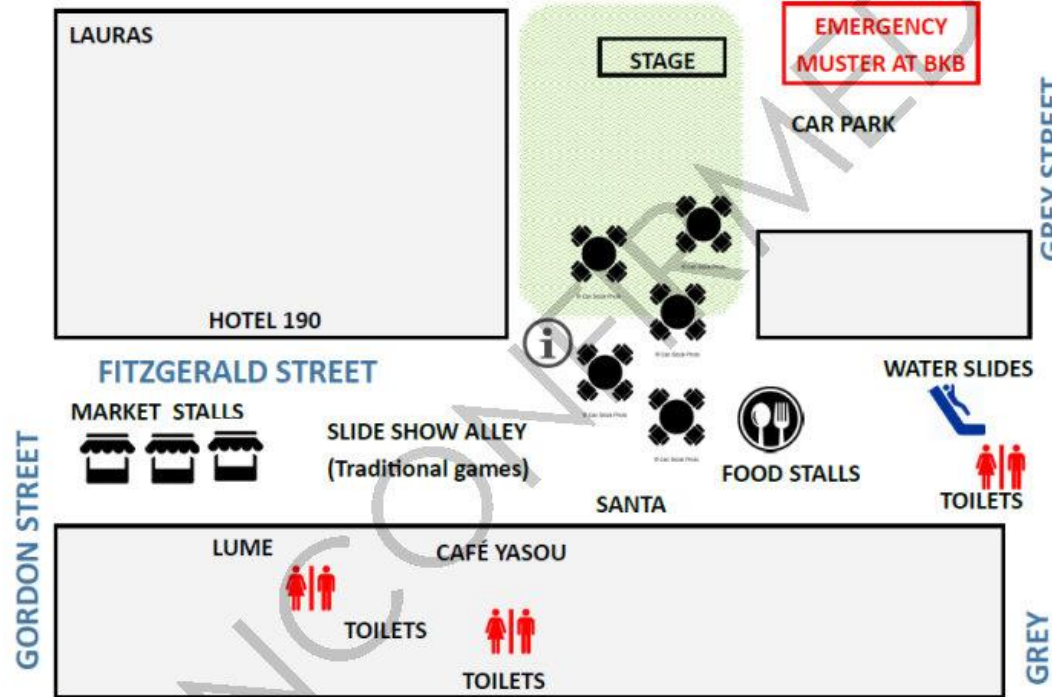
|   |  |
|---|--|
| Response Strategy/<br>Framework                       | (1) Support & plan community events for recovery phase;<br>(e) Christmas on Fitzgerald (December 2020)   |
| Aligns with Shire of Northam Strategic Community Plan | <p>OUTCOME 1.2<br/>Local businesses are valued and supported by investors and residents within the Shire of Northam.<br/>Objectives:<br/>- Encourage local consumers to 'buy local' and support local businesses;</p> <p>OUTCOME 1.3<br/>Northam central business area is a strong and vibrant centre with a variety of cultural/art, retail and hospitality choices on offer every day of the week.</p> <p>OUTCOME 2.1<br/>People in the Shire of Northam feel that their community is caring and inclusive.<br/>Objectives:<br/>- Improved facilities and activities for youth are available within the Shire.</p> <p>OUTCOME 2.2<br/>There are a variety of recreation and leisure activities available for all ages, across the Shire of Northam.<br/>Objectives:<br/>- Facilitate the provision of varied cultural and artistic activities;<br/>- Provide a range of quality activities for specific demographics, including seniors and youth;</p> <p>OUTCOME 6.1<br/>The Shire of Northam is recognised as a desirable place to live and residents are proud to live here.<br/>Objectives:<br/>- Positive internal and external perceptions about the Shire of Northam;<br/>- Foster a sense of community pride;<br/>- Develop a clear brand identity and market it within the Shire of Northam, and beyond the Shire to investors, visitors and potential residents.</p> |
| Procuring from local suppliers                        | Yes – Oxter Services   |

# SET FOR COMMUNITY PROGRAM & EVENT GRANTS

2020/2021

|  |  |
|--|--|
| Acquitted previous funding                         | Yes  |
| Responds to community need resulting from COVID-19 | <p>This will be a free event that the community can attend and participate in to celebrate Christmas together, no matter what their back ground. There have been very few community events held in Northam this year due to COVID-19, the Northam Chamber of Commerce wish to hold a COVID safe event that encourages the community to participate in a safe and friendly environment.</p> <p>Local businesses will benefit from sales, market stalls, food, as well as other areas where possible.</p>  |
| Comment  | <p>Though collaborating with the Northam Church of Christ, the two organisations are delivering their own specialised aspects, with some shared costs. Given the large scale and cost of the event (merging two previous events into one) they are each applying for their own grant to deliver their own part of the event.</p> <p>In 2019 the Shire spent approximately \$30,000 on the Christmas of Fitzgerald event.</p> <p>Notice of Intended event form will be completed if application is successful.</p> <p>Provided quotes are minimal - procuring locally from Oxter Services</p> <p>The application meets eligibility requirements for the Community Program &amp; Events Grant.</p> |

Attachment 4 - Christmas on Fitzgerald Draft Event Map



CHRISTMAS ON FITZGERALD MAP—DRAFT

Community Grants Assessment Committee Meeting Minutes  
20 October 2020

**11. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**12. DATE OF NEXT MEETING**

To be confirmed.

**13. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr Chris Antonio declared the meeting closed at 4.13pm.

"I certify that the Minutes of the Community Grants Assessment Committee Meeting held on 20 October 2020 have been confirmed as a true and correct record."

\_\_\_\_\_ President

\_\_\_\_\_ Date

### 11.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 12 NOVEMBER 2020

#### Receipt of Minutes:

|  |
|--|
| <p><b>RECOMMENDATION / COUNCIL DECISION</b></p> <p><b>Minute No: C.4078</b></p> <p><b>Moved: Cr Antonio</b></p> <p><b>That Council receive the minutes from the Audit and Risk Management Committee meeting held on 12 November 2020.</b></p> <p style="text-align: right;"><b>CARRIED 9/0</b></p> |
|--|

#### Adoption of Recommendations:

The Shire President requested to be excused from moving the committee recommendation and requested another member of the Council to move the recommendation.

|   |
|---|
| <p><b>RECOMMENDATION / MOTION</b></p> <p><b>Moved: Cr Pollard</b><br/><b>Seconded: Cr Mencshelyi</b></p> <p><b>That Council:</b></p> <ol style="list-style-type: none"><li><b>1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1;</b></li><li><b>2. Revoke Policy F 4.4, Local Price Preference;</b></li><li><b>3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and</b></li><li><b>4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.</b></li></ol> |
|---|

#### AMENDMENT TO MOTION

Minute No: C.4079

Moved: Cr Antonio

Seconded: Cr Mencshelyi

That Council add the following words after the word 'Attachment 1' in item 1 of the recommendation:

*"subject to removing clause 7 of the proposed procurement policy (local price preference) and replace it with the exact wording from current Policy F4.4 Local Price preference".*

CARRIED 9/0

#### SUBSTANTIVE MOTION

Minute No: C.4080

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That Council:

1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1 subject to removing clause 7 of the proposed procurement policy (local price preference) and replace it with the exact wording from current Policy F4.4 Local Price preference;
2. Revoke Policy F 4.4, Local Price Preference;
3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and
4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.

CARRIED 9/0

#### Reason for Change to Recommendation

It was identified that the policy contained an error relating to the local price preference section which would result in a non-compliance. Council determined that by adjusting the wording to reflect the existing policy F4.4 – Local Price Preference it would not require advertising to be undertaken.



Shire of Northam  
*Heritage, Commerce and Lifestyle*

## Shire of Northam

### Minutes

### Audit & Risk Management

### Committee Meeting

12 November 2020

Audit & Risk Management Committee Meeting Minutes  
12 November 2020



### DISCLAIMER

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

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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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Audit & Risk Management Committee Meeting Minutes  
12 November 2020



## 1. DECLARATION OF OPENING

The Shire President, Cr C R Antonio declared the meeting open at 1:36pm.

## 2. ATTENDANCE

### Committee:

Shire President  
Councillors

Cr C R Antonio  
Cr A J Mencshelyi  
Cr S B Pollard  
Cr M P Ryan at 2:08pm

### Staff:

Chief Executive Officer  
Executive Manager Corporate Services  
Executive Assistant – CEO

J B Whiteaker  
C Young  
A McCall

### Council:

Councillors

Cr D Galloway at 2:20pm  
Cr J E G Williams at 2:29pm

### 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.*

*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.

#### 4. CONFIRMATION OF MINUTES

##### 4.1 COMMITTEE MEETING HELD ON 20 AUGUST 2020

###### RECOMMENDATION / COMMITTEE DECISION

Minute No: AU.167

Moved: Cr Pollard

Seconded: Cr Mencshelyi

That the minutes of the Audit & Risk Management Committee meeting held on 20 August 2020 be confirmed as a true and correct record of that meeting.

CARRIED 3/0

Audit & Risk Management Committee Meeting Minutes  
12 November 2020



**5. COMMITTEE REPORTS**

**5.1 REVIEW OF POLICY 4.2 PROCUREMENT**

|   |   |
|---|---|
| <b>File Reference:</b>                  | 2.3.1.2   |
| <b>Reporting Officer:</b>               | Colin Young, Executive Manager Corporate Services |
| <b>Responsible Officer:</b>             | Colin Young, Executive Manager Corporate Services |
| <b>Officer Declaration of Interest:</b> | Nil   |
| <b>Voting Requirement:</b>              | Simple Majority                                   |
| <b>Press release to be issued:</b>      | No  |

**BRIEF**

For the committee to review and adopt Policy 4.2 Purchasing and Tendering.

**ATTACHMENTS**

- Attachment 1: Current Policy 4.2 Purchasing and Tendering.  
Attachment 2: Proposed Policy 4.2 Procurement

**A. BACKGROUND / DETAILS**

Council at its Ordinary Council Meeting held on 16 September 2020 considered amending the Policy 4.2 Purchasing and Tendering. The motion was lost and the policy was referred to the committee for further review and to form a recommendation to Council.

Audit & Risk Management Committee Meeting Minutes  
12 November 2020

| RECOMMENDATION   |
|--|
| <p><b>Moved:</b> Cr Little<br/><b>Seconded:</b> Cr Mencshelyi</p> <p>That Council amends Policy 4.2 Purchasing and Tendering to reflect the following purchasing parameters:</p> <p><b>Less than \$10,000:</b> No quotations required. Officers are to use professional judgement and discretion to determine if prices or rates are value for money.</p> <p><b>\$10,000 - \$20,000:</b> Written quotations to be sought from two (2) suppliers where possible.</p> <p><b>\$20,000 – Prescribed Amount (currently \$250,000):</b> Three written quotations or purchase through the Local Government Purchasing Service of the WA Local Government Association (WALGA) where possible.</p> <p><b>\$250,000 – In accordance with Local Government Act and associated Regulation requirements.</b></p> <p style="text-align: right;">5/5</p> <p style="text-align: right;"><b>CASTING VOTE - LOST 5/6</b></p> |

| Policy Section                    | Comment / Changes   |
|-----------------------------------|---|
| Risk                              | Removed.  |
| Local Price preference            | Incorporated into policy. Recommend revoking policy F 4.4, Local Price Preference.  |
| Purchasing Thresholds             | Adjustments made to the requirements for quotation briefs (only required for quotes above \$10k now – where appropriate). |
| Panels of Pre-Qualified Suppliers | Incorporated into policy. Recommend revoking policy F 4.9, Panels of Pre-Qualified Suppliers.                             |

**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.

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**

Nil.

**B.3 Legislative Compliance**

Local Government Act 1995 – s3.57 Tenders

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12 November 2020



Local Government (Functions & General) Regulations 2000 - Part 4A  
Local Government (Administration) Amendment Regulations 2000 – s29

**B.4 Policy Implications**

This report contemplates reviewing Policy 4.2 Purchasing and Tendering.

**B.5 Stakeholder Engagement / Consultation**

Nil.

**B.6 Risk Implications**

| Risk Category        | Description   | Rating<br>(likelihood x<br>consequence)  | Mitigation Action  |
|----------------------|---|--|--|
| Financial            | Ineffective controls in place                                 | Likely (4) x High (4) = High (16)        | Council to adopt policy to ensure guidelines for procurement are in place          |
|                      | Staff do not adhere to policy requirements                    | Possible (3) X Medium (3) – Moderate (9) | Internal audit in place to review random sample of 20 creditor payments each month |
| Health & Safety      | N/A   |  |  |
| Reputation           | N/A   |  |  |
| Service Interruption | Policy requirements are too onerous and therefore inefficient | Possible (3) X Medium (3) – Moderate (9) | Council to adopt policy to ensure guidelines for procurement are in place          |
| Compliance           | Ineffective controls in place                                 | Likely (4) x High (4) = High 16          | Council to adopt policy to ensure guidelines for procurement are in place          |
| Property             | N/A   |  |  |
| Environment          | N/A   |  |  |

**C. OFFICER'S COMMENT**

The presented Policy is a complete rewrite of the existing policy, hence not possible to utilise track changes. The intent is also to draw in a number of other policies under the Procurement Policy framework, to make it easier for staff, hence the recommendation to revoke two existing finance policies.

The intent of Policy 4.4 & 4.9 have not been changed, they have been transferred directly into the F4.2.

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The driver around adjustment the policy is to assist in freeing up staff time and make procurement simpler for the lower purchases, whilst retaining efficacy around the procuring of goods & services.

A resource which the Committee may find useful is the Office of Auditor General Performance Audit of 8 local governments in relation to procurement;

[https://audit.wa.gov.au/wp-content/uploads/2018/10/report2018\\_05-IG-Procurement-1.pdf](https://audit.wa.gov.au/wp-content/uploads/2018/10/report2018_05-IG-Procurement-1.pdf)

Staff have used one of the audited local governments policy as a starting point for rewriting the Councils current policy.

**RECOMMENDATION**

**Minute No: AU.168**

**Moved: Cr Pollard**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Endorse Policy F 4.2 Procurement Policy as contained in Attachment 1;**
- 2. Revoke Policy F 4.4, Local Price Preference;**
- 3. Revoke Policy F 4.9, Panels of Pre-Qualified Suppliers; and**
- 4. Requires the Chief Executive Officer to enter a risk mitigation strategy into the Shire of Northam Risk register requiring the Procurement Policy to be reviewed annually by Council.**

**CARRIED 4/0**

The Shire President request the committee to raise any specific items they wish to discuss.

The Chief Executive Officer provided an overview of the method used to develop the policy.

Detailed discussion was held around the value for money section of the policy and how this would be applied. It was advised that the value for money section has been modified to provide a little more clarity around its intent and application i.e. not always the case of the best price. The Chief Executive Officer provided an example of when this would be applicable. No changes were made to the policy.

Discussion was held around the purchasing thresholds and how these work operationally. The Chief Executive Officer advised that the recommended

Audit & Risk Management Committee Meeting Minutes  
12 November 2020



thresholds allow for efficiency and flexibility in relation to procurement. No changes were made to the presented policy.

Clarification was provided in relation to the standing offer agreement, sole source of supply and emergency purchase sections of the policy. Examples were provided for when this might apply. No changes were made to the policy.

Cr M P Ryan entered the meeting at 2:08pm.

Clarification was sought in relation to the vetting of the procurement team. The Chief Executive Officer advised that Council has systems and processes in place to manage this, i.e. internal audit.

Discussion was held around the buy local section of the policy and whether this should be restricted to the Shire instead of Western Australia. The Policy was modified to ensure that it is listed as Shire of Northam businesses being provided with every opportunity to bid for work.

Cr Galloway entered the meeting at 2:20pm.

Cr J E G Williams entered the meeting at 2:29pm.



**Attachment 1**

Shire of Northam Policy Manual (Section 1)  
Policy  
F.4.2 Purchasing & Tendering Policy



**FINANCE / ACCOUNTING**

**F 4.2 Procurement**

|                                |   |
|--------------------------------|---|
| <i>Responsible Department</i>  | Corporate Services  |
| <i>Resolution Number</i>       | TBC   |
| <i>Resolution Date</i>         | TBC   |
| <i>Next Scheduled Review</i>   | 2022  |
| <i>Related Shire Documents</i> | Delegated Authority Register<br>Shire of Northam Code of Conduct<br>Strategic Community Plan<br>Local Government Act 1995<br>Part 4 of Local Government (Functions and General) Regulations 1996<br>Freedom of Information Act 1992 |
| <i>Related Legislation</i>     | Occupational Safety and Health Act 1984<br>Construction Contracts Act 1984<br>State Records Act 2000  |

**OBJECTIVE**

The objectives of this policy are to:

- ensure best practice policies and procedures are followed in relation to procurement for the Shire of Northam (the Shire);
- ensure compliance with the Local Government Act 1995 (the Act) and Part 4 of the Local Government (Functions and General) Regulations 1996 (the Regulations);
- ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
- undertake procurement processes that ensure value for money for the Shire by delivering the most advantageous outcome possible;
- ensure openness, transparency, fairness and equity through the procurement process to all potential suppliers; and
- ensure efficient and consistent procurement processes are implemented and maintained across the Shire.

**SCOPE**

This policy applies to all procurement activities undertaken by the Shire's officers, appointed representatives and, where applicable, contractors procuring on behalf of the Shire.

**POLICY**

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Shire of Northam Policy Manual (Section 1)  
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F 4.2 Purchasing & Tendering Policy

## 1 Ethics & Integrity

### 1.1 Code of Conduct

All officers of the Shire undertaking procurement activities are expected to have regard for the Code of Conduct requirements and observe the highest standards of ethics and integrity. All officers of the Shire are expected to act in an honest and professional manner consistent with the Shire's values.

### 1.2 Procurement Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies to achieve value for money;
- all procurement practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's applicable policies and Code of Conduct;
- procurement is to be undertaken on a competitive, in the context of this policy framework, basis where all potential suppliers are treated impartially, honestly and in a similar manner;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed;
- any information provided to the Shire by a supplier shall be treated as commercial in confidence and should not be released unless authorised by the supplier or relevant legislation; and
- any canvassing of the Shire's Councillors or staff shall disqualify Suppliers / contractors seeking to do business with the Shire in relation to the applicable procurement.

## 2 Value for Money

Value for money is an overarching principle governing procurement that seeks the best possible outcome for the Shire. Compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, safety and quality standards, sustainable procurement objectives, timeliness of supply, whole of life cycle costing and other relevant service benchmarks.

However, when a higher priced offer(s) is recommended, there should be clear and demonstrable benefits over and above the lowest total priced offer(s).

## 3 Purchasing Requirements



### 3.1 Legislative / Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds, are prescribed within the Regulations as noted in the Legislation/Local Law Requirements section of this Policy.

### 3.2 Tendering Exemptions

An exemption to publicly invite tenders may apply in accordance with s11 (2) of the Local Government Act (Functions & General) Regulations 1996, which includes, but may not be limited to the following instances:

- the purchase is from a pre-qualified supplier(s) under a Panel of Pre-qualified Suppliers (Panel) established by the Shire;
- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program;
- the purchase is to be obtained from expenditure authorised in an emergency (Regulation 11(2)(a));
- the purchase is of a unique nature, with a sole source of supply (Regulation 11(2)(f));
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Chamber of Commerce and Industry of Western Australia Limited or a person registered with the Australian Minority Supplier Office Limited (trading as Supply Nation) , where the consideration under contract is worth \$250,000 or less and represents value for money (Regulation 11(2)(h));
- the purchase is acquired from an Australian Disability Enterprise (Regulation 11(2)(i)); or
- any of the other exclusions under Regulation 11 of the Regulations apply.

### 3.3 Purchasing Thresholds

The Purchasing Threshold relates to the actual or expected value of a contract over the full contract period or the extent to which the Shire will continue to purchase a particular category of goods, services or work and the total value of that purchase.

When seeking quotations/tenders in excess of \$10,000 request documentation should contain but not limited to:

- specification/brief
- pricing either Lump Sum or Schedule of Rate
- warranty/defect liability
- relevant insurance requirements
- Conditions of Quote/Tender
- Conditions of Contract

The following thresholds apply where the total value (excluding GST) of the full contract period for the purchasing of goods and/or services is, or is



expected to be:

| Purchase Value Threshold (exclusive of GST) | Procurement Requirement where no existing agreement/contract exists with the Shire  | Evaluators                         |
|---|---|------------------------------------|
| Up to \$2,000                               | All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2)<br>Direct Procurement from suppliers requiring one verbal or written quotation.<br>The preference is to procure from a Shire based Business if a suitable supplier can be sourced.<br>The supplier must provide quality and value for money.   | Sole internal evaluator            |
| Over \$2,000 and up to \$10,000             | A minimum of <b>one written quotation</b> from suppliers containing price, and details of the supply including basic specifications and warranty offerings.<br>The preference is to procure from a Shire based Business if a suitable supplier can be sourced. The supplier must provide quality and value for money.   | Sole internal evaluator            |
| Over \$10,000 and up to \$50,000            | A minimum of <b>two written quotations</b> from different suppliers containing price, and details of supply including basic specifications and warranty offerings.<br><b>At least one written quote should be attained from a Local Business</b> if a suitable supplier can be sourced.<br>When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes, and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996. | Minimum of one internal evaluator  |
| Over \$50,000 and up to \$250,000           | Seek a minimum of <b>three written quotations</b> from different suppliers containing price, detailed specifications, timing, capacity and warranty offerings. <b>At least one written quote should be attained from a Local Business</b> if a suitable supplier can be sourced.<br>Quotations are sought by the appropriate Department unless the project has high risk or high public profile. In these cases assistance may be required from Procurement and Contracts staff.  | Minimum of two internal evaluators |



| Purchase Value Threshold (exclusive of GST) | Procurement Requirement where no existing agreement/contract exists with the Shire   | Evaluators   |
|---|--|--|
|   | <p>All market approach will comply with the table below, including Open Public Tenders and Tendering Exemptions (refer 3.2)</p> <p>A desktop assessment of the quotes must be undertaken by two officers and documented on an evaluation scorecard. The scorecard will nominate the successful supplier and must be forwarded to the Coordinator/Manager/Director for review and approval by the person with delegated authority.</p> <p>When assessing the quotes the Local Business would be preferred if it is in line with other preferred quotes, and the price is no more than 10% higher than the other preferred quotes and in the case of construction (building) contracts up to 5%, in accordance section 24D of the Local Government (Functions and General) Regulations 1996.</p> |  |
| Over \$250,000                              | <p>Shire Procurement and Contract staff must lead the procurement process. Procurement will work with the appropriate Department to determine the most appropriate market approach to deliver the best outcome.</p> <p>The preference is to procure from a Local Business if a suitable supplier responds to the tender.</p> <p>Local Content Weighting will be included, where appropriate, in accordance section 24D of the Local Government (Functions and General) Regulations 1996, in the tender assessment process. Local Businesses will receive preference when evaluating this criteria.</p>   | <p>Minimum of three internal evaluators</p> <p>Over \$250,000 purchase value the Chief Executive Officer or Executive Manager must Chair the Evaluation Panel.</p> |

Whenever it is not possible to meet the procurement requirements of the Shire, appropriate justification must be documented through records in accordance with the Shire's Recordkeeping Management Practice.

### 3.4 Waiver of Quotation

Where quotes are not practical, e.g. due to limited suppliers, the Chief Executive Officer or Executive Manager/Director may, at their discretion, waive the requirements to obtain quotes providing that written, justifiable reasons for such waiver are provided by the responsible Officer and documented through



records.

### 3.5 Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, or to manage procurement risk, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold (\$250,000). This decision should be made after considering the benefits of this approach in comparison with the costs, timeliness and compliance requirements.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

### 3.6 Standing Offer Agreement

This is an Agreement where a supplier(s) agrees to provide specified goods (which are considered commodities/services off the shelf (COTS) which are readily available from multiple suppliers and frequently purchased), at an agreed price fixed for a set period of time (usually for one year). Standing Offers are a commitment by suppliers to provide agreed products at the fixed price on receipt of a Shire Purchase Order. Standing offers do not commit the Shire to any minimum volume. A standing offer once accepted by the Shire is deemed to have met the quotation process.

Standing Offer is established by seeking quotations as per the Procurement Requirements tabled in section 3.3 "Purchasing Thresholds" of this policy, within the range of \$10,000 to \$250,000 (Exclusive of GST).

### 3.7 Sole Source of Supply

Where the procurement requirement is of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can demonstrate that there is only one source of supply for those goods, services or works. The Shire must use its best endeavors to determine if the sole source of supply is genuine by exploring any alternative sources of supply.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply prevails in this situation.

### 3.8 Anti-Avoidance

The Shire shall not enter into two or more contracts, or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the purchase in



consideration below a particular purchasing threshold. Refer to Regulations 12(1) and 12(2).

### 3.9 Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase, which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate the Shire's procurement requirement in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

## 4 State of Emergency Declaration

### 4.1 Sourcing

A formal tender process does not need to be undertaken when sourcing and securing essential goods and services when a state of emergency declaration is in force for local government and the goods or services must be required to address needs arising from, or impacts or consequences of, the hazard to which the emergency relates. Refer regulation 11(2) (aa).

### 4.2 Contract Extension

When a state of emergency declaration is in force a contract that is due to expire within the next three months can be renewed or extended at the discretion of the Shire, even though this option is not included in the original contract.

Limits on this apply: the original contract must have less than three months to expiry. The renewal or extension cannot be for more than twelve months. Refer regulation 11(2) (ja).

## 5. Records Management

Records relating to all procurement activities must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Recordkeeping Management Practice and associated procurement procedures.

As a minimum a comprehensive register of all contracts is to be maintained, with all contract information, where the value required an Open Tender to be conducted in line with the Local Government Regulations threshold.

## 6. Sustainable Procurement and Corporate Social Responsibility

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Sustainable Procurement and Corporate Social Responsibility (CSR) is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services.

The Shire is committed to sustainable procurement, and will ensure that sustainable and CSR considerations are balanced against value for money outcomes, in accordance with the Shire's sustainability objectives.

#### 7. Buy Local Policy

Under the State Government's Buy Local Policy, Government Agencies and Local Governments, including the Shire, are encouraged to maximise participation of local and small businesses in the supply of goods, services and works purchased or contracted by the Shire in accordance with the Shire's local economy objectives and Strategic Community Plan.

A key goal in this policy is open and fair competition to ensure that Shire of Northam businesses are provided with every opportunity to bid for work. It is recognised that not every category of goods, services or works purchased by the Shire will lend itself to supply by local businesses. However, where practical, best endeavors should be made to include businesses defined as a Shire Business or a Local Business (see definitions below) in the procurement process.

The Shire of Northam will provide a local price preference to the maximum allowable amount specified in section 24D of the Local Government (Functions and General) Regulations 1996

#### 8. Contract Management

In accordance section 20 of the Local Government (Functions and General) Regulations 1996, if, after it has invited tenders for the supply of goods or services and chosen a successful tenderer but before it has entered into a contract for the supply of the goods or services required, the Shire may make a minor variations, in accordance section 20 of the Local Government (Functions and General) Regulations 1996 and Delegated Authority F04, in the goods or services required, it may, without again inviting tenders, enter into a contract with the chosen tenderer for the supply of the varied requirement subject to such variations in the tender as may be agreed with the tenderer.

Contracts are to be proactively managed during their lifecycle by the Shire Officer responsible for the delivery of the contracted goods, services or works, to ensure the Shire receives value for money and to enforce performance against the contract. Requirements are outlined in the Shire's Contract Management Practice.

Where a contract extension or variation is required the details must be updated in the Shire's Contract Management system or database. The agreement must be signed by a person with appropriate delegation and authorisation.



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## 9. Panels of Pre-Qualified Suppliers

### 9.1 Establishing a Panel

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

### 9.2 Distributing Work Amongst Panel Members

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

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

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

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### 9.3 Purchasing from the Panel

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

### 9.4 Recordkeeping

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

For the creation of a Panel, this includes:

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

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

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

#### Definitions

- 1.1 Shire Business



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- Businesses registered in the Shire of Northam.
- Businesses that have premises in any of the Shire of Northam's localities.

1.2 Local Business

- Businesses registered in the Shire of Northam.
- Businesses that have premises in any of the Shire of Northam's localities.
- Businesses not registered in the Shire, but that have an economic impact on the Shire from using local sub-contractors, employing Shire residents or making significant material purchases from suppliers operating within the Shire of Northam.

UNCONFIRMED

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**6. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**7. DATE OF NEXT MEETING**

To be confirmed. Proposed to be held at the end of December however this is dependent on financials being finalised.

**8. DECLARATION OF CLOSURE**

There being no further business, the Shire President, Cr Chris Antonio declared the meeting closed at 2:34pm.

"I certify that the Minutes of the Audit and Risk Management Committee held on 12 November 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

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

#### BRIEF

For Council to review governance policies G 1.1, G 1.2 and G 1.3 (recommendation was missed during the October Ordinary Council Meeting).

#### ATTACHMENTS

Attachment 1: Reviewed Policies G 1.1, G 1.2 and G 1.3 (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. Several policies were adopted by recommendation (minute no C.4052) at the Ordinary Council Meeting held on 21 October 2020.

A recommendation for the adoption of the following policies was presented to Council at the same Council Meeting in October however was erroneously missed during the course of the meeting.

| 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 | 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 | G1.2 (Council Members) |

|       |   |   |                                |
|-------|---|---|--------------------------------|
|       | Executive Officer and Partners at Conferences         | policy has been completely rewritten because of the December 2019 Regulation Changes. The Department of Local Government, Sport & Cultural Industries template policy has been used.  | G1.3 (Chief Executive Officer) |
| 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                           |

## 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. Most governance policies were adopted during the Ordinary Council Meeting held on 21 October 2020.

### B.6 Risk Implications

| Risk Category        | Description  | Rating<br>(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<br>Minor (2) =<br>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<br>Minor (2) =<br>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).

Council erroneously missed the following recommendation during the October Ordinary Council meeting. The recommendation has therefore been included below.

## RECOMMENDATION

**That Council adopts the following polices 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**

## COUNCIL DECISION

**Minute No: C.4081**

**Moved: Cr Pollard**

**Seconded: Cr Little**

**That Council adopts the following polices 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 subject to the following amendment to section 2.1 - CPD Hours:**

*The words “elected after 2019” being added after the words “Each Council Member” and before the words “must complete”.*

- 2. G1.2 - Attendance at Events – Council Members**
- 3. G1.3 - Attendance at Events – Chief Executive Officer**

**CARRIED 9/0  
BY ABSOLUTE MAJORITY**

### Reason for Change to Officer Recommendation

The Council formed the view that it was unreasonable to request Elected Members to complete 10 CPD hours given the next Local Government elections are in approximately 11 months.



## Attachment 1 – Reviewed Policies G 1.1, G 1.2 and G 1.3 (clean copy)

### GOVERNANCE

#### 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>     | <i>Local Government Act 1995 s5.128</i> |

#### 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*.

#### Part 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.

## **Part 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 elected after 2019 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.

## **Part 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

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

### 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.

## **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**

| <b>Event</b> | <b>Date of Event if known</b> | <b>Approved attendee</b> | <b>Approved local government contribution</b> | <b>Date of Council resolution</b> |
|--------------|-------------------------------|--------------------------|---|-----------------------------------|
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |



### G 1.3 Attendance by the Chief Executive Officer at Events

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

#### 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

1. Invitations
  - a. All invitations of 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.

## 2. 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.

## 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 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.
- 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)**

- 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
- e. Events hosted by clubs or not-for-profit organisations within the Shire of Northam to which the Chief Executive Officer 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. Major professional bodies associated with local government at a local, state and national level
- l. Opening or launch of an event or facility within the Shire of Northam

**APPENDIX B – Specific Event Approvals**

| <b>Event</b> | <b>Date of Event if known</b> | <b>Approved attendee</b> | <b>Approved local government contribution</b> | <b>Date of Council resolution</b> |
|--------------|-------------------------------|--------------------------|---|-----------------------------------|
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |
|              |                               |                          |   |                                   |



### 12.1.2 Shire of Northam Communication Plan 2020

|   |  |
|---|--|
| <b>Address:</b>                         | N/A                                      |
| <b>Owner:</b>                           | N/A                                      |
| <b>Applicant:</b>                       | N/A                                      |
| <b>File Reference:</b>                  | 3.1.3.10                                 |
| <b>Reporting Officer:</b>               | Jason Whiteaker, Chief Executive Officer |
| <b>Responsible Officer:</b>             | Jason Whiteaker, Chief Executive Officer |
| <b>Officer Declaration of Interest:</b> | Nil                                      |
| <b>Voting Requirement:</b>              | Simple Majority                          |
| <b>Press release to be issued:</b>      | No                                       |

#### BRIEF

For Council to consider endorsing the Shire of Northam's Communication Plan 2020.

#### ATTACHMENTS

Attachment 1: Communications Plan 2020.

#### A. BACKGROUND / DETAILS

The Shire of Northam's Community Engagement Plan was endorsed by Council on 12 October 2011. This plan was developed around the International Association for Public Participation (IAP2) concept and principles (inform, consult, involve, collaborate and empower).

In June-July 2019, the Shire of Northam administered a MARKYT® Community Scorecard to evaluate community priorities and measure Council's performance against key indicators in the Strategic Community Plan. This scorecard evaluated a range of areas on Council's performance including areas focused on communication and engagement with the community.

#### B. CONSIDERATIONS

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

The Shire of Northam's Communication Plan supports the following objectives from the Corporate Business Plan:

##### Theme Area 1, Economic Growth

- Communicate clearly and widely the benefits of doing business in the Shire of Northam.

- Encourage local consumers to 'buy local' and support local businesses.
- Effectively market the tourism options available within the Shire of Northam including annual flagship events.

#### Theme Area 2, Community Wellbeing

- Residents are well informed about activities and services in the Shire.

#### Theme Area 3, Community Safety

- Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges.
- Inform community of long term crime trends and comparisons.
- Increase community participation in identifying and reporting of crime.
- Increase community awareness and understanding of how to prevent crime and improve community safety.
- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives.

#### Theme Area 6, Governance and Leadership

- Develop a clear brand identity and market it within the Shire, and beyond the Shire to investors, visitors and potential residents.
- Decisions made by the Shire are communicated and the reasoning clearly articulated to residents and stakeholders.
- Complaints are heard and resolved transparently.
- Effective and efficient two-way communication between the Shire and stakeholders.
- Provide outstanding customer service.
- Improve community access to information to ensure they are able to be informed of our activities.
- Encourage active community participation in our local government.
- Effectively communicate the Shire's vision and strategic priorities, internally and externally.

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

The actions within the Communication Plan will be funded through a range of General Ledger accounts and therefore will have a nil impact on Council's budget.

In 2018/19, the Shire of Northam spent approximately \$293,308 on communication and marketing initiatives. This included an extensive review and redesign of the Shire of Northam website which totaled approximately \$16,886. The communication and marketing efforts were undertaken across a range of platforms including:

- Radio
- Newspaper
- State Law Publisher
- Social media
- TV Monitors
- Mail Chimp
- Street Banners
- Signage
- Notice Boards
- Emails
- Mail outs
- On hold messages
- Face-to-face
- Community workshops
- Printed material
- Telephone
- Community newsletters
- Digital message boards

In addition, the Council committed \$180,000 to a marketing/branding exercise over 2018/19 and 2019/20, referred to as 'Ready.Set.Go'. This marketing and branding has been included within the revised communication plan.

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

Nil.

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

Nil.

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

Community feedback was sought in June-July 2019 through the MARKYT® Community Scorecard process (community survey). This process identified that Council was underperforming in areas relating to communication and engagement.

A workshop was held on 28 October 2020 with Councillors to review the draft plan. A summary of the amendments undertaken were:

- Clarified the communication platform to be used for various actions;
- Added an action to communicate the best way to get in contact with the Shire of Northam;
- Change the word Council to Shire (where possible) to ensure consistency;

- Added a new action in relation to the Special Electors meeting process;
- Added a new action to seek community feedback on topical items;
- Clarified that the workshops being held in Action 3.3 are for the Strategic Community Plan process;
- Removed reference to Forum and Ordinary meetings in Action 3.2 to allow flexibility and a determination to be made when setting the Council meeting dates annually;
- Included the promotion of reporting mechanisms for ICS's in Action 3.5; and
- Adjusted typographical errors.

An additional action was suggested to investigate implementing an app for the Shire of Northam to assist with pushing information out to the community. Since the workshop Officers have investigated this item and recommend not to implement an app. Officers contacted the City of Albany and Cairns Regional Council who currently have an app for their cities. City of Albany have advised that they are discontinuing their app due to the ongoing maintenance and technical issues associated with managing an app. In addition, all information is available on their website which is compatible with mobile devices. Cairns Regional Council went through the process of developing an app through an external app developer and subsequently trained technical staff to manage this once handed over to the Council. This however was a major project which required significant resources and the employment of technical staff to manage the app. Should Council wish to pursue implementing an app it should be noted that this will require significant resources. It is recommended that Council subscribe to existing apps as opposed to developing an app solely for the Shire of Northam.

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

| <b>Risk Category</b> | <b>Description</b>  | <b>Rating<br/>(likelihood x<br/>consequence)</b> | <b>Mitigation Action</b>                                      |
|----------------------|---|--|---|
| Financial            | Nil.  |  |   |
| Health & Safety      | Nil.  |  |   |
| Reputation           | Inadequate engagement with Community / Stakeholders / Elected Members | Medium (3) x Possible (3) = 9                    | Ensure there is a Current Community Engagement Plan in Place. |
| Service Interruption | Nil.  |  |   |
| Compliance           | Nil.  |  |   |
| Property             | Nil.  |  |   |
| Environment          | Nil.  |  |   |

## C. OFFICER'S COMMENT

The methodology used for developing the Shire of Northam's Communication Plan involved:

- Reviewing Council's performance from the MARKYT® Community Scorecard process;
- Reviewing Council's 2011 plan; and
- Reviewing the plans of the top performing Council's being the Cities of Cockburn and Belmont.

From this review process, actions were identified around the IAP2 concept and principles as Officers acknowledge that this is best practice. A strong focus was also made on keeping the plan as simple as possible to avoid this being a lengthy, over complex document that is not understood or acted upon.

### **RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4082**

**Moved: Cr Pollard**

**Seconded: Cr Girak**

**That Council:**

- 1. Endorse the Shire of Northam Communication Plan 2020 as provided in Attachment 1.**
- 2. Request the Chief Executive Officer to seek community feedback on the communication platforms, as part of the 2021 Community Scorecard process.**

**CARRIED 9/0**

## Attachment 1 - Communications Plan 2020

### COMMUNICATION & ENGAGEMENT PLAN



#### Our Vision

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

#### Our Mission

In order to achieve our Vision the Shire of Northam has established an organisational Mission commitment, which is:

To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.

#### Situation Analysis

In June-July 2019, the Shire of Northam administered a MARKYT® Community Scorecard to evaluate community priorities and measure Shire's performance against key indicators in the Strategic Community Plan.

Scorecard invitations were sent to all households and PO Boxes using Australia Post unaddressed mail. Invitations were also emailed to all contacts in the Shire's customer database. The Shire offered supporting promotions through its communication channels.

**792 residents** completed a scorecard representing an approximated response rate of 20% of households.

A further 35 Shire affiliated respondents participated bringing the total to **827 respondents**.

From the responses provided, the Shire of Northam scored as follows in areas relating to communication:

| Category   | Shire of Northam | Industry high | Industry Average |
|--|------------------|---------------|------------------|
| The Shire of Northam has developed and communicated a clear vision for the area  | 26               | 61            | 34               |
| How the community is consulted about local issues  | 40               | 63            | 46               |
| The Shire clearly explains the reasons for its decisions and how residents' views have been taken into account                   | 19               | 39            | 27               |
| How the community is informed about what's happening in the local area (including local issues, events, services and facilities) | 44               | 69            | 53               |
| Shire's website  | 51               | 68            | 57               |
| Northam News – the Shire's monthly newsletter  | 50               | 75            | 62               |
| Social media presence on Facebook  | 48               | 66            | 53               |
| Customer service   | 53               | 79            | 62               |
| How local history is preserved and promoted  | 49               | 79            | 59               |

In 2018/19, the Shire of Northam spent approximately \$293,308 on communication and marketing initiatives. This included an extensive review and redesign of the Shire of Northam website which totalled approximately \$16,886.

The communication and marketing efforts were undertaken across a range of platforms including:

- Radio
- Newspaper
- State Law Publisher
- Mail outs
- Social media
- TV monitors
- Mail Chimp
- Telephone
- Street banners
- Signage
- Notice boards
- Face-to-face
- Emails
- Printed material
- On hold messages
- SMS
- Community newsletters
- Digital message boards
- Community workshops

#### Our Aspirations

To use best practice principles to involve our community in our decision making process, creating two-way conversations that engage them on what we are doing before we do it, and enables their feedback to influence our decisions.

|                                  | Inform   | Consult  | Involve   | Collaborate   | Empower  |
|----------------------------------|--|--|---|---|--|
| <b>Public Participation Goal</b> | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis alternatives and/or decisions.   | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.  | To partner with the public in each aspect of the decision including the development of alternatives and identification of the preferred solution.                         | To place final decision making in the hands of the public. |
| <b>Promise to the Public</b>     | We will keep you informed.   | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide.                         |

© International Association of Public Participation's IAP2 framework

#### Target Audience

- Residents
- Local businesses
- Developers relevant to us
- Surrounding communities
- Wider Perth metro area
- Staff
- WA Local Government Association
- State Government, it's agencies and politicians
- Federal Government, it's agencies and politicians
- Media – both local and mainstream
- Prospective visitors & event attendees
- Prospective new residents & investors

#### Measurement of Success

The Shire of Northam will measure the success of the Communication Strategy and Action Plan through the biannual Community Scorecard.

An Action Plan will support this Strategy and allow us to monitor and report against our Objectives and Priorities.

ACTIONS



1. INFORM

- Action 1.1** - Produce regular media releases that are well written and proactively sharing the Shire of Northam's news and decisions.
- Action 1.2** - Regularly promote the Shire's website and social media platforms as primary sources of information.
- Action 1.3** - Review the functionality and structure of the Shire's website annually.
- Action 1.4** - Use social media and email as cost effective communication channels.
- Action 1.5** - Ensure content is tailored to target audiences and communicated through channels suitable for the various audiences and demographics.
- Action 1.6** - Annually update the Shire of Northam's Investment & Education Prospectus.
- Action 1.7** - Provide responses to media that meet news deadlines.
- Action 1.8** - Distribute a monthly newsletter and Quarterly Report via the Shire's e-newsletter mail list.
- Action 1.9** - Prepare a quarterly newsletter on progress against budgeted projects and Shire objectives.
- Action 1.10** - Update development video bi-annually.
- Action 1.13** - Prepare individual marketing plans for all events and projects.
- Action 1.14** - Establish a process to periodically monitor and evaluate the Shire's communication activities.
- Action 1.15** - Prepare & implement annual marketing & communication calendar.
- Action 1.16** - Adopt the 'Ready.Set.Go' design style as our main communications brand.
- Action 1.17** - Build on the 'Ready.Set.Go' brand.
- Action 1.18** - Communicate the best way to contact the Shire.
- Action 1.19** - Undertake two mail outs each year for the Shire of Northam newsletter and quarterly report.

2. CONSULT

- Action 2.1** - Engage with the community through electronic platforms prior to budget adoption to seek the communities views on projects identified for funding and Shire's budget priorities.
- Action 2.2** - Develop community plans in consultation with the community through workshops and digital platforms.
- Action 2.3** - Undertake a bi-annual community satisfaction survey using mail outs and digital platforms.
- Action 2.4** - Train staff and Council to implement and follow best-practice engagement procedures.
- Action 2.5** - Maintain a current and relevant Customer Service Charter.
- Action 2.6** - Consult with the community through digital platforms for all Shire of Northam major projects.
- Action 2.7** - Seek community feedback through digital platforms on the Shire's policies and plans.
- Action 2.8** - Explore digital opportunities to engage the community effectively through a variety of technology and web opportunities.
- Action 2.9** - Seek community feedback on topical items through digital platforms.

3. INVOLVE

- Action 3.1** - Obtain feedback from the community on matters that impact them.
- Action 3.2** - Hold three Council meetings annually at Shire localities outside of the Northam town site to allow Shire representatives to meet regularly with communities in informal settings that provide a platform for open dialogue.
- Action 3.3** - Hold a series of workshops with the community when reviewing the Strategic Community Plan for the Shire.
- Action 3.4** - Respond to the community members where feedback has been provided advising how their input has influenced the decision.
- Action 3.5** - Regularly promote the Shire's customer request (ICS) process including mechanisms to report an ICS.
- Action 3.6** - Maintain a 'Have Your Say' portal on the Shire of Northam website.
- Action 3.7** - Encourage community input into local government elections, including nominating for Council.

4. COLLABORATE

- Action 4.1** - Establish advisory groups where possible to partner with the community in decision making, including the development of alternatives and solutions.
- Action 4.2** - Advertise for community membership on Shire committees after each local government election or when a vacancy becomes available.
- Action 4.3** - Build strong and effective relationships with the media at all levels.
- Action 4.4** - Build strong and effective relationship with the Shire's business community.
- Action 4.5** - Build strong and effective relationships with key stakeholder groups including businesses, community, aboriginal, government, youth and seniors.
- Action 4.6** - Work with the community and key groups to achieve positive outcomes that are consistent with the objectives of the Shire's Strategic Community Plan.
- Action 4.7** - Provide annual community grants to help achieve the objectives of the Shire's Strategic Community Plan.

5. EMPOWER

- Action 5.1** - Explore ways to empower the community to participate in our decision-making processes.
- Action 5.2** - Ensure the community is aware of Electors Special Meeting and General Meeting process.
- Action 5.3** - Where legislation and circumstances permit, endorse the decision of the community through undertaking polls.

## 12.2 ENGINEERING SERVICES

### 12.2.1 RFT 13 of 2020 – Rehabilitation Oliver Street & Wellington Street, Northam

|   |  |
|---|--|
| <b>Address:</b>                         | Oliver Street –Peel Terrace to Byfield St<br>Wellington Street –Gordon Street to Grey Street |
| <b>Owner:</b>                           | Shire of Northam   |
| <b>Applicant:</b>                       | Nil  |
| <b>File Reference:</b>                  | 6.1.1.2101 and 6.1.1.2001  |
| <b>Reporting Officer:</b>               | Chan Vyas, Project Development Engineer  |
| <b>Responsible Officer:</b>             | Clinton Kleynhans, Executive Manager Engineering Services                                    |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple Majority  |
| <b>Press release to be issued:</b>      | No   |

#### BRIEF

For Council to consider the award of works identified in RFT 13 of 2020 – for the road rehabilitation of Oliver Street, and Wellington Street within Northam town site.

#### ATTACHMENTS

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

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

---

#### A. BACKGROUND / DETAILS

Oliver Street and Wellington Street were adopted by Council to form part of the 2020/2021 Road Program.

In compliance with legislative requirements, a tender for these works was prepared and advertised 14<sup>th</sup> October 2020 to 30<sup>th</sup> October 2020 in order to seek suitably qualified contractors to complete the works on the Shire's behalf.

#### B. CONSIDERATIONS

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

Outcome: 5.3



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

Objective:

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

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

The 2020/21 adopted budget made the following budget provisions for these two projects:

|            |                   |                  |
|------------|-------------------|------------------|
| Job # 3124 | Oliver Street     | \$262,000 ex GST |
| Job # 3123 | Wellington Street | \$370,074 ex GST |

**Total** **\$632,074 ex GST**

## **B.3 Legislative Compliance**

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

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

## **B.4 Policy Implications**

Policy F 4.2 – Purchasing and Tendering Policy.

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

This is planned capital works projects. The stakeholders will be notified of the proposed work under contract via works notification.

## **B.6 Risk Implications**

| <b>Risk Category</b> | <b>Description</b>                    | <b>Rating (likelihood x consequence)</b> | <b>Mitigation Action</b>  |
|----------------------|---------------------------------------|--|---|
| Financial            | Cost of works exceed budget allowance | Unlikely (2) x Medium (3) = Moderate (6) | Contract will be monitored closely. Cost variation to be rejected or adjusted as necessary. |

|                      |                           |  |  |
|----------------------|---------------------------|--|--|
| Health & Safety      | Medical type injury       | Unlikely (2) x Medium (3) = Moderate (6) | Compliance to OHS & E policy and standard procedures as part of contract.                          |
| Reputation           | Customer complaints       | Unlikely (2) x Medium (3) = Moderate (6) | Complaints management protocol for swift resolution under contract, and ongoing works supervision. |
| Service Interruption | Delay in project delivery | Unlikely (2) x Medium (3) = Moderate (6) | Works programme will be monitored, and followed. As a part of contract.                            |
| Compliance           | Substandard work          | Unlikely (2) x Minor (2) = Low (4)       | Quality assurance standards to be complied as part of contract.                                    |
| Property             | N/A                       | N/A                                      | N/A  |
| Environment          | N/A                       | N/A                                      | N/A  |

### C. OFFICER'S COMMENT

In response to the advertised tender, two submissions were received, of which both were compliant:

- Boradtran Civil Pty Ltd
- West Coast Profiling (WCP) Civil

A full report on the procurement process and tender evaluation is provided in Attachment 1 and 2.

Staff are recommending WCP Civil as the preferred supplier to complete these works

## RECOMMENDATION

### That Council:

1. Award of RFT 13 of 2020 Rehabilitation of Oliver Street and Wellington Street, to the preferred supplier, being WCP Civil.
2. Authorise the CEO to execute the contract with WCP Civil for the sum of \$541,629 plus GST and approve any variations within budget constraints.

## COUNCIL DECISION

Minute No: C.4083

Moved: Cr Pollard

Seconded: Cr Della

### That Council:

1. Award of RFT 13 of 2020 Rehabilitation of Oliver Street and Wellington Street, to the preferred supplier, being WCP Civil.
2. Authorise the CEO to execute the contract with WCP Civil for the sum of \$541,629 plus GST and approve any variations up to a maximum of 10% of the contract sum.

**CARRIED 9/0**

### Reason for Change to Officers Recommendation

The Council formed a view that the contract variations should be up to 10% to be consistent with other contracts that have been awarded.

Cr J E G Williams declared an "Impartiality" interest in item 12.2.2 – RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed as one of her son's works for one of the tendering companies. Minor impartiality only. Her son is non-dependent and does not live at her home.

Cr C R Antonio declared an "Impartiality" interest in item 12.2.2 – RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed as applicants to this item, including the recommended supplier are known to him.

### 12.2.2 RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed

|   |   |
|---|---|
| <b>Address:</b>                         | Byfield Street, Northam                                   |
| <b>Owner:</b>                           | Shire of Northam  |
| <b>Applicant:</b>                       | Shire of Northam  |
| <b>File Reference:</b>                  | 6.1.2.108   |
| <b>Reporting Officer:</b>               | Shane Moorhead, Building Maintenance & Project Supervisor |
| <b>Responsible Officer:</b>             | Clinton Kleynhans, Executive Manager Engineering Services |
| <b>Officer Declaration of Interest:</b> | Nil   |
| <b>Voting Requirement:</b>              | Simple Majority   |
| <b>Press release to be issued:</b>      | No  |

#### BRIEF

For Council to consider tenders received in response to the Request for Tender 11 of 2020 – Supply and Construct Machinery and Storage Shed at Northam Shire Depot. This report provides details of the tenders received and a recommended tenderer.

#### ATTACHMENTS

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

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

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#### A. BACKGROUND / DETAILS

The existing Shire of Northam's Works Depot been identified in the endorsed 2020/21 budget to be redeveloped.

As part of this redevelopment new sheds are required to be constructed, these are:

- Machinery shed, a 64m x 20m drive through shed to allow all plant to be parked undercover.
- Gardening shed, a 24m x 12m enclosed shed to house all the gardening equipment and allow minor servicing of small plant.
- Green house, a 24m x 12m roof only shed that will have shade cloth walls to allow the gardening team to care for plants and undertake propagation of existing plants and to advance tube stock from nurseries to be able to be planted out.

Due to the estimated value, Request for Tender 11 of 2020 was advertised to find a suitable contractor to design and construct the sheds.

A full report on the procurement process and tender evaluation is provided in the separate confidential Attachment 1.

## **B. CONSIDERATIONS**

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

Theme Area 5: Infrastructure and service delivery.

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

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

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

These works were budgeted for in the 2020/21 Annual with an overall budget of \$2,000,000 on job 1961.

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

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

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

Policy F 4.2 – Purchasing and Tendering Policy.

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

N/A.

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

| <b>Risk Category</b> | <b>Description</b> | <b>Rating (likelihood x consequence)</b> | <b>Mitigation Action</b> |
|----------------------|--------------------|--|--------------------------|
|                      |                    |  |                          |

|                      |  |  |  |
|----------------------|--|--|--|
| Financial            | Storage of plant in the open can reduce the working life and add to the maintenance costs.   | Likely (4) x<br>Minor (2) =<br>Moderate (8)  | Build sheds that will protect plant and equipment  |
| Health & Safety      | Working with Existing poorly designed and aging infrastructure can create hazards  | Possible (3) x<br>Medium (3) =<br>Medium (9) | Building sheds that are fit for purpose.   |
| Reputation           | When the community sees the existing depot is aging and not enough shed space so plant is parked in the open may feel like workers are not caring. | Possible (3) x<br>Minor (2)<br>=Moderate(6)  | Upgrade the infrastructure at the Works depot to be in line with community expectations; |
| Service Interruption | Nil  | -  | -  |
| Compliance           | Nil  | -  | -  |
| Property             | Nil  | -  | -  |
| Environment          | Nil  | -  | -  |

### C. OFFICER'S COMMENT

In response to the advertised tender, 7 submissions were received, of which 7 were compliant:

1. Stallion Homes
2. J&A Building
3. Auspan Group
4. Action Sheds Australia PTY LTD
5. Cooper & Oxley Group PTY LTD
6. Wheatbelt Steel PTY LTD
7. Akron PTY LTD

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

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4084**

**Moved: Cr Pollard**

**Seconded: Cr Williams**

**That Council:**

- 1. Endorse the award of RFT 11 of 2020 to Supply and Construct Machinery and Storage Shed Operations Depot to the preferred supplier, being J&A Building.**
- 2. Authorise the CEO to execute the contract with J&A Building for the sum of \$369,235.00 plus GST and approve any variations up to a maximum of 10% of the contract sum.**

**CARRIED 9/0**

## 12.3 DEVELOPMENT SERVICES

### 12.3.1 Review of Local Planning Policies – LPP2, 3, 6, 13 & 17

|   |  |
|---|--|
| <b>Address:</b>                         | Shire-wide   |
| <b>Owner:</b>                           | N/A  |
| <b>Applicant:</b>                       | Shire of Northam                                   |
| <b>File Reference:</b>                  | 2.3.1.2  |
| <b>Reporting Officer:</b>               | Jacky Jurmann, Manager Planning Services           |
| <b>Responsible Officer:</b>             | Chadd Hunt, Executive Manager Development Services |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple Majority                                    |
| <b>Press release to be issued:</b>      | No   |

#### BRIEF

All of the Shire of Northam's Local Planning Policies are currently being reviewed to ensure they are consistent with the Northam Local Planning Scheme No. 6, Deemed Provisions, R-Codes, Local Laws and any relevant building requirements.

Local Planning Policies 2, 3, 6, 13 and 17 have been identified as those policies most in need of attention and have been included in the first stage of the review. Other LPPs will be presented to Council for considered in subsequent stages.

#### ATTACHMENTS

- Attachment 1: Draft LPPs.  
Attachment 2: Marked up LPPs (provided as a separate attachment to this agenda and minutes).

#### A. BACKGROUND / DETAILS

Generally, all policy provisions that duplicate Deemed Provisions or are not planning requirements are proposed for deletion together with duplicate provisions in other LPPs or provisions that are more appropriate to be included in specific LPPs.

The following is a summary of the proposed amendments to the specific LPPs:

LPP2 – Site Development & General Construction Guidelines



The main amendments in this LPP relate to earthworks and retaining walls to include additional provisions and clarification.

New provisions relating to the construction of dams on smaller rural living properties are also proposed.

It is also proposed to rename the LPP to General Development Guidelines to simplify the title.

#### LPP3 – New Transportable, Relocated and Second-Hand Dwellings

This LPP has been updated to reflect the changes to LPS6 resulting from the gazettal of Amendment 8 on 09/07/19, which introduced the land use definitions of Repurposed Dwelling and Second-Hand Dwelling. It is also proposed to rename the LPP to reflect these changes to “LPP3 – Transportable, Repurposed and Second-Hand Dwellings”.

The provisions relating to the payment and release of the bond have also been reviewed to remove the dollar amounts and include percentages.

#### LPP13 – Ancillary Dwellings & LPP6 – Construction of a Second Dwelling on a Rural Lot

Officers receive many enquiries and applications relating to the construction of ancillary dwellings on town and rural living lots. Presently there are two LPPs relating to the same type of development with some provisions conflicting with State policies, LPS6 and the Deemed Provisions. To reduce these conflicts and to make the policies easier use, it is proposed to revoke LPP6 and incorporate any appropriate provisions into LPP13.

The main reason for revoking LPP6 is to ensure consistency with the definitions and provisions of State planning policies, such as the R-Codes.

Two dwellings on a single lot is defined as a ‘grouped dwelling’. In the Rural zone, grouped dwellings are not permitted, however LPP6 is a policy that addresses more than one dwelling on a Rural zoned lot.

Ancillary dwellings are a discretionary land use in the Rural zone, as are holiday homes and workers accommodation. Therefore, it is proposed to amend LPP13 to provide suitable provisions for these types of accommodation on Rural zoned land, with the exception of holiday homes, which will be addressed in LPP14 (to be discussed at a later workshop).

#### Local Planning Policy No. 17 – Avon Industrial Park

At present there is no general LPP setting out guidelines for industrial development in the Shire, and an absence of provisions in LPS6. This situation

makes it difficult to provide design advice to applicants and during assessment and has been highlighted in the assessment of recent DAs.

With the upcoming development of the Avon Logistics Hub, it is considered timely to review LPP17 with a view of applying the provisions all industrial development in the LGA.

LPP17 was adopted specifically for the Avon Industrial Park and provides the basis for the development of a general industrial LPP. It is proposed to amend LPP17 to include appropriate provisions and rename it "LPP17 – Industrial Development".

General provisions will apply to industrial development throughout the LGA together with specific provisions for the Avon Industrial Park and the Avon Logistics Hub to ensure that any specific needs are addressed.

The draft documents have been reviewed using track changes and also contains explanatory comments where amendments are proposed.

## **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**

Costs associated with the policy review are budgeted.

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

Division 2, Part 2 – Local planning framework of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Deemed provisions) sets out the requirements for adopting, amending and revoking local planning policies.

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

Ensuring that LPPs are up to date and reflect current legislative and community requirements will have positive policy implications.

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

Stakeholder and community consultation will be carried out in accordance with the provisions of the Regulations.

### B.6 Risk Implications

| Risk Category        | Description  | Rating<br>(likelihood x consequence) | Mitigation Action                     |
|----------------------|--|--------------------------------------|---------------------------------------|
| Financial            | Nil  | Nil                                  | Nil                                   |
| Health & Safety      | Nil  | Nil                                  | Nil                                   |
| Reputation           | Nil  | Nil                                  | Nil                                   |
| Service Interruption | Nil  | Nil                                  | Nil                                   |
| Compliance           | Procedure for amending/revoking LPPs not followed correctly. | Unlikely (2) x Minor (2) = Low (4)   | Ensure process is followed correctly. |
| Property             | Nil  | Nil                                  | Nil                                   |
| Environment          | Nil  | Nil                                  | Nil                                   |

### C. OFFICER'S COMMENT

As outlined in the Background section of this Report, the review of the Local Planning Policies is being carried out in prioritised stages. The LPPs the subject of this Report have been identified as those policies that require the most urgent attention and updating.

The remainder of the policies will be presented to Council, and the community, in the near future. It is also worth noting that the Shire of Northam Local Planning Strategy and Local Planning Scheme No. 6 are also currently being reviewed, which will ensure that the local planning framework is up to date, current and reflects legislative and community needs.

## RECOMMENDATION / COUNCIL DECISION

Minute No: C.4085

Moved: Cr Little

Seconded: Cr Mencshelyi

That Council:

1. Adopts the following draft amended Local Planning Policies (Attachment 1) for the purposes of advertising:
  - a. LPP2 – General Development Guidelines;
  - b. LPP3 – Transportable, Repurposed & Second-Hand Dwellings;
  - c. LPP13 – Ancillary Dwellings & Workers Accommodation; and
  - d. LPP17 – Industrial Development.
2. Advertise the draft Local Planning Policies in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum period of 21 days.
3. Advertise the proposed revocation of Local Planning Policy No. 6 – Construction of Additional Dwellings on Rural Zoned Land.
4. Receive a further Report to consider any submissions and modifications prior to adopting for final approval, the amended Local Planning Policies.

CARRIED 9/0

## Attachment 1 - Draft LPPs



Shire of Northam Planning Policy Manual (Section 1)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

### LOCAL PLANNING POLICY

#### LPP2: GENERAL DEVELOPMENT GUIDELINES

|                         |  |
|-------------------------|--|
| Responsible Department  | Development Services   |
| Resolution Number       | C.2190   |
| Resolution Date         | 18/12/2013   |
| Next Scheduled Review   | 2020   |
| Related Shire Documents | Local Planning Scheme No. 6  |
| Related Legislation     | Planning and Development Act 2005<br>Planning and Development (Local<br>Planning Schemes) Regulations 2015 |

#### OBJECTIVES

- (a) Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- (b) Provide certainty for landowners of the requirements within the Shire and guidance to the Shire's officers by ensuring that all development issues are considered when applying for planning approval and that the rural nature of the Shire is maintained; and
- (c) Limit the impact of development by specifying general guidelines for development and site works.

#### SCOPE

##### Definitions

The definitions that are used in this policy are the same as in the Shire of Northam Local Planning Scheme No. 6 and the Residential Design Codes.

#### POLICY

1. General Development Guidelines
  - 1.1 No building shall be so constructed, finished or left unfinished so that its external appearance would, in the opinion of the Shire, create glare or in any other way whatsoever significantly detract from the amenity of the

ORG-TEMP-09 Policy\_LPP2 General Development Guidelines V2



Shire of Northam Planning Policy Manual (Section 1)  
Local Planning Policy  
LPP2: GENERAL DEVELOPMENT GUIDELINES

locality. All premises shall be so used and maintained so as to preserve the local amenity to the satisfaction of the Shire.

- 1.2 Dwellings are encouraged to be designed to be environmentally sustainable using passive solar design and energy efficiency principles.

2. Earthworks and Retaining Walls

- 2.1 If earthworks are not being undertaken as a component of the building permit then separate development approval for earthworks are to be obtained. Earthworks should be contained within the setbacks applicable to each lot or within the designated building envelope (if applicable).
- 2.2 Any earthworks or retaining walls, whether proposed separately or under a building permit, in the Rural Residential, Rural Smallholdings or Rural zones that exceed 1000mm in height require development approval.
- 2.3 A retaining wall or other type of soil retaining method must be installed where the proposed finished level is more than 1.5m greater than the existing ground level, unless the land is battered at a grade of at least 1:2 (height : length) for sand and clay and at least 1:4 for silt.
- 2.4 Where the proposed top of the retaining wall is greater than 1.5m from natural ground level, terraced retaining walls spaced a minimum of 1m apart and landscaping will be required to reduce the visual impact.
- 2.5 Details of the management of stormwater as a result of earthworks and/or retaining walls shall be included in the application for development approval.

3. Dams

- 3.1 The construction of dams will generally only be supported where there is a demonstrated need for water storage associated with an approved agricultural use or for domestic water supply purposes.
- 3.2 The construction of dams will generally not be supported on Residential zoned properties.
- 3.3 Dams should be setback an appropriate distance to ensure that neighbouring landowners are not detrimentally affected taking into consideration the standard setback requirements for the respective zone.
- 3.4 The construction of dams in Rural and Rural Smallholding Zones are exempt from development approval where the dam:
  - (a) has been approved or does not require approval from any State Government agency or authority; and

ORG-TEMP-09 Policy\_LPP2 General Development Guidelines V2



*Shire of Northam Planning Policy Manual (Section 1)*  
*Local Planning Policy*  
**LPP2: GENERAL DEVELOPMENT GUIDELINES**

- (b) the lower edge of the dam wall, and any other part of the dam including the stored water is further than 20 metres from all boundaries of the subject lot.
- 3.5 Dams in the Rural Residential and Rural Smallholdings zones will only be supported where the following criteria can be met:
- (a) the dam is setback a minimum of 20 metres from the boundaries of the subject lot;
  - (b) the construction does not require the clearing of any riparian vegetation;
  - (c) the construction is setback a minimum of 30m from any on-site effluent disposal system and/or any watercourse;
  - (d) the wall height does not exceed 1 metre and the surface area does not exceed 25m<sup>2</sup>;
  - (e) the construction is off-stream and ensures that natural flows are maintained within the watercourse at all times including during construction;
  - (f) there is a demonstrated need for water storage associated with an agricultural use or for domestic purposes and will generally not be supported where they are solely for aesthetic purposes or on lots with an area of less than 2 hectares, where the scale of rural activities does not normally warrant the provision of a dam.
4. Grouped Dwellings
- 4.1 The Shire has powers under the provisions of Clause 4.3 of the Scheme to permit development at the higher density for those lots designated as dual coded. Density bonuses will be considered in dual coded areas where the proposed developments:
- (a) are designed for aged persons' accommodation, or provide a variety of housing types for an identified market;
  - (b) are connected to the Water Corporation's sewerage system;
  - (c) justify the density bonus through good quality and innovative design; and
  - (d) are located outside of SCA1 Avon and Mortlock River Special Control Area.
- 4.2 A density bonus may be allowed subject to compliance with provisions of the R-Codes.
5. Use of Second Hand Materials
- 5.1 The use of second hand building materials are generally not supported within the "Residential", "Rural Residential", "Rural Smallholdings",

ORG-TEMP-09 Policy\_LPP2 General Development Guidelines V2



*Shire of Northam Planning Policy Manual (Section 1)*  
*Local Planning Policy*  
**LPP2: GENERAL DEVELOPMENT GUIDELINES**

"Tourist", "Mixed Use" and "Commercial" zones and require the specific approval of the Shire of Northam.

6. Development on Land Identified as Possibly Having Unexploded Ordnance
  - 6.1 Any application for development proposal or subdivision in an area which may be considered a high danger area for unexploded ordnance, the following conditions over and above determined conditions will apply:
    - (a) The area to be searched by the Western Australian Police Force (UXO) Branch and clearance given;
    - (b) The purchasers of blocks within a proposed subdivision are to be made aware of the history of the land and the likelihood of unexploded ordnance;
    - (c) A restricted covenant being placed on the title explaining the area may be subject to unexploded ordnance; and
    - (d) Statutory Declaration from the land owner, both current and future, that a restrictive covenant placed on the land recognises the implications of the restrictive covenant and that it is understood.
7. Battleaxe Subdivision – Rural, Rural Residential and Rural Smallholding Zones
  - 7.1 Extensive use of the battleaxe configuration in the subdivision of new or broad acre areas is not favoured. Proposed battleaxe subdivision of lots shall be recommended for refusal on the following grounds:
    - (a) creation of this type of subdivision results in not being able to provide for two-way access and egress to residents and emergency services;
    - (b) creation of long battle-axe legs in areas with particular physical or topographical constraints is inappropriate; and / or
    - (c) not be used within areas that are bush fire prone areas.





Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND  
DWELLINGS

## LOCAL PLANNING POLICY

### LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND DWELLINGS

|                         |  |
|-------------------------|--|
| Responsible Department  | Development Services   |
| Resolution Number       | C.2190   |
| Resolution Date         | 18/12/2013   |
| Next Scheduled Review   | 2020   |
| Related Shire Documents | Local Planning Scheme No. 6  |
| Related Legislation     | Planning and Development Act 2005<br>Planning and Development (Local<br>Planning Schemes) Regulations 2015 |

#### OBJECTIVES

- Ensure that no development adversely impacts upon the amenity of the area or upon vistas from public roads;
- Limit the impact of this type of development by specifying general guidelines for transportable, repurposed and second hand dwellings; and
- To promote high quality, sustainable housing within the Shire of Northam.

#### SCOPE

#### DEFINITIONS

The terms in this policy have the same meaning as the Local Planning Scheme No. 6 (LPS6) and Residential Design Codes (R-Codes). The following additional term is defined for the purpose of this policy.

"**Donga**" means a transportable building typically utilised as workers' accommodation throughout the mining industry and/or utilised as site offices and/or has the general appearance of mine site accommodation.

#### POLICY

- Transportable Dwellings

ORG-TEMP-09 Policy\_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND  
DWELLINGS

- 1.1 All new purpose built transportable dwellings under 100m<sup>2</sup> require development approval.
- 1.2 Repurposed and second-hand dwellings require development approval as per the Zoning Table in the Scheme.
- 1.3 Repurposed dwellings constructed using dongas will not be supported in the "Residential", "Rural Residential", "Rural Smallholdings", "Rural" (under 40ha) and "Development" zones.
2. Design Criteria for Transportable Dwellings
  - 2.1 All transportable dwellings:
    - (a) shall be designed to reflect the existing character of development surrounding the subject site;
    - (b) shall have a minimum roof pitch of 15 degrees if the majority of the surrounding dwellings are of similar design;
    - (c) shall have cladding of materials to the satisfaction of the Shire. Finishes such as brick veneer, hardiplank sheets, spray render and factory painted steel are acceptable materials. Other finishes will require consideration by the Shire.
    - (d) where deemed necessary by the Shire, verandah(s), carports and/or painting/recladding shall be undertaken to enhance the dwelling;
    - (e) where deemed necessary by the Shire, landscaping shall be undertaken around the dwelling.
3. Repurposed or Second Hand Dwellings
  - 3.1 Application for development shall be accompanied by plans, photographs of each elevation and a report of the condition of the dwelling to be relocated or repurposed.
  - 3.2 Second hand dongas will not be supported for repurposing within the "Residential", "Rural Residential", "Rural Smallholdings", "Rural" (under 40ha) and/or "Development" Zones.
4. Preservation of Amenity
  - 4.1 The Shire may refuse to approve the transportation of a repurposed or second-hand dwelling if, in its opinion, the proposed building would have an adverse effect on the amenity of the locality. The Shire shall have regard to, but not limited to, the following:
    - (a) The external appearance of the repurposed or second-hand dwelling and any associated structures and landscaping;
    - (b) Whether the structure is a donga;

ORG-TEMP-09 Policy\_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND  
DWELLINGS

- (c) The design of all elevations of the repurposed or second-hand dwelling where applicable, particularly those visible from a public road;
  - (d) The dimensions and proportions of the repurposed or second-hand dwelling;
  - (e) The use of compatible building and landscape materials, taking into consideration tone, texture, scale, shape and colour;
  - (f) The effect on existing buildings on nearby properties and on the occupants of those buildings;
  - (g) The environment resulting from the repurposed or second-hand dwelling itself and the effect of that environment, on the occupants of the building and the Shire's intentions for the development of the surrounding locality;
  - (h) The effect of the building on existing and future services and community facilities. In particular, drainage, sewerage, water reticulation and existing or proposed community facilities such as schools, parks, civic buildings and pedestrian links;
  - (i) The effect on the landscape and environment generally; and
  - (j) Any other matter which, in the opinion of the Shire, is relevant to the amenity of the locality.
5. Removal of Asbestos
- 5.1 Removal of asbestos materials from any dwelling(s) is to be carried out in compliance with the Health (Asbestos) Regulations 1992, by a licensed contractor and at the expense of the applicant/landowner.
  - 5.2 Should the dwelling require transport from a location outside of the Shire boundaries, all asbestos materials are to be removed from the dwelling prior to transportation.
  - 5.3 Should the dwelling require transport from a location within the Shire, every reasonable effort must be made to remove the asbestos materials from the dwelling prior to transport. If the removal of asbestos materials prior to transport is not possible, permission from the Shire must be obtained prior to transport of the dwelling.
  - 5.4 All asbestos materials disposed within the Shire shall be at a Shire authorised disposal facility and at the cost of the applicant.
6. Legal Agreement requiring the payment of bonds
- 6.1 For repurposed or second-hand relocated dwellings in the "Residential", "Rural Residential", "Rural Smallholdings" and "Development" zones, a legal agreement, at the cost of the applicant, is required to be entered into to ensure that there is a bank guarantee for the full amount of the bond (amount specified in the Shire's adopted Fees and Charges)..

ORG-TEMP-09 Policy\_LPP3 Transportable, Repurposed & Secondhand Dwellings



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND  
DWELLINGS

6.2 Upon completion of specified stages, the bond will be progressively released as follows:

6.2.1 Stage 1:

Release 25% if, within 6 months of the date of the development approval being granted:

- (a) The dwelling is correctly positioned on site as depicted on the approved plan;
- (b) The dwelling is correctly stumped or suitably affixed to the ground and the site is filled and/or drained satisfactorily, such that it is structurally adequate in accordance with the engineer's certification; and
- (c) The dwelling is up to lock up stage (all external windows, doors and fittings/fixtures installed/repaired).

6.2.2 Stage 2:

Release 25% if, within 8 months of the date of development approval being granted:

- (a) All gutters, fascia and downpipe work is completed to the satisfaction of the Shire;
- (b) All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
- (c) All external surfaces are painted or re-clad to a tradesman like standard in accordance with the painting and building approvals (including wall, doors, windows surrounds, sills etc.).

6.2.3 Stage 3:

Release 40% if, within 10 months of the development approval being granted:

- (a) Compliance with all development conditions;
- (b) An approved effluent disposal system has been installed and the system has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
- (d) Completion and certification of all electrical work;
- (e) Completion and certification of all plumbing work;
- (f) All wet area tiling completed in accordance with the Building Code of Australia;
- (g) Kitchen fit-out completed (cupboards/benches and stove/hotplate installed etc); and
- (h) Building has reached practical completion stage, including construction of any verandahs.

6.2.4 Stage 4:

Release 10% if, within 12 months of the development approval being granted:

- (a) Landscaping is planted and established to the Shire's satisfaction.

ORG-TEMP-09 Policy\_LPP3 Transportable, Repurposed & Secondhand Dwellings



*Shire of Northam Planning Policy Manual (Section II)*  
*Local Planning Policy*  
**LPP3: TRANSPORTABLE, REPURPOSED & SECOND-HAND  
DWELLINGS**

(b) Landscaping has measures in place to ensure its maintenance to the Shire's satisfaction.

**Note:** Landscaping may not be required if the second hand relocated dwelling is located in the "Rural Smallholdings" or "Rural" zones. Land size and prevailing landuse will govern whether the landscaping component is applicable and is at the discretion of the Shire. Should landscaping be determined to be irrelevant in the circumstances, the 10% applicable to Stage 4 will be refunded at the completion of Stage 3.

7. Time Limit of Works and Forfeiture of Bond

- 7.1 The time for completion of all work is twelve (12) months from the commencement of works or prior to occupation, whichever comes first. Should the Shire not be satisfied with works undertaken to date at the time of expiry of the time limit, the Shire will take measures to ensure the works are completed as soon as is practicable. These measures may include the use of the bond to complete outstanding works.
- 7.2 Failure to comply with the conditions imposed by the Shire on the development approval will result in forfeiture of the bond (full or part) and removal of the building unless otherwise determined by the Shire. The Legal Agreement in relation to the Bond is required to contain a clause relating to forfeiture of the bond to the Shire for failing to comply with conditions imposed.



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION

## LOCAL PLANNING POLICY

### LPP13: ANCILLARY DWELLINGS & WORKERS ACCOMMODATION

|                         |  |
|-------------------------|--|
| Responsible Department  | Development Services   |
| Resolution Number       | C.3390   |
| Resolution Date         | 20/06/2018   |
| Next Scheduled Review   | 2020   |
| Related Shire Documents | Local Planning Scheme No. 6  |
| Related Legislation     | Planning and Development Act 2005<br>Planning and Development (Local<br>Planning Schemes) Regulations 2015 |

#### OBJECTIVES

- Establish appropriate criteria for the consideration of applications for the development of ancillary dwellings and workers accommodation in areas not subject to the R-Codes.
- Ensure ancillary dwellings and workers accommodation does not compromise the amenity of the surrounding properties and the streetscape.
- Minimise amenity impacts, including vistas from public roads and the primary agricultural functions of land.

#### SCOPE

##### Application

This Policy applies to proposals for ancillary dwellings in the Shire of Northam within the Rural, Rural Residential and Rural Smallholding zones.

Development proposals for ancillary dwellings on lots subject to the R-Codes, are dealt with under the R-Codes.

##### Relationship of this Policy to the Scheme

This Local Planning Policy is not part of the Scheme and does not bind Council in respect of any application for development approval. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

ORG-TEMP-09 Policy\_LPP13 Ancillary Dwellings & Workers Accom.



Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION

## POLICY

### 1. General Provisions

- 1.1. The ancillary dwelling or workers accommodation must be appropriately located within the approved building envelope for the property (where one exists), or comply with the setbacks required in the Scheme.
- 1.2. The ancillary dwelling or workers accommodation is to be finished with a material of similar colour to the primary dwelling and shall incorporate habitable design elements such as awnings, verandahs and patios.
- 1.3. A sustainable water supply for all occupants shall be demonstrated at the time of application.
- 1.4. One uncovered or covered hardstand car parking bay shall be provided to the ancillary dwelling or workers accommodation.
- 1.5. Ancillary dwellings and workers accommodation shall share the same driveway as the main dwelling unless otherwise required under State Planning Policy 3.7 – Planning in Bushfire Prone Areas.

### 2. Ancillary Dwellings

- 2.1. Not more than one (1) ancillary dwelling shall be approved on any lot.
- 2.2. The maximum floor area of the ancillary dwelling shall not exceed 100m<sup>2</sup>. The 100m<sup>2</sup> is the total living area only and does not include verandahs, patios, pergolas, alfresco areas or carports / garages.
- 2.3. The ancillary dwelling is to be located within 50m to the main dwelling.
- 2.4. The ancillary dwelling should not be located between the street setback and the main residence unless otherwise approved by the local government.
- 2.5. When approving ancillary accommodation dwellings, the local government will provide advice notes, including but not limited to the following:  
*"The landowner is advised that approval and construction of the ancillary dwelling shall not be regarded as a basis for subdivision of the property."*

### 3. Workers Accommodation

- 3.1. Rural workers' accommodation shall not be approved except where the dwelling is associated with an approved and genuine rural use. The Shire must be satisfied in each case that the intentions of the landowner are genuine and the need for the dwelling is capable of being maintained for a reasonable period of time. Justification as to why the rural workers' dwelling is warranted shall be provided as part of the development application.

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*Shire of Northam Planning Policy Manual (Section II)*  
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**LPP13: ANCILLARY DWELLINGS & WORKER'S ACCOMMODATION**

- 3.2. The occupiers of the existing dwelling and proposed rural workers' dwelling are to be principally employed or engaged by the landowner or agent of the approved rural use, on a full time basis.
4. Repurposed or Second-Hand Dwellings
  - 4.1. Proposals for repurposed or second-hand dwellings as ancillary dwellings or for workers accommodation are also the subject of the provisions of LPP3: Transportable, Repurposed and Second Hand Dwellings.
5. Bushfire Prone Areas
  - 5.1. Ancillary dwellings or rural worker's accommodation located in designated bushfire prone areas shall be constructed to AS3959.
  - 5.2. An application for development approval within an identified bushfire prone area must be accompanied by a bushfire attack level assessment prepared by a suitably qualified person.
  - 5.3. In addition to the provision of a sustainable water supply, a minimum of 10,000 litres storage shall be provided for firefighting purposes.

ORG-TEMP-09 Policy\_LPP13 Ancillary Dwellings & Workers Accom.





Shire of Northam Planning Policy Manual (Section II)  
Local Planning Policy  
LPP17: INDUSTRIAL DEVELOPMENT

## LOCAL PLANNING POLICY

### LPP17: INDUSTRIAL DEVELOPMENT

|                         |  |
|-------------------------|--|
| Responsible Department  | Development Services   |
| Resolution Number       | C.2442   |
| Resolution Date         | 20/05/15   |
| Next Scheduled Review   | 2020   |
| Related Shire Documents | Local Planning Scheme No. 6  |
| Related Legislation     | Planning and Development Act 2005<br>Planning and Development (Local<br>Planning Schemes) Regulations 2015 |

#### OBJECTIVES

- To achieve a high standard of visual amenity in relation to colour, tone, materials and landscaping, particularly for those parts of a development which can be viewed from public areas or nearby residential properties.
- To ensure a consistent and high quality approach to the development of the visual landscape.
- To ensure screening of aspects of a development considered unsightly by the Shire and may prejudice the amenity of an area.
- To provide convenient, functional and safe access arrangements into and out of industrial sites.

#### SCOPE

##### Application

This Policy applies to all land zoned General Industry and Light and Service Industry as identified in the Shire of Northam's Local Planning Scheme No. 6 (LPS6).

##### Definitions

Unless otherwise noted, terms used in this policy have common meanings and include those defined in the *Planning and Development Act 2005*, *Planning*

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Shire of Northam Planning Policy Manual (Section II)  
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and Development (Local Planning Schemes) Regulations 2015, and the Residential Design Codes.

Prescribed Premises shall have the same meaning as in the Environmental Protection Act 1986.

## POLICY

### 1. Building Design

- 1.1 New industrial development is encouraged to be constructed to a higher quality standard and ensure that buildings facing the street maintain an attractive façade that enhances the amenity of the streetscape.
- 1.2 Secondary street facing façades should be of similar architectural quality as the primary street façade.
- 1.3 Long windowless façades should be avoided especially where they face the street. Any tilt up concrete panels, rendered or plain block masonry walls should be treated (painting, detail panels, etc.) to provide visual relief.
- 1.4 Buildings should be adaptable in their design which allows an industrial development to evolve as market conditions change over time reducing the need to retrofit buildings. Adaptable design should also consider the social elements of built form that aim to improve workspaces for employees such as indoor air quality, natural lighting, break-out spaces and visual access to landscape areas.
- 1.5 Building located on corner sites are encouraged to give additional prominence to the street corner by using landmark features such as architectural roof features that protrude above the normal roof line and increased parapet heights with additional detail, colour and textures.
- 1.6 Zincalume or reflective materials are not permitted on façades addressing a street. Façades not addressing a street may be constructed of low reflective pre-painted materials, such as Colorbond or Unicote.
- 1.7 Pitched roofs (as opposed to flat or concealed roofs) particularly on smaller buildings are encouraged where they are most visible to provide an interest to the building line.
- 1.8 Parapet walls may be permitted by the Shire if in its opinion the proposed development is of a high architectural standard and provides adequate access to the rear of the lot. Parapet walls with

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- pitched gables or similar shapes may be used to create interest in the roof line.
- 1.9 Utilities infrastructure (e.g. air conditioner machinery and the like) shall be screened from public view.
- 1.10 Factory unit developments shall comply with clause 4.28.1 of LPS6.
2. Variation to Building Setbacks
- 2.1 The Shire may allow a reduction in the front setback where it is considered by the Shire to improve the attractiveness of the street, better accommodate car parking and servicing requirements.
- 2.2 Reduced side and rear setbacks may be considered where it can be demonstrated that there is no impact on adjoining properties and that it is necessary to maximise the use of the site.
3. Caretaker's Dwellings
- 3.1 A caretaker's dwelling incidental to an approved use may be approved in the light and service zone.
- 3.2 A caretaker's dwelling is not to be developed and/or occupied on a lot unless that lot has been developed and is being used in accordance with the Scheme.
- 3.3 Only one [1] caretaker's dwelling is to be permitted on a lot; for the purposes of this clause "lot" excludes a strata lot or survey-strata lot created under the *Strata Titles Act 1985*.
- 3.4 A caravan or park home is not permitted as a caretaker's dwelling for either permanent or temporary occupation.
- 3.5 A caretaker's dwelling is to be screened and/or fenced from the street frontage of the lot to the satisfaction of the local authority and wherever possible is to be sited at the rear of other buildings on the lot.
- 3.6 The total floor area of a caretaker's dwelling should not exceed 100 square metres.
- 3.7 Open verandahs may be permitted but must not be enclosed by any means unless the total floor area remains within the maximum total floor area of 100 square metres as referred to above.
4. Vehicle Access
- 4.1 To reduce the total number of vehicle crossovers and promote efficient and safe traffic management, the Shire may require adjoining owners to enter into reciprocal rights agreements relating to access ways and car parking where appropriate.

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- 4.2 The Shire requires that vehicle access driveway systems facilitate all vehicles being able to leave the site in forward gear. Therefore, appropriate turning areas and/or through movement of traffic shall be provided to facilitate this.
- 4.3 All roads and trafficable pavements areas shall be designed in accordance with the requirements of the current Local Government Guidelines for Subdivisional Development (IPWEA WA Division Inc.), and the Shire of Northam's annexure to these guidelines.
5. Car Parking
  - 5.1 Car parking shall be provided in accordance with the provisions of clause 4.13 of LPS6.
  - 5.2 Large areas of at-grade parking should be located behind the building and away from the street environment where they do not diminish the quality of the streetscape.
  - 5.3 Car parking areas must be available at all times and shall not be used for storage.
  - 5.4 Disabled / universally accessible spaces may be required in accordance with the provisions of the Building Code of Australia.
6. Fencing
  - 6.1 The minimum standard fence for lots zoned General Industry or Light and Service Industry is 1.8 metres high to 2.4 metres high link mesh fence constructed to comply with the Shire's Fencing Local Law.
  - 6.2 'Feature' perimeter fencing should be incorporated into the design in lieu of chain-mesh where the development fronts major roads, recognised tourist routes, or recreation or conservation reserves.
7. Outdoor Storage Areas
  - 7.1 Outdoor storage areas shall be fenced, screened and landscaped to the satisfaction of the Shire to ensure that the area does not detract from the visual amenity of the locality.
  - 7.2 Proposals for 'storage' as defined in LPS6 and/or external ancillary storage shall be accompanied with details of screening measures, fencing and landscaping.
8. Landscaping
  - 8.1 All applications for development approval shall include a landscaping plan that is prepared by a suitably qualified person and complies with the provisions of LPS6.

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- 8.2 The Shire may reduce the percentage of landscaping required where the applicant is willing to undertake landscaping and reticulation of the verge area adjoining the property to the Shire's satisfaction.
- 8.3 Parking areas abutting a property boundary (other than the front) will require a 0.5 metre minimum landscaping strip between the parking area and the boundary.
9. Effluent Disposal
- 9.1 All applications for development approval shall demonstrate that effluent disposal can be managed on site to the satisfaction of the Shire's Environmental Health Officers and if applicable, the WA Department of Health.
- 9.2 A land capability assessment may be required at development application stage to demonstrate the capability of the site to manage wastewater and the suitability of the proposed system.
- 9.3 The use of fill and drains to achieve the required separation from groundwater is to be limited.
- 9.4 A suitable and unencumbered land application area is to be set aside to distribute treated sewage.
- 9.5 Within sewerage sensitive areas, secondary treatment systems with nutrient removal are to be utilised.
- 9.6 Industrial development is to be restricted to 'dry industry' being land uses that intend to dispose of wastewater on site to the environment of a kind and volume ordinarily discharged from a habitable building at a daily volume of less than 540 litres per 1,000m<sup>2</sup> of the site area.
- 9.7 Where trade waste is to be managed and/or disposed of on-site or off-site the associated risks must be identified and addressed, at development application stage including the vulnerability of the receiving environment.
10. Use of Second-Hand Materials
- 10.1 The use of second hand material within the General Industry and Light and Service Industry zones may be considered by the Shire providing the following criteria are met:
- (a) The location of the development proposed to utilise second hand material is not visually prominent and is not easily seen from a public road;
  - (b) All materials must be near new in appearance and be free of rust, damage and be of the same colour or finish;
  - (c) All cladding is to be of the same profile and colour. If the same colour cannot be achieved or the colours have

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significantly faded then the cladding is to be painted to the satisfaction of the Shire;

10.2 An inspection of the materials may be carried out prior to any approval being granted.

11. Stormwater Management

11.1 All applications for development shall include a stormwater management plan that is prepared by a suitably qualified person.

11.2 Installation of rainwater tanks to provide on-site detention and re-use are preferred methods of management. Soakwells are not considered to be a suitable method of stormwater management.

11.3 Stormwater egress from the site post-development must not exceed pre-development flows.

12. Advertising Signage

12.1 Signage to be in accordance with LPP16 – Advertising Signage.

**Special Industrial Precincts**

In addition to the general provisions of this policy, the following special provisions apply to the Special Industrial Precincts. In the event of any inconsistencies, these provisions prevail.

13. Avon Industrial Park

13.1 Setbacks – minimum 20 metres from any road; 7.5 metres from the rear boundary and 5 metres from the side boundaries.

13.2 Building orientation and shading – prevailing breezes should be utilised to provide cross-ventilation to warehouse spaces; passive solar design should be used to locate windows and skylights together with shade devices.

13.3 Site levels – the undulating rural character of the site should be maintained. Cut and fill greater than 500mm requires Shire approval.

13.4 Landscaping – minimum of 1 shade tree per 4 car parking bays to be provided; landscaping is to be used around refuge and service areas; corner lots shall have a 5 metre landscaping strip to both frontages; existing trees are to be retained where possible; local species should be used in the landscaping.

13.5 Service and storage areas – are to be located behind the street setback area and be screened so as not to be visible from the street.



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- 13.6 Advertising signage – a uniform approach should be used on each site, including consistency in design elements such as size, graphics, colours and details of mounting or support.
14. Avon Logistics Hub
- 14.1 Retaining – extensive cut and fill and construction of large retaining walls should be avoided. There is a general presumption against retaining walls greater than 2 metres in height.
- 14.2 Parking Areas – shall be constructed and drained to ensure stormwater is disposed of on-site.
- 14.3 Access – shall be provided for loading and unloading of vehicles to the rear including any part of the development where provision is made in the external walls of the building. A paved access way shall be provided unless otherwise approved by Council.
- 14.4 Entry and Egress – shall allow for all service and delivery vehicles to enter the lot and return to the street in forward gear with access ways being a minimum 4.5 metres in width for each direction of travel (i.e. two way access is to be 9 metres in width).

ORG-TEMP-09 Policy\_LPP17 Industrial Development REPLACES EXISTING

### 12.3.2 RFT 12 of 2020– Fire Mitigation Services Panel

|   |  |
|---|--|
| <b>Address:</b>                         | N/A  |
| <b>Owner:</b>                           | Shire of Northam                                   |
| <b>Applicant:</b>                       | N/A  |
| <b>File Reference:</b>                  | 8.2.9.1  |
| <b>Reporting Officer:</b>               | Chadd Hunt, Executive Manager Development Services |
| <b>Responsible Officer:</b>             | Chadd Hunt, Executive Manager Development Services |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple Majority                                    |
| <b>Press release to be issued:</b>      | No   |

#### BRIEF

For the Council to consider the options for dealing with Tender 12 of 2020 – Fire Mitigation Services Panel.

Council has received funding through the Mitigation Activity Fund (MAF) to undertake various treatments on Shire managed Reserve land throughout the Shire to reduce the risk of bushfire.

The works approved include various components such as chemical treatment, mechanical installation of firebreaks, vegetation mulching, prescribed burning and vegetation pruning.

#### ATTACHMENTS

Attachment 1: Confidential tender evaluation (provided as a separate confidential attachment).

Attachment 2: Council Policy F4.9 Panels of Prequalified Suppliers

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#### A. BACKGROUND / DETAILS

The MAF program is administered through the Department of Fire and Emergency Services (DFES) and follows on from Council having endorsed its Bushfire Risk Management Plan (BRMP). To be eligible to apply for the MAF funding a prerequisite was the endorsement of an approved BRMP.

Council has been successful in securing funding for \$495,550 to undertake 61 individual treatments to property vested with the Shire of Northam. The grant funding is required to be expended by 30th June 2021.



## B. CONSIDERATIONS

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

Theme Area 5 – Infrastructure and Service Delivery

- Outcome: To have safe, well-maintained community infrastructure and services to a standard expected of a Regional Centre.
- Objective: Build on community service delivery models to ensure services are continuously improved and modernised to meet community needs.

### B.2 Financial / Resource Implications

The funding provided is not dependent on any contribution from the Shire of Northam other than the project management of the works.

As mentioned above Council has been successful in obtaining funding of \$495,000 ex GST which is detailed in Councils annual budget.

### B.3 Legislative Compliance

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

The Local Government (Functions & General) Regulations 1996 prescribe the manner in which Tenders are to be called and assessed. Specifically Regulation 24AC which states (in part) that –

"(1) A local government must not establish a panel of pre-qualified suppliers unless-

- (a) It has a written policy that makes provision in respect of the matters set out in regulation (2); and
- (b) The local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers."

### B.4 Policy Implications

Council Policy F 4.2 – Purchasing and Tendering Policy

Council Policy F4.9 – Panel of Pre-Qualified Suppliers specifically provides guidance to Council on how any panel contracts are to be awarded.

### B.5 Stakeholder Engagement / Consultation

Consultation has been undertaken with the funding body and internally with regard to the evaluation of the tenders submitted.

### B.6 Risk Implications

| Risk Category        | Description  | Rating (consequence x likelihood)                              | Mitigation Action  |
|----------------------|--|--|--|
| Financial            | Cost overrun of the project  | Moderate (9)<br>Medium (3) x<br>Possible (3) =<br>Moderate (9) | Costs of the project are funded through the MAF project. Any additional cost or variation will need to be authorised through DFES  |
| Health & Safety      | Works does not comply with current requirements  | Minor (2) x<br>Unlikely (2) =<br>Low (4)                       | All contractors will be required to provide OHS compliance as part of the tender evaluation  |
| Reputation           | Having property and our care and control that poses additional risks to the community reflects negatively on Council | Minor (2) x<br>Unlikely (2) =<br>Low (4)                       | Works will be undertaken to reduce the potential impacts on the community  |
| Service Interruption | Property not being able to be used whilst work being undertaken  | Medium (3) x<br>Unlikely (2) =<br>Moderate (6)                 | Majority of property is not under management arrangements  |
| Compliance           | Procurement is not undertaken in accordance with eth relevant legislation  | Medium (3) x<br>Possible (3) =<br>Moderate (9)                 | Procurement process is to be undertaken in accordance with Council policy  |
| Property             | Property does not comply with relevant standards   | Minor (2) x<br>Unlikely (2) =<br>Low (4)                       | Works being undertaken will ensure compliance with minimum firebreak requirements  |
| Environment          | Works will impact negatively on the local environment  | Medium (3) x<br>Possible (3) =<br>Moderate (9)                 | Vegetation removal for firebreaks and fuel load reduction are generally exempt from clearing requirements. Any prescribed burning will include advice/guidance from DWER and Council staff |

### C. OFFICER'S COMMENT

In developing the proposed panel of prequalified suppliers, the required services were broken down into the following categories with the intention of developing a panel contract –

1. Mineral Earth Firebreak (non-chemical)
2. Mechanical Works- Mulching
3. Chemical Spraying
4. Prescribed Burning

The respondent were requested to provide a schedule of rates for the above categories. Tenderers could submit on any of the categories above.

In response the advertised tender responses to the various categories were received as per below –

1. Two(2) responses received
2. Two(2) responses received
3. Three(3) responses received
4. Zero (0) responses received

During the evaluation phase of this tender the, the following predetermined criteria was used in the assessment:

#### Compliance

- Compliance with conditions of tendering
- Compliance with quality assurance
- Risk Assessment
- OHS requirements
- Tenderer registration
- Use of subcontractors

#### Qualitative

- Price 50%
- Relevant Experience 25%
- Timeliness of Delivery 15%
- Safety and Risk Management 10%

The results of the tender evaluation are attached as a confidential attachment.

Council Policy F4.9 states (in part)-

- “Where a panel is to be established, where possible the Shire will at least three (3) suppliers to the Panel (or each category under the Panel), on the basis of best value for money. Where less than three (3) suppliers are determined as offering value for money, either per category or the Panel, the Panel of category of the Panel is not to be established.”

Given the above policy it is proposed that a panel of prequalified suppliers be established for Category 3- chemical spraying.

It is proposed that the remaining categories will be re-tendered specifically for the works approved under the current MAF treatments, rather than establishing a panel of prequalified suppliers. This is due in part to the difficulty in suppliers being able to provide a schedule of rates for the various components of the work, due to the variances within the works required to be performed such as vegetation type, density, location of adjoining properties.

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

**Minute No: C.4086**

**Moved: Cr Pollard**

**Seconded: Cr Tinetti**

**That Council:**

- 1. Establish a panel of prequalified suppliers for Category 3 of Tender 12 of 2020 in accordance with Council Policy F4.9, and that the panel includes;
  - a. Wheatbelt NRM,**
  - b. Morris Pest and Weed; and**
  - c. Natural Area Consulting Management Services****
- 2. Established the Panel Tender be for a period of 24 calendar months, commencing 20 November 2020 and ceasing 20 November 2022;**
- 3. Authorise the Chief Executive Officer to execute the contracts for each of the approved panel members;**
- 4. Reject all tenders for Categories 1, 2 and 4 of Tender 12 of 2020 as insufficient responses have been received in accordance with Council Policy F4.9**

**CARRIED 9/0  
BY ABSOLUTE MAJOITY**

## Attachment 2 - Council Policy F4.9 Panels of Prequalified Suppliers



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

### FINANCE / ACCOUNTING

#### F 4.9 Panels Of Pre-Qualified Suppliers

|                                |                                     |
|--------------------------------|-------------------------------------|
| <i>Responsible Department</i>  | Corporate Services                  |
| <i>Resolution Number</i>       | C.3945                              |
| <i>Resolution Date</i>         | 20/05/2020                          |
| <i>Next Scheduled Review</i>   | 2022                                |
| <i>Related Shire Documents</i> | F 4.2 Purchasing & Tendering Policy |
| <i>Related Legislation</i>     | Local Government Act 1995           |

#### OBJECTIVE

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

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

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

#### SCOPE

The policy applies to purchases.

#### POLICY

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

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

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers\_V1



*Shire of Northam Planning Policy Manual (Section 1)  
Policy  
F 4.9 Panels of Pre-Qualified Suppliers Policy*

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### **Establishing a Panel**

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

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

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

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

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

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers\_V1



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

### **Purchasing from the Panel**

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

### **Recordkeeping**

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

For the creation of a Panel, this includes:

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

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

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

CS-POLICY-12 F 4.9 Panels of Pre-Qualified Suppliers\_V1

## 12.4 CORPORATE SERVICES

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

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

#### BRIEF

For Council to receive the accounts for the period from 1<sup>st</sup> October to 31<sup>st</sup> October 2020.

#### ATTACHMENTS

Attachment 1: Accounts & Statements of Accounts – October 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

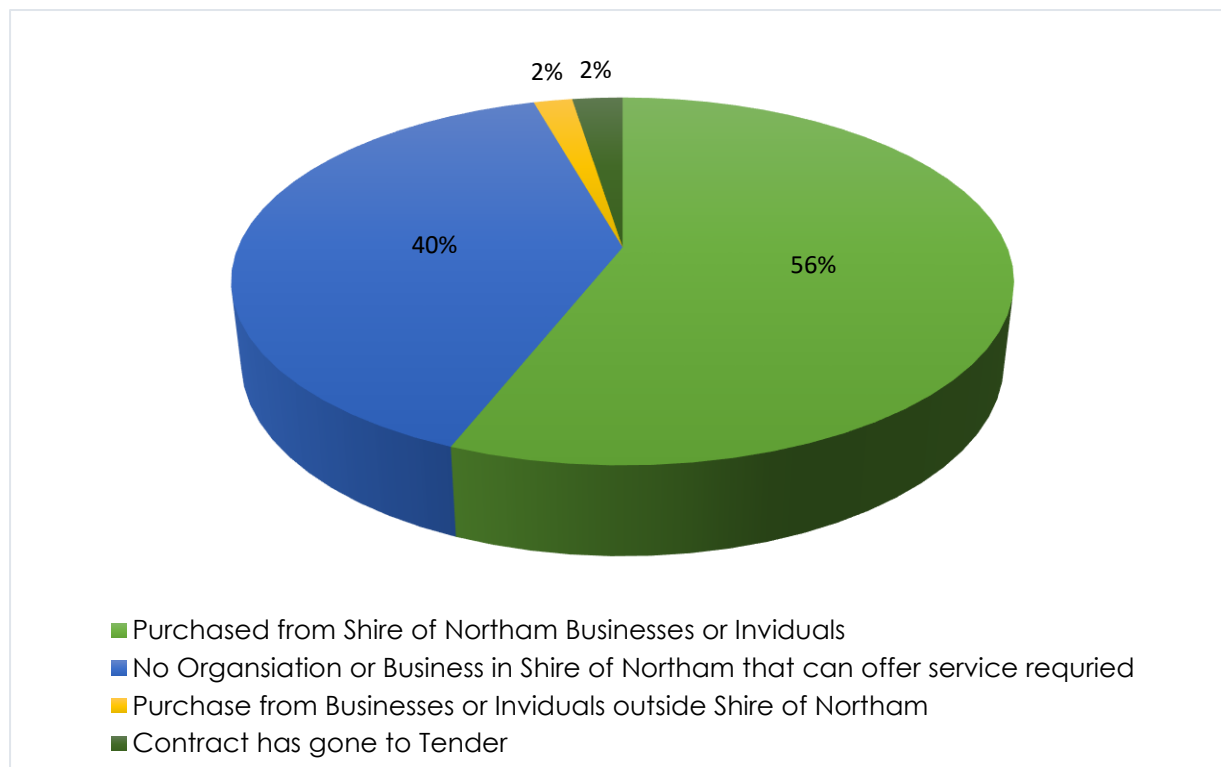
Not applicable.

## B.6 Risk Implications

| Risk Category        | Description   | Rating<br>(consequence<br>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 October 2020:



#### RECOMMENDATION / COUNCIL DECISION

Minute No: C.4087

Moved: Cr Della  
Seconded: Cr Williams

That Council receives the payments for the period 1<sup>st</sup> October 2020 to 31 October 2020, as listed:

- Municipal Fund EFT37861 to EFT38170 Total \$1,551,151.58.
- Direct Debits Total \$121,930.01.
- Payroll Total \$723,493.00

**TOTAL: \$2,396,574.59**

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

**CARRIED 9/0**

### Attachment 1 - Accounts & Statements of Accounts – October 2020

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| Cheque /EFT No | Date       | Name                      | Invoice Description  | Bank Code | INV Amount | Amount   |
|----------------|------------|---------------------------|--|-----------|------------|----------|
| EFT37861       | 02/10/2020 | HELEN RUTH WILLIAMSON     | RATES CREDIT REFUND FOR ASSESSMENT A10568  | 1         |            | 1,542.39 |
| INV A10568     | 30/09/2020 | HELEN RUTH WILLIAMSON     | RATES CREDIT REFUND FOR ASSESSMENT A10568  |           | 1,542.39   |          |
| EFT37862       | 02/10/2020 | JOHN KELLY                | 1 X MIYA.MIYA.MAKING   | 1         |            | 300.00   |
| INV 6          | 04/09/2020 | JOHN KELLY                | 1 X MIYA.MIYA.MAKING   | 1         | 300.00     |          |
| EFT37863       | 02/10/2020 | KERRY-ANNE RYDER          | BOND REFUND FOR BOOKING #4406 AT TOWN HALL   | 1         |            | 500.00   |
| INV 11007      | 16/09/2020 | KERRY-ANNE RYDER          | BOND REFUND FOR BOOKING #4406 AT TOWN HALL   | 1         | 500.00     |          |
| EFT37864       | 02/10/2020 | LLOYD MOURISH             | SALE OF LLOYD MOURISH ARTWORK HELD AT BKB  | 1         |            | 640.00   |
| INV 1          | 14/09/2020 | LLOYD MOURISH             | SALE OF LLOYD MOURISH ARTWORK HELD AT BKB  | 1         | 640.00     |          |
| EFT37865       | 02/10/2020 | MADDISON WENN             | REFUND FOR BOOKING #4330 LESSER HALL   | 1         |            | 100.00   |
| INV 10966      | 17/07/2020 | MADDISON WENN             | REFUND FOR BOOKING #4330 LESSER HALL   | 1         | 100.00     |          |
| EFT37866       | 02/10/2020 | MATTHEW JAMES CHOMIAK     | RATES CREDIT REFUND FOR ASSESSMENT A12418  | 1         |            | 62.53    |
| INV A12418     | 30/09/2020 | MATTHEW JAMES CHOMIAK     | RATES CREDIT REFUND FOR ASSESSMENT A12418  |           | 62.53      |          |
| EFT37867       | 02/10/2020 | REBBECA JANE NEAGLE       | RATES CREDIT REFUND FOR ASSESSMENT A1755   | 1         |            | 780.94   |
| INV A1755      | 30/09/2020 | REBBECA JANE NEAGLE       | RATES CREDIT REFUND FOR ASSESSMENT A1755   |           | 780.94     |          |
| EFT37868       | 02/10/2020 | ROGER HENRY JAMES A'COURT | RATES CREDIT REFUND FOR ASSESSMENT A2186   | 1         |            | 138.18   |
| INV A2186      | 30/09/2020 | ROGER HENRY JAMES A'COURT | RATES CREDIT REFUND FOR ASSESSMENT A2186   |           | 90.98      |          |
| INV A15406     | 30/09/2020 | ROGER HENRY JAMES A'COURT | RATES CREDIT REFUND FOR ASSESSMENT A15406  |           | 47.20      |          |
| EFT37869       | 02/10/2020 | SPECIALISED TREE SERVICE  | CORNER OF CARTER ST AND DEMPSTER ST<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORGSV495 TREATMENT ID: 2993<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE<br>BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING<br>TREES AND SHRUBS. | 1         |            | 5,266.80 |

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| Cheque /EFT No         | Date       | Name   | Invoice Description  | Bank Code | INV Amount | Amount   |
|------------------------|------------|--|--|-----------|------------|----------|
| INV 3404               | 25/09/2020 | SPECIALISED TREE SERVICE                             | CARTER STREET<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORGSV495 TREATMENT ID: 2994<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.                       | 1         | 1,881.00   |          |
| INV 3403               | 25/09/2020 | SPECIALISED TREE SERVICE                             | CORNER OF CARTER ST AND DEMPSTER ST<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORGSV495 TREATMENT ID: 2993<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS. | 1         | 3,385.80   |          |
| EFT37870               | 02/10/2020 | TENAYA EWINGS  | MEDIUM RIGID LEARNERS PERMIT AND THEORY TEST FOR TENAYA EWINGS   | 1         |            | 128.90   |
| INV CK24.09.24/09/2020 | 24/09/2020 | TENAYA EWINGS  | MEDIUM RIGID LEARNERS PERMIT AND THEORY TEST FOR TENAYA EWINGS   | 1         |            | 128.90   |
| EFT37872               | 02/10/2020 | APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS | ROUND SLING 3T X 2MTR & Solid tyre 5/8 Bore 350 X 4  | 1         |            | 179.74   |
| INV 6583528            | 23/09/2020 | APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS | ROUND SLING 3T X 2MTR & Solid tyre 5/8 Bore 350 X 4  | 1         |            | 179.74   |
| EFT37873               | 02/10/2020 | ARCH SOFTWARE AUSTRALIA                              | FINAL CHANGES TO ARCH WEIGHBRIDGE PROGRAM TO COMPLY WITH NEW DWER REQUIRMENTS AND REPORTING OBLIGATIONS.   | 1         |            | 2,197.25 |
| INV NR8067             | 25/09/2020 | ARCH SOFTWARE AUSTRALIA                              | IMPROVEMENTS TO WEIGHBRIDGE SOFTWARE, INCLUDING CLEAN UP OF OLD DATA AND CHANGES TO SHORT CUT KEYS.  | 1         |            | 1,093.95 |
| INV NR8113             | 25/09/2020 | ARCH SOFTWARE AUSTRALIA                              | FINAL CHANGES TO ARCH WEIGHBRIDGE PROGRAM TO COMPLY WITH NEW DWER REQUIRMENTS AND REPORTING OBLIGATIONS.   | 1         |            | 1,103.30 |
| EFT37874               | 02/10/2020 | ASLAB PTY LTD  | 3 PROFILE HOLES AT OLIVER ST & 3 PROFILE HOLES AT WELLINGTON ST 520-850  | 1         |            | 1,540.00 |
| INV 0002329516/09/2020 | 16/09/2020 | ASLAB PTY LTD  | 3 PROFILE HOLES AT OLIVER ST & 3 PROFILE HOLES AT WELLINGTON ST 520-850  | 1         |            | 1,540.00 |
| EFT37875               | 02/10/2020 | AUSTRALIAN SERVICES UNION                            | Payroll deductions   | 1         |            | 155.40   |
| INV DEDUCT29/09/2020   | 29/09/2020 | AUSTRALIAN SERVICES UNION                            | Payroll deductions   |           |            | 155.40   |

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|------------------------|------------|-------------------------------|---|-----------|------------|-----------|
| EFT37876               | 02/10/2020 | AUTOPRO NORTHAM               | HITCH PIN WITH SPRING CLIP.   | 1         |            | 8.55      |
| INV 875021             | 30/09/2020 | AUTOPRO NORTHAM               | HITCH PIN WITH SPRING CLIP.   | 1         | 8.55       |           |
| EFT37877               | 02/10/2020 | AVON VALLEY CONTRACTORS       | SUPPLY AND CART 3 X SEMI LOADS OF CLAY CLEANFILL TO BE USED FOR REHAB REPAIRS TO OLD QUARRY ROAD LANDFILL FACILITY. | 1         |            | 1,853.50  |
| INV 3415               | 27/07/2020 | AVON VALLEY CONTRACTORS       | FLOAT ROLLER COMBINED TYRES TO BEERING ROAD (30/06) LOW LOADER HIRE   | 1         | 220.00     |           |
| INV 3484               | 09/09/2020 | AVON VALLEY CONTRACTORS       | (28/80) SUPPLY & DELIVER 40T GRAVEL MRWA SPEC GRAVEL TO SEPTAGE PONDS.  | 1         | 726.00     |           |
| INV 3509               | 23/09/2020 | AVON VALLEY CONTRACTORS       | SUPPLY AND CART 3 X SEMI LOADS OF CLAY CLEANFILL TO BE USED FOR REHAB REPAIRS TO OLD QUARRY ROAD LANDFILL FACILITY. | 1         | 907.50     |           |
| EFT37878               | 02/10/2020 | AVON WASTE                    | DOMESTIC RUBBISH FOR F/E 11/09/2020   | 1         |            | 35,383.63 |
| INV 40663              | 11/09/2020 | AVON WASTE                    | DOMESTIC RUBBISH FOR F/E 11/09/2020   | 1         | 35,383.63  |           |
| EFT37879               | 02/10/2020 | COMBINED TYRES PTY LTD        | 36 SAFETY GLASSES - DARK  | 1         |            | 198.00    |
| INV INV-656130/09/2020 |            | COMBINED TYRES PTY LTD        | 36 SAFETY GLASSES - DARK  | 1         | 198.00     |           |
| EFT37880               | 02/10/2020 | COUNTRYWIDE GROUP             | CHEMICALS FOR POOL.   | 1         |            | 2,026.06  |
| INV ACC000116/09/2020  |            | COUNTRYWIDE GROUP             | CHEMICALS FOR POOL.   | 1         | 1,523.60   |           |
| INV ACC000122/09/2020  |            | COUNTRYWIDE GROUP             | STIHL WHIPPER SNIPPER - SERVICE   | 1         | 376.96     |           |
| INV AC0001325/09/2020  |            | COUNTRYWIDE GROUP             | DEUTSCHER 41/2"HEAVY DUTY SWING BACK BLADE SET  | 1         | 88.00      |           |
| INV AC0001325/09/2020  |            | COUNTRYWIDE GROUP             | BRUSHCUTTER REPAIRS   | 1         | 37.50      |           |
| EFT37881               | 02/10/2020 | CTI SECURITY SERVICES PTY LTD | RSL MEMORIAL HALL ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         |            | 815.17    |
| INV CINS30911/09/2020  |            | CTI SECURITY SERVICES PTY LTD | SES ADMIN ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 87.96      |           |
| INV CINS30911/09/2020  |            | CTI SECURITY SERVICES PTY LTD | SES SHED ALARM MONITORING 01/10/2020 - 31/10/2020.  | 1         | 87.96      |           |
| INV CINS30921/09/2020  |            | CTI SECURITY SERVICES PTY LTD | RSL MEMORIAL HALL ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 90.56      |           |

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|------------------------|------------|-------------------------------|---|-----------|------------|----------|
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | OLD RAILWAY STATION ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 61.96      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | NORTHAM REC CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.  | 1         | 61.97      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | VISITOR CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.  | 1         | 61.96      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | BERT HAWK OVAL SPORTS ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 61.96      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | WUNDOWIE LIBRARY ALARM MONITORING 01/10/2020 - 31/10/2020.  | 1         | 53.00      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | NORTHAM LIBRARY ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 61.96      |          |
| INV CINS309211/09/2020 |            | CTI SECURITY SERVICES PTY LTD | OLD GIRLS SCHOOL ALARM MONITORING FOR 01/10/2020 TO 31/10/2020.   | 1         | 61.96      |          |
| INV CINS3094409/2020   |            | CTI SECURITY SERVICES PTY LTD | BKB CENTRE ALARM MONITORING 01/10/2020 - 31/10/2020.  | 1         | 61.96      |          |
| INV CINS3094409/2020   |            | CTI SECURITY SERVICES PTY LTD | MORBY COTTAGE ALARM MONITORING 01/10/2020 - 31/10/2020.   | 1         | 61.96      |          |
| EFT37882               | 02/10/2020 | DAMIAN'S PLUMBING             | PUMP OUT SEWERAGE OF AROC TOILETS @ SHOW GROUNDS.   | 1         |            | 737.00   |
| INV 5791               | 21/09/2020 | DAMIAN'S PLUMBING             | PUMP OUT SEWERAGE OF AROC TOILETS @ SHOW GROUNDS.   | 1         | 737.00     |          |
| EFT37883               | 02/10/2020 | DMC CLEANING                  | CLEANING OF SHIRE FACILITIES FOR PERIOD 01/09/2020 - 30/09/2020.  | 1         |            | 4,490.57 |
| INV SON038             | 24/09/2020 | DMC CLEANING                  | CLEANING OF SHIRE FACILITIES FOR PERIOD 01/09/2020 - 30/09/2020.  | 1         | 4,490.57   |          |
| EFT37884               | 02/10/2020 | EFIRE & SAFETY                | ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR KILLARA AGED CARE FACILITY FOR PERIOD 01/09/2020 TO 30/09/2020.           | 1         |            | 931.70   |
| INV 529361             | 22/09/2020 | EFIRE & SAFETY                | ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR NORTHAM TOWN HALL FOR THE PERIOD 01/09/2020 TO 30/09/2020.                | 1         | 162.80     |          |
| INV 529357             | 22/09/2020 | EFIRE & SAFETY                | ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS AT NORTHAM SPORT & RECREATION CENTRE FOR THE PERIOD 01/09/2020 TO 30/09/2020. | 1         | 236.50     |          |

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| Cheque /EFT No         | Date       | Name  | Invoice Description   | Bank Code | INV Amount | Amount   |
|------------------------|------------|---|---|-----------|------------|----------|
| INV 529535             | 24/09/2020 | E FIRE & SAFETY                                     | ROUTINE MAINTENANCE CHARGES FOR THE TESTING OF THE FIRE DETECTION SYSTEMS FOR KILLARA AGED CARE FACILITY FOR PERIOD 01/09/2020 TO 30/09/2020. | 1         | 532.40     |          |
| EFT37885               | 02/10/2020 | EASIFLEET   | Payroll deductions  | 1         |            | 2,350.21 |
| INV DEDUCT29/09/2020   |            | EASIFLEET   | Payroll deductions  |           | 1,247.56   |          |
| INV DEDUCT29/09/2020   |            | EASIFLEET   | Payroll deductions  |           | 1,102.65   |          |
| EFT37886               | 02/10/2020 | ELDERS LIMITED                                      | AMMONIAM SULPHATE 25KG BAGS   | 1         |            | 567.60   |
| INV AX5172824/09/2020  |            | ELDERS LIMITED                                      | AMMONIAM SULPHATE 25KG BAGS   | 1         | 567.60     |          |
| EFT37887               | 02/10/2020 | ALLMAKES AG   | SAMOA 55:1 RATIO 20KG STANDARD DUTY GREASE GUN.   | 1         |            | 1,565.55 |
| INV 18298              | 23/09/2020 | ALLMAKES AG   | BOLTS & WASHERS   | 1         | 68.42      |          |
| INV 18358              | 24/09/2020 | ALLMAKES AG   | SAMOA 55:1 RATIO 20KG STANDARD DUTY GREASE GUN.   | 1         | 1,292.50   |          |
| INV 18443              | 29/09/2020 | ALLMAKES AG   |   | 1         | 204.63     |          |
| EFT37888               | 02/10/2020 | FRAMESWEST  | REPAIRS TO BROKEN NETBALL POLE. SUPPLY OF 10 HIGH STRENGTH BOLTS FOR ALL NETBALL POLES.   | 1         |            | 66.00    |
| INV 0002095116/09/2020 |            | FRAMESWEST  | REPAIRS TO BROKEN NETBALL POLE. SUPPLY OF 10 HIGH STRENGTH BOLTS FOR ALL NETBALL POLES.   | 1         | 66.00      |          |
| EFT37890               | 02/10/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 20/09/2020.   | 1         |            | 5,533.38 |
| INV 9555909            | 23/09/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 20/09/2020.   | 1         | 3,036.21   |          |
| INV 9574269            | 30/09/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS   | 1         | 2,497.17   |          |
| EFT37891               | 02/10/2020 | JAMES TINIRAU WEST                                  | NIGHT HOOPS COORDINATOR   | 1         |            | 1,750.00 |
| INV W1013              | 24/08/2020 | JAMES TINIRAU WEST                                  | NIGHT HOOPS COORDINATOR   | 1         | 1,750.00   |          |
| EFT37892               | 02/10/2020 | KLEENHEAT GAS                                       | IPG BULK GAS FOR NORTHAM AQUATIC FACILITY   | 1         |            | 4,119.37 |
| INV 574253             | 15/09/2020 | KLEENHEAT GAS                                       | IPG BULK GAS FOR NORTHAM AQUATIC FACILITY   | 1         | 883.19     |          |
| INV 2166918928/09/2020 |            | KLEENHEAT GAS                                       | IPG BULK GAS FOR NORTHAM AQUATIC FACILITY   | 1         | 3,236.18   |          |

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| Cheque /EFT No          | Date       | Name  | Invoice Description   | Bank Code | INV Amount | Amount   |
|-------------------------|------------|---|---|-----------|------------|----------|
| EFT37893                | 02/10/2020 | KLEENWEST DISTRIBUTORS                      | ANTIBACTERIAL WET WIPES   | 1         |            | 1,424.50 |
| INV 0004464311/03/2020  |            | KLEENWEST DISTRIBUTORS                      | ANTIBACTERIAL WET WIPES   | 1         | 1,424.50   |          |
| EFT37894                | 02/10/2020 | LANDGATE                                    | GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO: G2020/9 DATED 25/07/2020 TO 21/08/2020   | 1         |            | 1,122.97 |
| INV 359251-1018/09/2020 |            | LANDGATE                                    | GROSS RENTAL VALUATION'S CHARGEABLE SCHEDULE NO: G2020/9 DATED 25/07/2020 TO 21/08/2020   | 1         | 781.13     |          |
| INV 359287-101/09/2020  |            | LANDGATE                                    | RURAL UV'S CHARGEABLE SCHEDULE R.2020/12 DATE:22/08/2020 TO 18/09/2020  | 1         | 341.84     |          |
| EFT37895                | 02/10/2020 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - CHADD HUNT  | 1         |            | 531.00   |
| INV 17595               | 09/07/2020 | LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA | LOCAL GOVERNMENT PROFESSIONALS MEMBERSHIP 2020/21 - CHADD HUNT  | 1         | 531.00     |          |
| EFT37896                | 02/10/2020 | MARK ANTHONY LAWRENCE (JOBS FOR MARK)       | MINUTE NO: LBSC.54 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,000 TO THE BUSINESS 'JOBS FOR MARK' FOR THE DEVELOPMENT OF A WEBSITE. | 1         |            | 2,000.00 |
| INV 2020090108/09/2020  |            | MARK ANTHONY LAWRENCE (JOBS FOR MARK)       | MINUTE NO: LBSC.54 THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$2,000 TO THE BUSINESS 'JOBS FOR MARK' FOR THE DEVELOPMENT OF A WEBSITE. | 1         | 2,000.00   |          |
| EFT37897                | 02/10/2020 | MCLEODS BARRISTERS & SOLICITORS             | O'MALLEY, S - 29 MCMULLEN RD WUNDOWIE UNLAWFUL DEVELOPMENT  | 1         |            | 578.28   |
| INV 114363              | 30/06/2020 | MCLEODS BARRISTERS & SOLICITORS             | O'MALLEY, S - 29 MCMULLEN RD WUNDOWIE UNLAWFUL DEVELOPMENT  | 1         | 578.28     |          |
| EFT37898                | 02/10/2020 | MEGAN CHRISTINE WORTHINGTON                 | REIMBURSEMENT FOR COFFEE POD MACHINE FOR NORTHAM AQUATIC FACILITY KIOSK   | 1         |            | 241.00   |
| INV 23                  | 24/09/2020 | MEGAN CHRISTINE WORTHINGTON                 | REIMBURSEMENT FOR ADDITIONAL FOOD FOR BOOKING #4347 FOR THE MINISTER OF REGIONAL DEVELOPMENT MEETING  | 1         | 72.00      |          |
| INV 2001001929/09/2020  |            | MEGAN CHRISTINE WORTHINGTON                 | REIMBURSEMENT FOR COFFEE POD MACHINE FOR NORTHAM AQUATIC FACILITY KIOSK   | 1         | 169.00     |          |
| EFT37899                | 02/10/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP        | STREET SWEEPING & GULLY EDUCATION SERVICES ( CLEANING TOWN ROADS ) W/E 07/09/2020 TO 13/09/2020.  | 1         |            | 7,679.10 |



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| INV N2610              | 21/09/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS ) W/E 07/09/2020 TO 13/09/2020.                     | 1         | 3,839.55   |          |
| INV N2613              | 21/09/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS ) 14/09/2020 TO 20/09/2020.                         | 1         | 3,839.55   |          |
| EFT37900               | 02/10/2020 | NAVMAN WIRELESS PTY LTD              | SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT   | 1         |            | 1,264.29 |
| INV 9205359805/09/2020 |            | NAVMAN WIRELESS PTY LTD              | SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/09/2020 TO 04/10/2020                                      | 1         | 417.67     |          |
| INV 9206038515/09/2020 |            | NAVMAN WIRELESS PTY LTD              | SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT   | 1         | 846.62     |          |
| EFT37901               | 02/10/2020 | NORTHAM AGRICULTURAL SOCIETY         | REFUND FOR DEPOSIT OF BOOKING #4136   | 1         |            | 100.00   |
| INV 11004              | 10/09/2020 | NORTHAM AGRICULTURAL SOCIETY         | REFUND FOR DEPOSIT OF BOOKING #4136   | 1         | 100.00     |          |
| EFT37902               | 02/10/2020 | NORTHAM BETTA ELECTRICAL             | PANASONIC INVERTER MICROWAVE OVEN.  | 1         |            | 249.00   |
| INV 2001001922/09/2020 |            | NORTHAM BETTA ELECTRICAL             | PANASONIC INVERTER MICROWAVE OVEN.  | 1         | 249.00     |          |
| EFT37903               | 02/10/2020 | NORTHAM FEED & HIRE                  | SWANFOOD & MISCELLANEOUS ITEMS  | 1         |            | 90.00    |
| INV 0000305423/09/2020 |            | NORTHAM FEED & HIRE                  | SWANFOOD & MISCELLANEOUS ITEMS  | 1         | 18.00      |          |
| INV 0000305825/09/2020 |            | NORTHAM FEED & HIRE                  | SWANFOOD & MISCELLANEOUS ITEMS  | 1         | 36.00      |          |
| INV 0000306329/09/2020 |            | NORTHAM FEED & HIRE                  | SWANFOOD & MISCELLANEOUS ITEMS  | 1         | 36.00      |          |
| EFT37904               | 02/10/2020 | NORTHAM FLORIST                      | BRIGHT BOX ARRANGEMENT FOR CHERYL GREENOUGH AT SPENCERS BROOK INCLUDING DELIVERY.                                   | 1         |            | 100.00   |
| INV 23375              | 16/09/2020 | NORTHAM FLORIST                      | BRIGHT BOX ARRANGEMENT FOR CHERYL GREENOUGH AT SPENCERS BROOK INCLUDING DELIVERY.                                   | 1         | 100.00     |          |
| EFT37905               | 02/10/2020 | NUTRIEN AG SOULTIONS LIMITED         | 55209104 - ACQIRELYON INSIGHT 750WG 5G  | 1         |            | 1,225.07 |
| INV 9032742805/08/2020 |            | NUTRIEN AG SOULTIONS LIMITED         | 55209104 - ACQIRELYON INSIGHT 750WG 5G  | 1         | 984.61     |          |
| INV 9033184718/08/2020 |            | NUTRIEN AG SOULTIONS LIMITED         | SUPPLY ROTO SPRINKLER HEADS AND CLAMPS  | 1         | 240.46     |          |
| EFT37906               | 02/10/2020 | OASIS OUTDOOR STRUCTURES             | INSTALL PIT AND ROCK PITCHING ON SKATE PARK END INCLUDING PIPE UNDER THE PATH IN NATURAL WATER WAY, SUPPLIED BY SON | 1         |            | 2,541.00 |

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| INV INV-054723/08/2020 |            | OASIS OUTDOOR STRUCTURES         | INSTALL FIT AND ROCK FITCHING ON SKATE PARK END ENCLUDING PIPE UNDER THE PATH IN NATURAL WATER WAY, SUPPLIED BY SON | 1         | 2,541.00   |          |
| EFT37907               | 02/10/2020 | OXTER SERVICES                   | BERNARD PARK TOILETS. SUPPLY 2 X BOXES TOILET PAPER AND 1 X 5L HAND SOAP.   | 1         |            | 118.93   |
| INV 23404              | 22/09/2020 | OXTER SERVICES                   | BERNARD PARK TOILETS. SUPPLY 2 X BOXES TOILET PAPER AND 1 X 5L HAND SOAP.   | 1         | 118.93     |          |
| EFT37908               | 02/10/2020 | PI & DEROBINSON                  | SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.           | 1         |            | 6,000.00 |
| INV 0000048/30/10/2020 |            | PI & DEROBINSON                  | SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020.           | 1         | 6,000.00   |          |
| EFT37909               | 02/10/2020 | PRIMARIES OF WA.PTY LTD          | 1 TONNE OF ECO TURF EMERALD FOR THE WUNDOWIE OVAL   | 1         |            | 2,186.42 |
| INV 4098520904/02/2020 |            | PRIMARIES OF WA.PTY LTD          | 20 L SEASOL   | 1         | 241.15     |          |
| INV 4102817924/04/2020 |            | PRIMARIES OF WA.PTY LTD          | 20 L SEASOL   | 1         | 241.15     |          |
| INV 4104464328/05/2020 |            | PRIMARIES OF WA.PTY LTD          | 1 TONNE OF ECO TURF EMERALD FOR THE WUNDOWIE OVAL   | 1         | 1,704.12   |          |
| EFT37910               | 02/10/2020 | PROFESSIONAL LOCKSERVICE         | REPAIR AND POSSIBLY CHANGE OUT FOR OIN PAD STYLE.   | 1         |            | 535.70   |
| INV 0010536229/09/2020 |            | PROFESSIONAL LOCKSERVICE         | REPAIR AND POSSIBLY CHANGE OUT FOR OIN PAD STYLE.   | 1         | 535.70     |          |
| EFT37911               | 02/10/2020 | PROGRAMME ELECTRICAL MAINTENANCE | BAKERS HILL PAVILION. SECURITY LIGHT ON THE SIDE EXIT OF THE BUILDING NEEDS REPAIRING.                              | 1         |            | 193.60   |
| INV 0000575624/09/2020 |            | PROGRAMME ELECTRICAL MAINTENANCE | BAKERS HILL PAVILION. SECURITY LIGHT ON THE SIDE EXIT OF THE BUILDING NEEDS REPAIRING.                              | 1         | 193.60     |          |
| EFT37912               | 02/10/2020 | REPCO NORTHAM                    | TROLLEY WITH DRAWER   | 1         |            | 1,506.48 |
| INV 4980002416/06/2020 |            | REPCO NORTHAM                    | TROLLEY WITH DRAWER   | 1         | 853.80     |          |
| INV 4980003602/07/2020 |            | REPCO NORTHAM                    | MFST116 - KNIFE - RETRACT UTILITY W/BLADES  | 1         | 19.93      |          |
| INV 4980003602/07/2020 |            | REPCO NORTHAM                    | RT22765 - PLIER - COMBINATION 160MM   | 1         | 49.39      |          |
| INV 4980003602/07/2020 |            | REPCO NORTHAM                    | RTK24000 - SCREWDRIVER SET - 13PC   | 1         | 155.78     |          |

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| INV 4980003602/07/2020 |            | REPCO NORTHAM   | RT22610 - WRENCH - ADJUSTABLE 250M  | 1         | 38.94      |           |
| INV 4980003603/07/2020 |            | REPCO NORTHAM   | TOOLS FOR DEPOT   | 1         | 388.64     |           |
| EFT37913               | 02/10/2020 | RIVERLINK NOMINEES PTY LTD T/A S WA BOILER SPARES & SERVICE | INSPECTION AND SERVICE OF BOILERS - INCLUDES REPLACEMENT PUMPS FOR HOT WATER SERVICE NORTHAM POOL - INCLUDING TRAVEL 225KM @ \$1.50 PER KM.   | 1         |            | 1,440.18  |
| INV 15010              | 09/09/2020 | RIVERLINK NOMINEES PTY LTD T/A S WA BOILER SPARES & SERVICE | INSPECTION AND SERVICE OF BOILERS - INCLUDES REPLACEMENT PUMPS FOR HOT WATER SERVICE NORTHAM POOL - INCLUDING TRAVEL 225KM @ \$1.50 PER KM.   | 1         | 1,440.18   |           |
| EFT37914               | 02/10/2020 | SGS AUSTRALIA PTY LTD                                       | BIANNUAL TIP BORE MONITORING OLD QUARRY ROAD WASTE MANAGEMENT FACILITY  | 1         |            | 1,324.62  |
| INV NE0008128/09/2020  |            | SGS AUSTRALIA PTY LTD                                       | BIANNUAL TIP BORE MONITORING OLD QUARRY ROAD WASTE MANAGEMENT FACILITY  | 1         | 1,324.62   |           |
| EFT37915               | 02/10/2020 | SPECIALE SMASH REPAIRS                                      | KILLARA 4 PN1803 - REMOVE AND PREPLACE ITEMS - INNER REAR TRIMS OFR ACCESS, SLIDING DOOR L/H RUN TRACK, REAR BUMBER BAR L/H RELEASE, L/H TAIL LAMP & D/A, L/H REAR MUD FLAP. AS PER ESTIMATE 17104. | 1         |            | 911.90    |
| INV 19416/1            | 30/09/2020 | SPECIALE SMASH REPAIRS                                      | KILLARA 4 PN1803 - REMOVE AND PREPLACE ITEMS - INNER REAR TRIMS OFR ACCESS, SLIDING DOOR L/H RUN TRACK, REAR BUMBER BAR L/H RELEASE, L/H TAIL LAMP & D/A, L/H REAR MUD FLAP. AS PER ESTIMATE 17104. | 1         | 911.90     |           |
| EFT37916               | 02/10/2020 | STATE WIDE TURF SERVICES                                    | OP-DRESS FOR HENRY ST OVAL.<br>SAND SUPPLY 200M3<br>COMPOST SUPPLY 60M3<br>SPREAD AND LEVEL   | 1         |            | 17,233.70 |
| INV 0000568729/09/2020 |            | STATE WIDE TURF SERVICES                                    | OP-DRESS FOR HENRY ST OVAL.<br>SAND SUPPLY 200M3<br>COMPOST SUPPLY 60M3<br>SPREAD AND LEVEL   | 1         | 17,233.70  |           |
| EFT37917               | 02/10/2020 | SYNERGY   | AUXILIARY LIGHTING CHARGES 02/07/2020 TO 03/08/2020.  | 1         |            | 130.62    |

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| INV 2037010503/08/2020 |            | SYNERGY   | AUXILLARY LIGHTING CHARGES 02/07/2020 TO 03/08/2020.   | 1         | 130.62     |           |
| EFT37918               | 02/10/2020 | THE PAPER COMPANY OF AUSTRALIA                  | 150 X A4 REAMS PHOTOCOPY PAPER AND 12 X A380 A ONE PAPER.  | 1         |            | 902.55    |
| INV 0004668420/07/2020 |            | THE PAPER COMPANY OF AUSTRALIA                  | 150 X A4 REAMS PHOTOCOPY PAPER AND 12 X A380 A ONE PAPER.  | 1         | 902.55     |           |
| EFT37919               | 02/10/2020 | VALLEY FORD                                     | FN1710 - N79 - REPALCE FRONT BRAKE DISCS AND PADS FORD RANGER DUAL CAB 4 X 4 DIESEL<br>VIN:MPBUMEF50HX141051 | 1         |            | 1,325.36  |
| INV 1411735            | 24/09/2020 | VALLEY FORD                                     | FN1710 - N79 - FUSE REPLACEMENT FOR FORD RANGER DUAL CAB 4 X 4 DIESEL VIN:MPBUMEF50HX141051                  | 1         | 19.36      |           |
| INV 1411762            | 25/09/2020 | VALLEY FORD                                     | FN1710 - N79 - REPALCE FRONT BRAKE DISCS AND PADS FORD RANGER DUAL CAB 4 X 4 DIESEL<br>VIN:MPBUMEF50HX141051 | 1         | 886.00     |           |
| INV 1411820            | 30/09/2020 | VALLEY FORD                                     | FN1907 - N11196 - FORD ESCAPE N11196 - WHITE DIESEL : WFOAXXWPMK45363  | 1         | 420.00     |           |
| EFT37920               | 02/10/2020 | WA CONTRACT RANGER SERVICES                     | ANNUAL POUND MANAGEMENT 07/09/2020-20/09/2020  | 1         |            | 1,476.75  |
| INV 02928              | 21/09/2020 | WA CONTRACT RANGER SERVICES                     | ANNUAL POUND MANAGEMENT 07/09/2020-20/09/2020  | 1         | 1,476.75   |           |
| EFT37921               | 02/10/2020 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION | CR MARIA GIRAK - UNDERSTANDING FINANCIAL REPORTS & BUDGETS ELEARNING (SEPT 2020).                            | 1         |            | 195.00    |
| INV B084167            | 30/09/2020 | WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION | CR MARIA GIRAK - UNDERSTANDING FINANCIAL REPORTS & BUDGETS ELEARNING (SEPT 2020).                            | 1         | 195.00     |           |
| EFT37922               | 02/10/2020 | WHEATBELT NATURAL RESOURCE MAN&GEMENT           | MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 04/08/2020 TO 14/08/2020.                        | 1         |            | 12,339.80 |
| INV 0030115030/07/2020 |            | WHEATBELT NATURAL RESOURCE MAN&GEMENT           | MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 29/07/2020 TO 30/07/2020                         | 1         | 2,851.20   |           |
| INV 0030115124/08/2020 |            | WHEATBELT NATURAL RESOURCE MAN&GEMENT           | MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 04/08/2020 TO 14/08/2020.                        | 1         | 3,207.60   |           |
| INV 0030115231/08/2020 |            | WHEATBELT NATURAL RESOURCE MAN&GEMENT           | MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 FOR 18/08/2020 TO 28/08/2020.                    | 1         | 3,073.40   |           |
| INV 0030115514/09/2020 |            | WHEATBELT NATURAL RESOURCE MAN&GEMENT           | MAINTENANCE OF NORTHAM CEMETERY AS PER CONTRACT C.201920-17 02/09/2020 TO 11/09/2020                         | 1         | 3,207.60   |           |
| EFT37923               | 02/10/2020 | WHEATBELT OFFICE & BUSINESS MACHINES            | REPAIRS TO OFFICE FOLDING MACHINE  | 1         |            | 60.00     |

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| INV 26780              | 21/09/2020 | WHE&TBELT OFFICE & BUSINESS MACHINES | REPAIRS TO OFFICE FOLDING MACHINE   | 1         | 60.00      |          |
| EFT37924               | 09/10/2020 | ADT SECURITY                         | SYSTEM CHECK AT KILLARA DUE TO POSSIBLE SENSOR FAULT                          | 1         |            | 339.90   |
| INV 2360165026/09/2020 |            | ADT SECURITY                         | SYSTEM CHECK AT KILLARA DUE TO POSSIBLE SENSOR FAULT                          | 1         | 339.90     |          |
| EFT37925               | 09/10/2020 | ALLRUBBER TMH PTY LTD                | SUPPLY 2000WD X 6MTR CUT LENGTH OF P25-140DA 2PLY GREEN PVC MONOFILAMENT BELT | 1         |            | 848.10   |
| INV 59489              | 01/10/2020 | ALLRUBBER TMH PTY LTD                | SUPPLY 2000WD X 6MTR CUT LENGTH OF P25-140DA 2PLY GREEN PVC MONOFILAMENT BELT | 1         | 848.10     |          |
| EFT37926               | 09/10/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY FOR SEPTEMBER 2020.   | 1         |            | 1,888.34 |
| INV 69176              | 17/09/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY FOR SEPTEMBER 2020.   | 1         | 27.50      |          |
| INV 69175              | 17/09/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY COSTS FOR SEPTEMBER 2020  | 1         | -919.05    |          |
| INV 69209              | 24/09/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY FOR SEPTEMBER 2020.   | 1         | 205.89     |          |
| INV 69354              | 30/09/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY FOR SEPTEMBER 2020.   | 1         | 2,546.50   |          |
| INV 69355              | 30/09/2020 | AMPAC DEBT RECOVERY (WA) P/L         | DEBT RECOVERY FOR SEPTEMBER 2020.   | 1         | 27.50      |          |
| EFT37927               | 09/10/2020 | ATTILA JOHN MENC SHELYI              | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020  | 1         |            | 1,905.73 |
| INV SEPTEMB00/09/2020  |            | ATTILA JOHN MENC SHELYI              | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020  | 1         | 1,905.73   |          |
| EFT37928               | 09/10/2020 | AUTOPRO NORTHAM                      | 20L DEGREASER / TRUCK WASH  | 1         |            | 114.30   |
| INV 857102             | 08/07/2020 | AUTOPRO NORTHAM                      | 20L DEGREASER / TRUCK WASH  | 1         | 114.30     |          |
| EFT37929               | 09/10/2020 | AVON DEMOLITION & EARTHMOVING        | MANAGEMENT OF INKPEN WASTE MANAGEMENT F/E 04/10/2020.                         | 1         |            | 3,360.00 |
| INV 0042               | 20/09/2020 | AVON DEMOLITION & EARTHMOVING        | MANAGEMENT OF INKPEN WASTE MANAGEMENT FACILITY F/E 20/09/2020.                | 1         | 1,568.00   |          |
| INV 0043               | 04/10/2020 | AVON DEMOLITION & EARTHMOVING        | MANAGEMENT OF INKPEN WASTE MANAGEMENT F/E 04/10/2020.                         | 1         | 1,792.00   |          |
| EFT37930               | 09/10/2020 | AVON SERVICE SPECIALISTS             | 46,000KM SERVICE PN1612   | 1         |            | 470.75   |
| INV 19699              | 30/09/2020 | AVON SERVICE SPECIALISTS             | 46,000KM SERVICE PN1612   | 1         | 470.75     |          |

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| EFT37931               | 09/10/2020 | AVON WASTE                          | MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2020                 | 1         |            | 82,797.81 |
| INV 0004068125/09/2020 | 25/09/2020 | AVON WASTE                          | MANAGEMENT OF THE OLD QUARRY ROAD WASTE MANAGEMENT FACILITY SEPTEMBER 2020                 | 1         | 47,715.80  |           |
| INV 40680              | 25/09/2020 | AVON WASTE                          | RUBBISH COLLECTION FOR F/E 25/09/2020  | 1         | 35,082.01  |           |
| EFT37932               | 09/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD    | WALL MOUNTED URN 3L , WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES      | 1         |            | 1,653.72  |
| INV INV-222617/09/2020 | 09/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD    | WALL MOUNTED URN 3L , WITH DRIP TRAY FOR CO-LOCATION CENTRE TRAINING ROOM NORTHAM SES      | 1         | 1,527.00   |           |
| INV INV-223101/10/2020 | 09/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD    | BAKERS HILL PAVILION STANDPIPE. CONSTANTLY LEAKING, PLEASE REPAIR.                         | 1         | 126.72     |           |
| EFT37933               | 09/10/2020 | BOQ ASSET FINANCE & LEASING PTY LTD | SEPTEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM | 1         |            | 145.56    |
| INV 858512             | 08/09/2020 | BOQ ASSET FINANCE & LEASING PTY LTD | SEPTEMBER 2020 LEASE FEE FOR PHOTOCOPIER FOR CO WORKING SPACE / COMMUNITY DEVELOPMENT TEAM | 1         | 145.56     |           |
| EFT37934               | 09/10/2020 | BROOKLANDS SUPER PTY LTD            | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         |            | 1,100.00  |
| INV SEPT09/09/2020     | 09/10/2020 | BROOKLANDS SUPER PTY LTD            | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         | 1,100.00   |           |
| EFT37935               | 09/10/2020 | CARL PHILLIP DELLA                  | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         |            | 1,905.73  |
| INV SEPT09/09/2020     | 09/10/2020 | CARL PHILLIP DELLA                  | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         | 1,905.73   |           |
| EFT37936               | 09/10/2020 | CHRISTOPHER RICHARD ANTONIO         | COUNCILLOR PAYMENTS SEPTEMBER 2020   | 1         |            | 5,505.56  |
| INV SEPT09/09/2020     | 09/10/2020 | CHRISTOPHER RICHARD ANTONIO         | COUNCILLOR PAYMENTS SEPTEMBER 2020   | 1         | 5,505.56   |           |
| EFT37937               | 09/10/2020 | CIVIC LEGAL                         | KLEENHEAT GAS - POTENTIAL CLAIM  | 1         |            | 435.60    |
| INV 507149             | 31/08/2020 | CIVIC LEGAL                         | KLEENHEAT GAS - POTENTIAL CLAIM  | 1         | 435.60     |           |
| EFT37938               | 09/10/2020 | CLEANAWAY DANIELS SERVICES PTY LTD  | BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.           | 1         |            | 394.32    |
| INV 1896518            | 30/09/2020 | CLEANAWAY DANIELS SERVICES PTY LTD  | BAKERS HILL HOOPER PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.           | 1         | 197.16     |           |
| INV 1896519            | 30/09/2020 | CLEANAWAY DANIELS SERVICES PTY LTD  | BERNARD PARK TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.                      | 1         | 98.58      |           |

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| INV 1896520             | 30/09/2020 | CLEANAWAY DANIELS SERVICES PTY LTD                  | WUNDOWIE PUBLIC TOILETS. SHARPS DISPOSAL SERVICING FOR 2020/21PER VISIT.  | 1         | 98.58      |          |
| EFT37939                | 09/10/2020 | COUNTRY COPIERS NORTHAM                             | COLOUR COPIER SERVICE/METER READING FOR LIBRARY   | 1         |            | 864.51   |
| INV S8514               | 17/07/2020 | COUNTRY COPIERS NORTHAM                             | COLOUR COPIER SERVICE/METER READING FOR LIBRARY   | 1         | 757.01     |          |
| INV 43746               | 30/09/2020 | COUNTRY COPIERS NORTHAM                             | STATIONERY FOR REC CENTRE.  | 1         | 107.50     |          |
| EFT37940                | 09/10/2020 | COURTNEY BENNELL                                    | BOND REFUND FOR NORTHAM TOWN HALL   | 1         |            | 500.00   |
| INV 4298                | 06/09/2020 | COURTNEY BENNELL                                    | BOND REFUND FOR NORTHAM TOWN HALL   | 1         | 500.00     |          |
| EFT37941                | 09/10/2020 | DAVID JAMES GALLOWAY                                | COUNCIL PAYMENTS FOR MONTH OF SEPTEMBER 2020  | 1         |            | 2,009.33 |
| INV SEPTEMBER09/2020    | 09/2020    | DAVID JAMES GALLOWAY                                | COUNCIL PAYMENTS FOR MONTH OF SEPTEMBER 2020  | 1         | 2,009.33   |          |
| EFT37942                | 09/10/2020 | DEBORAH MOODY                                       | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         |            | 100.00   |
| INV JW0810208/10/2020   | 10/2020    | DEBORAH MOODY                                       | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         | 100.00     |          |
| EFT37943                | 09/10/2020 | DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)       | REIMBURSEMENT TO DFES FOR INSTRUCTORS FOR PUMP OPS COURSE 20-21 JUNE 2020 @ GRASS VALLEY FIRE STATION                                 | 1         |            | 3,439.45 |
| INV 151186              | 24/09/2020 | DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)       | REIMBURSEMENT TO DFES FOR INSTRUCTORS FOR PUMP OPS COURSE 20-21 JUNE 2020 @ GRASS VALLEY FIRE STATION                                 | 1         | 3,439.45   |          |
| EFT37944                | 09/10/2020 | DEPARTMENT OF HOUSING                               | RATES CREDIT REFUND FOR ASSESSMENT A2575  | 1         |            | 1,380.46 |
| INV A2575               | 02/10/2020 | DEPARTMENT OF HOUSING                               | RATES CREDIT REFUND FOR ASSESSMENT A2575  |           | 1,380.46   |          |
| EFT37945                | 09/10/2020 | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | ANNUAL LICENCE (DANGEROUS GOODS) DGS022566 FEE FOR 44 PEEL TCE, NORTHAM (NORTHAM AQUATIC CENTRE) FOR PERIOD 18/10/2020 TO 17/10/2021. | 1         |            | 223.00   |
| INV 2020-202010/09/2020 | 09/2020    | DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY | ANNUAL LICENCE (DANGEROUS GOODS) DGS022566 FEE FOR 44 PEEL TCE, NORTHAM (NORTHAM AQUATIC CENTRE) FOR PERIOD 18/10/2020 TO 17/10/2021. | 1         | 223.00     |          |
| EFT37946                | 09/10/2020 | DONNA.MOODY   | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         |            | 100.00   |
| INV JW0810208/10/2020   | 10/2020    | DONNA.MOODY   | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         | 100.00     |          |

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| EFT37947               | 09/10/2020 | DRACO AIR PTY LTD                          | VISITORS CENTRE. AIRCON IN AVVAS SECTION MAKING TICKING NOISE, PLEASE REPAIR. | 1         |            | 686.82    |
| INV 13223              | 20/08/2020 | DRACO AIR PTY LTD                          | VISITORS CENTRE. AIRCON IN AVVAS SECTION MAKING TICKING NOISE, PLEASE REPAIR. | 1         | 686.82     |           |
| EFT37948               | 09/10/2020 | DUN DIRECT PTY LTD                         | RATES CREDIT REFUND FOR ASSESSMENT A15742                                     | 1         |            | 21,004.01 |
| INV A15742             | 02/10/2020 | DUN DIRECT PTY LTD                         | RATES CREDIT REFUND FOR ASSESSMENT A15742                                     |           | 21,004.01  |           |
| EFT37949               | 09/10/2020 | ECOMIST SWAN                               | SERVICE WELCOME FRAGRANCES TO KILLARA.DAY CENTRE & COTTAGE                    | 1         |            | 194.15    |
| INV 0005329810/03/2020 |            | ECOMIST SWAN                               | SERVICE WELCOME FRAGRANCES TO KILLARA.DAY CENTRE & COTTAGE                    | 1         | 194.15     |           |
| EFT37950               | 09/10/2020 | ELIZABETH STACK                            | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         |            | 100.00    |
| INV JW0810208/10/2020  |            | ELIZABETH STACK                            | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         | 100.00     |           |
| EFT37951               | 09/10/2020 | EVERLASTINGS ON FITZGERALD                 | LEAVING GIFT - CARMEN SADLEIR   | 1         |            | 169.95    |
| INV 25082              | 30/09/2020 | EVERLASTINGS ON FITZGERALD                 | LEAVING GIFT - CARMEN SADLEIR   | 1         | 169.95     |           |
| EFT37952               | 09/10/2020 | FINISHING WA.                              | BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETING DECEMBER 2019            | 1         |            | 220.00    |
| INV INV-100830/09/2020 |            | FINISHING WA.                              | BINDING OF MINUTES FOR COUNCIL AND COMMITTEE MEETING DECEMBER 2019            | 1         | 220.00     |           |
| EFT37953               | 09/10/2020 | FISKE ENTERPRISES T/A EXPRESS CARD SERVICE | LIBRARY CARDS   | 1         |            | 566.50    |
| INV INV-034520/07/2020 |            | FISKE ENTERPRISES T/A EXPRESS CARD SERVICE | LIBRARY CARDS   | 1         | 566.50     |           |
| EFT37954               | 09/10/2020 | FLETCHER PAGE                              | REIMBURSEMENT FOR POLICE CLEARNANCE   | 1         |            | 42.00     |
| INV 4748211802/10/2020 |            | FLETCHER PAGE                              | REIMBURSEMENT FOR POLICE CLEARNANCE   | 1         | 42.00      |           |
| EFT37955               | 09/10/2020 | FORM BUILDING A STATE OF CREATIVITY INC    | BROCHURE CONTENT & DESIGN FOR BKB   | 1         |            | 10,505.00 |
| INV 0000228807/09/2020 |            | FORM BUILDING A STATE OF CREATIVITY INC    | BROCHURE CONTENT & DESIGN FOR BKB   | 1         | 10,505.00  |           |
| EFT37956               | 09/10/2020 | FRONTLINE FIRE & RESCUE EQUIPMENT          | PPE EQUIPMENT FOR BUSHFIRES.  | 1         |            | 2,016.82  |



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| INV 68836      | 15/09/2020 | FRONTLINE FIRE & RESCUE EQUIPMENT | PPE EQUIPMENT FOR BUSHFIRES.  | 1         | 2,016.82   |          |
| EFT37957       | 09/10/2020 | GEORGIA PANKIW                    | REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK.  | 1         |            | 87.00    |
| INV 3885049    | 07/08/2020 | GEORGIA PANKIW                    | REIMBURSEMENT FOR WORKING WITH CHILDREN CHECK.  | 1         | 87.00      |          |
| EFT37958       | 09/10/2020 | GLENN STUART BEVERIDGE            | SUSPENSION BRIDGE - REPLACE & TRIM BOARDS AS PER SITE MEETING.  | 1         |            | 6,281.00 |
| INV 28         | 10/09/2020 | GLENN STUART BEVERIDGE            | REPAIR LOCK THAT IS BROKEN ON STORE ROOM (HARRY POTTER ROOM)  | 1         | 209.00     |          |
| INV 32         | 16/09/2020 | GLENN STUART BEVERIDGE            | SUSPENSION BRIDGE - REPLACE & TRIM BOARDS AS PER SITE MEETING.  | 1         | 1,980.00   |          |
| INV 33         | 16/09/2020 | GLENN STUART BEVERIDGE            | VISITORS CENTRE. GATE NEAR CAFE HARD TO OPEN PLEASE SERVICE/REPLACE HINGES.   | 1         | 187.00     |          |
| INV 35         | 17/09/2020 | GLENN STUART BEVERIDGE            | REPAIR LONG JUMP TAKE OFF BOARD ON HENRY STREET OVAL.   | 1         | 165.00     |          |
| INV 34         | 17/09/2020 | GLENN STUART BEVERIDGE            | MORBY COTTAGE. YEARLY OILING OF DECKING.  | 1         | 990.00     |          |
| INV 36         | 21/09/2020 | GLENN STUART BEVERIDGE            | OLD POST OFFICE. REPAIR BOARDS AND OIL DECKING 2 X COATS.   | 1         | 1,650.00   |          |
| INV 37         | 24/09/2020 | GLENN STUART BEVERIDGE            | MAKE AMENDMENTS TO THE TIPPING POINTS FOR PONDS 4 AND 5 FOR THE OLD QUARRY ROAD SEPTAGE PONDS. SUPPLY BOARD AND USE GREEN MATTING (SON SUPPLIED) TO ENSURE RUNOFF IS PREVENTED ON LINER SIDE OF TIPPING POINT. CUT OFF EXCESS MESH TO PREVENT BACK FLOW AS DISCUSSED ON SITE. | 1         | 1,100.00   |          |
| EFT37959       | 09/10/2020 | GRAFTON ELECTRICS                 | NORTHAM LIBRARY. REWIRE POWER POINT TO RETIC CONTROLLER.  | 1         |            | 583.50   |
| INV 7251       | 18/09/2020 | GRAFTON ELECTRICS                 | EMERGENCY REPAIRS TO LIGHT FITTING IN PAVERS AT THE FRONT OF NORTHAM REC CENTRE   | 1         | 99.00      |          |
| INV 7267       | 30/09/2020 | GRAFTON ELECTRICS                 | NORTHAM LIBRARY. REWIRE POWER POINT TO RETIC CONTROLLER.  | 1         | 297.50     |          |
| INV 7284       | 02/10/2020 | GRAFTON ELECTRICS                 | REC CENTRE. CHECK LIGHT IN FIRST AID ROOM THAT FLOODED FOR SAFETY AND REPAIR IF NEEDED.   | 1         | 187.00     |          |
| EFT37960       | 09/10/2020 | HILLS CONCRETE PRODUCTS           | PIPES & CULVERTS FOR JENAPPULLIN ROAD.  | 1         |            | 3,102.00 |
| INV 10003      | 08/09/2020 | HILLS CONCRETE PRODUCTS           | PIPES & CULVERTS FOR JENAPPULLIN ROAD.  | 1         | 3,102.00   |          |

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| EFT37961               | 09/10/2020 | EXOM OPERATIONS PTY LTD         | CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE | 1         |            | 337.26     |
| INV 6296257            | 30/09/2020 | EXOM OPERATIONS PTY LTD         | CHLORINE MONTHLY SERVICE FEE FOR TREATED WASTE WATER RETICULATION FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE | 1         | 168.63     |            |
| INV 6296257            | 30/09/2020 | EXOM OPERATIONS PTY LTD         | CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY FOR THE PERIOD 01/09/2020 TO 30/06/2021 X 1 BOTTLE         | 1         | 168.63     |            |
| EFT37962               | 09/10/2020 | JERMAINE DAVIS SNR              | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         |            | 100.00     |
| INV JW0810208/10/2020  | 09/10/2020 | JERMAINE DAVIS SNR              | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         | 100.00     |            |
| EFT37963               | 09/10/2020 | JULIE ELLEN GREENFIELD WILLIAMS | COUNCILLOR PAYMENTS SEPTEMBER 2020   | 1         |            | 3,043.03   |
| INV SEPTEMB009/2020    | 09/10/2020 | JULIE ELLEN GREENFIELD WILLIAMS | COUNCILLOR PAYMENTS SEPTEMBER 2020   | 1         | 3,043.03   |            |
| EFT37964               | 09/10/2020 | KATHY DAVIS                     | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         |            | 100.00     |
| INV JW0810208/10/2020  | 09/10/2020 | KATHY DAVIS                     | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         | 100.00     |            |
| EFT37965               | 09/10/2020 | KIRK GARLETT                    | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         |            | 100.00     |
| INV JW0810208/10/2020  | 09/10/2020 | KIRK GARLETT                    | ADVISORY GROUP MEETING 15TH SEPT 2020  | 1         | 100.00     |            |
| EFT37966               | 09/10/2020 | KLEENWEST DISTRIBUTORS          | ANTIBACTERIAL WIPES  | 1         |            | 187.99     |
| INV 0004497825/03/2020 | 09/10/2020 | KLEENWEST DISTRIBUTORS          | ANTIBACTERIAL WIPES  | 1         | 121.33     |            |
| INV 0004653308/04/2020 | 09/10/2020 | KLEENWEST DISTRIBUTORS          | HAND SOAP, 20L FOR VOLUNTEER FIRE STATIONS   | 1         | 66.66      |            |
| EFT37967               | 09/10/2020 | LAURA ANNALISA TAYLOR           | UNIFORM FOR LAURA TAYLOR.  | 1         |            | 129.95     |
| INV 179899             | 22/09/2020 | LAURA ANNALISA TAYLOR           | UNIFORM FOR LAURA TAYLOR.  | 1         | 129.95     |            |
| EFT37968               | 09/10/2020 | LGIS WA                         | PROPERTY - ANNUAL INSURANCE PREMIUM 20/21  | 1         |            | 286,394.17 |
| INV 100-140700/09/2020 | 09/10/2020 | LGIS WA                         | PROFESSIONAL LIABILITY - ANNUAL INSURANCE PREMIUM 20/21  | 1         | 48,307.60  |            |
| INV 100-140902/10/2020 | 09/10/2020 | LGIS WA                         | CONTRIBUTION'S CREDIT - ANNUAL INSURANCE PREMIUM 20/21   | 1         | -35,652.00 |            |

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| INV 100-141092/10/2020 |            | LGIS WA                         | WORKCARE - ANNUAL INSURANCE PREMIUM 20/21  | 1         | 130,411.87 |          |
| INV 100-141092/10/2020 |            | LGIS WA                         | PROPERTY - ANNUAL INSURANCE PREMIUM 20/21  | 1         | 143,326.70 |          |
| EFT37969               | 09/10/2020 | MARIA IRENE GIRAK               | COUNCILLOR PAYMENTS FOR THE SEPTEMBER 2020   | 1         |            | 1,905.73 |
| INV SEPTEMB009/2020    |            | MARIA IRENE GIRAK               | COUNCILLOR PAYMENTS FOR THE SEPTEMBER 2020   | 1         | 1,905.73   |          |
| EFT37970               | 09/10/2020 | MARKETFORCE                     | ADVERTISEMENT - THE WEST - RFT 12 OF 2020 FIRE MITIGATION SERVICES PANEL               | 1         |            | 2,766.17 |
| INV 35188              | 04/09/2020 | MARKETFORCE                     | AD IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 8 OCTOBER 2020               | 1         | 400.86     |          |
| INV 35187              | 24/09/2020 | MARKETFORCE                     | 2X SEEK ADS - DUTY MANAGER AQUATICS AND PLANT OPERATOR/GENERAL LABOURER                | 1         | 495.00     |          |
| INV 35189              | 24/09/2020 | MARKETFORCE                     | ADVERTISEMENT - THE WEST - RFT 12 OF 2020 FIRE MITIGATION SERVICES PANEL               | 1         | 748.76     |          |
| INV 35185              | 24/09/2020 | MARKETFORCE                     | ADS FOR SEEK - MAINTENANCE AND TRANSPORT OFFICER AND ENVIRONMENTAL HEALTH OFFICER      | 1         | 495.00     |          |
| INV 35192              | 24/09/2020 | MARKETFORCE                     | PUBLIC NOTICE IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 17 SEPTEMBER 2020 | 1         | 379.05     |          |
| INV 35186              | 24/09/2020 | MARKETFORCE                     | AD ON SEEK - GARDENER/GENERAL MAINTENANCE OFFICER                                      | 1         | 247.50     |          |
| EFT37971               | 09/10/2020 | MCLEODS BARRISTERS & SOLICITORS | ILLEGAL STRUCTURE/PARK HOME - 4 HOVEA CRESCENT WUNDOWIE                                | 1         |            | 992.35   |
| INV 115663             | 30/09/2020 | MCLEODS BARRISTERS & SOLICITORS | ILLEGAL STRUCTURE/PARK HOME - 4 HOVEA CRESCENT WUNDOWIE                                | 1         | 992.35     |          |
| EFT37972               | 09/10/2020 | MICHAEL KEVIN HEWETT            | CROSSOVER REBATE FOR 11 JACAMAR DRIVE  | 1         |            | 800.00   |
| INV CK0510205/10/2020  |            | MICHAEL KEVIN HEWETT            | CROSSOVER REBATE FOR 11 JACAMAR DRIVE  | 1         | 800.00     |          |
| EFT37973               | 09/10/2020 | MICHAEL PATRICK RYAN            | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         |            | 1,905.73 |
| INV SEPTEMB009/2020    |            | MICHAEL PATRICK RYAN            | COUNCILLOR PAYMENTS FOR SEPTEMBER 2020   | 1         | 1,905.73   |          |
| EFT37974               | 09/10/2020 | NEIL SIMPSON ENTERTAINER        | ENTERTAINMENT FOR KILLARA CLIENTS  | 1         |            | 85.00    |
| INV 179                | 15/09/2020 | NEIL SIMPSON ENTERTAINER        | ENTERTAINMENT FOR KILLARA CLIENTS  | 1         | 85.00      |          |

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| EFT37975               | 09/10/2020 | NGAGAGIN MAAMAN MIA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION | LOAD OF WOOD FROM MENS SHED   | 1         |            | 100.00   |
| INV 76                 | 05/09/2020 | NGAGAGIN MAAMAN MIA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION | LOAD OF WOOD FROM MENS SHED   | 1         | 50.00      |          |
| INV 77                 | 06/10/2020 | NGAGAGIN MAAMAN MIA ABORIGINAL AND TORRES STRAIT ISLANDER CORPORATION | LOAD OF FIREWOOD FROM MENS SHED   | 1         | 50.00      |          |
| EFT37976               | 09/10/2020 | NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN             | 135,000KM SERVICE FOR N11120 - PN1707 HOLDEN CAPTIVA LYZ 7 SEATS DIESEL VIN:KL3CD2669JB002070 | 1         |            | 320.00   |
| INV 130415             | 06/10/2020 | NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA & NORTHAM HOLDEN             | 135,000KM SERVICE FOR N11120 - PN1707 HOLDEN CAPTIVA LYZ 7 SEATS DIESEL VIN:KL3CD2669JB002070 | 1         | 320.00     |          |
| EFT37977               | 09/10/2020 | NORTHAM BETTA ELECTRICAL  | BE CONNECTED GRANT - ALCATEL LINKZONE   | 1         |            | 99.00    |
| INV 2001001807/09/2020 |            | NORTHAM BETTA ELECTRICAL  | BE CONNECTED GRANT - ALCATEL LINKZONE   | 1         | 99.00      |          |
| EFT37978               | 09/10/2020 | NORTHAM BOWLING CLUB INC  | SENIOR SPORT FUNDING  | 1         |            | 900.00   |
| INV 7260               | 02/10/2020 | NORTHAM BOWLING CLUB INC  | SENIOR SPORT FUNDING  | 1         | 900.00     |          |
| EFT37979               | 09/10/2020 | OFFICEWORKS SUPERSTORES PTY LTD                                       | TONERS AND PAPER ROLL FOR LIBRARY   | 1         |            | 538.19   |
| INV 1086767321/07/2020 |            | OFFICEWORKS SUPERSTORES PTY LTD                                       | TONERS AND PAPER ROLL FOR LIBRARY   | 1         | 388.87     |          |
| INV 1265651224/09/2020 |            | OFFICEWORKS SUPERSTORES PTY LTD                                       | STATIONERY FOR ADMIN  | 1         | 149.32     |          |
| EFT37980               | 09/10/2020 | OXTER SERVICES  | CLEANING OF VARIOUS PUBLIC TOILETS 14/09/2020 TO 27/09/2020.                                  | 1         |            | 5,907.33 |
| INV 23367              | 14/09/2020 | OXTER SERVICES  | TOILET ROLLS - 2 BOXES  | 1         | 81.11      |          |
| INV 23432              | 29/09/2020 | OXTER SERVICES  | VISITORS CENTRE. SUPPLY PINEAWAY 20L, 2 X SLIMLINE HAND TOWEL, 1 X TOILET PAPER.              | 1         | 240.97     |          |
| INV 23435              | 01/10/2020 | OXTER SERVICES  | EXTRA COVID CLEANS FOR PUBLIC TOILETS.  | 1         | 2,026.20   |          |
| INV 23434              | 01/10/2020 | OXTER SERVICES  | CLEANING OF VARIOUS PUBLIC TOILETS 14/09/2020 TO 27/09/2020.                                  | 1         | 2,296.80   |          |
| INV 23436              | 01/10/2020 | OXTER SERVICES  | SOUTHERN BROOK HALL. 4 X TOILET PAPER, GLOVES AND PINEAWAY                                    | 1         | 261.25     |          |

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| INV 23433              | 01/10/2020 | OXTER SERVICES                       | BURIAL DATE 23.09.2020 - REOPENING FOR THE BURIAL OF JEAN ELAINE JOYCE.     | 1         | 1,001.00   |          |
| EFT37981               | 09/10/2020 | PEF FOOD SERVICES PTY LTD            | STOCK PURCHASES FOR NORTHAM POOL.   | 1         |            | 1,811.75 |
| INV KV5708325/09/2020  |            | PEF FOOD SERVICES PTY LTD            | STOCK PURCHASES FOR NORTHAM POOL.   | 1         | 1,811.75   |          |
| EFT37982               | 09/10/2020 | RED DOT STORES                       | RUG FOR WUNDOWIE LIBRARY CIRC DESK AREA                                     | 1         |            | 469.00   |
| INV 4661047513/07/2020 |            | RED DOT STORES                       | RUG FOR WUNDOWIE LIBRARY CIRC DESK AREA                                     | 1         | 149.00     |          |
| INV 4661048213/07/2020 |            | RED DOT STORES                       | RUG FOR LIBRARY OFFICE  | 1         | 149.00     |          |
| INV 4749756317/09/2020 |            | RED DOT STORES                       | FORKS   | 1         | 72.00      |          |
| INV 4755236121/09/2020 |            | RED DOT STORES                       | LIBRARY HOLIDAY STORYTIME CRAFT AND BAG ITEMS AT WUNDOWIE AND NORTHAM       | 1         | 99.00      |          |
| EFT37983               | 09/10/2020 | RHONDA LYN TURNER                    | RATES CREDIT REFUND FOR ASSESSMENT A2134                                    | 1         |            | 121.22   |
| INV A2134              | 02/10/2020 | RHONDA LYN TURNER                    | RATES CREDIT REFUND FOR ASSESSMENT A2134                                    |           | 121.22     |          |
| EFT37984               | 09/10/2020 | ROBERT WAYNE TINETTI                 | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         |            | 1,905.73 |
| INV SEPTEMB09/2020     |            | ROBERT WAYNE TINETTI                 | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         | 1,905.73   |          |
| EFT37985               | 09/10/2020 | SOUTHERN CROSS AUSTEREO PTY LTD      | TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21 | 1         |            | 176.00   |
| INV 7109460530/09/2020 |            | SOUTHERN CROSS AUSTEREO PTY LTD      | TRIPLE M RADIO - AROUND THE TOWNS INTERVIEWS WITH SHIRE PRESIDENT - 2020/21 | 1         | 176.00     |          |
| EFT37987               | 09/10/2020 | STEVEN BRUCE POLLARD                 | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         |            | 1,905.73 |
| INV SEPTEMB09/2020     |            | STEVEN BRUCE POLLARD                 | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         | 1,905.73   |          |
| EFT37988               | 09/10/2020 | STEWART & HEATON CLOTHING CO.PTY LTD | UNIFORMS FOR FIRE BRIGADES  | 1         |            | 2,204.14 |
| INV SIN-325825/09/2020 |            | STEWART & HEATON CLOTHING CO.PTY LTD | UNIFORMS FOR FIRE BRIGADES  | 1         | 2,204.14   |          |
| EFT37989               | 09/10/2020 | TELSTRA CORPORATION                  | BUSHFIRE BRIGADES SEPTEMBER 10 TO OCTOBER 09.                               | 1         |            | 309.98   |
| INV 2726008910/09/2020 |            | TELSTRA CORPORATION                  | BUSHFIRE BRIGADES SEPTEMBER 10 TO OCTOBER 09.                               | 1         | 279.98     |          |
| INV 6305302927/09/2020 |            | TELSTRA CORPORATION                  | BAKERS HILL FIRESHED AUGUST - SEPTEMBER 2020.                               | 1         | 30.00      |          |

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|------------------------|------------|--|---|-----------|------------|----------|
| EFT37990               | 09/10/2020 | TERRY MATTHEW LITTLE   | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         |            | 2,172.13 |
| INV SEPTEMBER09/2020   |            | TERRY MATTHEW LITTLE   | COUNCILLOR PAYMENTS SEPTEMBER 2020  | 1         | 2,172.13   |          |
| EFT37991               | 09/10/2020 | TOLL TRANSPORT PTY LTD   | FREIGHT CHARGES FOR AUGUST 2020.  | 1         |            | 503.31   |
| INV 0452-S301207/2020  |            | TOLL TRANSPORT PTY LTD   | FREIGHT CHARGES FOR JULY 2020.  | 1         | 186.67     |          |
| INV 0457-S011608/2020  |            | TOLL TRANSPORT PTY LTD   | FREIGHT CHARGES FOR AUGUST 2020.  | 1         | 316.64     |          |
| EFT37992               | 09/10/2020 | TRUSTEE FOR THE CREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ | NORTHAM INDUSTRY ATTRACTION FUND PROCESS DEVELOPMENT  | 1         |            | 2,970.00 |
| INV INV-028302/10/2020 |            | TRUSTEE FOR THE CREATIVE IQ TRUST T/A ANNA DIXON CONSULTING & CREATIVEIQ | NORTHAM INDUSTRY ATTRACTION FUND PROCESS DEVELOPMENT  | 1         | 2,970.00   |          |
| EFT37993               | 09/10/2020 | WA CONTRACT RANGER SERVICES  | AFTER HOURS CALL MONITORING SERVICE - WEEKLY  | 1         |            | 1,320.00 |
| INV 02952              | 07/10/2020 | WA CONTRACT RANGER SERVICES  |   | 1         | 1,320.00   |          |
| EFT37994               | 09/10/2020 | WARRICKS NEWSAGENCY  | 2x A4 2021 COLLINS DIARIES FOR KILLARA  | 1         |            | 89.40    |
| INV SN000173009/2020   |            | WARRICKS NEWSAGENCY  | NEWSPAPERS FOR KILLARA FROM SEPTEMBER 2020  | 1         | 37.40      |          |
| INV 59690              | 06/10/2020 | WARRICKS NEWSAGENCY  | 2x A4 2021 COLLINS DIARIES FOR KILLARA  | 1         | 52.00      |          |
| EFT37995               | 09/10/2020 | WHEATBELT OFFICE & BUSINESS MACHINES                                     | CREATE298 MONTHLY PHOTOCOPIER READING - 04.09.2020-02.10.2020   | 1         |            | 59.91    |
| INV 210392             | 02/10/2020 | WHEATBELT OFFICE & BUSINESS MACHINES                                     | CREATE298 MONTHLY PHOTOCOPIER READING - 04.09.2020-02.10.2020   | 1         | 59.91      |          |
| EFT37996               | 09/10/2020 | YVONNE KICKETT   | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         |            | 100.00   |
| INV JW0810208/10/2020  |            | YVONNE KICKETT   | ADVISORY GROUP MEETING 15TH SEPT 2020   | 1         | 100.00     |          |
| EFT37997               | 15/10/2020 | AZILITY  | AZILITY SUBSCRIPTION FOR MODULES CORE+ (CORE SCOREKEEPING SERVICE), ENVIRO (EMISSIONS & PROJECTS), UC (UTILITY CONTROL) AND SETUP. REFER TO QUOTE FOR DETAILS OF EACH MODULE. | 1         |            | 8,112.50 |
| INV INV-050717/04/2020 |            | AZILITY  | AZILITY SUBSCRIPTION FOR MODULES CORE+ (CORE SCOREKEEPING SERVICE), ENVIRO (EMISSIONS & PROJECTS), UC (UTILITY CONTROL) AND SETUP. REFER TO QUOTE FOR DETAILS OF EACH MODULE. | 1         | 8,112.50   |          |

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| EFT37998               | 15/10/2020 | BUILDER'S REGISTRATION BOARD OF WA               | MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2020.  | 1         |            | 3,690.44  |
| INV T1080              | 15/10/2020 | BUILDER'S REGISTRATION BOARD OF WA               | MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2020.  | 1         | 3,690.44   |           |
| EFT37999               | 15/10/2020 | BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND | MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2020.   | 1         |            | 2,099.97  |
| INV T1079              | 15/10/2020 | BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND | MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2020.   | 1         | 2,099.97   |           |
| EFT38000               | 15/10/2020 | EMERG SOLUTIONS PTY LTD                          | BART SUBSCRIPTION REGION (DFES SHIRE OF NORTHAM DISTRICT) WITH 145 LICENSES, 0 GROUPS, 0 USERS   | 1         |            | 3,675.00  |
| INV INV-126206/10/2020 |            | EMERG SOLUTIONS PTY LTD                          | BART SUBSCRIPTION REGION (DFES SHIRE OF NORTHAM DISTRICT) WITH 145 LICENSES, 0 GROUPS, 0 USERS   | 1         | 3,675.00   |           |
| EFT38001               | 15/10/2020 | FERMORA PTY LTD                                  | FULL REFUND OF INFRASTRUCTURE BOND RE: EL CABALLO LIFESTYLE VILLAGE APP REF P1007 CONDITION 1.27 NOW SATISFIED.  | 1         |            | 5,113.52  |
| INV T452               | 15/10/2020 | FERMORA PTY LTD                                  | FULL REFUND OF INFRASTRUCTURE BOND RE: EL CABALLO LIFESTYLE VILLAGE APP REF P1007 CONDITION 1.27 NOW SATISFIED.  | 1         | 5,113.52   |           |
| EFT38002               | 15/10/2020 | SAWDUST N SAND                                   | 3 X PLANTER BOXES 1240L BY 440W BY 840H. 2 X PLANTER BOXES 1000L BY 440W BY 840H. PLUS DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT).   | 1         |            | 2,433.00  |
| INV CH_PL_129/09/2020  |            | SAWDUST N SAND                                   | 3 X PLANTER BOXES 1240L BY 440W BY 840H. 2 X PLANTER BOXES 1000L BY 440W BY 840H. PLUS DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT).   | 1         | 2,433.00   |           |
| EFT38003               | 15/10/2020 | SPECIALISED TREE SERVICE                         | COATS ROAD, BAKERS HILL<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORBKH077 TREATMENT ID: 4990<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS. | 1         |            | 31,702.16 |

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| INV 3408       | 02/10/2020 | SPECIALISED TREE SERVICE | JENNAPULLIN ROAD<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORSNB330 TREATMENT ID: 5048<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.  | 1         | 3,216.22   |        |
| INV 3409       | 02/10/2020 | SPECIALISED TREE SERVICE | REMOVE SUFFICIENT VEGETATION TO ENSURE UNRESTRICTED SIGHTING EXTENDING TO A MINIMUM DISTANCE OF 200M FROM THE FRENCHES ROAD LEVEL CROSSING.<br>REMOVE SUFFICIENT VEGETATION TO ENSURE UNRESTRICTED SIGHTING IS AVAILABLE EXTENDING TO A MINIMUM OF 100M FROM THE FRENCHES ROAD LEVEL CROSSING. | 1         | 3,511.20   |        |
| INV 3415       | 12/10/2020 | SPECIALISED TREE SERVICE | TRIMMER ROAD (LOT 29079 GREAT EASTERN HIGHWAY)<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORCKL522 TREATMENT ID: 5030<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.  | 1         | 4,288.30   |        |
| INV 3414       | 12/10/2020 | SPECIALISED TREE SERVICE | 229 MITCHELL AVE<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORNRM014 TREATMENT ID: 2965<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.  | 1         | 6,754.50   |        |
| INV 3416       | 12/10/2020 | SPECIALISED TREE SERVICE | TRIMMER ROAD (LOT 29079 GREAT EASTERN HIGHWAY)<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORCKL522 TREATMENT ID: 5033<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING TREES AND SHRUBS.  | 1         | 2,144.34   |        |



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| INV 3419               | 14/10/2020 | SPECIALISED TREE SERVICE                   | CORNER OF JORDIRD AND GREAT EASTERN HWY,<br>BAKERS HILL<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORBKH213 TREATMENT ID: 2988<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE<br>BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING<br>TREES AND SHRUBS. | 1         | 1,065.90   |        |
| INV 3420               | 14/10/2020 | SPECIALISED TREE SERVICE                   | COATS ROAD, BAKERS HILL<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORBKH077 TREATMENT ID: 4990<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE<br>BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING<br>TREES AND SHRUBS.                                 | 1         | 9,649.53   |        |
| INV 3418               | 14/10/2020 | SPECIALISED TREE SERVICE                   | (STARTS AT) 54 BENRUA RD<br>CONTRACT NUMBER C.201819-09<br>ASSET ID: NORCKL396 TREATMENT ID: 6018<br>UPGRADE FIREBREAK TO MEET COMPLIANCE 3M WIDE<br>BY 4M HIGH BY REMOVING/TRIMMING OVERHANGING<br>TREES AND SHRUBS.                                | 1         | 1,072.17   |        |
| EFT38004               | 16/10/2020 | ABBOTTS FORGE                              | REMOVE GOAL POSTS FROM HENRY STREET OVAL   | 1         |            | 500.00 |
| INV 0000424124/09/2020 |            | ABBOTTS FORGE                              | REMOVE GOAL POSTS FROM HENRY STREET OVAL   | 1         | 500.00     |        |
| EFT38005               | 16/10/2020 | ACSA (AGED & COMMUNITY SERVICES AUSTRALIA) | AGED CARE SERVICES ANNUAL MEMBERSHIP 2020/2021   | 1         |            | 935.15 |
| INV AR0032306/08/2020  |            | ACSA (AGED & COMMUNITY SERVICES AUSTRALIA) | AGED CARE SERVICES ANNUAL MEMBERSHIP 2020/2021   | 1         | 935.15     |        |
| EFT38006               | 16/10/2020 | AG IMPLEMENTS                              | WHIPPER SNIPPER CORD REEL  | 1         |            | 313.87 |
| INV 401583             | 08/07/2020 | AG IMPLEMENTS                              | WHIPPER SNIPPER CORD REEL  | 1         | 313.87     |        |
| EFT38007               | 16/10/2020 | AUSTRALIAN SERVICES UNION                  | Payroll deductions   | 1         |            | 155.40 |
| INV DEDUCT13/10/2020   |            | AUSTRALIAN SERVICES UNION                  | Payroll deductions   |           | 155.40     |        |
| EFT38008               | 16/10/2020 | AVON SERVICE SPECIALISTS                   | 90,000KM ROUTINE SERVICE.  | 1         |            | 315.00 |
| INV 19712              | 05/10/2020 | AVON SERVICE SPECIALISTS                   | 90,000KM ROUTINE SERVICE.  | 1         | 315.00     |        |

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| EFT38009               | 16/10/2020 | BEAUREPAIRES                                      | 99 20.5R.25 EARTHMOVER TYRE CHAO YANG CB761  | 1         |            | 4,276.00 |
| INV 6411618305/10/2020 |            | BEAUREPAIRES                                      | 99 20.5R.25 EARTHMOVER TYRE CHAO YANG CB761  | 1         | 4,276.00   |          |
| EFT38010               | 16/10/2020 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES | SLASHING AND VERGE MAINTENANCE AT KOJEDDA/CARLIN HEIGHTS   | 1         |            | 4,180.00 |
| INV 668                | 06/10/2020 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES | SLASHING AND VERGE MAINTENANCE AT KOJEDDA/CARLIN HEIGHTS   | 1         | 4,180.00   |          |
| EFT38011               | 16/10/2020 | BOEKEMAN MACHINERY                                | PN1207 - SERVICE AS PER QUOTE FOR 4500HR SERVICE   | 1         |            | 2,822.86 |
| INV 298159             | 10/09/2020 | BOEKEMAN MACHINERY                                | PN1207 - SERVICE AS PER QUOTE FOR 4500HR SERVICE   | 1         | 2,822.86   |          |
| EFT38012               | 16/10/2020 | BUDGET CASH REGISTER CO                           | XE-A307 - CASH REGISTER FOR NORTHAM REC CENTRE - INCLUDES SET UP OF BATTERIES AND PROGRAMMING      | 1         |            | 1,045.00 |
| INV 19531              | 04/09/2020 | BUDGET CASH REGISTER CO                           | XE-A307 - CASH REGISTER FOR NORTHAM REC CENTRE - INCLUDES SET UP OF BATTERIES AND PROGRAMMING      | 1         | 1,045.00   |          |
| EFT38013               | 16/10/2020 | CIVIC LEGAL                                       | CONSULTATION REGARDING WORKERS COMP CLAIM, TERMINATION OF EMPLOYMENT AND RISKS OF UNFAIR DISMISSAL | 1         |            | 1,320.00 |
| INV 507287             | 30/09/2020 | CIVIC LEGAL                                       | CONSULTATION REGARDING WORKERS COMP CLAIM, TERMINATION OF EMPLOYMENT AND RISKS OF UNFAIR DISMISSAL | 1         | 1,320.00   |          |
| EFT38014               | 16/10/2020 | CIVIL TECHNOLOGY                                  | RELEASE OF BONDS FOR CROSSOVERS FOR LOTS 801, 830 & 831 OYSTON ROAD BAKERS HILL.                   | 1         |            | 4,527.10 |
| INV T1204              | 15/10/2020 | CIVIL TECHNOLOGY                                  | RELEASE OF BONDS FOR CROSSOVERS FOR LOTS 801, 830 & 831 OYSTON ROAD BAKERS HILL.                   | 1         | 4,527.10   |          |
| EFT38015               | 16/10/2020 | CLARK EQUIPMENT                                   | 7280507 - BIT PLANER   | 1         |            | 2,630.80 |
| INV 0821786330/09/2020 |            | CLARK EQUIPMENT                                   | 7280507 - BIT PLANER   | 1         | 1,651.80   |          |
| INV 0821789101/10/2020 |            | CLARK EQUIPMENT                                   | S185 - DBF8634/6/58IR - CUTTING EDGE - AS PER INVOICE#08217820                                     | 1         | 979.00     |          |
| EFT38016               | 16/10/2020 | COUNTRYWIDE GROUP                                 | DENSE SODA ASH - BALANCE PROTECT   | 1         |            | 1,422.30 |
| INV ACC000101/10/2020  |            | COUNTRYWIDE GROUP                                 | DEUTSCHER 41/2"HEAVY DUTY SWING BACK BLADE SET   | 1         | 100.00     |          |
| INV ACC000102/10/2020  |            | COUNTRYWIDE GROUP                                 | DENSE SODA ASH - BALANCE PROTECT   | 1         | 970.20     |          |

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| INV ACC000102/10/2020   |            | COUNTRYWIDE GROUP  | PULL CORD- START ROPE  | 1         | 22.50      |          |
| INV ACC000108/10/2020   |            | COUNTRYWIDE GROUP  | CHAINSAW CHAINS  | 1         | 118.80     |          |
| INV ACC000113/10/2020   |            | COUNTRYWIDE GROUP  | HUSQVARNA FOREST HELMET  | 1         | 210.80     |          |
| EFT38017                | 16/10/2020 | COVS PARTS PTY LTD   | SPRAY BOTTLES, 500M, PRESSURE BOTTLES, 1 LITRE   | 1         |            | 565.92   |
| INV 1690068710/01/2020  |            | COVS PARTS PTY LTD   | CONNECTORS FOR SOLENOIDS FOR BERNARD PARK WATER PLAYGROUND   | 1         | 16.02      |          |
| INV 1690070610/02/2020  |            | COVS PARTS PTY LTD   | 2 TONNE "D" SHACKLES   | 1         | 39.65      |          |
| INV 1690070711/02/2020  |            | COVS PARTS PTY LTD   | 2 TONNE "D" SHACKLES   | 1         | 12.14      |          |
| INV 1690070711/02/2020  |            | COVS PARTS PTY LTD   | "R" CLIPS, 60MM GLOVE CLIP KEEPER YELLOW   | 1         | 30.71      |          |
| INV 1690072612/03/2020  |            | COVS PARTS PTY LTD   | "R" CLIPS, 60MM  | 1         | 14.74      |          |
| INV 1690073224/03/2020  |            | COVS PARTS PTY LTD   | SPRAY BOTTLES, 500M, PRESSURE BOTTLES, 1 LITRE   | 1         | 452.66     |          |
| EFT38018                | 16/10/2020 | CRYSTAL PRINTING SOLUTIONS PTY LTD<br>T/A WORLDWIDE EAST PERTH | PRINTING 20,000 NOTICES - 10,000 RATES & 10,000 INSTALMENTS  | 1         |            | 2,191.00 |
| INV 1,069,61705/10/2020 |            | CRYSTAL PRINTING SOLUTIONS PTY LTD<br>T/A WORLDWIDE EAST PERTH | PRINTING 20,000 NOTICES - 10,000 RATES & 10,000 INSTALMENTS  | 1         | 1,559.00   |          |
| INV 1,069,75206/10/2020 |            | CRYSTAL PRINTING SOLUTIONS PTY LTD<br>T/A WORLDWIDE EAST PERTH | x 2000 WITH COMPLIMENTS SLIPS  | 1         | 632.00     |          |
| EFT38019                | 16/10/2020 | E & J LOGISTIC PTY LTD T/A S FLAT OUT<br>FREIGHT               | PICK UP 2 X 1000L TUBS OF EMULSION FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM DEPOT   | 1         |            | 362.50   |
| INV 0000221030/09/2020  |            | E & J LOGISTIC PTY LTD T/A S FLAT OUT<br>FREIGHT               | FROM GARPEN 200 COLLIER ROAD, BAYSWATER-1 X PALLET 220KGS - 110 X 110 X 80 PO: 59349   | 1         | 74.50      |          |
| INV 0000221030/09/2020  |            | E & J LOGISTIC PTY LTD T/A S FLAT OUT<br>FREIGHT               | PICK UP 2 X 1000L TUBS OF EMULSION FROM FULTON HOGAN AND DELIVER TO SHIRE OF NORTHAM DEPOT   | 1         | 248.00     |          |
| INV 0000221030/09/2020  |            | E & J LOGISTIC PTY LTD T/A S FLAT OUT<br>FREIGHT               | PICK UP ON TUESDAY 29/09/2020 OF 2 X YELLOW BOLLARDS 1.65M BY 1.8M X 25KGS EACH FROM ROAD RAIL AND MINE PRODUCTS, UNIT 2/13 MARSHALL RD MALGA. | 1         | 40.00      |          |
| EFT38020                | 16/10/2020 | EASIFLEET  | Payroll deductions   | 1         |            | 2,350.21 |
| INV DEDUCT13/10/2020    |            | EASIFLEET  | Payroll deductions   |           | 1,247.56   |          |

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| INVDEDUCT13/10/2020    |            | EASIFLEET                          | Payroll deductions  |           | 1,102.65   |           |
| EFT38021               | 16/10/2020 | GDR CIVIL CONTRACTING PTY LTD      | WET HIRE OF TRUCK FOR 10 DAYS @ \$1212.20 INCLUDING GST STARTING ON 29/09/2020  | 1         |            | 3,411.38  |
| INV 1736               | 30/09/2020 | GDR CIVIL CONTRACTING PTY LTD      | WET HIRE OF TRUCK FOR 10 DAYS @ \$1212.20 INCLUDING GST STARTING ON 29/09/2020  | 1         | 2,751.38   |           |
| INV 1740               | 05/10/2020 | GDR CIVIL CONTRACTING PTY LTD      | MULTI WHEELED ROLLER PICKED UP FROM CORNER OF SOUTH WEST HIGHWAY AND WEST TALBOT ROAD. DELIVERED TO CHEDARING ROAD AT THE THE CORNER OF CHITTARING AND WERRIBEE ROAD ANYTIME AFTER 3PM 01/10/2020 | 1         | 660.00     |           |
| EFT38022               | 16/10/2020 | IKOM OPERATIONS PTY LTD            | 920KG DRUM OF CHLORINE  | 1         |            | 3,200.44  |
| INV 6297663            | 05/10/2020 | IKOM OPERATIONS PTY LTD            | 920KG DRUM OF CHLORINE  | 1         | 3,200.44   |           |
| EFT38023               | 16/10/2020 | JH COMPUTER SERVICES PTY LTD       | 18S4870 FORTIGATE-80E-POE   | 1         |            | 19,470.00 |
| INV 0000195907/09/2020 |            | JH COMPUTER SERVICES PTY LTD       | UPGRADE OF DATABASE SERVER FROM 2008 TO 2019 SERVER   | 1         | 7,260.00   |           |
| INV 0000196224/09/2020 |            | JH COMPUTER SERVICES PTY LTD       | 18S4870 FORTIGATE-80E-POE   | 1         | 12,210.00  |           |
| EFT38024               | 16/10/2020 | KLEENHEAT GAS                      | BULK GAS FOR NORTHAM AQUATIC FACILITY 05/10/2020  | 1         |            | 2,995.06  |
| INV 2167314805/10/2020 |            | KLEENHEAT GAS                      | BULK GAS FOR NORTHAM AQUATIC FACILITY 05/10/2020  | 1         | 2,995.06   |           |
| EFT38025               | 16/10/2020 | LOCAL COMMUNITY INSURANCE SERVICES | PUBLIC & PRODUCTS LIABILITY FOR MARKET STALL HOLDERS 29/10/2020 TO 29/10/2021   | 1         |            | 963.35    |
| INV 051-776590/09/2020 |            | LOCAL COMMUNITY INSURANCE SERVICES | PUBLIC & PRODUCTS LIABILITY FOR MARKET STALL HOLDERS 29/10/2020 TO 29/10/2021   | 1         | 963.35     |           |
| EFT38026               | 16/10/2020 | MARKETFORCE                        | PUBLIC NOTICE IN THE WEST - GORDON PLACE CLOSURES   | 1         |            | 4,876.17  |
| INV 34707              | 25/08/2020 | MARKETFORCE                        | CHANGE OF VENUE PUBLIC NOTICE - FORUM AND ORDINARY COUNCIL MEETING 12 AND 19 AUGUST 2020  | 1         | 437.22     |           |
| INV 34706              | 25/08/2020 | MARKETFORCE                        | AD ON SEEK - LIFE GUARDS AND COMMUNITY SERVICE OFFICERS   | 1         | 247.50     |           |
| INV 34708              | 25/08/2020 | MARKETFORCE                        | SPECIAL MEETING 10 AUGUST 2020 PUBLIC NOTICE - THE WEST   | 1         | 415.42     |           |
| INV 34705              | 25/08/2020 | MARKETFORCE                        | ADVERT ON SEEK FOR DUTY MANAGERS AQUATICS   | 1         | 247.50     |           |

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| INV 34709              | 25/08/2020 | MARKETFORCE                  | ADVERTISEMENT IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE MEETING 17 AUGUST 2020   | 1         | 422.68     |          |
| INV 34710              | 25/08/2020 | MARKETFORCE                  | ADVERTISEMENT IN THE WEST - COMMUNITY GRANTS ASSESSMENT COMMITTEE 26 AUGUST 2020  | 1         | 556.18     |          |
| INV 35194              | 24/09/2020 | MARKETFORCE                  | AD IN THE WEST - COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING 1 OCTOBER 2020   | 1         | 400.86     |          |
| INV 35195              | 24/09/2020 | MARKETFORCE                  | ADVERTISEMENT IN THE WEST - LOCAL BUSINESS SUPPORT COMMITTEE 8 OCTOBER 2020   | 1         | 422.68     |          |
| INV 35193              | 24/09/2020 | MARKETFORCE                  | D IN THE WEST - DISBANDING OF LOCAL BUSINESS SUPPORT COMMITTEE  | 1         | 546.29     |          |
| INV 35191              | 24/09/2020 | MARKETFORCE                  | PUBLIC NOTICE IN THE WEST - GORDON PLACE CLOSURES   | 1         | 742.62     |          |
| INV 35190              | 24/09/2020 | MARKETFORCE                  | PUBLIC NOTICE IN THE WEST - CHANGE OF COUNCIL MEETING VENUES FOR 9 AND 16 SEPTEMBER 2020  | 1         | 437.22     |          |
| EFT38027               | 16/10/2020 | MORRIS PEST AND WEED CONTROL | MITCHELL AVE, JUST OFF GREAT EASTERN HWY. ASSET ID: NORNRM023 TREATMENT ID: 2962 APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS. LONG LASTING RESIDUAL CHEMICAL TO BE USED   | 1         |            | 3,053.50 |
| INV INV-074901/10/2020 |            | MORRIS PEST AND WEED CONTROL | TERMITE TREATMENT TO TREE IN YOUTH SPACE  | 1         | 210.00     |          |
| INV INV-077511/10/2020 |            | MORRIS PEST AND WEED CONTROL | 229 MITCHELL AVE<br>ASSET ID: NORNRM014 TREATMENT ID: 2965<br>APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS. | 1         | 231.00     |          |
| INV INV-077411/10/2020 |            | MORRIS PEST AND WEED CONTROL | WORK AREA: DARK BLUE LINE<br>MITCHELL AVE, JUST OFF GREAT EASTERN HWY. ASSET ID: NORNRM023 TREATMENT ID: 2962<br>APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS. LONG LASTING RESIDUAL CHEMICAL TO BE USED                                   | 1         | 544.50     |          |

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| INVINV-077211/10/2020 |      | MORRIS PEST AND WEED CONTROL | CLACKLINE TOWNSITE, KIMBERLEY ROAD. ASSET ID:<br>NORCKL397 TREATMENT ID: 6245<br>APPLY CHEMICAL TREATMENT TO REDUCE THE<br>INFESTATION OF EVASIVE WEEDS AND TO MINIMISE<br>THE AVAILABILITY OF FLASH FUELS ALONG EXISTING<br>FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED<br>BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE<br>EXISTING FIREBREAKS.   | 1            | 220.00        |        |
| INVINV-077111/10/2020 |      | MORRIS PEST AND WEED CONTROL | CNR CLARKE ST & SUBURBAN RD, NORTHAM. ASSET ID:<br>NORNRM045 TREATMENT ID: 2955<br>APPLY CHEMICAL TREATMENT TO REDUCE THE<br>INFESTATION OF EVASIVE WEEDS AND TO MINIMISE<br>THE AVAILABILITY OF FLASH FUELS ALONG EXISTING<br>FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED<br>BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE<br>EXISTING FIREBREAKS.   | 1            | 220.00        |        |
| INVINV-077711/10/2020 |      | MORRIS PEST AND WEED CONTROL | DEMPSTER ROAD<br>ASSET ID: NORCKL523 TREATMENT ID: 2969<br>APPLY CHEMICAL TREATMENT TO REDUCE THE<br>INFESTATION OF INVASIVE WEEDS AND TO MINIMISE<br>THE AVAILABILITY OF FLASH FUELS ALONG EXISTING<br>FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED<br>BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE<br>EXISTING FIREBREAKS.  | 1            | 308.00        |        |
| INVINV-077911/10/2020 |      | MORRIS PEST AND WEED CONTROL | WORK AREA: YELLOW LINE<br>CLACKLINE TOWNSITE, CORNER OF LOCKYER RD AND<br>KIMBERLY RD<br>ASSET ID: NORCKL397 TREATMENT ID: 6242<br>APPLY CHEMICAL TREATMENT TO REDUCE THE<br>INFESTATION OF INVASIVE WEEDS AND TO MINIMISE<br>THE AVAILABILITY OF FLASH FUELS ALONG EXISTING<br>FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED<br>BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE<br>EXISTING FIREBREAKS.<br><br>WORK AREA: THICK DARK BLUE LINE | 1            | 418.00        |        |

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| INV INV-077811/10/2020 |            | MORRIS PEST AND WEED CONTROL | AVON RIVER, CONCRETE BRIDGE. CORNER OF KATRINE ROAD AND NORTHAM-TOODYAY ROAD<br>ASSET ID: NORIRT286 TREATMENT ID: 5047<br>APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS 6METRES FROM THE ROAD RESERVE. ONLY SPRAY INVASIVE WEEDS.<br>WORK AREA: BLUE LINE                 | 1         | 286.00     |        |
| INV INV-077611/10/2020 |            | MORRIS PEST AND WEED CONTROL | DEMPSTER ROAD<br>ASSET ID: NORCKL523 TREATMENT ID: 2969<br>APPLY CHEMICAL TREATMENT TO REDUCE THE INFESTATION OF INVASIVE WEEDS AND TO MINIMISE THE AVAILABILITY OF FLASH FUELS ALONG EXISTING FIREBREAKS AND 2M EITHER SIDE OF ESTABLISHED BREAKS. ONLY SPRAY INVASIVE WEEDS OFF THE EXISTING FIREBREAKS.<br><br>WORK AREA: YELLOW LINE         | 1         | 308.00     |        |
| INV INV-077311/10/2020 |            | MORRIS PEST AND WEED CONTROL | MITCHELL AVE, JUST OFF GREAT EASTERN HWY.<br>ASSET ID: NORNRM023 TREATMENT ID: 2960<br>APPLY CHEMICAL TREATMENT TO THE RESERVE BOUNDARY TO INCLUDE 3MTRS INSIDE FIRE ACCESS TRAIL, REDUCE THE INFESTATION OF EVASIVE WEEDS TO MINIMISE THE AVAILABILITY OF FLASH FUELS AND IMPROVE THE LOW FUEL BUFFER ZONE.<br><br>WORK AREA: YELLOW THICK LINE | 1         | 308.00     |        |
| EFT38028               | 16/10/2020 | NAVMAN WIRELESS PTY LTD      | SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/10/2020-04/11/2020  | 1         |            | 417.67 |
| INV 9208061305/10/2020 |            | NAVMAN WIRELESS PTY LTD      | SUBSCRIPTION SERVICE FEES ON NAVTRAC SYSTEM FOR DEPOT 05/10/2020-04/11/2020  | 1         | 417.67     |        |
| EFT38029               | 16/10/2020 | NORTHAM FEED & HIRE          | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         |            | 102.00 |
| INV 0000307205/10/2020 |            | NORTHAM FEED & HIRE          | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 12.00      |        |
| INV 0000308006/10/2020 |            | NORTHAM FEED & HIRE          | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 18.00      |        |
| INV 0000308107/10/2020 |            | NORTHAM FEED & HIRE          | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 36.00      |        |

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| INV 0000308208/10/2020 |            | NORTHAM FEED & HIRE                   | SWANFOOD & MICELLANEOUS ITEMS - OCTOBER  | 1         | 36.00      |          |
| EFT38030               | 16/10/2020 | NORTHAM LIQUOR BARONS                 | 1 X SIX PACK CORONA, 1 X BROWN BROS MOSCATO 750 ML & 2 X SIX PACK GREAT NORTHERN   | 1         |            | 73.99    |
| INV 1201-27319/08/2020 |            | NORTHAM LIQUOR BARONS                 | 1 X SIX PACK CORONA, 1 X BROWN BROS MOSCATO 750 ML & 2 X SIX PACK GREAT NORTHERN   | 1         | 73.99      |          |
| EFT38031               | 16/10/2020 | OXTER SERVICES                        | WUNDOWIE TOILETS. EXTRA CLEANS FOR COVID 19 FOR AUGUST.  | 1         |            | 2,497.41 |
| INV 22563              | 24/03/2020 | OXTER SERVICES                        | ADMIN BUILDING. SUPPLY 1X CARTON OF HAND TOWEL.  | 1         | 50.72      |          |
| INV 23129              | 24/07/2020 | OXTER SERVICES                        | BAKERS HILL HOOPER PARK TOILETS. SUPPLY 5KG URINAL BLOCKS, 2 X BOXES OF GLOVES AND 3 X CARTONS OF TOILET PAPER.  | 1         | 301.56     |          |
| INV 23135              | 27/07/2020 | OXTER SERVICES                        | BERNARD PARK TOILETS. SUPPLY 2 X CARTONS TOILET PAPER AND 1 X 5L HAND SOAP.  | 1         | 118.93     |          |
| INV 23291              | 28/08/2020 | OXTER SERVICES                        | WUNDOWIE TOILETS. EXTRA CLEANS FOR COVID 19 FOR AUGUST.  | 1         | 2,026.20   |          |
| EFT38032               | 16/10/2020 | RETAIL DECISIONS (COLES)              | COLES EXPENSES FOR AUGUST 2020.  | 1         |            | 2,927.78 |
| INV AUGUST31/08/2020   |            | RETAIL DECISIONS (COLES)              | COLES EXPENSES FOR AUGUST 2020.  | 1         | 2,927.78   |          |
| EFT38033               | 16/10/2020 | SOUTHERN CROSS AU STEREO PTY LTD      | RADIO ADVERTISING FOR JENNA PULLIN ROAD WORKS FROM 20 AUGUST TO 30 SEPTEMBER 2020.   | 1         |            | 2,194.50 |
| INV 7109460630/09/2020 |            | SOUTHERN CROSS AU STEREO PTY LTD      | RADIO ADVERTISING FOR JENNA PULLIN ROAD WORKS FROM 20 AUGUST TO 30 SEPTEMBER 2020.   | 1         | 2,194.50   |          |
| EFT38034               | 16/10/2020 | SPECIALE SMASH REPAIRS                | SUPPLY, FIT, CLEANUP AND FRIGHT FOR THE REPLACEMENT PASSENGER SIDE WINDOW ON HYUNDAI 2014 VE2 I40 2.0 AUTO WAGON SILVER REGISTRATION KILLARA VIN:KMHLB81DMEU084273 | 1         |            | 445.50   |
| INV 19440              | 12/10/2020 | SPECIALE SMASH REPAIRS                | SUPPLY, FIT, CLEANUP AND FRIGHT FOR THE REPLACEMENT PASSENGER SIDE WINDOW ON HYUNDAI 2014 VE2 I40 2.0 AUTO WAGON SILVER REGISTRATION KILLARA VIN:KMHLB81DMEU084273 | 1         | 445.50     |          |
| EFT38035               | 16/10/2020 | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | FIRST AID COURSE 24TH SEPT 2020 FOR KURT DU BOULAY US# HTZ3QKQKQ2  | 1         |            | 399.00   |
| INV FAINV0024/09/2020  |            | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | FIRST AID COURSE 24TH SEPT 2020 FOR KURT DU BOULAY US# HTZ3QKQKQ2  | 1         | 133.00     |          |



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| INVFAINV0024/09/2020   |            | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | FIRST AID COURSE 24TH SEPT 2020 FOR MICHAEL AHEARN USI# 5TG9FRHQM  | 1         | 133.00     |           |
| INVFAINV0024/09/2020   |            | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | FIRST AID COURSE 24TH SEPT 2020 FOR PETER BROUGH USI# K5R8MLWA3B   | 1         | 133.00     |           |
| EFT38036               | 16/10/2020 | STATE LIBRARY OF WESTERN AUSTRALIA    | BETTER BEGINNINGS PROGRAM  | 1         |            | 643.50    |
| INVRI02657126/08/2020  |            | STATE LIBRARY OF WESTERN AUSTRALIA    | BETTER BEGINNINGS PROGRAM  | 1         | 643.50     |           |
| EFT38037               | 16/10/2020 | SYNERGY                               | ELECTRICITY FOR VARIOUS BUILDINGS 05/08/2020 TO 04/09/2020         | 1         |            | 21,893.43 |
| INV 2073026124/08/2020 |            | SYNERGY                               | 160396120 Clackline Fire Shed - 24/06/2020 to 20/08/2020           |           | 95.11      |           |
| INV 2065027724/08/2020 |            | SYNERGY                               | 158509760 Bakers Hill Fire Station - 24/06/2020 to 19/08/2020      |           | 205.58     |           |
| INV 3000141104/09/2020 |            | SYNERGY                               | ELECTRICITY FOR VARIOUS BUILDINGS 05/08/2020 TO 04/09/2020         | 1         | 16,223.79  |           |
| INV 2013052514/09/2020 |            | SYNERGY                               | 941453230 Grass Valley BFB Shed - 11/07/2020 to 11/09/2020         |           | 278.98     |           |
| INV 2009044614/09/2020 |            | SYNERGY                               | 092912520 Grass Valley Oval - 11/07/2020 to 11/09/2020             |           | 114.87     |           |
| INV 2053041115/09/2020 |            | SYNERGY                               | 747170530 Skate Park - Clarke St - 14/07/2020 to 14/09/2020        |           | 144.58     |           |
| INV 2065046115/09/2020 |            | SYNERGY                               | 514067810 Bert Hawke Oval Reticulation - 27/07/2020 to 14/09/2020  |           | 1,006.69   |           |
| INV 2085049916/09/2020 |            | SYNERGY                               | 335820940 Create 298 - 19/08/2020 to 15/09/2020                    |           | 757.24     |           |
| INV 2017052417/09/2020 |            | SYNERGY                               | 181994500 killara Daycare Centre - 20/08/2020 to 16/09/2020        |           | 1,085.60   |           |
| INV 2061041817/09/2020 |            | SYNERGY                               | 136537740 Airport - 20/08/2020 to 16/09/2020                       |           | 1,231.90   |           |
| INV 2037048817/09/2020 |            | SYNERGY                               | 796841340 Shire Administration Building - 20/08/2020 to 16/09/2020 |           | 749.09     |           |
| EFT38038               | 16/10/2020 | TELSTRA CORPORATION                   | MAIN MOBILE ACCOUNT JULY 2020                                      | 1         |            | 5,005.79  |
| INV 2726008928/07/2020 |            | TELSTRA CORPORATION                   | MAIN MOBILE ACCOUNT JULY 2020                                      | 1         | 3,102.53   |           |
| INV 2726009028/08/2020 |            | TELSTRA CORPORATION                   | VARIOUS MOBILE ACCOUNTS AUGUST 2020                                | 1         | 120.44     |           |
| INV 2726009028/08/2020 |            | TELSTRA CORPORATION                   | VEMS TRAILERS & SPRINKLER SYSTEMS AUGUST 2020.                     | 1         | 50.00      |           |
| INV 9026075012/09/2020 |            | TELSTRA CORPORATION                   | MAINLINE ACCOUNT SEPTEMBER 2020                                    | 1         | 1,732.82   |           |

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| EFT38039               | 16/10/2020 | TIM DAVIES LANDSCAPING PTY LTD                          | LANDSCAPE DESIGN FOR BEAVIS PLACE REDEVELOPMENT - INCLUDING SITE VISIT AND WORKSHOP,PRELIMINARY CONCEPT DESIGN,DESIGN REPORT, COMMUNITY CONSULTATION AND FINAL DESIGN REPORT. PROGRESS CLAIM 2 | 1         |            | 3,542.00  |
| INV SI-1029530/09/2020 |            | TIM DAVIES LANDSCAPING PTY LTD                          | LANDSCAPE DESIGN FOR BEAVIS PLACE REDEVELOPMENT - INCLUDING SITE VISIT AND WORKSHOP,PRELIMINARY CONCEPT DESIGN,DESIGN REPORT, COMMUNITY CONSULTATION AND FINAL DESIGN REPORT. PROGRESS CLAIM 2 | 1         | 3,542.00   |           |
| EFT38040               | 16/10/2020 | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD           | SUPPLY MRWA SPEC GRAVEL DELIVERED TO SITE AS REQUIRED AND REQUESTED  | 1         |            | 7,259.25  |
| INV INV-103080/09/2020 |            | TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD           | SUPPLY MRWA SPEC GRAVEL DELIVERED TO SITE AS REQUIRED AND REQUESTED  | 1         | 7,259.25   |           |
| EFT38041               | 16/10/2020 | VALLEY FORD   | FN1710 N79 75,000 SERVICE VIN: MPBUMEF50HX141051   | 1         |            | 481.45    |
| INV 1411301            | 03/09/2020 | VALLEY FORD   | FN1710 N79 75,000 SERVICE VIN: MPBUMEF50HX141051   | 1         | 481.45     |           |
| EFT38042               | 16/10/2020 | WA LIBRARY SUPPLIES                                     | CHARGE AND SYNC CABINET - TABLET   | 1         |            | 835.00    |
| INV 0013099809/10/2020 |            | WA LIBRARY SUPPLIES                                     | CHARGE AND SYNC CABINET - TABLET   | 1         | 835.00     |           |
| EFT38043               | 16/10/2020 | WARRICKS NEWSAGENCY                                     | COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) SEPTEMBER 2020 - ADMIN   | 1         |            | 49.00     |
| INV SN00006B0/09/2020  |            | WARRICKS NEWSAGENCY                                     | COPIES OF WEST AUSTRALIAN NEWSPAPER (MON-FRI) SEPTEMBER 2020 - ADMIN   | 1         | 49.00      |           |
| EFT38044               | 16/10/2020 | YOUNG CONSTRUCTIONS PTY LTD                             | INFRASTRUCTURE BOND REFUND FOR BP19109-A15241  | 1         |            | 1,000.00  |
| INV T1199              | 15/10/2020 | YOUNG CONSTRUCTIONS PTY LTD                             | INFRASTRUCTURE BOND REFUND FOR BP19109-A15241  | 1         | 1,000.00   |           |
| EFT38045               | 20/10/2020 | DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND | PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2  | 1         |            | 27,423.00 |
| INV 9689               | 17/09/2020 | DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND | PRODUCTION OF WAYFINDING SIGNAGE- STAGE 2  | 1         | 27,219.50  |           |

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| INV 9704               | 08/10/2020 | DDA GROUP CORPORATE COMMUNICATIONS PTY LTD T/A WAYFOUND                | REPLACEMENT PANEL FOR AVON MALL  | 1         | 203.50     |          |
| EFT38046               | 27/10/2020 | ACCESS UNLIMITED INTERNATIONAL PTY LTD                                 | BREATHING APPARATUS TRAINING   | 1         |            | 1,900.00 |
| INV B2635              | 13/10/2020 | ACCESS UNLIMITED INTERNATIONAL PTY LTD                                 | BREATHING APPARATUS TRAINING   | 1         | 1,900.00   |          |
| EFT38047               | 27/10/2020 | ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD                               | TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES. | 1         |            | 897.60   |
| INV 0013827531/07/2020 |            | ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD                               | TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES. | 1         | 1,043.35   |          |
| INV CR1382797/09/2020  |            | ADVANCED TRAFFIC MANAGEMENT (WA) PTY LTD                               | TRAFFIC MANAGEMENT FOR 30/7/2020 07:30 TO 15:30 AT 100 ALMOND AVE BAKERS HILL. 2 X TRAFFIC CONTROLLERS & 2 UTES. | 1         | -145.75    |          |
| EFT38048               | 27/10/2020 | ALAN'S AUTO ELECTRICS  | INSTALL WORKLIGHTS TO FN1807 AS PER QUOTE# QU-0475   | 1         |            | 2,106.50 |
| INV INV-662628/08/2020 |            | ALAN'S AUTO ELECTRICS  | FN1414 - FIT CUSTOMER LIGHTS TO TRAILER  | 1         | 62.50      |          |
| INV INV-691806/10/2020 |            | ALAN'S AUTO ELECTRICS  | INSTALL WORKLIGHTS TO FN1807 AS PER QUOTE# QU-0475   | 1         | 2,044.00   |          |
| EFT38049               | 27/10/2020 | AMPAC DEBT RECOVERY (WA) P/L   | DEBT RECOVERY COSTS FOR OCTOBER 2020.  | 1         |            | 147.51   |
| INV 69866              | 15/10/2020 | AMPAC DEBT RECOVERY (WA) P/L   | DEBT RECOVERY COSTS FOR OCTOBER 2020.  | 1         | 132.00     |          |
| INV 69867              | 15/10/2020 | AMPAC DEBT RECOVERY (WA) P/L   | DEBT RECOVERY COSTS FOR OCTOBER 2020.  | 1         | 15.51      |          |
| EFT38050               | 27/10/2020 | ANDY'S PLUMBING SERVICE  | CALL TO UNBLOCK TOILET AT QUELLINGTON HALL.  | 1         |            | 1,188.00 |
| INV A.18806            | 02/10/2020 | ANDY'S PLUMBING SERVICE  | CALL TO UNBLOCK TOILET AT QUELLINGTON HALL.  | 1         | 924.00     |          |
| INV A.18818            | 12/10/2020 | ANDY'S PLUMBING SERVICE  | BERNARD PARK TOILETS. MONTHLY URINAL SERVICING OCTOBER 2020  | 1         | 264.00     |          |
| EFT38051               | 27/10/2020 | AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/A S ONEMUSIC AUSTRALIA | MUSIC PLAYED THROUGHOUT THE SHIRE FACILITIES 01/07/2020 TO 30/06/2021.   | 1         |            | 859.17   |

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| INV 046485             | 22/07/2020 | AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LTD T/A/S ONEMUSIC AUSTRALIA | MUSIC PLAYED THROUGHOUT THE SHIRE FACILITIES 01/07/2020 TO 30/06/2021.  | 1         | 859.17     |            |
| EFT38052               | 27/10/2020 | AUSTRALIAN TAXATION OFFICE - PAYG                                      | PAYG FOR PAY RUN WEEK ENDING 29/09/2020.  | 1         |            | 155,201.98 |
| INV PAYG 2323/06/2020  |            | AUSTRALIAN TAXATION OFFICE - PAYG                                      | PAYG FOR PAY RUN WEEK ENDING 23/06/2020.  | 1         | 62,914.00  |            |
| INV PAYG 0607/08/2020  |            | AUSTRALIAN TAXATION OFFICE - PAYG                                      | PAYG FOR INTERIM PAY RUN 06/08/2020 AND 07/08/2020  | 1         | 118.00     |            |
| INV PAYG 2929/09/2020  |            | AUSTRALIAN TAXATION OFFICE - PAYG                                      | PAYG FOR PAY RUN WEEK ENDING 29/09/2020.  | 1         | 92,169.98  |            |
| EFT38053               | 27/10/2020 | AUTOPRO NORTHAM  | SUPPLY GYMPIE   | 1         |            | 41.00      |
| INV 879123             | 20/10/2020 | AUTOPRO NORTHAM  | SUPPLY GYMPIE   | 1         | 41.00      |            |
| EFT38054               | 27/10/2020 | AVON SERVICE SPECIALISTS   | FN1516 N.3333 100,000 SERVICE VIN: MMOUROYD1005815613   | 1         |            | 249.10     |
| INV 19550              | 02/09/2020 | AVON SERVICE SPECIALISTS   | FN1516 N.3333 100,000 SERVICE VIN: MMOUROYD1005815613   | 1         | 249.10     |            |
| EFT38055               | 27/10/2020 | AVON VALLEY CONTRACTORS  | WHITE PLAYGROUND SAND PER TONNE   | 1         |            | 511.50     |
| INV 36073              | 19/10/2020 | AVON VALLEY CONTRACTORS  | WHITE PLAYGROUND SAND PER TONNE   | 1         | 511.50     |            |
| EFT38056               | 27/10/2020 | BEAUREPAIRES   | FN1705 - REPAIR TYRE ON Z TRAC  | 1         |            | 26.00      |
| INV 6411632013/10/2020 |            | BEAUREPAIRES   | FN1705 - REPAIR TYRE ON Z TRAC  | 1         | 26.00      |            |
| EFT38057               | 27/10/2020 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES                      | SLASH CARLIN VALLEY ESTATE, BAKERS HILL SUBDIVISIONS<br>INCLUSIVE OF ACCENDESRISE, TAMMA ROAD, PLOVER FL, CARLIN RD AND SHINGLE HILL ROAD | 1         |            | 4,136.00   |
| INV 669                | 15/10/2020 | BELINGARNI FABRICATION HOME AND PROPERTY SERVICES                      | SLASH CARLIN VALLEY ESTATE, BAKERS HILL SUBDIVISIONS<br>INCLUSIVE OF ACCENDESRISE, TAMMA ROAD, PLOVER FL, CARLIN RD AND SHINGLE HILL ROAD | 1         | 4,136.00   |            |

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| EFT38058               | 27/10/2020 | BEYOND CABINETS & RENOVATIONS    | MINUTE NO: LBSC.53<br>THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$10,000 TO THE BUSINESS 'BEYOND CABINETS & RENOVATIONS' FOR THE CONSTRUCTION OF A NEW WORKSHOP INCLUDING SHOWROOM AND OFFICES. | 1         |            | 11,000.00 |
| INV INV-018816/10/2020 | 27/10/2020 | BEYOND CABINETS & RENOVATIONS    | MINUTE NO: LBSC.53<br>THAT THE LOCAL BUSINESS SUPPORT COMMITTEE APPROVE A GRANT OF \$10,000 TO THE BUSINESS 'BEYOND CABINETS & RENOVATIONS' FOR THE CONSTRUCTION OF A NEW WORKSHOP INCLUDING SHOWROOM AND OFFICES. | 1         | 11,000.00  |           |
| EFT38059               | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | WUNDOWIE POOL BUILDING. SUPPLY AND INSTALL NEW 25L ELECTRIC HOT WATER UNIT TO KIOSK/ADMIN AREA.  | 1         |            | 2,581.25  |
| INV INV-223507/10/2020 | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | RIVERS EDGE CAFE. REPAIR GAS LEAK TO STOVE.  | 1         | 106.20     |           |
| INV INV-224114/10/2020 | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | WUNDOWIE POOL BUILDING. SUPPLY AND INSTALL NEW 25L ELECTRIC HOT WATER UNIT TO KIOSK/ADMIN AREA.  | 1         | 1,485.00   |           |
| INV INV-224114/10/2020 | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | ADMIN BUILDING. PLEASE REPAIR LEAKING TAP ON OUTSIDE OF BUILDING NEAR CUSTOMER CAR PARK.   | 1         | 662.80     |           |
| INV INV-224114/10/2020 | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | BILYA KOORT BOODJA. FIRE HOSE IN UNDERCOVER CARPARK LEAKING PLEASE REPAIR.   | 1         | 49.50      |           |
| INV INV-224114/10/2020 | 27/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD | PEEL TERRACE DUMP POINT. UNBLOCK DUMP POINT.   | 1         | 277.75     |           |
| EFT38060               | 27/10/2020 | BOOKTOPIA PTY LTD                | 46 BOOKS FOR PATRON REQUESTS   | 1         |            | 1,359.57  |
| INV 1170761412/10/2020 | 27/10/2020 | BOOKTOPIA PTY LTD                | 46 BOOKS FOR PATRON REQUESTS   | 1         | 1,359.57   |           |
| EFT38061               | 27/10/2020 | BOYD KICKETT                     | ADVISORY GROUP 15/9/2020.  | 1         |            | 100.00    |
| INV JW27102027/10/2020 | 27/10/2020 | BOYD KICKETT                     | ADVISORY GROUP 15/9/2020.  | 1         | 100.00     |           |
| EFT38062               | 27/10/2020 | BUDGET CASH REGISTER CO          | RENEWAL SUPPORT POS CONTRACT 1/11/2020-30/11/2021  | 1         |            | 1,045.00  |
| INV 19643              | 13/10/2020 | BUDGET CASH REGISTER CO          | RENEWAL SUPPORT POS CONTRACT 1/11/2020-30/11/2021  | 1         | 1,045.00   |           |
| EFT38063               | 27/10/2020 | BURGESS RAWSON (WA) PTY LTD      | WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/09/2020 TO 31/10/2020.   | 1         |            | 54.63     |

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| INV 9584               | 21/09/2020 | BURGESS RAWSON (WA) PTY LTD       | WATER & SEWERAGE RATES FOR DUMP POINT ON PEEL TCE FOR THE PERIOD 01/09/2020 TO 31/10/2020.          | 1         | 54.63      |           |
| EFT38064               | 27/10/2020 | BUZZINROUND PTY LTD T/A.BR.COMMS  | CHANGES TO PABX.HUNT GROUPS   | 1         |            | 121.00    |
| INV 0000287517/09/2020 |            | BUZZINROUND PTY LTD T/A.BR.COMMS  | CHANGES TO PABX.HUNT GROUPS   | 1         | 121.00     |           |
| EFT38065               | 27/10/2020 | CANNON HYGIENE AUSTRALIA PTY LTD  | VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X. AUTOMATIC AIR FRESHENERS.14/11/2020 TO 13/05/2021. | 1         |            | 541.85    |
| INV 9686751114/10/2020 |            | CANNON HYGIENE AUSTRALIA PTY LTD  | VISITORS CENTRE TOILETS. SUPPLY AND SERVICE 5 X. AUTOMATIC AIR FRESHENERS.14/11/2020 TO 13/05/2021. | 1         | 541.85     |           |
| EFT38066               | 27/10/2020 | CENTRAL MOBILE MECHANICAL REPAIRS | FN1706 - 4000hr Service (Service on site, contact Mick Ahearn for location)                         | 1         |            | 14,445.17 |
| INV 0000328518/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1804 - DRAINAGE TRUCK - INVERSTIGATE, REPAIR OR MODIFY HYDRAULIC RAM TO RESOLVE LEAKING PROBLEM.  | 1         | 381.48     |           |
| INV 0000328418/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1807 - REPAIR "OIL " FAULT IN SYSTEM  | 1         | 413.82     |           |
| INV 0000328318/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1703 - SERVICE 1750HOUR - DROP OFF FRIDAY 31/07/2020  | 1         | 745.47     |           |
| INV 0000328818/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1603 - SEWELL BROOM - SERVICE   | 1         | 542.80     |           |
| INV 0000329418/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1314 - GRADER - TRAVEL TO SITE, SERVICE GRADER (3800)   | 1         | 1,342.61   |           |
| INV 0000328218/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1502 - SERVICE - MONDAY 27 JULY 2020  | 1         | 1,257.08   |           |
| INV 0000328118/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1804 - HINO DRAINAGE TRUCK 40,000KM SERVICE   | 1         | 975.70     |           |
| INV 0000328018/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN0916 - SKID STEER LOADER - 3000HR SERVICE   | 1         | 764.83     |           |
| INV 0000327918/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1312 - 50,000KM SERVICE   | 1         | 704.33     |           |
| INV 0000327818/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | GIFTED LIGHT TOWERS - REPAIR SIEZED BRAKES AND SERVICE DIESEL ENGINES.                              | 1         | 1,396.41   |           |
| INV 0000328618/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1005 - INVESTIGATE STARTER MOTOR ISSUES AND REPAIR AS REQUIRED                                    | 1         | 719.40     |           |
| INV 0000329118/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1810 - 2500HR SERVICE   | 1         | 1,237.83   |           |
| INV 0000329218/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1706 - 4000hr Service (Service on site, contact Mick Ahearn for location)                         | 1         | 1,476.53   |           |
| INV 0000329318/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | FN1502 - 5500HR SERVICE (SERVICE ON SITE,)  | 1         | 1,171.28   |           |

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| INV 0000329018/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | TRAVEL TO AND FROM INKPEN WASTE MANAGEMENT FACILITY TO FIT CUTTING EDGES TO PN1018 KOMATSU LOADER. | 1         | 710.60     |          |
| INV 0000328918/10/2020 |            | CENTRAL MOBILE MECHANICAL REPAIRS | REPLACE HOOKS FOR PORTABLE FENCE ON RANGERS TRAILER PN1019 REGO 1TLJ767.                           | 1         | 605.00     |          |
| EFT38067               | 27/10/2020 | CJD EQUIPMENT PTY LTD             | SLIDING SLEEVE VC58406   | 1         |            | 382.31   |
| INV 2079641            | 04/08/2020 | CJD EQUIPMENT PTY LTD             | SLIDING SLEEVE VC58406   | 1         | 382.31     |          |
| EFT38068               | 27/10/2020 | COMBINED TYRES PTY LTD            | SUPPLY & FIT TYRES AS PER QUOTE QU-0271  | 1         |            | 3,212.00 |
| INV INV-676915/10/2020 |            | COMBINED TYRES PTY LTD            | SUPPLY & FIT TYRES AS PER QUOTE QU-0271  | 1         | 3,212.00   |          |
| EFT38069               | 27/10/2020 | COMMERCIAL AQUATICS AUSTRALIA     | PUMP REPAIR TO WUNDOWIE POOL   | 1         |            | 2,090.00 |
| INV 21735              | 03/09/2020 | COMMERCIAL AQUATICS AUSTRALIA     | PUMP REPAIR TO WUNDOWIE POOL   | 1         | 2,090.00   |          |
| EFT38070               | 27/10/2020 | COUNTRY COPIERS NORTHAM           | COLOUR COPIER SERVICE/METER READING.   | 1         |            | 2,978.15 |
| INV S8690              | 13/10/2020 | COUNTRY COPIERS NORTHAM           | COLOUR COPIER SERVICE/METER READING.   | 1         | 2,978.15   |          |
| EFT38071               | 27/10/2020 | COUNTRYWIDE GROUP                 | HUSQVARNA 525PT55 POLE SAW RRP   | 1         |            | 1,745.78 |
| INV 28204              | 01/07/2020 | COUNTRYWIDE GROUP                 | FILES & ALUMINIUM HASQVANA WHIPPER SNIPPER HEADS.  | 1         | 64.00      |          |
| INV ACC000113/10/2020  |            | COUNTRYWIDE GROUP                 | SERVICE ON BRUSHCUTTER AND WHIPPERSNIPPER & GREASE FOR BRUSHCUTTER AND WHIPPERSNIPPER.             | 1         | 203.69     |          |
| INV ACC000115/10/2020  |            | COUNTRYWIDE GROUP                 | HUSQVARNA 525PT55 POLE SAW RRP   | 1         | 1,349.10   |          |
| INV AC0001816/10/2020  |            | COUNTRYWIDE GROUP                 | FN1903 - REPLACE BELTS AS REQUIRED   | 1         | 128.99     |          |
| EFT38072               | 27/10/2020 | COVS PARTS PTY LTD                | VARIOUS TOOLS  | 1         |            | 1,049.70 |
| INV 1640212722/04/2020 |            | COVS PARTS PTY LTD                | DRILL M18BLPD2   | 1         | 98.47      |          |
| INV 1640213428/04/2020 |            | COVS PARTS PTY LTD                | VARIOUS TOOLS  | 1         | 951.23     |          |
| EFT38073               | 27/10/2020 | DAMIAN'S PLUMBING                 | NORTHAM DEPOT. YEARLY BACKFLOW TESTING ON STANDPIPE.   | 1         |            | 132.00   |
| INV 5859               | 11/10/2020 | DAMIAN'S PLUMBING                 | NORTHAM DEPOT. YEARLY BACKFLOW TESTING ON STANDPIPE.   | 1         | 132.00     |          |

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| EFT38074              | 27/10/2020 | DANIEL VLADICA MITIC                         | CROSSOVER REBATE FOR 30 FAIRWAY BEND                                 | 1         |            | 800.00    |
| INV CK0510205/10/2020 |            | DANIEL VLADICA MITIC                         | CROSSOVER REBATE FOR 30 FAIRWAY BEND                                 | 1         | 800.00     |           |
| EFT38075              | 27/10/2020 | DEBBIE HUGHES - PERTH FACE PAINTING COMPANY  | FREE FACE PAINTING (KAMBARANG PROGRAM) 17/10/2020                    | 1         |            | 330.00    |
| INV 3266              | 16/10/2020 | DEBBIE HUGHES - PERTH FACE PAINTING COMPANY  | FREE FACE PAINTING (KAMBARANG PROGRAM) 17/10/2020                    | 1         | 330.00     |           |
| EFT38076              | 27/10/2020 | DEPARTMENT OF WATER & ENVIRONMENT REGULATION | DWER QUARTERLY LEVY RETURN - JULY - AUGUST 2020                      | 1         |            | 14,555.69 |
| INV CH2210202/10/2020 |            | DEPARTMENT OF WATER & ENVIRONMENT REGULATION | DWER QUARTERLY LEVY RETURN - JULY - AUGUST 2020                      | 1         | 14,555.69  |           |
| EFT38077              | 27/10/2020 | DREAMTIME COLOR ART                          | DREAMTIME COLOUR VOLUME 1 AND 2                                      | 1         |            | 335.00    |
| INV 20                | 27/09/2020 | DREAMTIME COLOR ART                          | DREAMTIME COLOUR VOLUME 1 AND 2                                      | 1         | 335.00     |           |
| EFT38078              | 27/10/2020 | DUN DIRECT PTY LTD                           | FUEL CHARGES FOR SEPTEMBER 2020                                      | 1         |            | 19,868.21 |
| INV SEPTEMB009/2020   |            | DUN DIRECT PTY LTD                           | FUEL CHARGES FOR SEPTEMBER 2020                                      | 1         | 19,868.21  |           |
| EFT38079              | 27/10/2020 | E. & M.J. ROSHER PTY LTD                     | POLYWIRE BRUSH KIT TO SUIT SEWELL ROAD BROOM PART NUMBER #2C0133/34. | 1         |            | 2,152.23  |
| INV 1419389           | 07/10/2020 | E. & M.J. ROSHER PTY LTD                     | POLYWIRE BRUSH KIT TO SUIT SEWELL ROAD BROOM PART NUMBER #2C0133/34. | 1         | 2,152.23   |           |
| EFT38080              | 27/10/2020 | ELDERS LIMITED                               | GLYPHOSATE 20 LITRE DRUMS  | 1         |            | 484.00    |
| INV AX5176807/10/2020 |            | ELDERS LIMITED                               | GLYPHOSATE 20 LITRE DRUMS  | 1         | 484.00     |           |
| EFT38081              | 27/10/2020 | EMU ESSENCE                                  | STOCK PURCHASES FOR VISITORS CENTRE                                  | 1         |            | 1,731.20  |
| INV 9                 | 30/06/2020 | EMU ESSENCE                                  | STOCK PURCHASES FOR VISITORS CENTRE                                  | 1         | 1,731.20   |           |



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| EFT38082               | 27/10/2020 | ENVIRAPEST PTY LTD            | ASPER THE PROGRAM OUTLINE THAT WAS PROVIDED IN THE QUOTING PROCESS.<br>TO CONDUCT THE SPRAYING PROGRAM 2020 TARGETTING WATSONIA WITH THE OPPORTUNITST SPRAYING OF BRIDAL CREEPER AND A LILLY SPECIES FOR ALL AREAS THAT HAVE BEEN MAPPED AND IDENTIFIED THROUGHOUT THE SHIRE. SPRAYING WILL BE COMMENCED ON THE 12TH OCTOBER (SUBJECT TO WEATHER) AND WILL INCLUDE A FOLLOW UP INSPECTION AND ADDITIONAL HERBICIDE APPLICATION AS REQUIRED 6 WEEKS AFTER COMPLETION. | 1         |            | 7,150.00 |
| INVINV-879415/10/2020  |            | ENVIRAPEST PTY LTD            | ASPER THE PROGRAM OUTLINE THAT WAS PROVIDED IN THE QUOTING PROCESS.<br>TO CONDUCT THE SPRAYING PROGRAM 2020 TARGETTING WATSONIA WITH THE OPPORTUNITST SPRAYING OF BRIDAL CREEPER AND A LILLY SPECIES FOR ALL AREAS THAT HAVE BEEN MAPPED AND IDENTIFIED THROUGHOUT THE SHIRE. SPRAYING WILL BE COMMENCED ON THE 12TH OCTOBER (SUBJECT TO WEATHER) AND WILL INCLUDE A FOLLOW UP INSPECTION AND ADDITIONAL HERBICIDE APPLICATION AS REQUIRED 6 WEEKS AFTER COMPLETION. | 1         | 7,150.00   |          |
| EFT38083               | 27/10/2020 | FM SURVEYS                    | WUNDOWIE RV SITE SURVEY  | 1         |            | 1,320.00 |
| INV 0002108719/10/2020 |            | FM SURVEYS                    | WUNDOWIE RV SITE SURVEY  | 1         | 1,320.00   |          |
| EFT38084               | 27/10/2020 | GDR CIVIL CONTRACTING PTY LTD | DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.   | 1         |            | 6,620.00 |
| INV 1735               | 30/09/2020 | GDR CIVIL CONTRACTING PTY LTD | DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.   | 1         | 5,280.00   |          |
| INV 1738               | 02/10/2020 | GDR CIVIL CONTRACTING PTY LTD | DRY HIRE OF 14 TONNE ECAVATOR FOR 10 DAYS @ \$600 A DAY.   | 1         | 1,340.00   |          |
| EFT38085               | 27/10/2020 | GRAFTON ELECTRICS             | ADMIN BUILDING. REPAIR REPLACE EXHAUST FAN ABOVE THE PHOTO COPIER.   | 1         |            | 249.70   |
| INV 7327               | 20/10/2020 | GRAFTON ELECTRICS             | ADMIN BUILDING. REPAIR REPLACE EXHAUST FAN ABOVE THE PHOTO COPIER.   | 1         | 150.70     |          |

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| INV 7329       | 20/10/2020 | GRAFTON ELECTRICS                                   | CHECK AND REPAIR IF REQUIRED EXHAUST FAN IN KITCHEN  | 1         | 99.00      |           |
| EFT38086       | 27/10/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 04/10/2020.  | 1         |            | 4,656.95  |
| INV 9510434    | 02/09/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS 30/08/2020.  | 1         | 2,164.42   |           |
| INV 9589086    | 07/10/2020 | HAYS SPECIALIST RECRUITMENT (AUSTRALIA) PTY LIMITED | ACTING PROJECT DEVELOPMENT MANAGER CHANDRESH VYAS W/E 04/10/2020.  | 1         | 2,492.53   |           |
| EFT38087       | 27/10/2020 | HELENA ESTATE MEDICAL CENTRE                        | Q VIRUS VACCINATION - JASON CACIC  | 1         |            | 140.00    |
| INV 192986     | 22/06/2020 | HELENA ESTATE MEDICAL CENTRE                        | Q VIRUS VACCINATION - JASON CACIC  | 1         | 140.00     |           |
| EFT38088       | 27/10/2020 | IQ MERCHANDISING                                    | STOCK PURCHASES FOR VISITORS CENTRE.   | 1         |            | 227.92    |
| INV 4179       | 24/09/2020 | IQ MERCHANDISING                                    | STOCK PURCHASES FOR VISITORS CENTRE.   | 1         | 227.92     |           |
| EFT38089       | 27/10/2020 | JH COMPUTER SERVICES PTY LTD                        | COMPUTER EQUIPMENT FOR THE LIBRARY   | 1         |            | 17,490.00 |
| INV 0000196224 | 09/2020    | JH COMPUTER SERVICES PTY LTD                        | COMPUTER EQUIPMENT FOR THE LIBRARY   | 1         | 12,210.00  |           |
| INV 0000196306 | 10/2020    | JH COMPUTER SERVICES PTY LTD                        | LABOUR SUPPORT HOURS   | 1         | 5,280.00   |           |
| EFT38090       | 27/10/2020 | JR & A HERSEY PTY LTD                               | TOOLS FOR DEPOT STAFF  | 1         |            | 1,420.76  |
| INV 45594      | 13/10/2020 | JR & A HERSEY PTY LTD                               | TOOLS FOR DEPOT STAFF  | 1         | 1,036.86   |           |
| INV 45595      | 13/10/2020 | JR & A HERSEY PTY LTD                               |  | 1         | 383.90     |           |
| EFT38091       | 27/10/2020 | KATE STACK  | RETURN OF BOND FOR HIRE OF ROOM  | 1         |            | 100.00    |
| INV 11025      | 08/10/2020 | KATE STACK  | RETURN OF BOND FOR HIRE OF ROOM  | 1         | 100.00     |           |
| EFT38092       | 27/10/2020 | KLEENWEST DISTRIBUTORS                              | GLOVES 2X MEDIUM, 1X LARGE, PLASTIC CONTAINERS & LIDS TO SUIT, TOILET PAPER, HAND TOWELS, CHUX ON A ROLL 1X RED, 1X GREEN & 4X SPRAY TRIGGER & 750ML BOTTLES FOR KILLARA | 1         |            | 1,187.01  |
| INV 0005121207 | 10/2020    | KLEENWEST DISTRIBUTORS                              | BIN LINNERS & HAND TOWELS.   | 1         | 251.46     |           |

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| INV 0005117507/10/2020  |            | KLEENWEST DISTRIBUTORS               | GLOVES 2X MEDIUM, 1X LARGE, PLASTIC CONTAINERS & LIDS TO SUIT, TOILET PAPER, HAND TOWELS, CHUX ON A ROLL 1X RED, 1X GREEN & 4X SPRAY TRIGGER & 750ML BOTTLES FOR KILLARA | 1         | 935.55     |          |
| EFT38093                | 27/10/2020 | MENTAL MEDIA PTY LTD                 | GUIDE ID SUBSCRIPTION SERVICES - OCTOBER, NOVEMBER & DECEMBER 2020   | 1         |            | 1,938.42 |
| INV 1229                | 13/10/2020 | MENTAL MEDIA PTY LTD                 | GUIDE ID SUBSCRIPTION SERVICES - OCTOBER, NOVEMBER & DECEMBER 2020   | 1         | 1,938.42   |          |
| EFT38094                | 27/10/2020 | METRO BEVERAGE CO PTY LTD            | STOCK PURCHASES FOR NORTHAM POOL   | 1         |            | 1,403.77 |
| INV 831755              | 09/09/2020 | METRO BEVERAGE CO PTY LTD            | STOCK PURCHASES FOR SWIMMING POOL.   | 1         | 185.84     |          |
| INV 838582              | 23/09/2020 | METRO BEVERAGE CO PTY LTD            | STOCK PURCHASES FOR NORTHAM POOL   | 1         | 1,217.93   |          |
| EFT38095                | 27/10/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS )21/09/2020 TO 27/09/2020.   | 1         |            | 7,679.10 |
| INV N2618               | 05/10/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS )21/09/2020 TO 27/09/2020.   | 1         | 3,839.55   |          |
| INV N2628               | 05/10/2020 | MINT CIVIL PTY LTD T/AS IMMACU SWEEP | STREET SWEEPING & GULLY EDUCTION SERVICES ( CLEANING TOWN ROADS ) 28/09/2020 TO 04/10/2020.  | 1         | 3,839.55   |          |
| EFT38096                | 27/10/2020 | MM ELECTRICAL MERCHANDISING          | CLIPSAL KRONE TOOL   | 1         |            | 98.45    |
| INV 174583-6814/10/2020 |            | MM ELECTRICAL MERCHANDISING          | CLIPSAL KRONE TOOL   | 1         | 98.45      |          |
| EFT38097                | 27/10/2020 | NORTHAM BETTA ELECTRICAL             | LG TOP LOAD WASHER EXCHANGED AND RE-INVOICED   | 1         |            | 249.00   |
| INV 2001001803/09/2020  |            | NORTHAM BETTA ELECTRICAL             | LG TOP LOAD WASHER EXCHANGED AND RE-INVOICED   | 1         | 249.00     |          |
| EFT38098                | 27/10/2020 | NORTHAM BOWLING CLUB INC             | SILVER SPORT FUNDING.  | 1         |            | 300.00   |
| INV 7264                | 21/10/2020 | NORTHAM BOWLING CLUB INC             | SILVER SPORT FUNDING.  | 1         | 300.00     |          |
| EFT38099                | 27/10/2020 | NORTHAM FEED & HIRE                  | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         |            | 176.00   |
| INV 0000307102/10/2020  |            | NORTHAM FEED & HIRE                  | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 36.00      |          |
| INV 0000308709/10/2020  |            | NORTHAM FEED & HIRE                  | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 54.00      |          |
| INV 0000308813/10/2020  |            | NORTHAM FEED & HIRE                  | SWAN FOOD & MICELLANEOUS ITEMS - OCTOBER   | 1         | 86.00      |          |

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| EFT38100       | 27/10/2020 | NORTHAM FLORIST            | WREATH FOR REMEMBRANCE DAY SERVICE 11 NOVEMBER 2020   | 1         |            | 70.00    |
| INV 23508      | 13/10/2020 | NORTHAM FLORIST            | WREATH FOR REMEMBRANCE DAY SERVICE 11 NOVEMBER 2020   | 1         | 70.00      |          |
| EFT38101       | 27/10/2020 | NORTHAM MOTEL              | ACCOMMODATION - NEIL TRAVERS - MONDAY 12TH -WEDNESDAY 14TH OCTOBER 2020   | 1         |            | 336.00   |
| INV 615969     | 15/10/2020 | NORTHAM MOTEL              | ACCOMMODATION - NEIL TRAVERS - MONDAY 12TH -WEDNESDAY 14TH OCTOBER 2020   | 1         | 336.00     |          |
| EFT38102       | 27/10/2020 | NORTHAM SENIOR HIGH SCHOOL | PHIL WALLEYSTACK & PERTH SYMPHONY ORCHESTRA CONCERT (SATURDAY 5 SEPTEMBER 2020):<br>1. TWELVE HOURS THEATRE HIRE (12 NOON-12 MIDNIGHT)<br>2. TWO HOURS TECH SUPPORT (RUPERT SEWELL) | 1         |            | 426.00   |
| INV 9155       | 18/09/2020 | NORTHAM SENIOR HIGH SCHOOL | PHIL WALLEYSTACK & PERTH SYMPHONY ORCHESTRA CONCERT (SATURDAY 5 SEPTEMBER 2020):<br>1. TWELVE HOURS THEATRE HIRE (12 NOON-12 MIDNIGHT)<br>2. TWO HOURS TECH SUPPORT (RUPERT SEWELL) | 1         | 426.00     |          |
| EFT38103       | 27/10/2020 | NORTHAM TOWING SERVICE     | REMOVAL OF CAMRY FROM EAST END OF CLYDESDALE ROAD - NEAREST CROSSROAD WITCHCOCK..   | 1         |            | 121.00   |
| INV 209808     | 19/10/2020 | NORTHAM TOWING SERVICE     | REMOVAL OF CAMRY FROM EAST END OF CLYDESDALE ROAD - NEAREST CROSSROAD WITCHCOCK..   | 1         | 121.00     |          |
| EFT38104       | 27/10/2020 | OXTER SERVICES             | CLEANING OF VARIOUS TOILETS 02.03.2020 TO 13.03.2020.   | 1         |            | 3,665.10 |
| INV 22479      | 13/03/2020 | OXTER SERVICES             | CLEANING OF VARIOUS TOILETS 02.03.2020 TO 13.03.2020.   | 1         | 2,296.80   |          |
| INV 23471      | 08/10/2020 | OXTER SERVICES             | WUNDOWIE DEPOT SUPPLY 1X PINEAWAY 1 X HAND TOWEL AND 1 X BOX OF GLOVES.   | 1         | 72.87      |          |
| INV 23535      | 16/10/2020 | OXTER SERVICES             | BURIAL DATE 14/10/2020. REOPENING FOR THE BURIAL OF KENNETH ANTHONY CUMMINS.  | 1         | 1,001.00   |          |
| INV 23542      | 21/10/2020 | OXTER SERVICES             | 240L GARBAGE BAGS   | 1         | 294.43     |          |
| EFT38105       | 27/10/2020 | PERTH ENERGY PTY LTD       | ELECTRICITY CHARGES FOR ACCOUNT 601148 LOT 30 182 FITZGERALD STREET NORTHAM, WA. 6401   | 1         |            | 241.26   |
| INV 2206114    | 15/10/2020 | PERTH ENERGY PTY LTD       | ELECTRICITY CHARGES FOR ACCOUNT 601148 LOT 30 182 FITZGERALD STREET NORTHAM, WA. 6401   | 1         | 241.26     |          |

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| EFT38106               | 27/10/2020 | PEF FOOD SERVICES PTY LTD             | STOCK PURCHASES FOR THE POOL.   | 1         |            | 1,126.00 |
| INV KV6194501/10/2020  |            | PEF FOOD SERVICES PTY LTD             | STOCK PURCHASES FOR NORTHAM POOL.   | 1         | 16.70      |          |
| INV KV7381114/10/2020  |            | PEF FOOD SERVICES PTY LTD             | STOCK PURCHASES FOR NORTHAM POOL  | 1         | 30.35      |          |
| INV KV7378594/10/2020  |            | PEF FOOD SERVICES PTY LTD             | STOCK PURCHASES FOR THE POOL.   | 1         | 1,078.95   |          |
| EFT38107               | 27/10/2020 | PORTER CONSULTING ENGINEERS           | PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION OF MINSON AVE CARPARK AS PER RFQ11 OF 2020. | 1         |            | 983.13   |
| INV 0002059102/10/2020 |            | PORTER CONSULTING ENGINEERS           | PREPARE DETAILED CIVIL WORKS DESIGN DRAWINGS (PLAN ONLY), COST ESTIMATE (INCLUDING QUANTITIES), AND CONSTRUCTION DRAWINGS (INCLUDING SET OUT POINTS) FOR THE MODIFICATION OF MINSON AVE CARPARK AS PER RFQ11 OF 2020. | 1         | 983.13     |          |
| EFT38108               | 27/10/2020 | PRIMARIES OF WA PTY LTD               | VARIOUS SPRINKLERS  | 1         |            | 546.56   |
| INV 410407462005/2020  |            | PRIMARIES OF WA PTY LTD               | VARIOUS SPRINKLERS  | 1         | 546.56     |          |
| EFT38109               | 27/10/2020 | PUBLIC TRANSPORT AUTHORITY            | TRAIN TICKET SALES SEPTEMBER 2020.  | 1         |            | 5.40     |
| INV SEPTEMB009/2020    |            | PUBLIC TRANSPORT AUTHORITY            | TRAIN TICKET SALES SEPTEMBER 2020.  | 1         | 5.40       |          |
| EFT38110               | 27/10/2020 | QUBE LOGISTICS (AUST) PTY LTD         | TRANSPORT 920KG CHLORINE DRUM FROM IXOM TO NORTHAM.   | 1         |            | 784.52   |
| INV TS18698397/10/2020 |            | QUBE LOGISTICS (AUST) PTY LTD         | TRANSPORT 920KG CHLORINE DRUM FROM IXOM TO NORTHAM.   | 1         | 784.52     |          |
| EFT38111               | 27/10/2020 | RED DOT STORES                        | STOCK SUPPLIES FOR REC CENTRE.  | 1         |            | 70.99    |
| INV 4767788301/10/2020 |            | RED DOT STORES                        | STOCK SUPPLIES FOR REC CENTRE.  | 1         | 70.99      |          |
| EFT38112               | 27/10/2020 | SANTALEUCA FORRESTRY                  | STOCK PURCHASES FOR VISITORS CENTRE   | 1         |            | 327.84   |
| INV 1319               | 16/10/2020 | SANTALEUCA FORRESTRY                  | STOCK PURCHASES FOR VISITORS CENTRE   | 1         | 327.84     |          |
| EFT38113               | 27/10/2020 | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | COUNTRY KIT SERVICE - GRAB BAG  | 1         |            | 145.00   |

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| INV CYINV0024/09/2020  |            | ST JOHN AMBULANCE AUSTRALIA (WA) INC. | COUNTRY KIT SERVICE - GRAB BAG   | 1         | 145.00     |            |
| EFT38114               | 27/10/2020 | STATE LAW PUBLISHER                   | GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 411986 & DP 415723   | 1         |            | 108.15     |
| INV 163555             | 06/10/2020 | STATE LAW PUBLISHER                   | GOVERNMENT GAZETTE ADVERTISEMENT FOR SHIRE OF NORTHAM CHANGING LAND USE AS APPROVED BY THE MINISTER FOR LOCAL GOVERNMENT - DP 411986 & DP 415723   | 1         | 108.15     |            |
| EFT38115               | 27/10/2020 | STUDIO LUXE BROWS & BEAUTY            | MINUTE NO: LBSC.66<br>THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDE A GRANT OF \$1745 (EXCLUDING GST) TO THE BUSINESS 'STUDIO LUXE BROWS & BEAUTY' FOR THE PURCHASE OF A LAPTOP AND 50% OF THE TOTAL COST OF A POS SYSTEM. | 1         |            | 1,750.00   |
| INV 2020001001/10/2020 |            | STUDIO LUXE BROWS & BEAUTY            | MINUTE NO: LBSC.66<br>THAT THE LOCAL BUSINESS SUPPORT COMMITTEE PROVIDE A GRANT OF \$1745 (EXCLUDING GST) TO THE BUSINESS 'STUDIO LUXE BROWS & BEAUTY' FOR THE PURCHASE OF A LAPTOP AND 50% OF THE TOTAL COST OF A POS SYSTEM. | 1         | 1,750.00   |            |
| EFT38116               | 27/10/2020 | T-QUIP                                | HAKO CITYMASTER 600 FOOTPATH SWEEPER AS PER QUOTE# 200546 C/W:<br>HAND SUCTION HOSE<br>CAMERA SYSTEM<br>LED WARNING LIGHT<br>AM/FM BT<br>1KG FIRE EXTINGUISHER<br>BLOWER VAC BRACKET   | 1         |            | 104,500.00 |

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| INV 2020083131/03/2020 |            | T-QUIP   | HAKO CITYMASTER 600 FOOTPATH SWEEPER AS PER QUOTE# 200546 C/W:<br>HAND SUCTION HOSE<br>CAMERA SYSTEM<br>LED WARNING LIGHT<br>AM/FM BT<br>1KG FIRE EXTINGUISHER<br>BLOWER VAC BRACKET | 1         | 104,500.00 |           |
| EFT38117               | 27/10/2020 | T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD | PURCHASE OF NEW MITSUBISHI PAJERO SPORT GLS 2.4L 7 SEATER WAGON WHITE INC RUBBER FLOOR MATS, WINDOW TINT, WEATHERSHIELDS AND TOW BAR PER QUOTE 7225                                  | 1         |            | 21,530.00 |
| INV 32011              | 07/10/2020 | T/AS AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD | PURCHASE OF NEW MITSUBISHI PAJERO SPORT GLS 2.4L 7 SEATER WAGON WHITE INC RUBBER FLOOR MATS, WINDOW TINT, WEATHERSHIELDS AND TOW BAR PER QUOTE 7225                                  | 1         | 21,530.00  |           |
| EFT38118               | 27/10/2020 | TALIS CONSULTANTS PTY LTD                                | CONTRACT C201920-20 VARIATION #3<br>ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REDUCE EARTHWORKS AND OVERALL COST OF THE PROJECT  | 1         |            | 10,467.04 |
| INV 21142              | 20/08/2020 | TALIS CONSULTANTS PTY LTD                                | ARCHITECTURAL, CIVIL AND ENGINEERING DESIGN INCLUSIVE OF ALL ELEMENTS AS PER CONTRACT C.201920 - 20.   | 1         | 3,967.04   |           |
| INV 21374              | 30/09/2020 | TALIS CONSULTANTS PTY LTD                                | CONTRACT C201920-20 VARIATION #3<br>ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REDUCE EARTHWORKS AND OVERALL COST OF THE PROJECT  | 1         | 5,500.00   |           |
| INV 21381              | 30/09/2020 | TALIS CONSULTANTS PTY LTD                                | CONTRACT C201920-20 VARIATION #3<br>ADDITIONAL FEE FOR ADDITIONAL DESIGN TO REUSE/RELOCATE EXISTING SHED AT NEW LOCATION AND LEVEL   | 1         | 1,000.00   |           |
| EFT38119               | 27/10/2020 | TECHNICAL SERVICES GROUP PTY LTD                         | SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 3MONTHS EXPIER DECEMBER 31ST 2020  | 1         |            | 1,896.40  |
| INV INV-000013/10/2020 |            | TECHNICAL SERVICES GROUP PTY LTD                         | SHIRE OF NORTHAM WIFI SUPPORT RENEWAL 3MONTHS EXPIER DECEMBER 31ST 2020  | 1         | 1,896.40   |           |
| EFT38120               | 27/10/2020 | TELSTRA CORPORATION                                      | MOBILE PHONE ACC 28/9/2020 TO 27/10/2020.  | 1         |            | 3,239.47  |
| INV 2726008928/09/2020 |            | TELSTRA CORPORATION                                      | MOBILE PHONE ACC 28/9/2020 TO 27/10/2020.  | 1         | 3,102.80   |           |

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| INV 2726009028/09/2020  |            | TELSTRA CORPORATION                             | MOBILES ACC FROM 28/09/2020 TO 27/10/2020.  | 1         | 136.67     |          |
| EFT38121                | 27/10/2020 | TERESA MARIA HANRATTY                           | REFUND FOR STANDPIPE SWIPE KEYCARD #0007865342.   | 1         |            | 50.00    |
| INV 0007865319/10/2020  |            | TERESA MARIA HANRATTY                           | REFUND FOR STANDPIPE SWIPE KEYCARD #0007865342.   | 1         | 50.00      |          |
| EFT38122                | 27/10/2020 | THE PRINT SHOP BUNBURY                          | SIGNAGE - WIDEFORMAT ACM SIGNS. 1720 X 620MM FINISHED SIDE. 3MM ALUMINIUM COMPOSITE MATERIAL (ACM). GLOSS UV LAMINATE. FULL COLOUR DIRECT PRINT ONE SIDE. INCLUDES DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT) AS PER QUOTE 48778. PLEASE NOTE ARTWORK TO BE CONFIRMED WITH SHIRE BEFORE PRINTING. | 1         |            | 1,032.90 |
| INV 1308655             | 06/10/2020 | THE PRINT SHOP BUNBURY                          | SIGNAGE - WIDEFORMAT ACM SIGNS. 1720 X 620MM FINISHED SIDE. 3MM ALUMINIUM COMPOSITE MATERIAL (ACM). GLOSS UV LAMINATE. FULL COLOUR DIRECT PRINT ONE SIDE. INCLUDES DELIVERY TO 116 PEEL TCE (NORTHAM DEPOT) AS PER QUOTE 48778. PLEASE NOTE ARTWORK TO BE CONFIRMED WITH SHIRE BEFORE PRINTING. | 1         | 1,032.90   |          |
| EFT38123                | 27/10/2020 | TIM DAVIES LANDSCAPING PTY LTD                  | 3028PROVISION OF LANDSCAPING DESIGN FOR OLD POOL SITE AND INCORPORATING TEH OVERNIGHT RV SITE AS PER QUOTATION RECEIVED   | 1         |            | 2,604.25 |
| INV SI-10295430/09/2020 |            | TIM DAVIES LANDSCAPING PTY LTD                  | 3028PROVISION OF LANDSCAPING DESIGN FOR OLD POOL SITE AND INCORPORATING TEH OVERNIGHT RV SITE AS PER QUOTATION RECEIVED   | 1         | 2,604.25   |          |
| EFT38124                | 27/10/2020 | TPG TELECOM                                     | LANDLINE ACCOUNT FOR SEPTEMBER 2020.  | 1         |            | 6,601.48 |
| INV 1565059101/10/2020  |            | TPG TELECOM                                     | LANDLINE ACCOUNT FOR SEPTEMBER 2020.  | 1         | 6,601.48   |          |
| EFT38125                | 27/10/2020 | UES INTERNATIONAL P/L                           | 23L WATER TANKS   | 1         |            | 283.95   |
| INV INV60-0019/08/2020  |            | UES INTERNATIONAL P/L                           | 23L WATER TANKS   | 1         | 283.95     |          |
| EFT38126                | 27/10/2020 | UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA. | STOCK PURCHASES FOR BKB   | 1         |            | 420.00   |
| INV 0243001416/10/2020  |            | UWA PUBLISHING-UNIVERSITY OF WESTERN AUSTRALIA. | STOCK PURCHASES FOR BKB   | 1         | 420.00     |          |



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| EFT38127               | 27/10/2020 | VINCELEC                                       | VISITORS CENTRE. REPLACE UPLIGHTS WITH LED X 9 AS QUOTED.  | 1         |            | 3,606.38 |
| INV IV444              | 09/10/2020 | VINCELEC                                       | NORTHAM DEPO. LED LIGHT IN JOHNS OFFICE NOT WORKING(WARRANTY?) ALSO REPLACE ANY TUBES ONT WORKING IN OTHER LIGHTS. | 1         | 184.38     |          |
| INV IV452              | 15/10/2020 | VINCELEC                                       | VISITORS CENTRE. REPLACE UPLIGHTS WITH LED X 9 AS QUOTED.  | 1         | 2,952.00   |          |
| INV IV451              | 15/10/2020 | VINCELEC                                       | RIVERS EDGE CAFE, REPLACE REDUNDANT DOWN LIGHTS WITH LED COLOUR SELECT AS QUOTED.                                  | 1         | 470.00     |          |
| EFT38128               | 27/10/2020 | WA CONTRACT RANGER SERVICES                    | CAT MANAGEMENT EXPENSE - SEPTEMBER   | 1         |            | 275.00   |
| INV 02981              | 13/10/2020 | WA CONTRACT RANGER SERVICES                    | CAT MANAGEMENT EXPENSE - SEPTEMBER   | 1         | 275.00     |          |
| EFT38129               | 27/10/2020 | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING   | FN1806 - INSTALL & SUPPLY ISOLATOR   | 1         |            | 625.00   |
| INV INV-109321/08/2020 |            | WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING   | FN1806 - INSTALL & SUPPLY ISOLATOR   | 1         | 625.00     |          |
| EFT38130               | 27/10/2020 | WHE&TBELT OFFICE & BUSINESS MACHINES           | INK CARTRIDGES FOR ADMIN   | 1         |            | 586.20   |
| INV 26852              | 14/10/2020 | WHE&TBELT OFFICE & BUSINESS MACHINES           | INK CARTRIGES FOR ADMIN  | 1         | 162.90     |          |
| INV 26851              | 14/10/2020 | WHE&TBELT OFFICE & BUSINESS MACHINES           | INK CARTRIDGES FOR ADMIN   | 1         | 423.30     |          |
| EFT38131               | 27/10/2020 | WOOROLOO ESCAPE                                | STOCK PURCHASES FOR VISITORS CENTRE  | 1         |            | 100.00   |
| INV 224                | 29/09/2020 | WOOROLOO ESCAPE                                | STOCK PURCHASES FOR VISITORS CENTRE  | 1         | 100.00     |          |
| EFT38132               | 27/10/2020 | WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY) | FUEL CHARGES FOR SEPTEMBER 2020 ON PUMA ACCOUNT  | 1         |            | 1,201.60 |
| INV SEPTEMB009/2020    |            | WRIGHT EXPRESS AUSTRALIA PTY LTD (PUMA ENERGY) | FUEL CHARGES FOR SEPTEMBER 2020 ON PUMA ACCOUNT  | 1         | 1,201.60   |          |
| EFT38133               | 30/10/2020 | ARTHUR SLATER JNR                              | ACAT TOUR 17/07/2020   | 1         |            | 300.00   |
| INV 1                  | 17/07/2020 | ARTHUR SLATER JNR                              | ACAT TOUR 17/07/2020   | 1         | 300.00     |          |
| EFT38134               | 30/10/2020 | AUSTRALIAN SERVICES UNION                      | Payroll deductions   | 1         |            | 155.40   |
| INV DEDUCT27/10/2020   |            | AUSTRALIAN SERVICES UNION                      | Payroll deductions   |           | 155.40     |          |

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| EFT38135               | 30/10/2020 | AUSTRALIAN TAXATION OFFICE - PAYG       | PAYG FOR PAY RUN WEEK ENDING 13/10/2020.   | 1         |            | 59,389.03 |
| INV PAYG 2121/10/2020  |            | AUSTRALIAN TAXATION OFFICE - PAYG       | PAYG FOR PAY RUN WEEK ENDING 13/10/2020.   | 1         | 59,389.03  |           |
| EFT38136               | 30/10/2020 | AVON VALLEY DESIGN AND DRAFTING SERVICE | BAKERS HILL FIRE SHED. ALTER PLANS AS DISCUSSED READY FOR CONSTRUCTION.  | 1         |            | 715.00    |
| INV 0000128821/10/2020 |            | AVON VALLEY DESIGN AND DRAFTING SERVICE | BAKERS HILL FIRE SHED. ALTER PLANS AS DISCUSSED READY FOR CONSTRUCTION.  | 1         | 715.00     |           |
| EFT38137               | 30/10/2020 | AVON VALLEY TOYOTA                      | PURCHASE OF NEW RAV4 2WD HYBRID CVT GX +NAVI (SS) 5 DOOR WAGON IN GLACIER WHITE SOLID. EXTRAS INCLUDE ALL WEATHER RUBBER FLOOR MATS FOR FRONT & REAR, FULL TANK OF FUEL, WINDOW TINT, SUPPLY AND FIT WEATHERSHEILDS SLIMLINE FRONT & REAR. AS PER QUOTE 8556 | 1         |            | 19,105.12 |
| INV 9584414            | 21/10/2020 | AVON VALLEY TOYOTA                      | PURCHASE OF NEW RAV4 2WD HYBRID CVT GX +NAVI (SS) 5 DOOR WAGON IN GLACIER WHITE SOLID. EXTRAS INCLUDE ALL WEATHER RUBBER FLOOR MATS FOR FRONT & REAR, FULL TANK OF FUEL, WINDOW TINT, SUPPLY AND FIT WEATHERSHEILDS SLIMLINE FRONT & REAR. AS PER QUOTE 8556 | 1         | 19,105.12  |           |
| EFT38138               | 30/10/2020 | BLACKWELL PLUMBING & GAS PTY LTD        | NORTHAM LIBRARY. INSTALL REFLUX VALVE AS PER QUOTE 2699.   | 1         |            | 4,359.80  |
| INV INV-225128/10/2020 |            | BLACKWELL PLUMBING & GAS PTY LTD        | NORTHAM LIBRARY. INSTALL REFLUX VALVE AS PER QUOTE 2699.   | 1         | 4,290.00   |           |
| INV INV-225128/10/2020 |            | BLACKWELL PLUMBING & GAS PTY LTD        | NORTHAM TIP. REPAIR LEAKING CISTERN.   | 1         | 69.80      |           |
| EFT38139               | 30/10/2020 | CADDS FASHIONS                          | LADIES UNITED SHORT SLEEVE POLO P244LS (BLACK & A5H) WITH SHIRE LOGO (SIZE 16)   | 1         |            | 500.46    |
| INV 20-0000921/10/2020 |            | CADDS FASHIONS                          | LADIES MADISON SHORT SLEEVE S628LS - SIZE 26   | 1         | 51.06      |           |
| INV 20-0000921/10/2020 |            | CADDS FASHIONS                          | BLACK FOR SUE CONNELL  | 1         | 149.99     |           |
| INV 20-0000921/10/2020 |            | CADDS FASHIONS                          | SHANE MOORHEAD. WORK BOOT ALLOWANCE.   | 1         | 299.41     |           |
| EFT38140               | 30/10/2020 | CITYWAY HOLDINGS PTY LTD                | RATES CREDIT REFUND FOR ASSESSMENT A16614  | 1         |            | 1,497.42  |
| INV A16618             | 28/10/2020 | CITYWAY HOLDINGS PTY LTD                | RATES CREDIT REFUND FOR ASSESSMENT A16618  |           | 469.42     |           |

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| INV A16614             | 28/10/2020 | CITYWAY HOLDINGS PTY LTD                     | RATES CREDIT REFUND FOR ASSESSMENT A16614  |           | 1,028.00   |           |
| EFT38141               | 30/10/2020 | COUNTRYWIDE GROUP                            | DPD #3 TABLETS FOR POOL WATER QUALITY TESTS  | 1         |            | 264.00    |
| INV ACC000116/10/2020  |            | COUNTRYWIDE GROUP                            | DPD #3 TABLETS FOR POOL WATER QUALITY TESTS  | 1         | 264.00     |           |
| EFT38142               | 30/10/2020 | DEPARTMENT OF HEALTH                         | POISONS LICENCE FOR NORTHAM RECREATION AND AQUATIC CENTRE  | 1         |            | 306.00    |
| INV GP2910209/10/2020  |            | DEPARTMENT OF HEALTH                         | POISONS LICENCE FOR NORTHAM RECREATION AND AQUATIC CENTRE  | 1         | 306.00     |           |
| EFT38143               | 30/10/2020 | DKM WORKPLACE SOLUTIONS                      | AUDIT CONTRACT ADVICE REGARDING NORMAL HOURS,ANNUAL LEAVE AND SICK LEAVE CALCULATION             | 1         |            | 214.50    |
| INV 291020209/10/2020  |            | DKM WORKPLACE SOLUTIONS                      | AUDIT CONTRACT ADVICE REGARDING NORMAL HOURS,ANNUAL LEAVE AND SICK LEAVE CALCULATION             | 1         | 214.50     |           |
| EFT38144               | 30/10/2020 | DRACO AIR PTY LTD                            | RAILWAY MUSEUM. INSTALL NEW SPLIT A/C IN VOLUNTEER OFFICE AS PER QUOTE. DA - 12500               | 1         |            | 2,458.43  |
| INV 13316              | 23/10/2020 | DRACO AIR PTY LTD                            | RAILWAY MUSEUM. INSTALL NEW SPLIT A/C IN VOLUNTEER OFFICE AS PER QUOTE. DA - 12500               | 1         | 2,458.43   |           |
| EFT38145               | 30/10/2020 | DUANA NICKELS                                | NIGHT HOOPS UMPIRE PAYMENTS  | 1         |            | 600.00    |
| INV 59952              | 21/09/2020 | DUANA NICKELS                                | NIGHT HOOPS UMPIRE PAYMENTS  | 1         | 600.00     |           |
| EFT38146               | 30/10/2020 | EASIFLEET                                    | Payroll deductions   | 1         |            | 2,350.21  |
| INV DEDUCT27/10/2020   |            | EASIFLEET                                    | Payroll deductions   |           | 1,247.56   |           |
| INV DEDUCT27/10/2020   |            | EASIFLEET                                    | Payroll deductions   |           | 1,102.65   |           |
| EFT38147               | 30/10/2020 | ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS | SUPPLY AND INSTALLATION OF NATURE PLAY ELEMENTS INCLUDING ALL MATERIALS AND LABOUR - 30% DEPOSIT | 1         |            | 15,147.99 |
| INV 0000129218/09/2020 |            | ERUTAN PTY LTD TRADING AS NATURE PLAGYROUNDS | SUPPLY AND INSTALLATION OF NATURE PLAY ELEMENTS INCLUDING ALL MATERIALS AND LABOUR - 30% DEPOSIT | 1         | 15,147.99  |           |
| EFT38148               | 30/10/2020 | FRANK.HASEN                                  | RATES CREDIT REFUND FOR ASSESSMENT A12065  | 1         |            | 1,541.47  |

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| INV A12065     | 28/10/2020 | FRANK HASEN            | RATES CREDIT REFUND FOR ASSESSMENT A12065                           |           | 1,541.47   |          |
| EFT38149       | 30/10/2020 | GLENN STUART BEVERIDGE | QUELLINGTON HALL. PAINT WINDOWS AND FRONT DOOR.                     | 1         |            | 3,325.00 |
| INV 10         | 17/08/2020 | GLENN STUART BEVERIDGE | KURINGAL. REPLACE NUMBERS TO ALL LETTERBOXES TO BE REFLECTIVE.      | 1         | 605.00     |          |
| INV 42         | 21/10/2020 | GLENN STUART BEVERIDGE | VISITORS CENTRE. REPLACE DOWN PIPES TO CENTRE WALKWAY.              | 1         | 616.00     |          |
| INV 41         | 21/10/2020 | GLENN STUART BEVERIDGE | NORTHAM LIBRARY. PLEASE INSTALL SIGNS ON STEPS AS SUPPLIED BY SHIRE | 1         | 77.00      |          |
| INV 40         | 21/10/2020 | GLENN STUART BEVERIDGE | QUELLINGTON HALL. PAINT WINDOWS AND FRONT DOOR.                     | 1         | 1,950.00   |          |
| INV 39         | 21/10/2020 | GLENN STUART BEVERIDGE | RAILWAY MUSEUM. REPLACE BOTTOM HINGE TO DOOR 6.                     | 1         | 77.00      |          |
| EFT38150       | 30/10/2020 | GRAFTON ELECTRICS      | REPAIR TO LIGHT IN HOSPITALITY ROOM AND FIRST AID ROOM              | 1         |            | 1,416.80 |
| INV 7213       | 20/10/2020 | GRAFTON ELECTRICS      | REPAIR TO LIGHT IN HOSPITALITY ROOM AND FIRST AID ROOM              | 1         | 1,218.80   |          |
| INV 7338       | 28/10/2020 | GRAFTON ELECTRICS      | BILYA KOORT BOODJA. REPORT ON LIGHTING CONTRAL SYSTEM.              | 1         | 99.00      |          |
| INV 7342       | 28/10/2020 | GRAFTON ELECTRICS      | TOWN POOL AERATORS. INSPECT AERATOR FOR ELECTRICAL ISSUES.          | 1         | 99.00      |          |
| EFT38151       | 30/10/2020 | JACK RONALD PARMENTER  | POLICE CLEARANCE REIMBURSEMENT                                      | 1         |            | 50.00    |
| INV 7467654    | 12/08/2019 | JACK RONALD PARMENTER  | POLICE CLEARANCE REIMBURSEMENT                                      | 1         | 50.00      |          |
| EFT38152       | 30/10/2020 | JANINE COLLETTE WALLIS | UMPIRE PAYMENTS NIGHT HOOPS   | 1         |            | 720.00   |
| INV 290920     | 29/09/2020 | JANINE COLLETTE WALLIS | UMPIRE PAYMENTS NIGHT HOOPS   | 1         | 720.00     |          |
| EFT38153       | 30/10/2020 | JOHN KELLY             | CULTURAL DANCE & DIDGE (TAMMIN PS 21/10/2020)                       | 1         |            | 300.00   |
| INV 8          | 21/10/2020 | JOHN KELLY             | CULTURAL DANCE & DIDGE (TAMMIN PS 21/10/2020)                       | 1         | 300.00     |          |
| EFT38154       | 30/10/2020 | JOHN ROBERT HANRATTY   | RATES CREDIT REFUND FOR ASSESSMENT A2000                            | 1         |            | 590.50   |
| INV A2000      | 28/10/2020 | JOHN ROBERT HANRATTY   | RATES CREDIT REFUND FOR ASSESSMENT A2000                            |           | 590.50     |          |
| EFT38155       | 30/10/2020 | KIM CLIFFORD WHITFIELD | RATES CREDIT REFUND FOR ASSESSMENT A842                             | 1         |            | 792.00   |

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| INV A842               | 28/10/2020 | KIM CLIFFORD WHITFIELD          | RATES CREDIT REFUND FOR ASSESSMENT A.842  |           | 792.00     |          |
| EFT38156               | 30/10/2020 | KLEENHEAT GAS                   | KLEENHEAT GAS NORTHAM POOL  | 1         |            | 4,800.40 |
| INV 2167633312/10/2020 |            | KLEENHEAT GAS                   | KLEENHEAT GAS NORTHAM POOL  | 1         | 4,800.40   |          |
| EFT38157               | 30/10/2020 | MERLE GOODWIN                   | SALE OF MERLE GOODWIN ARTWORK HELD AT BKB   | 1         |            | 240.00   |
| INV 1                  | 31/08/2020 | MERLE GOODWIN                   | SALE OF MERLE GOODWIN ARTWORK HELD AT BKB   | 1         | 240.00     |          |
| EFT38158               | 30/10/2020 | NORTHAM COUNTRY CLUB INC        | SENIOR SPORT FUNDING  | 1         |            | 300.00   |
| INV 3239               | 18/10/2020 | NORTHAM COUNTRY CLUB INC        | SENIOR SPORT FUNDING  | 1         | 200.00     |          |
| INV 3238               | 22/10/2020 | NORTHAM COUNTRY CLUB INC        | SENIOR SPORT FUNDING  | 1         | 100.00     |          |
| EFT38159               | 30/10/2020 | NORTHAM CRAFT CENTRE            | BLACK VELCRO & NEEDLES  | 1         |            | 32.15    |
| INV 2213               | 21/10/2020 | NORTHAM CRAFT CENTRE            | BLACK VELCRO & NEEDLES  | 1         | 32.15      |          |
| EFT38160               | 30/10/2020 | OFFICEWORKS SUPERSTORES PTY LTD | VARIOUS STATIONERY FOR ADMIN  | 1         |            | 30.33    |
| INV 1350012827/10/2020 |            | OFFICEWORKS SUPERSTORES PTY LTD | VARIOUS STATIONERY FOR ADMIN  | 1         | 30.33      |          |
| EFT38161               | 30/10/2020 | OPAL AUSTRALIAN PAPER           | X 4000 WINDOW FACED ENVELOPES - 140034  | 1         |            | 153.87   |
| INV 9632443312/10/2020 |            | OPAL AUSTRALIAN PAPER           | X 4000 WINDOW FACED ENVELOPES - 140034  | 1         | 153.87     |          |
| EFT38162               | 30/10/2020 | OXTER SERVICES                  | CLEANING OF VARIOUS PUBLIC TOILETS  | 1         |            | 4,157.12 |
| INV 23489              | 09/10/2020 | OXTER SERVICES                  | WUNDOWIE TOILETS. SUPPLY 2 X BOXES TOILET PAPER, 1X PINOCLEAN.  | 1         | 104.72     |          |
| INV 23488              | 09/10/2020 | OXTER SERVICES                  | CLEANING OF VARIOUS PUBLIC TOILETS  | 1         | 2,026.20   |          |
| INV 23555              | 23/10/2020 | OXTER SERVICES                  | CLEANING OF PUBLIC TOILETS 12/10/2020 TO 25/10/2020   | 1         | 2,026.20   |          |
| EFT38163               | 30/10/2020 | PT & DEROBINSON                 | SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020. | 1         |            | 8,564.00 |
| INV 0000050/01/10/2020 |            | PT & DEROBINSON                 | SUPPLY AND INSTALL OF 1 X 12 METRE PARKLET WITH NO PLANTERS OR SEATS AS PER QUOTE PROVIDED ON 14/09/2020. | 1         | 8,564.00   |          |

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| EFT38164       | 30/10/2020 | PROGRAMME ELECTRICAL MAINTENANCE        | WUNDOWIE DEPOT. REMOVE EXISTING AND INSTALL NEW AIR CONDITIONER AS PER QUOTE. | 1         |            | 3,209.80  |
| INV 0000578920 | 10/2020    | PROGRAMME ELECTRICAL MAINTENANCE        | WUNDOWIE DEPOT. REMOVE EXISTING AND INSTALL NEW AIR CONDITIONER AS PER QUOTE. | 1         | 2,586.10   |           |
| INV 0000578720 | 10/2020    | PROGRAMME ELECTRICAL MAINTENANCE        | BAKERS HILL HOOPER PARK TOILETS. REPLACE LIGHT TO MEMORIAL.                   | 1         | 623.70     |           |
| EFT38165       | 30/10/2020 | ROOGENIC - ROO TEA PTY LTD              | STOCK PURCHASES FOR BKB   | 1         |            | 351.90    |
| INV 59821      | 19/10/2020 | ROOGENIC - ROO TEA PTY LTD              | STOCK PURCHASES FOR BKB   | 1         | 351.90     |           |
| EFT38166       | 30/10/2020 | SYNERGY                                 | STREET LIGHTS 03/08/2020 TO 01/09/2020  | 1         |            | 24,633.02 |
| INV 2089035501 | 09/2020    | SYNERGY                                 | STREET LIGHTS 03/08/2020 TO 01/09/2020  | 1         | 24,633.02  |           |
| EFT38167       | 30/10/2020 | THE RIVERSIDE HOTEL                     | CATERING FOR ORDINARY COUNCIL MEETING 21 OCTOBER 2020                         | 1         |            | 400.00    |
| INV 3102       | 14/10/2020 | THE RIVERSIDE HOTEL                     | CATERING FOR ORDINARY COUNCIL MEETING 21 OCTOBER 2020                         | 1         | 400.00     |           |
| EFT38168       | 30/10/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 224 Fixed Component - NEW RECREATION CENTRE                          | 1         |            | 89,928.83 |
| INV 224        | 01/10/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 224 Fixed Component - NEW RECREATION CENTRE                          |           | 49,460.86  |           |
| INV 225        | 01/10/2020 | WESTERN AUSTRALIAN TREASURY CORPORATION | Loan No. 225 Fixed Component - PURCHASE VICTORIA OVAL                         |           | 40,467.97  |           |
| EFT38169       | 30/10/2020 | WHEATBELT OFFICE & BUSINESS MACHINES    | MFC L2730 PRINTER/SCANNER   | 1         |            | 239.00    |
| INV 26860      | 15/10/2020 | WHEATBELT OFFICE & BUSINESS MACHINES    | MFC L2730 PRINTER/SCANNER   | 1         | 239.00     |           |
| EFT38170       | 30/10/2020 | WILFRED IAN FERGUSON                    | RATES CREDIT REFUND FOR ASSESSMENT A12803                                     | 1         |            | 792.00    |
| INV A.12803    | 28/10/2020 | WILFRED IAN FERGUSON                    | RATES CREDIT REFUND FOR ASSESSMENT A12803                                     |           | 792.00     |           |
| DD15571.1      | 29/09/2020 | TENNANT AUSTRALIA.                      | LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020                 | 1         |            | 1,046.85  |
| INV SEPTEMBER  | 29/09/2020 | TENNANT AUSTRALIA.                      | LEASE FEE CLEANING EQUIPMENT RECREATION CENTRE SEPTEMBER 2020                 | 1         | 1,046.85   |           |
| DD15575.1      | 29/09/2020 | WA SUPER.                               | Payroll deductions  | 1         |            | 33,602.93 |

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| INV SUPER      | 29/09/2020 | WA SUPER            | Superannuation contributions | 1         | 30,083.29  |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 2,386.95   |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 101.80     |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 44.60      |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 264.70     |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 25.00      |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 500.00     |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 148.16     |          |
| INV DEDUCT     | 29/09/2020 | WA SUPER            | Payroll deductions           | 1         | 48.43      |          |
| DD15575.2      | 29/09/2020 | ESSENTIAL SUPER     | Superannuation contributions | 1         |            | 176.07   |
| INV SUPER      | 29/09/2020 | ESSENTIAL SUPER     | Superannuation contributions | 1         | 176.07     |          |
| DD15575.3      | 29/09/2020 | REST INDUSTRY SUPER | Payroll deductions           | 1         |            | 1,204.94 |
| INV SUPER      | 29/09/2020 | REST INDUSTRY SUPER | Superannuation contributions | 1         | 1,110.12   |          |
| INV DEDUCT     | 29/09/2020 | REST INDUSTRY SUPER | Payroll deductions           | 1         | 94.82      |          |
| DD15575.4      | 29/09/2020 | PRIME SUPER         | Payroll deductions           | 1         |            | 522.02   |
| INV SUPER      | 29/09/2020 | PRIME SUPER         | Superannuation contributions | 1         | 376.34     |          |
| INV DEDUCT     | 29/09/2020 | PRIME SUPER         | Payroll deductions           | 1         | 145.68     |          |
| DD15575.5      | 29/09/2020 | ONEPATH             | Superannuation contributions | 1         |            | 128.67   |
| INV SUPER      | 29/09/2020 | ONEPATH             | Superannuation contributions | 1         | 128.67     |          |
| DD15575.6      | 29/09/2020 | MEDIA SUPER         | Superannuation contributions | 1         |            | 229.82   |
| INV SUPER      | 29/09/2020 | MEDIA SUPER         | Superannuation contributions | 1         | 229.82     |          |
| DD15575.7      | 29/09/2020 | UNISUPER            | Payroll deductions           | 1         |            | 575.52   |
| INV SUPER      | 29/09/2020 | UNISUPER            | Superannuation contributions | 1         | 414.91     |          |
| INV DEDUCT     | 29/09/2020 | UNISUPER            | Payroll deductions           | 1         | 160.61     |          |

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| DD15575.8      | 29/09/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions                                     | 1         |            | 95.64     |
| INV SUPER      | 29/09/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions                                     | 1         | 95.64      |           |
| DD15575.9      | 29/09/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions                                     | 1         |            | 205.36    |
| INV SUPER      | 29/09/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions                                     | 1         | 205.36     |           |
| DD15606.1      | 12/10/2020 | BANKWEST                                     | ROSS RAYSON MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020        | 1         |            | 4,044.85  |
| INV B RUTTE    | 12/10/2020 | BANKWEST                                     | BRENDON RUTTER MASTERCARD 22 AUGUST TO 21 SEPTEMBER 2020         | 1         | 2,142.83   |           |
| INV C YOUNG    | 12/10/2020 | BANKWEST                                     | COLIN YOUNG MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020        | 1         | 1,259.75   |           |
| INV C KLEYN    | 12/10/2020 | BANKWEST                                     | CLINTON KLEYNHAN'S MASTERCARD 22ND AUGUST TO 21ST SEPTEMBER 2020 | 1         | 393.16     |           |
| INV C HUNT     | 12/10/2020 | BANKWEST                                     | CHADD HUNT MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020         | 1         | 125.00     |           |
| INV R RAYSC    | 12/10/2020 | BANKWEST                                     | ROSS RAYSON MASTERCARD 22nd AUGUST TO 21st SEPTEMBER 2020        | 1         | 124.11     |           |
| DD15619.1      | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         |            | 24,933.21 |
| INV SUPER      | 13/10/2020 | WA SUPER                                     | Superannuation contributions                                     | 1         | 21,311.01  |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 2,459.66   |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 93.27      |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 43.59      |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 230.76     |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 25.00      |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 525.00     |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 146.30     |           |
| INV DEDUCT     | 13/10/2020 | WA SUPER                                     | Payroll deductions   | 1         | 98.62      |           |
| DD15619.2      | 13/10/2020 | REST INDUSTRY SUPER                          | Payroll deductions   | 1         |            | 1,104.27  |



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| INV SUPER      | 13/10/2020 | REST INDUSTRY SUPER                          | Superannuation contributions  | 1         | 1,053.70   |          |
| INV DEDUCT     | 13/10/2020 | REST INDUSTRY SUPER                          | Payroll deductions  | 1         | 50.57      |          |
| DD15619.3      | 13/10/2020 | PRIME SUPER                                  | Payroll deductions  | 1         |            | 523.73   |
| INV SUPER      | 13/10/2020 | PRIME SUPER                                  | Superannuation contributions  | 1         | 377.57     |          |
| INV DEDUCT     | 13/10/2020 | PRIME SUPER                                  | Payroll deductions  | 1         | 146.16     |          |
| DD15619.4      | 13/10/2020 | ONEPATH                                      | Superannuation contributions  | 1         |            | 48.51    |
| INV SUPER      | 13/10/2020 | ONEPATH                                      | Superannuation contributions  | 1         | 48.51      |          |
| DD15619.5      | 13/10/2020 | MEDIA SUPER                                  | Superannuation contributions  | 1         |            | 225.41   |
| INV SUPER      | 13/10/2020 | MEDIA SUPER                                  | Superannuation contributions  | 1         | 225.41     |          |
| DD15619.6      | 13/10/2020 | UNISUPER                                     | Payroll deductions  | 1         |            | 575.52   |
| INV SUPER      | 13/10/2020 | UNISUPER                                     | Superannuation contributions  | 1         | 414.91     |          |
| INV DEDUCT     | 13/10/2020 | UNISUPER                                     | Payroll deductions  | 1         | 160.61     |          |
| DD15619.7      | 13/10/2020 | HESTA SUPER FUND                             | Superannuation contributions  | 1         |            | 322.04   |
| INV SUPER      | 13/10/2020 | HESTA SUPER FUND                             | Superannuation contributions  | 1         | 322.04     |          |
| DD15619.8      | 13/10/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions  | 1         |            | 97.58    |
| INV SUPER      | 13/10/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions  | 1         | 97.58      |          |
| DD15619.9      | 13/10/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions  | 1         |            | 205.99   |
| INV SUPER      | 13/10/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions  | 1         | 205.99     |          |
| DD15624.1      | 13/10/2020 | WA SUPER                                     | Superannuation contributions  | 1         |            | 56.24    |
| INV SUPER      | 16/10/2020 | WA SUPER                                     | Superannuation contributions  | 1         | 56.24      |          |
| DD15633.1      | 19/10/2020 | CANON FINANCE AUSTRALIA PTY LTD              | LEASE FEE ADMINISTRATION PHOTOCOPIER OCTOBER 2020 TO 2021-YEARLY CHARGE | 1         |            | 4,471.50 |

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| INV OCT 2020   | 19/10/2020 | CANON FINANCE AUSTRALIA PTY LTD | LEASE FEE ADMINISTRATION PHOTOCOPIER OCTOBER 2020 TO 2021-YEARLY CHARGE                       | 1         | 4,471.50   |           |
| DD15643.1      | 26/10/2020 | AUSTRALIAN TAXATION OFFICE      | 30/6/2020 - RETURN SGC FROM WA SUPER -MARK FERNIOUGH - EMPLOYEE DECEASED EMPLOYEE NUMBER 2017 | 1         |            | 58.43     |
| INV M FERNIO   | 26/10/2020 | AUSTRALIAN TAXATION OFFICE      | 30/6/2020 - RETURN SGC FROM WA SUPER -MARK FERNIOUGH - EMPLOYEE DECEASED EMPLOYEE NUMBER 2017 | 1         | 58.43      |           |
| DD15650.1      | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         |            | 24,770.41 |
| INV SUPER      | 27/10/2020 | WA SUPER                        | Superannuation contributions  | 1         | 21,037.46  |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 2,438.28   |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 100.42     |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 45.97      |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 237.49     |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 25.00      |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 595.00     |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 146.30     |           |
| INV DEDUCT     | 27/10/2020 | WA SUPER                        | Payroll deductions  | 1         | 144.49     |           |
| DD15650.2      | 27/10/2020 | REST INDUSTRY SUPER             | Payroll deductions  | 1         |            | 1,270.05  |
| INV SUPER      | 27/10/2020 | REST INDUSTRY SUPER             | Superannuation contributions  | 1         | 1,175.23   |           |
| INV DEDUCT     | 27/10/2020 | REST INDUSTRY SUPER             | Payroll deductions  | 1         | 94.82      |           |
| DD15650.3      | 27/10/2020 | PRIME SUPER                     | Payroll deductions  | 1         |            | 524.67    |
| INV SUPER      | 27/10/2020 | PRIME SUPER                     | Superannuation contributions  | 1         | 378.25     |           |
| INV DEDUCT     | 27/10/2020 | PRIME SUPER                     | Payroll deductions  | 1         | 146.42     |           |
| DD15650.4      | 27/10/2020 | MEDIA SUPER                     | Superannuation contributions  | 1         |            | 233.19    |
| INV SUPER      | 27/10/2020 | MEDIA SUPER                     | Superannuation contributions  | 1         | 233.19     |           |

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| DD15650.5      | 27/10/2020 | UNISUPER                                     | Payroll deductions                                    | 1         |            | 575.52   |
| INV SUPER      | 27/10/2020 | UNISUPER                                     | Superannuation contributions                          | 1         | 414.91     |          |
| INV DEDUCT     | 27/10/2020 | UNISUPER                                     | Payroll deductions                                    | 1         | 160.61     |          |
| DD15650.6      | 27/10/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions                          | 1         |            | 82.57    |
| INV SUPER      | 27/10/2020 | THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND | Superannuation contributions                          | 1         | 82.57      |          |
| DD15650.7      | 27/10/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions                          | 1         |            | 205.99   |
| INV SUPER      | 27/10/2020 | PLUM SUPERANNUATION FUND                     | Superannuation contributions                          | 1         | 205.99     |          |
| DD15650.8      | 27/10/2020 | BT SUPER FOR LIFE                            | Superannuation contributions                          | 1         |            | 64.12    |
| INV SUPER      | 27/10/2020 | BT SUPER FOR LIFE                            | Superannuation contributions                          | 1         | 64.12      |          |
| DD15650.9      | 27/10/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Payroll deductions                                    | 1         |            | 487.08   |
| INV SUPER      | 27/10/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Superannuation contributions                          | 1         | 363.37     |          |
| INV DEDUCT     | 27/10/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Payroll deductions                                    | 1         | 123.71     |          |
| DD15655.1      | 29/10/2020 | TENNANT AUSTRALIA                            | OCTOBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020 | 1         |            | 1,046.85 |
| INV OCTOBE     | 29/10/2020 | TENNANT AUSTRALIA                            | OCTOBER LEASE FEE RECREATION CLEANING EQUIPEMENT 2020 | 1         | 1,046.85   |          |
| DD15575.10     | 29/09/2020 | BT SUPER FOR LIFE                            | Superannuation contributions                          | 1         |            | 126.67   |
| INV SUPER      | 29/09/2020 | BT SUPER FOR LIFE                            | Superannuation contributions                          | 1         | 126.67     |          |
| DD15575.11     | 29/09/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Payroll deductions                                    | 1         |            | 463.72   |
| INV SUPER      | 29/09/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Superannuation contributions                          | 1         | 340.42     |          |
| INV DEDUCT     | 29/09/2020 | COLONIAL FIRST STATE SUPERANNUATION          | Payroll deductions                                    | 1         | 123.30     |          |
| DD15575.12     | 29/09/2020 | HESTA SUPER FUND                             | Superannuation contributions                          | 1         |            | 431.83   |
| INV SUPER      | 29/09/2020 | HESTA SUPER FUND                             | Superannuation contributions                          | 1         | 431.83     |          |

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| Cheque /EFT No | Date       | Name                                       | Invoice Description          | Bank Code | INV Amount | Amount   |
|----------------|------------|--|------------------------------|-----------|------------|----------|
| DD15575.13     | 29/09/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         |            | 115.03   |
| INV SUPER      | 29/09/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         | 115.03     |          |
| DD15575.14     | 29/09/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         |            | 523.92   |
| INV DEDUCT     | 29/09/2020 | ZURICH AUSTRALIA LIMITED                   | Payroll deductions           | 1         | 146.21     |          |
| INV SUPER      | 29/09/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         | 377.71     |          |
| DD15575.15     | 29/09/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         |            | 2,672.24 |
| INV SUPER      | 29/09/2020 | AUSTRALIAN SUPER PTY LTD                   | Superannuation contributions | 1         | 2,436.51   |          |
| INV DEDUCT     | 29/09/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         | 235.73     |          |
| DD15575.16     | 29/09/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         |            | 155.45   |
| INV SUPER      | 29/09/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         | 155.45     |          |
| DD15575.17     | 29/09/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         |            | 763.01   |
| INV SUPER      | 29/09/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         | 763.01     |          |
| DD15575.18     | 29/09/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         |            | 283.91   |
| INV SUPER      | 29/09/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         | 283.91     |          |
| DD15575.19     | 29/09/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         |            | 355.55   |
| INV SUPER      | 29/09/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         | 355.55     |          |
| DD15575.20     | 29/09/2020 | SUNSUPER                                   | Superannuation contributions | 1         |            | 697.94   |
| INV SUPER      | 29/09/2020 | SUNSUPER                                   | Superannuation contributions | 1         | 697.94     |          |
| DD15619.10     | 13/10/2020 | COLONIAL FIRST STATE SUPERANNUATION        | Payroll deductions           | 1         |            | 443.29   |
| INV SUPER      | 13/10/2020 | COLONIAL FIRST STATE SUPERANNUATION        | Superannuation contributions | 1         | 319.58     |          |
| INV DEDUCT     | 13/10/2020 | COLONIAL FIRST STATE SUPERANNUATION        | Payroll deductions           | 1         | 123.71     |          |
| DD15619.11     | 13/10/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         |            | 112.76   |

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| Cheque /EFT No       | Date       | Name                                       | Invoice Description          | Bank Code | INV Amount | Amount   |
|----------------------|------------|--|------------------------------|-----------|------------|----------|
| INV SUPER            | 13/10/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         | 112.76     |          |
| DD15619.12           | 13/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         |            | 2,313.74 |
| INV SUPER            | 13/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Superannuation contributions | 1         | 2,194.03   |          |
| INV DEDUCT13/10/2020 | 13/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         | 119.71     |          |
| DD15619.13           | 13/10/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         |            | 531.80   |
| INV DEDUCT13/10/2020 | 13/10/2020 | ZURICH AUSTRALIA LIMITED                   | Payroll deductions           | 1         | 148.41     |          |
| INV SUPER            | 13/10/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         | 383.39     |          |
| DD15619.14           | 13/10/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         |            | 183.62   |
| INV SUPER            | 13/10/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         | 183.62     |          |
| DD15619.15           | 13/10/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         |            | 783.40   |
| INV SUPER            | 13/10/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         | 783.40     |          |
| DD15619.16           | 13/10/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         |            | 311.85   |
| INV SUPER            | 13/10/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         | 311.85     |          |
| DD15619.17           | 13/10/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         |            | 362.30   |
| INV SUPER            | 13/10/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         | 362.30     |          |
| DD15619.18           | 13/10/2020 | SUNSUPER                                   | Superannuation contributions | 1         |            | 716.76   |
| INV SUPER            | 13/10/2020 | SUNSUPER                                   | Superannuation contributions | 1         | 716.76     |          |
| DD15619.19           | 13/10/2020 | ESSENTIAL SUPER                            | Superannuation contributions | 1         |            | 176.07   |
| INV SUPER            | 13/10/2020 | ESSENTIAL SUPER                            | Superannuation contributions | 1         | 176.07     |          |
| DD15650.10           | 27/10/2020 | HESTA SUPER FUND                           | Superannuation contributions | 1         |            | 289.72   |
| INV SUPER            | 27/10/2020 | HESTA SUPER FUND                           | Superannuation contributions | 1         | 289.72     |          |

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| Cheque /EFT No | Date       | Name                                       | Invoice Description          | Bank Code | INV Amount | Amount   |
|----------------|------------|--|------------------------------|-----------|------------|----------|
| DD15650.11     | 27/10/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         |            | 168.14   |
| INV SUPER      | 27/10/2020 | CATHOLIC SUPER                             | Superannuation contributions | 1         | 168.14     |          |
| DD15650.12     | 27/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         |            | 2,182.45 |
| INV SUPER      | 27/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Superannuation contributions | 1         | 2,068.02   |          |
| INV DEDUCT     | 27/10/2020 | AUSTRALIAN SUPER PTY LTD                   | Payroll deductions           | 1         | 114.43     |          |
| DD15650.13     | 27/10/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         |            | 590.88   |
| INV DEDUCT     | 27/10/2020 | ZURICH AUSTRALIA LIMITED                   | Payroll deductions           | 1         | 164.90     |          |
| INV SUPER      | 27/10/2020 | ZURICH AUSTRALIA LIMITED                   | Superannuation contributions | 1         | 425.98     |          |
| DD15650.14     | 27/10/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         |            | 182.00   |
| INV SUPER      | 27/10/2020 | IOOF PORTFOLIO SERVICE SUPERANNUATION FUND | Superannuation contributions | 1         | 182.00     |          |
| DD15650.15     | 27/10/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         |            | 758.39   |
| INV SUPER      | 27/10/2020 | AMP LIFE LIMITED                           | Superannuation contributions | 1         | 758.39     |          |
| DD15650.16     | 27/10/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         |            | 278.98   |
| INV SUPER      | 27/10/2020 | NETWEALTH SUPERANNUATION                   | Superannuation contributions | 1         | 278.98     |          |
| DD15650.17     | 27/10/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         |            | 346.34   |
| INV SUPER      | 27/10/2020 | HOSTPLUS SUPER                             | Superannuation contributions | 1         | 346.34     |          |
| DD15650.18     | 27/10/2020 | SUNSUPER                                   | Superannuation contributions | 1         |            | 720.01   |
| INV SUPER      | 27/10/2020 | SUNSUPER                                   | Superannuation contributions | 1         | 720.01     |          |
| DD15650.19     | 27/10/2020 | ESSENTIAL SUPER                            | Superannuation contributions | 1         |            | 172.69   |
| INV SUPER      | 27/10/2020 | ESSENTIAL SUPER                            | Superannuation contributions | 1         | 172.69     |          |

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| Cheque /EFT<br>No | Date | Name | Invoice Description | Bank<br>Code | INV<br>Amount | Amount |
|-------------------|------|------|---------------------|--------------|---------------|--------|
|-------------------|------|------|---------------------|--------------|---------------|--------|

REPORT TOTALS

| Bank Code | Bank Name | TOTAL        |
|-----------|-----------|--------------|
| 1         | MUNI FUND | 1,673,081.59 |
| TOTAL     |           | 1,673,081.59 |

## Attachment 2 – Declaration

### Payment dates 1st October 2020 to 31st October 2020

Electronic Funds Transfer

- Municipal Fund EFT37861 to EFT38170 Total \$1,551,151.58.

Direct Debits Total \$121,930.01.

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

| Month        | Cheques<br>2020/2021 | EFT Payments<br>2020/2021 | Direct Debits<br>2020/2021 | Payroll<br>2020/2021  | Total Payments<br>2020/2021 |
|--------------|----------------------|---------------------------|----------------------------|-----------------------|-----------------------------|
| July         | \$ 74,584.82         | \$ 2,564,263.02           | \$ 74,501.09               | \$ 444,478.87         | \$ 3,157,827.80             |
| August       | \$ 28,387.37         | \$ 1,046,444.89           | \$ 75,143.86               | \$ 427,591.82         | \$ 1,577,567.94             |
| September    | \$ 28,229.91         | \$ 1,312,861.27           | \$ 76,478.93               | \$ 447,162.80         | \$ 1,864,732.91             |
| October      | \$ -                 | \$ 1,551,151.58           | \$ 121,930.01              | \$ 723,493.00         | \$ 2,396,574.59             |
| November     |                      |                           |                            |                       | \$ -                        |
| December     |                      |                           |                            |                       | \$ -                        |
| January      |                      |                           |                            |                       | \$ -                        |
| February     |                      |                           |                            |                       | \$ -                        |
| March        |                      |                           |                            |                       | \$ -                        |
| April        |                      |                           |                            |                       | \$ -                        |
| May          |                      |                           |                            |                       | \$ -                        |
| June         |                      |                           |                            |                       | \$ -                        |
| <b>Total</b> | <b>\$131,202.10</b>  | <b>\$6,474,720.76</b>     | <b>\$348,053.89</b>        | <b>\$2,042,726.49</b> | <b>\$8,996,703.24</b>       |

The Following table presents all payments made for the month from Council credit cards paid by direct debit DD15606.1

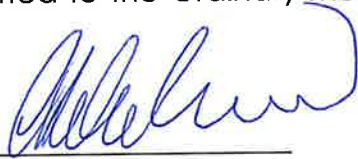
| Summary Credit Card Payments  | \$     | Total         |
|---|--------|---------------|
| <b>Executive Manager Engineering Services</b>                                 |        |               |
| BP KALBARRI FUEL  | 78.12  |               |
| CALTEX CORAL BAY - FUEL   | 40.00  |               |
| STARMART EXMOUTH  | 80.11  |               |
| EXMOUTH NINGALOO FUELS  | 15.00  |               |
| CALTEX CARNARVON DIESEL - FUEL  | 69.93  |               |
| SUBWAY NORTHAM - ENGINEERING SERVICES TRAINING                                | 110.00 | <b>393.16</b> |
| <b>CESM</b>   |        |               |
| PAY PAL EMERG PTY LTD SOLUTIONS-Additional BART Licences for Northam SES unit | 300.00 |               |
| SUSAN GILLIAN KINCH - ROSIES CAFE BAKERS HILL-BFF CATERING 22/23 AUGUST       | 166.00 |               |



|  |        |                   |
|--|--------|-------------------|
| SUSAN GILLIAN KINCH - ROSIES CAFE BAKERS HILL-BFF CATERING 22/23 AUGUST                  | 153.00 |                   |
| BAKERS HILL PIE SHOP - BFF CATERING 22/23 AUGUST   | 544.90 |                   |
| WUNDOWIE IGA - CATERING STRUCTURAL FF 29/30 AUGUST                                       | 14.47  |                   |
| HUNGARY BIRDS TAKEAWAY -CADET UNIT PLANNING WORKSHOP                                     | 108.00 |                   |
| LOOSEFOOT SALOON - CATERING FOR BFF COURSE   | 305.50 |                   |
| PUMA ROADHOUSE -EL CABALO DIESEL FOR INKPEN 3.4 (PROBELM WITH FUEL CARD)                 | 166.39 |                   |
| NUTRIEN - GASS BOTTLES FOR CO - LOCATION CENTRE  | 131.16 |                   |
| NUTRIEN - GASS BOTTLES FOR CO - LOCATION CENTRE  | 131.17 |                   |
| COLES CATERING FOR IFF COURSE  | 20.35  |                   |
| WOOLWORTHS - CATERING FOR MACHINE SUPERVISION/GROUND CONTROLLER                          | 42.68  |                   |
| WOOLWORTHS - CATERING FOR MACHINE SUPERVISION/GROUND CONTROLLER                          | 29.97  |                   |
| COLES CATERING FOR IFF COURSE  | 29.24  | <b>2142.83</b>    |
| <b>Executive Manager Corporate Services</b>  |        |                   |
| ADOBE CREATIVE CLOUD NEW SUBSCRIPTION  | 76.99  |                   |
| AMAYSIM AUSTRALIA - LIBRARY LIFT PHONE DATA  | 10.00  |                   |
| TRINITY -CRAWLEY - CHERYL GREENOUGH ACCOMMODATION  | 110.00 |                   |
| LOCAL GOVERNMENT MANAGEMENT - REGISTRATION FOR WEBINAR(NADEGE & MICHELLE BLACKHURST      | 150.00 |                   |
| MICROSOFT MONTHLY FEES   | 62.92  |                   |
| WANESD TI - MONTHLY SUBSCRIPTION FOR ON PAPER SP NO MORE PAIN ERGONOMICS - EVOLUENT VMR4 | 28.00  |                   |
| WIRELESS MOUSE   | 260.00 |                   |
| ADOBE CREATIVE CLOUD MONTHLY FEES  | 213.99 |                   |
| COLES NORTHAM LOLLIES FOR ORDINARY COUNCIL MEETING                                       | 10.00  |                   |
| RED BALLOON - PRESENT FOR ROSS RAYSON  | 337.85 | <b>1259.75</b>    |
| <b>Executive Manager Development Services</b>  |        |                   |
| AFL STORE LICENSING LEAVING GIFT SHANE MCREDMOND   | 125.00 | <b>125.00</b>     |
| <b>Executive Manager Community Services</b>  |        |                   |
| FACEBOOK ADVERTISING - VISIT NORTHAM   | 97.51  |                   |
| FAIRFAX SUBSCRIPTIONS - DIGITAL SUBSCRIPTION FOR WA TODAY                                | 15.14  |                   |
| FOREIGN TRANSACTION FEES   | 11.46  | <b>124.11</b>     |
| <b>Total Credit Card Expenditure</b>   |        | <b>\$4,044.85</b> |

CERTIFICATION OF THE PRESIDENT

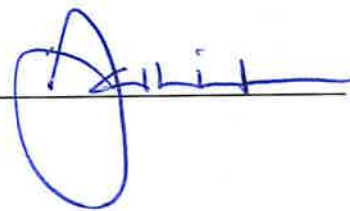
I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,396,574.59 was submitted to the Ordinary Meeting of Council on Wednesday, 18 November 2020.



CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,396,574.59 was submitted to each member of the Council on Wednesday, 18 November 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 31st October 2020

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

### BRIEF

For Council to receive the Financial Statement for the period ending 31 October 2020.

### ATTACHMENTS

Attachment 1: Financial Statement for the period ending 31 October 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 31 October 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. Recreation and Culture is over budget \$38,596 due to admission fees for the Northam Pool \$13,906 and **the contribution for the Southern Brook Nature Playground. The contribution was unbudgeted as was the additional cost of the project, this will be adjusted at budget review, and net cost to Council is zero.**
2. Other Economic Services is \$49,575 over budget due to lease fees on Council buildings \$22,176 and BKB \$18,165, Visitors Centre sale of merchandise \$4,069
3. Other property and services is over budget \$64,598 due to additional worker's compensation reimbursements received than budgeted

### Operating Expenditure

4. **Governance is \$137,575 under budget. This is predominantly due to the admin allocation of \$176,964(internal, non-cash) and salaries and superannuation being over budget by \$24,962. Unbudgeted salaries and wages costs were incurred to provide cover during staff absences and cashed in leave entitlements. It is not anticipated that additional budget funding will be required by the end of the financial year. Admin office garden maintenance is \$8,543 over budget (timing of garden maintenance and makeover)**
5. **General Purpose Funding is under budget by \$29,063 due to valuations and title searches of \$30,902.**
6. Law Order and Public Safety is under budget \$202,673, predominantly relating to fire mitigation expenditure, \$145,179, timing of BFB expenditure of \$31,802 and emergency bush fires/floods \$5,412.
7. Other property and services is the timing of internal allocations and expenses for \$205,713 (non-cash)

### Operating Revenue by Nature and Type

8. Other revenue is over budget by \$97,092 due to worker's compensation insurance payments \$66,014, insurance claims of \$13,415 and the disposal of minor plant \$11,154

### Operating Expenditure by Nature and Type

9. Materials and Contracts are under budget by 20% predominantly due to the items disclosed at notes 4 and 5 above.
10. Utility charges are under budget by \$41,519 (timing)
11. Other Expenditure is over budget by \$30,635 due to internal allocations non cash.

### Disposal of Assets

12. The 2007 Volvo Backhoe Loader was sold at auction. It was budgeted to be sold in the 2019 2020 financial year. This will be adjusted at Budget Review.

## B. CONSIDERATIONS

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

Theme Area 6: Governance & Leadership.  
Outcome 6.3: The Shire of Northam Council is a sustainable, responsive, innovative and transparent organisation.

### B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2020/21 Budget.

### B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the Local Government Act.  
Local Government (Financial Management) Regulations 1996.

### B.4 Policy Implications

Nil.

### B.5 Stakeholder Engagement / Consultation

N/A.

### B.6 Risk Implications

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

## C. OFFICER'S COMMENT

Nil.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4088**


**Moved: Cr Girak**

**Seconded: Cr Mencshelyi**

**That Council receives the Financial Statements, prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 October 2020.**

**CARRIED 9/0**

**Attachment 1 - Financial Statement for the period ending 31 October 2020**



Shire of Northam

**SHIRE OF NORTHAM**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDING 31 OCTOBER 2020**

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**SHIRE OF NORTHAM  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2020**

|  | NOTE | 20/21<br>Budget<br>\$ | Ytd<br>Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ | Variances<br>Actuals to<br>Budget<br>\$ | Variances<br>Actuals to<br>Budget<br>% |
|--|------|-----------------------|---------------------|---------------------------|---|--|
| <b>Operating</b>                               |      |                       |                     |                           |   |  |
| <b>Revenues</b>                                |      |                       |                     |                           |   |  |
| Governance                                     |      | 83,126                | 61,028              | 68,872                    | 7,844                                   | 12.85%                                 |
| General Purpose Funding Other                  |      | 1,854,511             | 458,365             | 467,304                   | 8,939                                   | 1.95%                                  |
| General Purpose Funding Rates                  |      | 10,152,290            | 10,139,286          | 10,055,799                | (83,487)                                | (0.82%)                                |
| Law, Order, Public Safety                      |      | 2,895,063             | 390,572             | 394,659                   | 4,087                                   | 1.05%                                  |
| Health   |      | 61,000                | 12,262              | 5,519                     | (6,743)                                 | (54.99%)                               |
| Education and Welfare                          |      | 1,173,342             | 561,110             | 557,991                   | (3,119)                                 | (0.56%)                                |
| Housing  |      | 62,277                | 20,756              | 26,187                    | 5,431                                   | 26.16%                                 |
| Community Amenities                            |      | 2,983,576             | 1,877,980           | 1,946,875                 | 68,895                                  | 3.67%                                  |
| Recreation and Culture                         | 1    | 890,653               | 75,205              | 113,801                   | 38,596                                  | 51.32%                                 |
| Transport                                      |      | 2,407,990             | 1,035,459           | 1,046,752                 | 11,293                                  | 1.09%                                  |
| Economic Services                              | 2    | 568,231               | 127,138             | 176,713                   | 49,575                                  | 38.99%                                 |
| Other Property and Services                    | 3    | 130,200               | 43,392              | 107,990                   | 64,598                                  | 148.87%                                |
| <b>Total Operating Revenue</b>                 |      | <b>23,262,259</b>     | <b>14,802,553</b>   | <b>14,968,462</b>         | <b>165,909</b>                          | <b>1.12%</b>                           |
| <b>Expenses</b>                                |      |                       |                     |                           |   |  |
| Governance                                     | 4    | (2,970,523)           | (655,110)           | (517,535)                 | 137,575                                 | 21.00%                                 |
| General Purpose Funding                        | 5    | (358,499)             | (122,592)           | (93,529)                  | 29,063                                  | 23.71%                                 |
| Law, Order, Public Safety                      | 6    | (2,019,979)           | (699,771)           | (497,098)                 | 202,673                                 | 28.96%                                 |
| Health   |      | (323,504)             | (114,940)           | (106,030)                 | 8,910                                   | 7.75%                                  |
| Education and Welfare                          |      | (1,422,376)           | (507,244)           | (493,231)                 | 14,013                                  | 2.76%                                  |
| Housing  |      | (75,215)              | (25,937)            | (18,464)                  | 7,473                                   | 28.81%                                 |
| Community Amenities                            |      | (3,558,140)           | (1,013,606)         | (943,114)                 | 70,492                                  | 6.95%                                  |
| Recreation & Culture                           |      | (4,734,123)           | (1,637,012)         | (1,561,566)               | 75,446                                  | 4.61%                                  |
| Transport                                      |      | (5,936,559)           | (1,983,935)         | (1,998,208)               | (14,273)                                | (0.72%)                                |
| Economic Services                              |      | (2,367,706)           | (929,792)           | (933,143)                 | (3,351)                                 | (0.36%)                                |
| Other Property and Services                    | 7    | (47,599)              | (101,869)           | (307,582)                 | (205,713)                               | (201.94%)                              |
| <b>Total Operating Expenses</b>                |      | <b>(23,814,223)</b>   | <b>(7,791,808)</b>  | <b>(7,469,501)</b>        | <b>322,307</b>                          | <b>4.14%</b>                           |
| <b>Removal of Non-Cash Items</b>               |      |                       |                     |                           |   |  |
| (Profit)/Loss on Asset Disposals               |      | (155,784)             | 148,231             | 152,433                   | 4,202                                   |  |
| Movement in Employee Benefit Provisions        |      | 300,000               | 50,000              | (1,821)                   | (51,821)                                |  |
| Depreciation on Assets                         |      | 4,680,609             | 1,560,148           | 1,670,197                 | 110,049                                 |  |
| <b>Non Operating Items</b>                     |      |                       |                     |                           |   |  |
| Purchase Land and Buildings                    |      | (3,309,060)           | (143,327)           | (19,649)                  | 123,678                                 |  |
| Purchase Plant and Equipment                   |      | (1,842,162)           | (95,000)            | (166,941)                 | (71,941)                                |  |
| Purchase Furniture and Equipment               |      | (32,000)              | 0                   | 0                         | 0                                       |  |
| Purchase Infrastructure Assets - Roads         |      | (3,711,438)           | (1,021,940)         | (344,157)                 | 677,783                                 |  |
| Purchase Infrastructure Assets - Bridges       |      | (194,235)             | 0                   | 0                         | 0                                       |  |
| Purchase Infrastructure Assets - Footpaths     |      | (268,650)             | 0                   | 0                         | 0                                       |  |
| Purchase Infrastructure Assets - Drainage      |      | (706,355)             | (222,853)           | (105,940)                 | 116,913                                 |  |
| Purchase Infrastructure Assets - Parks & Ovals |      | (2,988,728)           | (259,748)           | (257,119)                 | 2,629                                   |  |
| Purchase Infrastructure Assets - Airfields     |      | (99,578)              | (33,192)            | 0                         | 33,192                                  |  |
| Purchase Infrastructure Assets - Streetscape   |      | (99,225)              | (49,225)            | (31,402)                  | 17,823                                  |  |
| Purchase Infrastructure Assets - Other         |      | (1,246,462)           | (38,500)            | (19,813)                  | 18,687                                  |  |
| Proceeds from Disposal of Assets               |      | 992,500               | 124,220             | 124,220                   | 0                                       |  |
| Repayment of Debentures                        |      | (345,975)             | (138,661)           | (138,661)                 | 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                     | 13,932,086          | 15,482,549                | 1,550,463                               |  |
| <b>Surplus/Deficit</b>                         |      | <b>0</b>              | <b>(0)</b>          | <b>(571,811)</b>          | <b>(571,810)</b>                        |  |

This statement is to be read in conjunction with the accompanying notes.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

1. OPERATING STATEMENT

|  | Note | Revised<br>20/21<br>Budget<br>\$ | Ytd<br>Budget      | 20/21<br>Ytd Actual<br>\$ | Variations<br>Actuals to<br>Budget<br>\$ | Variations<br>Actual to<br>Budget<br>% |
|--|------|----------------------------------|--------------------|---------------------------|--|--|
| <b>OPERATING REVENUES</b>                        |      |                                  |                    |                           |  |  |
| Rates  |      | 10,152,290                       | 10,129,903         | 10,055,799                | (74,104)                                 | -1%                                    |
| Operating Grants Subsidies and Contributions     |      | 3,664,952                        | 1,451,723          | 1,473,920                 | 22,197                                   | 2%                                     |
| Fees and Charges                                 |      | 3,673,118                        | 2,166,107          | 2,293,344                 | 127,237                                  | 6%                                     |
| Proceeds from Sale of Assets                     |      |                                  |                    |                           | 0  |  |
| Service Charges                                  |      | 0                                | 0                  | 0                         | 0  |  |
| Interest Earnings                                |      | 133,000                          | 24,332             | 9,769                     | (14,563)                                 | -60%                                   |
| Other Revenue                                    | 8    | 953,571                          | 284,264            | 381,356                   | 97,092                                   | 34%                                    |
| <b>TOTAL OPERATING REVENUE</b>                   |      | <b>18,576,931</b>                | <b>14,056,329</b>  | <b>14,214,188</b>         | <b>157,859</b>                           | <b>1%</b>                              |
| <b>OPERATING EXPENSES</b>                        |      |                                  |                    |                           |  |  |
| Employee Costs                                   |      | (8,455,397)                      | (3,047,185)        | (3,082,463)               | (35,278)                                 | -1%                                    |
| Materials and Contracts                          | 9    | (8,713,671)                      | (2,073,826)        | (1,667,334)               | 406,492                                  | 20%                                    |
| Utility Charges                                  | 10   | (1,020,182)                      | (254,779)          | (213,260)                 | 41,519                                   | 16%                                    |
| Depreciation of Non Current Assets               |      | (4,680,609)                      | (1,560,148)        | (1,670,197)               | (110,049)                                | -7%                                    |
| Interest Expenses                                |      | (229,114)                        | (111,874)          | (108,275)                 | 3,599                                    | 3%                                     |
| Insurance Expenses                               |      | (516,245)                        | (509,652)          | (458,754)                 | 50,898                                   | 10%                                    |
| Other Expenditure                                | 11   | (13,751)                         | (86,113)           | (116,748)                 | (30,635)                                 | -36%                                   |
| <b>TOTAL OPERATING EXPENSE</b>                   |      | <b>(23,628,969)</b>              | <b>(7,643,577)</b> | <b>(7,317,031)</b>        | <b>326,546</b>                           | <b>-4%</b>                             |
| Non Operating Grants Subsidies and Contributions |      | 4,344,290                        | 746,224            | 754,237                   | 8,013                                    | -1%                                    |
| Profit on Asset Disposals                        |      | 343,038                          | 0                  | 38                        | 38                                       | 0%                                     |
| Loss on Asset Disposals                          |      | (187,254)                        | (148,231)          | (152,471)                 | (4,240)                                  | -3%                                    |
| <b>RESULTING FROM OPERATIONS</b>                 |      | <b>(551,964)</b>                 | <b>7,010,745</b>   | <b>7,498,961</b>          | <b>488,216</b>                           | <b>7%</b>                              |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

2. BALANCE SHEET

|                                      | 20/21<br>YTD Actual<br>\$ | 19/20<br>Actual<br>\$ |
|--------------------------------------|---------------------------|-----------------------|
| <b>CURRENT ASSETS</b>                |                           |                       |
| Cash Assets                          | 14,084,549                | 9,868,173             |
| Receivables                          | 6,373,594                 | 3,386,636             |
| Inventories                          | 0                         | 0                     |
| <b>TOTAL CURRENT ASSETS</b>          | <u>20,458,143</u>         | <u>13,254,809</u>     |
| <b>NON-CURRENT ASSETS</b>            |                           |                       |
| Receivables                          | 589,384                   | 466,121               |
| Land and Buildings                   | 50,109,101                | 50,507,796            |
| Property, Plant and Equipment        | 6,992,539                 | 6,935,417             |
| Infrastructure                       | 169,205,820               | 169,891,672           |
| Financial Assets                     | 213,663                   | 336,925               |
| <b>TOTAL NON-CURRENT ASSETS</b>      | <u>227,110,507</u>        | <u>228,137,931</u>    |
| <b>TOTAL ASSETS</b>                  | <u>247,568,650</u>        | <u>241,392,740</u>    |
| <b>CURRENT LIABILITIES</b>           |                           |                       |
| Payables                             | 2,275,220                 | 3,498,179             |
| Interest-bearing Liabilities         | 232,339                   | 345,975               |
| Provisions                           | 1,251,017                 | 1,252,838             |
| <b>TOTAL CURRENT LIABILITIES</b>     | <u>3,758,576</u>          | <u>5,096,992</u>      |
| <b>NON-CURRENT LIABILITIES</b>       |                           |                       |
| Interest-bearing Liabilities         | 6,059,540                 | 6,058,528             |
| Provisions                           | 230,292                   | 230,292               |
| Payables                             | 156,546                   | 160,558               |
| <b>TOTAL NON-CURRENT LIABILITIES</b> | <u>6,446,378</u>          | <u>6,449,378</u>      |
| <b>TOTAL LIABILITIES</b>             | <u>10,204,954</u>         | <u>11,546,370</u>     |
| <b>NET ASSETS</b>                    | <u>237,363,696</u>        | <u>229,846,370</u>    |
| <b>EQUITY</b>                        |                           |                       |
| Retained Surplus                     | 119,991,629               | 112,250,275           |
| Reserves - Cash Backed               | 3,392,855                 | 3,617,084             |
| Reserves - Asset Revaluation         | 113,979,012               | 113,979,011           |
| <b>TOTAL EQUITY</b>                  | <u>237,363,496</u>        | <u>229,846,370</u>    |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

| 3. ACQUISITION OF ASSETS  | 20/21<br>Revised Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ |
|---|-------------------------------|---------------------------|
| The following assets have been acquired during the period under review: |                               |                           |
| <b>By Program</b>   |                               |                           |
| <b>Governance</b>   | <b>Note</b>                   |                           |
| CCTV Upgrade  | 9,000                         | 0                         |
| Admin Building Solar  | 19,010                        | 0                         |
| EMCS Vehicle  | 45,000                        | 40,482                    |
| New Telephone System  | 32,000                        | 0                         |
| <b>Law, Order &amp; Public Safety</b>                                   |                               |                           |
| Rangers Ute   | 57,139                        | 0                         |
| 3.4 Urban Fire Appliance N/central                                      | 470,000                       | 0                         |
| 3.4 Urban Fire Appliance Bakers Hill                                    | 470,000                       | 0                         |
| Irish Town Light Tanker   | 169,800                       | 0                         |
| Clackline Kitchen, Unisex Toilet & Meeting Room                         | 112,055                       | 0                         |
| Bakers Hill Fire Shed   | 495,405                       | 3,000                     |
| LED Fire Danger Rating Signs  | 19,725                        | 0                         |
| Automated Weather Station   | 4,075                         | 0                         |
| Water Tank Smith Road   | 9,800                         | 1,706                     |
| CCTV Wundowie   | 227,666                       | 0                         |
| <b>Education &amp; Welfare</b>  |                               |                           |
| Bernard Park Playgroup  | 15,000                        | 0                         |
| Killara's Manager vehicle   | 35,000                        | 31,459                    |
| Solar, Killara  | 11,300                        | 4,440                     |
| Upgrade Kitchen Memorial Hall   | 30,000                        | 0                         |
| Structural Repairs Memorial Hall  | 20,000                        | 0                         |
| <b>Housing</b>  |                               |                           |
| Kurringal Units Upgrade   | 20,000                        |                           |
| <b>Community Amenities</b>  |                               |                           |
| Old Quarry Drainage   | 35,000                        | 0                         |
| Rehab Investigation Old Tip Site  | 35,000                        | 0                         |
| Wind Blown Waste Fence Old Quarry                                       | 40,000                        | 7,250                     |
| Transfer Station Tip Shop   | 576,850                       | 9,515                     |
| Area Drainage   | 128,669                       | 66,323                    |
| Signage streetscape   | 50,000                        | 939                       |
| CBD Streetscape   | 49,225                        | 30,463                    |
| 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 31 OCTOBER 2020

| 3. ACQUISITION OF ASSETS (Continued)                                      | Note | 20/21<br>Revised Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ |
|---|------|-------------------------------|---------------------------|
| <b><u>By Program (Continued)</u></b>                                      |      |                               |                           |
| <b>Recreation &amp; Culture</b>   |      |                               |                           |
| Wundowie Hall Solar   |      | 4,550                         | 2,500                     |
| Quellington Hall, Sub Floor repairs                                       |      | 7,585                         | 0                         |
| Bakers Hill Pavillion, Structural Floor Cracking Repairs                  |      | 20,000                        | 0                         |
| Northam Hall, Replace Gutters   |      | 12,885                        | 0                         |
| Wundowie Pool Solar   |      | 30,360                        | 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                       | 1,341                     |
| Bert Hawke Pavilion - Upgrade, Including Kitchen & Ceiling                |      | 116,000                       | 7,210                     |
| Rec Centre, Sand Floors & Install Aircon Office                           |      | 81,855                        | 0                         |
| Solar Recreation Centre   |      | 38,130                        | 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                       | 3,788                     |
| Improvements Dr Dunlop Park   |      | 27,000                        | 0                         |
| Northam Youth Space   |      | 134,008                       | 103,748                   |
| Northam Youth Space, Toilets & Parking                                    |      | 170,000                       | 0                         |
| Beavis Place Realignment & Landscaping                                    |      | 500,000                       | 10,304                    |
| Bridge Crossing Fixings C/fwd   |      | 10,000                        | 0                         |
| St Johns Ambulance Site Improvements                                      |      | 250,000                       | 0                         |
| Wundowie Family Space   |      | 50,000                        | 0                         |
| Southern Brook Hall Nature Playground                                     |      | 25,000                        | 13,771                    |
| RV Friendly Overnight Site Northam  |      | 250,000                       | 894                       |
| RV Friendly Bakers Hill   |      | 100,000                       | 0                         |
| RV Friendly Wundowie  |      | 150,000                       | 1,200                     |
| Overnight Caravan Stay Dump point   |      | 20,000                        | 0                         |
| Train Station (Peel/Minson/Duke)  |      | 80,000                        | 0                         |
| Shade Structures Bernard Park   |      | 75,000                        | 0                         |
| Shade Structures Bakers Hill  |      | 50,000                        | 0                         |
| Upgrade Existing Playground Bakers Hill                                   |      |                               |                           |
| Recreation Centre   |      | 25,000                        | 0                         |
| Local Sporting Projects   |      | 300,000                       | 0                         |
| General Library Upgrades, Replace Aircon, Paint Interior & Solar 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 31 OCTOBER 2020

| 3 ACQUISITION OF ASSETS (Continued) | Note | 20/21<br>Revised Budget | 20/21<br>Ytd Actual |
|-------------------------------------|------|-------------------------|---------------------|
| <b>Transport</b>                    |      |                         |                     |
| Northam Depot Redesign              |      | 2,000,000               | 0                   |
| Solar Northam Depot                 |      | 11,300                  | 0                   |
| Boronia Avenue Slk 0-90             |      | 16,050                  | 0                   |
| Esperance Street Slk 0-220          |      | 39,000                  | 0                   |
| Fitzgerald Street Slk 1850-2020     |      | 25,500                  | 0                   |
| Fraser Street Slk 0-100             |      | 15,000                  | 0                   |
| Henry Street Slk 0 - 190            |      | 40,850                  | 0                   |
| Hovea Crescent Slk 0-80             |      | 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                 | 39,617              |
| Jenapullin Road 9330-11500          |      | 610,172                 | 195,132             |
| Wellington Street 520-850           |      | 370,074                 | 700                 |
| Oliver Street 0-410                 |      | 262,000                 | 700                 |
| Harvey Road 0-470                   |      | 59,307                  | 0                   |
| Irishtown Road 0 - 1000             |      | 115,459                 | 66,986              |
| Maintenance Capitalised             |      | 716,252                 | 1,898               |
| Leschenaultia Road 0-350            |      | 15,850                  | 0                   |
| Marky Street                        |      | 51,939                  | 0                   |
| Charles Street 510 - 1070           |      | 83,054                  | 0                   |
| Leeder Road 1510-2360               |      | 28,950                  | 0                   |
| Kurringal Road 0-550                |      | 92,496                  | 0                   |
| Duke Street 2470-2940               |      | 20,940                  | 0                   |
| Springfiled Road 0-120              |      | 42,841                  | 0                   |
| Southern Brook Road 16330-17300     |      | 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                 | 95,000              |
| P5017 Dtnapac Vibro Roller          |      | 50,500                  | 0                   |
| PN1007 Hako Footpath Sweeper        |      | 97,000                  | 0                   |
| PN1412 Nissan Navara Dual Cab       |      | 31,993                  | 0                   |
| PN1308 Toyota Hilux Workmate        |      | 27,602                  | 0                   |
| PN1309 Toyota Hilux Workmate        |      | 28,000                  | 0                   |
| PN1401Mazda BT50 Tray Top           |      | 28,000                  | 0                   |
| PN1605 Isuzu Dmax Ute               |      | 27,985                  | 0                   |
| PN1516 Mazda BT50                   |      | 29,888                  | 0                   |
| Bobcat Trailer C/fwd                |      | 25,000                  | 0                   |
| Tandem Trailer C/fwd                |      | 15,250                  | 0                   |
| Pegasus 200 Verge Mower C/fwd       |      | 13,848                  | 0                   |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

| 3. ACQUISITION OF ASSETS (Continued) | Note | 20/21<br>Revised Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ |
|--------------------------------------|------|-------------------------------|---------------------------|
| <b><u>By Program (Continued)</u></b> |      |                               |                           |
| <b>Transport</b>                     |      |                               |                           |
| Upgrade Runway                       |      | 99,578                        | 0                         |
| <b>Economic Services</b>             |      |                               |                           |
| 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                         |
|                                      |      | 14,667,693                    | 945,020                   |

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

| 3. ACQUISITION OF ASSETS (Continued)       | Note | 20/21<br>Revised Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ |
|--|------|-------------------------------|---------------------------|
| <b><u>By Class</u></b>                     |      |                               |                           |
| Land Held for Resale                       |      | 0                             | 0                         |
| Land and Buildings                         |      | 3,309,060                     | 19,649                    |
| Plant and Equipment                        |      | 1,842,162                     | 166,941                   |
| Furniture and Equipment                    |      | 32,000                        | 0                         |
| Bush Fire Equipment                        |      | 169,800                       | 0                         |
| Playground Equipment                       |      | 0                             | 0                         |
| Infrastructure Assets - Roads              |      | 3,711,438                     | 344,157                   |
| Infrastructure Assets - Footpaths          |      | 268,650                       | 0                         |
| Infrastructure Assets - Bridges & Culverts |      | 194,235                       | 0                         |
| Infrastructure Assets - Drainage           |      | 706,355                       | 105,940                   |
| Infrastructure Assets - Parks & Ovals      |      | 2,988,728                     | 257,119                   |
| Infrastructure Assets - Airfields          |      | 99,578                        | 0                         |
| Infrastructure Assets - Streetscape        |      | 99,225                        | 31,402                    |
| Infrastructure Assets - Other              |      | 1,246,462                     | 19,813                    |
|  |      | 14,667,693                    | 945,020                   |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2020

4. DISPOSALS OF ASSETS

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

| By Program                             | Written Down Value |               | Sale Proceeds   |               | Profit(Loss)    |               |
|--|--------------------|---------------|-----------------|---------------|-----------------|---------------|
|  | 20/21 Budget \$    | Ytd Actual \$ | 20/21 Budget \$ | Ytd Actual \$ | 20/21 Budget \$ | Ytd Actual \$ |
| <b>Governance</b>                      |                    |               |                 |               |                 |               |
| EMCS Vehicle                           | 20,403             | 20,871        | 20,000          | 20,909        | (403)           | 38            |
| <b>Law Order &amp; Public Safety</b>   |                    |               |                 |               |                 |               |
| Rangers Triton Ute                     | 6,658              | 0             | 14,000          | 0             | 7,342           | 0             |
| <b>Welfare</b>                         |                    |               |                 |               |                 |               |
| Manager Killara Vehicle                | 16,600             | 16,857        | 15,500          | 14,091        | (1,100)         | (2,766)       |
| <b>Recreation &amp; Culture</b>        |                    |               |                 |               |                 |               |
| EMCOMS Vehicle                         | 29,025             | 0             | 23,500          | 0             | (5,525)         | 0             |
| Sale of Land, Yilgarn Ave              | 406,500            | 0             | 724,500         | 0             | 318,000         | 0             |
| <b>Transport</b>                       |                    |               |                 |               |                 |               |
| PN1201 N008 Isuzu Flocon               | 96,015             | 0             | 25,000          | 0             | (71,015)        | 0             |
| P5017 Dynapac Vibro Roller             | 2,926              | 0             | 5,500           | 0             | 2,574           | 0             |
| PN1007 Hako Footpath Sweeper           | 54,445             | 54,531        | 15,000          | 4,500         | (39,445)        | (50,031)      |
| PN1412 Nissan Navara Dual Cab          | 13,772             | 0             | 14,500          | 0             | 728             | 0             |
| PN1308 Toyota Hilux Workmate           | 9,095              | 0             | 8,000           | 0             | (1,095)         | 0             |
| PN1309 Toyota Hilux Workmate           | 9,095              | 0             | 8,000           | 0             | (1,095)         | 0             |
| PN1401Mazda BT50 Tray Top              | 11,012             | 0             | 8,000           | 0             | (3,012)         | 0             |
| PN1605 Isuzu Dmax Ute                  | 5,984              | 0             | 11,000          | 0             | 5,016           | 0             |
| PN1516 Mazda BT50                      | 8,622              | 0             | 9,000           | 0             | 378             | 0             |
| Bobcat Trailer C/fwd                   | 5,900              | 0             | 1,000           | 0             | (4,900)         | 0             |
| Isuzu MLR 200 Tipper C/fwd             | 11,000             | 0             | 20,000          | 0             | 9,000           | 0             |
| PN3555 2007 Volvo Backhoe Loader C/fwd | 12                 | 69,866        |                 | 31,550        |                 | (38,316)      |
| Fuso Canter 4 Tonne C/fwd              | 26,000             | 27,328        | 22,000          | 21,436        | (4,000)         | (5,892)       |
| <b>Economic Services</b>               |                    |               |                 |               |                 |               |
| Manager Building Vehicle               | 16,464             | 0             | 11,000          | 0             | (5,464)         | 0             |
| Sale 144 Chidlow Street                | 87,200             | 87,200        | 37,000          | 31,734        | (50,200)        | (55,466)      |
|  | 836,716            | 276,653       | 992,500         | 124,220       | 155,784         | (152,433)     |



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDING 31 OCTOBER 2020

4. DISPOSALS OF ASSETS

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

| By Class                                  | Written Down Value |               | Sale Proceeds   |               | Profit(Loss)    |               |
|---|--------------------|---------------|-----------------|---------------|-----------------|---------------|
|   | 20/21 Budget \$    | Ytd Actual \$ | 20/21 Budget \$ | Ytd Actual \$ | 20/21 Budget \$ | Ytd Actual \$ |
| <b>Plant &amp; Equipment</b>              |                    |               |                 |               |                 |               |
| EMCS Vehicle                              | 20,403             | 20,871        | 20,000          | 20,909        | (403)           | 38            |
| Rangers Triton Ute                        | 6,658              | 0             | 14,000          | 0             | 7,342           | 0             |
| Manager Killara Vehicle                   | 16,600             | 16,857        | 15,500          | 14,091        | (1,100)         | (2,766)       |
| EMCOMS Vehicle                            | 29,025             | 0             | 23,500          | 0             | (5,525)         | 0             |
| PN1201 N008 Isuzu Flocon                  | 96,015             | 0             | 25,000          | 0             | (71,015)        | 0             |
| P5017 Dynapac Vibro Roller                | 2,926              | 0             | 5,500           | 0             | 2,574           | 0             |
| PN1007 Hako Footpath Sweeper              | 54,445             | 54,531        | 15,000          | 4,500         | (39,445)        | (50,031)      |
| PN1412 Nissan Navara Dual Cab             | 13,772             | 0             | 14,500          | 0             | 728             | 0             |
| PN1308 Toyota Hilux Workmate              | 9,095              | 0             | 8,000           | 0             | (1,095)         | 0             |
| PN1309 Toyota Hilux Workmate              | 9,095              | 0             | 8,000           | 0             | (1,095)         | 0             |
| PN1401Mazda BT50 Tray Top                 | 11,012             | 0             | 8,000           | 0             | (3,012)         | 0             |
| PN1605 Isuzu Dmax Ute                     | 5,984              | 0             | 11,000          | 0             | 5,016           | 0             |
| PN1516 Mazda BT50                         | 8,622              | 0             | 9,000           | 0             | 378             | 0             |
| Bobcat Trailer C/fwd                      | 5,900              | 0             | 1,000           | 0             | (4,900)         | 0             |
| Isuzu MLR 200 Tipper C/fwd                | 11,000             | 0             | 20,000          | 0             | 9,000           | 0             |
| Fuso Canter 4 Tonne C/fwd                 | 26,000             | 27,328        | 22,000          | 21,436        | (4,000)         | (5,892)       |
| PN3555 2007 Volvo Backhoe Loader C/fwd 12 | 0                  | 69,866        | 0               | 31550         | 0               | (38,316)      |
| Manager Building Vehicle                  | 16,464             | 0             | 11,000          | 0             | (5,464)         | 0             |
| <b>Land</b>                               |                    |               |                 |               |                 |               |
| Sale of Land, Yilgarn Ave                 | 406,500            | 0             | 724,500         | 0             | 318,000         | 0             |
| Sale 144 Chidlow Street                   | 87,200             | 87,200        | 37,000          | 31,734        | (50,200)        | (55,466)      |
|   | 836,716            | 276,653       | 992,500         | 124,220       | 155,784         | (152,433)     |
|   |                    |               |                 |               | 20/21 Budget \$ | Ytd Actual \$ |
| <b>Summary</b>                            |                    |               |                 |               |                 |               |
| Profit on Asset Disposals                 |                    |               |                 |               | 343,038         | 38            |
| Loss on Asset Disposals                   |                    |               |                 |               | (187,254)       | (152,471)     |
|   |                    |               |                 |               | 155,784         | (152,433)     |





SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars                         | Principal<br>1-Jul-19 | New<br>Loans          |                           | Principal<br>Repayments |                           | Principal<br>Outstanding |                           | Interest<br>Repayments |                           |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-------------------------|---------------------------|--------------------------|---------------------------|------------------------|---------------------------|
|                                     |                       | 20/21<br>Budget<br>\$ | 20/21<br>Ytd Actual<br>\$ | 20/21<br>Budget<br>\$   | 20/21<br>Ytd Actual<br>\$ | 20/21<br>Budget<br>\$    | 20/21<br>Ytd Actual<br>\$ | 20/21<br>Budget<br>\$  | 20/21<br>Ytd Actual<br>\$ |
| <b>Recreation &amp; Culture</b>     |                       |                       |                           |                         |                           |                          |                           |                        |                           |
| Loan 219A - Northam Bowling Club ** | 3.18%                 | 143,466               | 0                         | 20,203                  | 0                         | 123,263                  | 143,466                   | 5,363                  | 1,857                     |
| Loan 224 - Recreation Facilities    | 6.48%                 | 769,630               | 0                         | 49,844                  | 24,525                    | 719,786                  | 745,105                   | 54,248                 | 25,201                    |
| Loan 227 - Youth Space              | 2.26%                 | 454,903               | 0                         | 46,122                  | 0                         | 408,781                  | 454,903                   | 13,075                 | 5,140                     |
| Loan 228 - Swimming Pool            | 1.88%                 | 4,406,806             | 0                         | 189,024                 | 94,070                    | 4,217,782                | 4,312,736                 | 112,043                | 55,457                    |
| COVID-19 Response                   | 1.80%                 | 0                     | 3,464,020                 | 0                       | 0                         | 3,464,020                | 0                         |                        | 0                         |
| <b>Economic Services</b>            |                       |                       |                           |                         |                           |                          |                           |                        |                           |
| Loan 225 - Victoria Oval Purchase   | 6.48%                 | 629,698               | 0                         | 40,782                  | 20,066                    | 588,916                  | 609,632                   | 44,385                 | 20,619                    |
|                                     |                       | 6,404,503             | 3,464,020                 | 345,975                 | 138,661                   | 9,522,548                | 6,265,842                 | 229,114                | 108,274                   |

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 31 OCTOBER 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            |
| <b>6. RESERVES - CASH BACKED</b>            |                  |               |                  |                    |                  |                  |              |                |                  |                  |
| Employee Liability Reserve                  | 972,123          | 12,461        |                  |                    | 984,584          | 972,123          | 1,803        |                |                  | 973,926          |
| Aged Accomodation Reserve                   |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Housing Reserve                             |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Office Equipment Reserve                    |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Plant & Equipment Reserve                   | 119,872          | 1,242         | 230,000          | (230,000)          | 121,114          | 119,872          | 220          |                |                  | 120,092          |
| Road & Bridgeworks Reserve                  |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Refuse Site Reserve                         | 199,246          | 2,064         | 150,000          |                    | 351,310          | 199,246          | 369          |                |                  | 199,615          |
| Regional Development Reserve                |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Speedway Reserve                            | 149,610          | 1,550         |                  |                    | 151,160          | 149,610          | 277          |                |                  | 149,887          |
| Community Bus Replacement Reserve           |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| 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          |
| Stormwater Drainage Projects Reserve        |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Recreation and Community Facilities Reserve |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Administration Office Reserve               |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Council Buildings & Amenities Reserve       |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| River Management Reserve                    |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Parking Facilities Construction Reserve     |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Art Collection Reserve                      |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Reticulation Scheme Reserve                 |                  |               |                  |                    | -                | -                |              |                |                  | -                |
| Revaluation Reserve                         | 72,186           | 748           |                  | (70,000)           | 2,934            | 72,186           | 134          |                |                  | 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        |
| <b>Total Cash Backed Reserves</b>           | <b>3,388,000</b> | <b>45,000</b> | <b>1,389,500</b> | <b>(1,449,643)</b> | <b>3,372,857</b> | <b>3,388,000</b> | <b>6,280</b> | <b>-</b>       | <b>-</b>         | <b>3,394,280</b> |

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

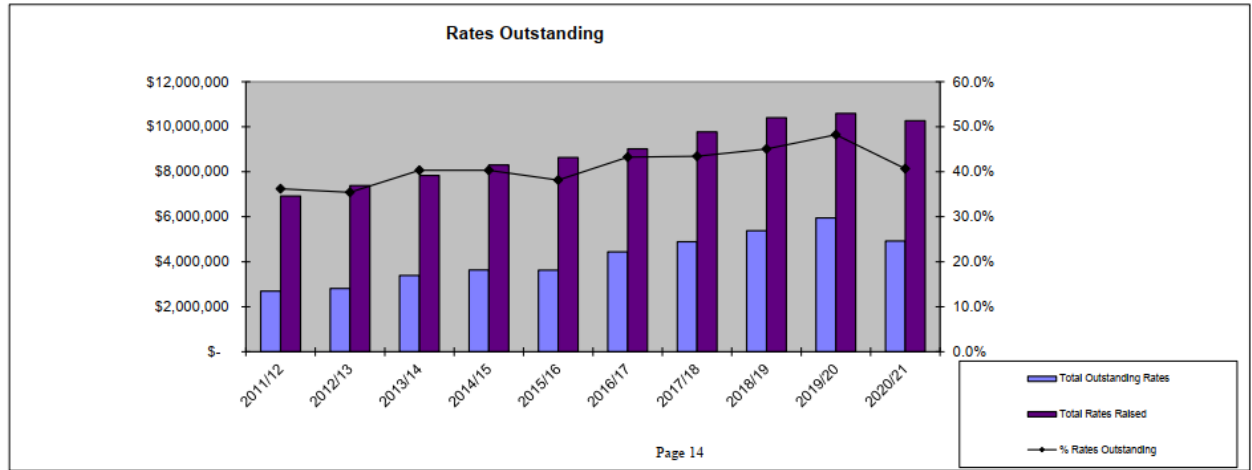
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2020

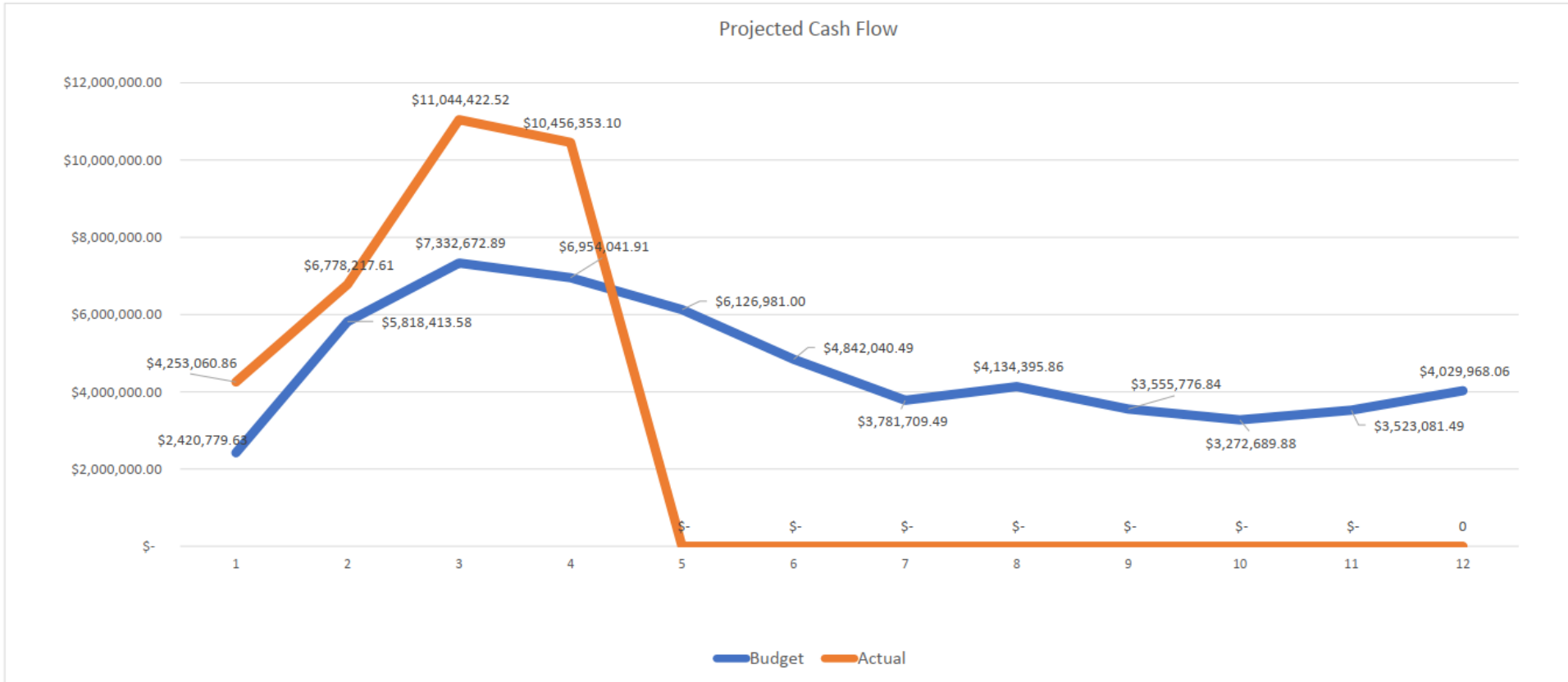
|  | 20/21<br>Budget | 20/21<br>Ytd Actual | 19/20<br>Financial<br>Report |
|--|-----------------|---------------------|------------------------------|
|  | \$              | \$                  | \$                           |
| <b>7. NET CURRENT ASSETS</b>                               |                 |                     |                              |
| <b>Composition of Estimated Net Current Asset Position</b> |                 |                     |                              |
| <b>CURRENT ASSETS</b>                                      |                 |                     |                              |
| Cash - Unrestricted  | 898,000         | 10,691,694          | 6,504,268                    |
| Cash - Restricted Reserves                                 | 3,372,857       | 3,392,855           | 3,363,905                    |
| Self Supporting Loan                                       | 20,203          | 20,203              | 20,203                       |
| Receivables  | 3,200,428       | 721,975             | 3,363,905                    |
| Rates - Current  | 0               | 5,648,985           | 0                            |
| Pensioners Rates Rebate                                    | 0               | 15,541              | 0                            |
| Provision for Doubtful Debts                               | 0               | (142,243)           | 0                            |
| Other financial Assets                                     | 0               | 106,606             | 213,667                      |
| Accrued Income/Prepayments                                 | 0               | 2,528               | 2,528                        |
| Inventories  | 1,000           | 0                   | 0                            |
|  | 7,492,488       | 20,458,144          | 13,468,475                   |
| <b>LESS: CURRENT LIABILITIES</b>                           |                 |                     |                              |
|  | (5,715,427)     | (3,039,005)         | (5,096,996)                  |
| <b>NET CURRENT ASSET POSITION</b>                          | 1,777,061       | 17,419,139          | 8,371,479                    |
| Less: Cash - Reserves - Restricted                         | (3,372,857)     | (3,392,855)         | (3,363,905)                  |
| Less: Loans receivable - clubs/institutions                | 0               | 0                   | (20,203)                     |
| Add: Current Loan Liability                                | 361,212         | 232,339             | 345,975                      |
| Add: Leave Liability Reserve                               | 984,584         | 973,926             | 974,481                      |
| Add: Budgeted Leave  | 250,000         | 250,000             | 250,000                      |
| <b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>                | 0               | 15,482,549          | 6,557,827                    |

**SHIRE OF NORTHAM  
 RATING REPORT  
 FOR THE PERIOD ENDED 31 OCTOBER 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>   |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| <b>Key Rating Dates</b>   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <i>RATES ISSUED</i>   | 08/08/2011       | 5/08/2012        | 4/09/2013        | 14/08/14         | 14/08/15         | 19/08/2016       | 1/08/2017        | 15/08/2018       | 4/09/2019        | 7/08/2020        |
| <i>RATES DUE</i>  | 22/09/2011       | 24/09/2012       | 23/10/2013       | 8/10/2014        | 25/09/2015       | 30/09/2016       | 14/09/2017       | 19/09/2018       | 9/10/2019        | 11/09/2020       |
| <i>2nd INSTALMENT DUE</i>   | 22/11/2011       | 16/11/2012       | 23/12/2013       | 8/12/2014        | 25/11/2015       | 30/11/2016       | 14/11/2017       | 19/11/2018       | 9/12/2019        | 11/11/2020       |
| <i>3rd INSTALMENT DUE</i>   | 23/01/2012       | 29/01/2013       | 24/02/2014       | 9/02/2015        | 25/01/2016       | 30/01/2017       | 15/01/2018       | 21/01/2018       | 10/02/2020       | 11/01/2021       |
| <i>4th INSTALMENT DUE</i>   | 22/03/2012       | 29/03/2013       | 24/04/2014       | 9/04/2015        | 28/03/2016       | 30/03/2017       | 15/03/2018       | 21/03/2018       | 14/04/2020       | 11/03/2021       |
| <i>Outstanding 1st July</i>                                       | \$521,194        | \$562,531        | \$568,647        | \$716,120        | \$873,686        | \$1,116,220      | \$1,483,688      | \$1,535,793      | \$1,737,187      | \$1,842,862      |
| <i>Rates Levied</i>   | \$6,851,706      | \$7,312,029      | \$7,758,147      | \$8,222,616      | \$8,552,189      | \$8,931,257      | \$9,564,551      | \$9,925,046      | \$10,342,585     | \$10,381,252     |
| <i>Interest, Ex gratia, interim and back rates less writeoffs</i> | \$63,079         | \$68,857         | \$73,630         | \$80,154         | \$83,173         | \$208,077        | \$205,216        | \$474,784        | \$251,025        | -\$114,076       |
| <b>Rates paid by month</b>  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 1 July  | 51,948           | 38,805           | 47,443           | 62,554           | 29,105           | 43,333           | 60,002           | 94,638           | 87,543           | 307,979          |
| 2 August  | 1,120,912        | 1,043,163        | 23,961           | 119,840          | 700,198          | 367,776          | 2,054,983        | 1,856,869        | 213,195          | 2,343,849        |
| 3 September   | 3,251,815        | 3,604,324        | 1,152,416        | 2,650,420        | 4,519,842        | 4,243,288        | 3,764,731        | 4,014,835        | 2,829,221        | 4,326,537        |
| 4 October   | 318,701          | 443,703          | 3,790,646        | 2,550,091        | 630,886          | 1,166,136        | 484,607          | 590,724          | 3,255,037        | 208,486          |
| 5 November  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 6 December  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 7 January   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 8 February  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 9 March   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 10 April  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 11 May  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| 12 June   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| <b>Total YTD</b>  | <b>4,743,376</b> | <b>5,129,995</b> | <b>5,014,466</b> | <b>5,382,905</b> | <b>5,880,032</b> | <b>5,820,532</b> | <b>6,364,323</b> | <b>6,557,066</b> | <b>6,384,997</b> | <b>7,186,851</b> |
| <b>% Ytd Rates Outstanding</b>                                    | <b>36.2%</b>     | <b>35.4%</b>     | <b>40.3%</b>     | <b>40.3%</b>     | <b>38.2%</b>     | <b>43.2%</b>     | <b>43.4%</b>     | <b>45.1%</b>     | <b>48.2%</b>     | <b>40.7%</b>     |
| <b>Ytd Outstanding</b>  | <b>2,692,604</b> | <b>2,813,423</b> | <b>3,385,958</b> | <b>3,635,984</b> | <b>3,629,015</b> | <b>4,435,023</b> | <b>4,889,131</b> | <b>5,378,558</b> | <b>5,945,800</b> | <b>4,923,186</b> |



**SHIRE OF NORTHAM  
 CASH FLOW REPORT  
 FOR THE PERIOD ENDED 31 OCTOBER 2020**



### 12.4.3 Rates Exemption – Lot 1 Waterfall Avenue, Northam WA 6401

|   |  |
|---|--|
| <b>Address:</b>                         | Lot 1 Waterfall Avenue, Northam WA 6401          |
| <b>Owner:</b>                           | Noongar Mia Mia Pty Ltd                          |
| <b>Applicant:</b>                       | Sarah Tutilo - Noongar Mia Pty Ltd               |
| <b>File Reference:</b>                  | 8.1.1.3 / A14355                                 |
| <b>Reporting Officer:</b>               | Codey Redmond Rates Officer                      |
| <b>Responsible Officer:</b>             | Colin Young Executive Manager Corporate Services |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Simple Majority                                  |
| <b>Press release to be issued:</b>      | No   |

#### BRIEF

Seeking Council endorsement for a rate exemption on A14355 under the Local Government Act s6.26. (2)(g) land used exclusively for charitable purposes.

#### ATTACHMENTS

Nil.

#### A. BACKGROUND / DETAILS

An Application for rate exemption was received 1 October 2020 from Sarah Tutilo, property manager of Noongar Mia Mia Pty Ltd. requesting a rate exemption for charitable purposes for a property owned by Noongar Mia Mia Pty Ltd.

Sarah provided the following documentation;

- Application for rates exemption
- Statutory declaration
- Notice of endorsement for charity tax concessions
- 2018 & 2019 Financial Report
- Constitution
- Certification as a registered charity

A response was sent to Noongar Mia Mia Pty Ltd on 15 October 2020 advising they were ineligible for exemption as rental/social housing was not an exempt property use and exemption is granted upon the use of the land.

Sarah of Noongar Mia Mia Pty Ltd contacted Shire Officers on the 27 October 2020 to discuss the rejection of their application and request that it be reassessed.

SAT determination from *Murchison River Aboriginal Corporation v Shire of Yalgoo* [2018] WASAT 17 is as follows:

*"The Tribunal determined that the use of each of the Yalgoo properties to provide housing to Aboriginal people, by a not-for-profit organisation and on a cost-recovery only basis, is a 'charitable purpose' at law and that the land was exempt from rating as it was used exclusively for that charitable purpose at the relevant time. It was not necessary for MRAC to prove that each tenant is specifically in need of assistance in relation to housing. It was also not necessary for MRAC to prove that each property is rented in such a way as not to generate a surplus in any rating year or at less than market rent."*

This determination supports Noongar Mia Mia Pty Ltd application and provides a basis for approving their application for rates exemption, despite not fully meeting the exemption criteria is outlined in the *Local Government Act 1995*.

## **B. CONSIDERATIONS**

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

Theme area 5: Governance & Leadership.

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

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

The applied exemption will reduce rate revenue by \$1,432 per year. Noongar Mia Mia Pty Ltd would still be required to pay the emergency services levy and rubbish charges applicable to this property.

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

The *Local Government Act 1995* Section 6.26(2) defines land that is not rateable, allowing Council to grant an exemption of rates.

6.26 *Rateable Land*

(2) *The following land is not rateable land -*

*(e) land used exclusively for charitable purposes*

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

Nil.

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

Noongar Mia Mia Pty Ltd was contacted for additional information specific to this property which they provided.

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

| Risk Category        | Description                                  | Rating<br>(likelihood x<br>consequence)        | Mitigation Action   |
|----------------------|--|--|---|
| Financial            | Loss of yearly rates revenue                 | Likely (4) x<br>Insignificant (1)<br>= Low (4) | Ensure the rateable status of the property is correct.          |
| Health & Safety      | Nil  |  |   |
| Reputation           | Nil  |  |   |
| Service Interruption | Nil  |  |   |
| Compliance           | Local Government Act 1995 not complied with. | Possible (3) x<br>Minor (2) =<br>Moderate(6)   | Ensure consideration is given to the Local Government Act 1995. |
| Property             | Nil  |  |   |
| Environment          | Nil  |  |   |

### C. OFFICER'S COMMENT

Whilst the provision of affordable housing can be considered charitable, Noongar Mia Mia Pty Ltd charge their tenants rent, which is used for maintenance of their properties, water rates, Shire rates, operations and other expenses.

Rent is Noongar Mia Mia Pty Ltd's sole source of income. Rent is based on 25% of the tenant's Centrelink Income plus Commonwealth Rent Assistance. The properties current weekly rent is \$180.00. This will vary depending on occupancy.

Matters that may affect the exclusivity of the charitable use of the land are:

- Although Noongar Mia Mia Pty Ltd provides a low rent option for the tenants, it is not foregoing any income by doing so.
- The income from rent is not solely used for the property and the tenant.
- The tenant uses the property exclusively as their usual place of residence and no other services have been identified as being provided at the property.

Matters that support the application for rates exemption:

- Within the document '*Community Housing Providers and Local Government Rates*', prepared by the Community Housing Coalition, it is stated:  
*"indigenous people have been judicially and statutorily recognised as being severely disadvantaged in Australian Society and are a class which, generally speaking, is in need of protection and assistance."*



This document also states:

- *"In relation to indigenous housing, the Supreme Court has granted a rates exemption because:  
(a) the advancement of Aboriginal people was a charitable purpose;  
(b) the activities conducted upon the land were exclusively charitable*
- Noongar Mia Mia do not have a waitlist and accommodation is allocated on a needs basis.
- Noongar Mia Mia Pty Ltd is a registered charity and is providing affordable housing which satisfies Section 7(c) of the *Charities Act 2013*. The secondary purpose of generating an income could be considered incidental, particularly as the funds are used to cover costs associated with the property and further the organisation's objectives.
- Determinations both at SAT and the Supreme Court can be applied in this case, where affordable housing is being provided specifically to indigenous people.
- The use of the property by Noongar Mia Mia Pty Ltd is not likely to change significantly over time.

Officers consider the land is being used exclusively for charitable purposes in accordance with Section 6.26(2)(g) of the Act and are recommending the application be granted.

#### **RECOMMENDATION**

**That Council grant a rate exemption as of 1 July 2020 to Noongar Mia Mia Pty Ltd. for the premises they own at Lot 1 Waterfall Avenue, Northam (A14355).**

#### **COUNCIL DECISION**

**Minute No: C.4089**

**Moved: Cr Williams**

**Seconded: Cr Mencshelyi**

**That Council lie the matter on the table to be reconsidered at the December meeting.**

**CARRIED 8/1**

#### Reason for Change to Officer Recommendation

The Council formed the view that it required additional time to consider the matter.

#### 12.4.4 Sale of A12640

|   |  |
|---|--|
| <b>Address:</b>                         | 181 Wellington St Northam WA 6401                |
| <b>Owner:</b>                           |  |
| <b>Applicant:</b>                       |  |
| <b>File Reference:</b>                  | A12640   |
| <b>Reporting Officer:</b>               | Codey Redmond Rate Officer                       |
| <b>Responsible Officer:</b>             | Colin Young Executive Manager Corporate Services |
| <b>Officer Declaration of Interest:</b> | Nil  |
| <b>Voting Requirement:</b>              | Absolute Majority                                |
| <b>Press release to be issued:</b>      | No   |

#### BRIEF

This report is to request that Council sell A12640 to recover outstanding rates and charges in excess of 3 years, in accordance with Section 6.64(1)(b) of the *Local Government Act 1995*.

#### ATTACHMENTS

Nil.

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#### A. BACKGROUND / DETAILS

The property has outstanding rates of greater than 3 years with no payments made since July 2017.

In April 2018, Council demolished the house at the property due to a fire and asbestos being present.

After demolition Council contracted Ampac to begin legal proceedings on outstanding rates and demolition charges. An auction was held 22<sup>nd</sup> of September 2020 but was unsuccessful as there were no registered bidders.

#### 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.

Objective: Ensure robust financial Management.

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

The Shire of Northam is currently owed \$43,888 of overdue rates and charges including \$24,626 demolition fees, which we would be looking to recover through public auction.

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

#### 6.64 Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and –
- (a) from time to time lease the land;
  - (b) sell the land;
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.

#### Schedule 6.3 Power of sale

The power of sale includes –

- (a) power to sell the whole or part of the land either together or in lots –
  - (i) by public auction; or
  - (ii) by private contract, if having been offered for sale by public auction, it has not been sold, subject to such terms and conditions with respect to the payment of the purchase money or any other matter, including power to fix a reserve price, as the local government thinks fit;

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

Nil.

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

Land has been surrendered by all interested parties leaving the processing of the land to the local government.

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

| <b>Risk Category</b> | <b>Description</b>                              | <b>Rating<br/>(consequence<br/>x likelihood)</b> | <b>Mitigation Action</b>   |
|----------------------|---|--|--|
| Financial            | Potential difficulty selling in current market. | Minor (2) x Possible (3) = Moderate (6)          | If passed over at auction again council can offer for private sale for a period of 6 to 12 months. |
| Health & Safety      | N/A   | N/A  | N/A  |

|                      |               |  |  |
|----------------------|---------------|--|--|
| Reputation           | Bad publicity | Insignificant (1)<br>x Unlikely (2) =<br>Low (2) | Ensure proper<br>processes are<br>followed |
| Service Interruption | N/A           | N/A  | N/A  |
| Compliance           | N/A           | N/A  | N/A  |
| Property             | N/A           | N/A  | N/A  |
| Environment          | N/A           | N/A  | N/A  |

**C. OFFICER'S COMMENT**

Nil.

**RECOMMENDATION / COUNCIL DECISION**

**Minute No: C.4090**

**Moved: Cr Little**

**Seconded: Cr Mencshelyi**

**That Council:**

- 1. Pursuant to Section 6.64(1) (b) of the *Local Government Act 1995*, take possession of A12640 – 181 Wellington St Northam which has rates in arrears for more than three (3) years;**
- 2. Authorise the CEO to obtain an independent valuation for A12640 – 181 Wellington St Northam;**
- 3. Authorise the sale of A12640 – 181 Wellington St Northam by public auction with the reserve price set to be set at 90% of the valuation.**

**CARRIED 9/0  
 BY ABSOLUTE MAJORITY**

## 12.5 COMMUNITY SERVICES

Cr J E G Williams declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as she is a member of Clackline, Spencers Brook and Bakers Hill Progress Associations and as Secretary of Bakers Hill wrote and submitted the grant applications.

Cr C R Antonio declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a member of Quellington, Grass Valley and Southern Brook Community Associations.

Cr T M Little declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is a former member of community groups mentioned.

Cr D Galloway declared an "Impartiality" interest in item 12.5.1 - Progress & Community Associations 2020/2021 Budget Allocation as he is President of the Wundowie Progress Association.

### 12.5.1 Progress & Community Associations 2020/2021 Budget Allocation

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

#### BRIEF

The purpose of this report is to provide Council with the information to make determination on the annual budget allocations to be provided to Shire of Northam Progress & Associations for the 2020/2021.

#### ATTACHMENTS

Attachment 1: Budget Request Assessment (provided as a separate confidential attachment to this agenda/minutes).

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#### A. BACKGROUND / DETAILS

Several changes have been made to the community financial support offered through the Council Budget for 2020/2021 due to the impacts of the COVID-19

pandemic. In particular this includes the Shire's Community Grant Scheme and annual allocations made to progress and community associations.

In place of the pre-determined annual allocation there is a limited funding pool of \$50,000 available to assist progress and community associations to deliver significant community events, projects or programs.

Progress and community associations were contacted via letter on the 3<sup>rd</sup> September 2020 outlining the changes and were supplied a Budget Allocation Request Form in which they were invited to submit their top three priority projects for the year. Requests were to be submitted by the 23<sup>rd</sup> October 2020. The purpose of the request forms were to assist Council in allocating the funds equitably amongst our communities, and to ensure the funds are going to be used this financial year and not carried forward as previously allowed.

All eligible progress and community organisations submitted requests for a Council Budget Allocation, with requests for support totalling \$66,529.00

## **B. CONSIDERATIONS**

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

Theme Area 2: Community Well Being

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

- Support is provided to encourage a strong culture of volunteering.
- Improved facilities and activities for youth are available within the Shire.

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

- Facilitate the provision of varied cultural and artistic activities.
- 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.

Theme Area 3: Safety and Security

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

- Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives.

Theme Area 4: Environment & Heritage

Outcome 4.2: The Shire of Northam honours, and is recognised for, its unique heritage and cultural identity.

- The Shire of Northam is a destination for heritage tourism and heritage buildings are easily located and interpreted.
- The Shire of Northam's heritage buildings and locations are well maintained.
- The Shire of Northam recognises its multi-cultural community and supports its inclusion.

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.

- Foster a sense of community.

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

An amount of \$50,000 has been allocated for Progress and Community Associations, COVID-19 Response in the Annual Budget 2020/2021 (11342122).

An amount of \$24,000 has been allocated for Australia Day Celebrations. The following specific allocations are provided for;

|                                     |        |
|-------------------------------------|--------|
| Bakers Hill                         | 1,440  |
| Clackline                           | 660    |
| Grass Valley                        | 880    |
| Southern Brook                      | 780    |
| Spencer Brook                       | 660    |
| Wundowie                            | 1,980  |
| Northam                             | 16,000 |
| Australia Day materials/advertising | 1,600  |

The officers are recommending that Council allocates \$50,500 of community grants and \$3,180 of Australia Day Grants across the Bakers Hill, Wundowie, Grass Valley, Southern Brook, Quellington, Spencer Brook and Clackline progress associations

|  | <b>Amount Requested</b> | <b>Amount Recommended Community Grants</b> | <b>Amount Recommended Australia Day Allocations</b> |
|--|-------------------------|--|---|
| <b>Bakers Hill Progress &amp; Recreation Association</b> |                         |  |   |
| Australia Day Breakfast                                  | 1,200                   |  | 1,200   |
| Bakers Hill Community Fun Day                            | 5,000                   | 5,000                                      |   |

|   |                |               |              |
|---|----------------|---------------|--------------|
| Railway Siding & Recreation Centre Benches                        | 3,829          | 3,829         |              |
| <b>Sub Total</b>  | <b>10,029</b>  | <b>8,829</b>  | <b>1,200</b> |
| <b>Clackline Progress Association</b>                             |                |               |              |
| Covered Walkway Roof at Clackline Hall                            | 2,500          | 2,500         | Nil          |
| Paint Railway Carriage  | 700            | 700           |              |
| <b>Sub Total</b>  | <b>3,200</b>   | <b>3,200</b>  | <b>Nil</b>   |
| <b>Grass Valley Progress Association</b>                          |                |               |              |
| Paint car park at Grass Valley Hall with games                    | 500            | 500           |              |
| Equip the Grass Valley Hall kitchen with plates, cutlery, glasses | 1,000          | 1,000         |              |
| Replace the Grass Valley noticeboard                              | 1,000          | 1,000         |              |
| <b>Sub Total</b>  | <b>2,500</b>   | <b>2,500</b>  | <b>Nil</b>   |
| <b>Quellington Progress &amp; Sporting Association</b>            |                |               |              |
| Improvements and maintenance at the Quellington Hall              | 3,300          | 971           |              |
| Community Christmas Function                                      | 500            | 500           |              |
| <b>Sub Total</b>  | <b>3,800</b>   | <b>1,471</b>  | <b>Nil</b>   |
| <b>Southern Brook Community Association</b>                       |                |               |              |
| Nature Playground Proposal Stage 2                                | 16,700         | 16,700        |              |
| Nature Playground Launch & Christmas Tree Festivities             | 2,300          | 2,300         |              |
| Wider grounds upgrade   | Unknown amount | Nil           |              |
| <b>Sub Total</b>  | <b>19,000</b>  | <b>19,000</b> | <b>Nil</b>   |
| <b>Spencers Brook Progress Association</b>                        |                |               |              |
| Replace rain water tank   | 3,000          | 3,000         |              |
| <b>Sub Total</b>  | <b>3,000</b>   | <b>3,000</b>  | <b>Nil</b>   |



| <b>Wundowie Progress Association</b>              |               |               |              |
|---|---------------|---------------|--------------|
| Wundowie Iron Festival                            | 20,000        | Nil           |              |
| Australia Day free entertainment & sausage sizzle | 5,000         | 3,020         | 1,980        |
| <b>Sub Total</b>                                  | <b>25,000</b> | <b>3,020</b>  | <b>1,980</b> |
|   |               |               |              |
| <b>TOTAL</b>                                      | <b>66,529</b> | <b>41,020</b> | <b>3,180</b> |

### B.3 Legislative Compliance

N/A

### B.4 Policy Implications

Policy C3.1 Community Grants Scheme, Section 1.1 guides the annual allocation process for progress and community associations.

### B.5 Stakeholder Engagement / Consultation

Progress and community associations were informed via mail and email of the allocation process and timeframes. Some progress associations were individually assisted on a one on one basis with completion of the Budget Allocation Request Form.

### B.6 Risk Implications

| <b>Risk Category</b> | <b>Description</b>   | <b>Rating (likelihood x consequence)</b>   | <b>Mitigation Action</b>   |
|----------------------|--|--|--|
| Financial            | Significant costs associated with requests received from the associations. | Insignificant (1) x Unlikely (2) = Low (2) | The allocation is accounted for in the Annual Budget 2020/21                 |
| Health & Safety      | N/A  | N/A  | N/A  |
| Reputation           | Inequity and/or disagreement from community over dispersal of funds.       | Minor (2) x Unlikely (2) = Low (4)         | Allocation assessed against Policy C3.1 Community Grants Scheme, Section 1.1 |
| Service Interruption | N/A  | N/A  | N/A  |
| Compliance           | N/A  | N/A  | N/A  |
| Property             | Works completed by associations to Shire owned                             | Minor (2) x Unlikely (2) = Low (4)         | Associations to be advised of building / compliance                          |

|             |                           |     |  |
|-------------|---------------------------|-----|--|
|             | facilities not compliant. |     | requirements prior to commencement of works. |
| Environment | N/A                       | N/A | N/A  |

### C. OFFICER'S COMMENT

A summary of the requests can be found in the Assessment Schedule which is available as a separate attachment to this agenda.

There are a number of items requested which relate to maintenance or improvement to Council owned infrastructure. For these items it has been recommended that the Executive Manager of Engineering Services sign off proposed works, to ensure compliance with relevant standards.

#### RECOMMENDATION / COUNCIL DECISION

**Minute No: C.4091**

**Moved: Cr Mencshelyi**

**Seconded: Cr Girak**

**That Council;**

**A. Supports the following applications for funding, through the Progress and Community Associations, COVID-19 Response 2020/2021 annual budget provision;**

- 1. \$5,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Bakers Hill Progress & Recreation Association for the purpose of the Bakers Hill Community Fun Day.**
- 2. \$3,829 (excluding GST) through the Progress & Community Associations Annual Allocation to the Bakers Hill Progress & Recreation Association for the purpose of picnic seating and recreation centre benches, subject to final design and location being approved by the Executive Manager Engineering Services.**
- 3. \$2,500 (excluding GST) to the Clackline Progress covered walkway at the Clackline Hall subject to the necessary approvals being secured and signed off by the Executive Manager Engineering Services**
- 4. \$700 (excluding GST) to the Clackline Progress Association for the painting of the Railway Carriage Community Postal Agency through the Progress & Community Association Annual Allocation.**
- 5. \$500 (excluding GST) to the Grass Valley Progress Association for the painting of children's games at the Grass Valley Hall, subject to**

satisfactorily managing perceived risk associated with the use of the car park, or alternative area.

6. \$1,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Grass Valley Progress Association for equipping the Grass Valley Hall kitchen.
7. \$1,000 (excluding GST) through the Progress & Community Association Annual Allocation to the Grass Valley Progress Association for replacing the Community Noticeboard at the town entry.
8. \$971 (excluding GST) through the Progress & Community Associations Annual Allocation to the Quellington Progress & Sporting Associations for improvements and maintenance at the Quellington Hall, subject to final design and location being approved by the Executive Manager Engineering Services.
9. \$500 (excluding GST) through the Progress & Community Associations Annual Allocations to the Quellington Progress & Sporting Association for the purpose of their Community Christmas Function.
10. \$16,700 (excluding GST) through the Progress & Community Association Annual Allocations to the Southern Brook Community Association for the purpose of Stage 2, flood lighting of the Southern Brook Hall Nature Playground, subject to final design and location being approved by the Executive Manager Engineering Services.
11. \$2,300 (excluding GST) from the Progress & Community Associations Annual Allocation to the Southern Brook Community Association for the purpose of Nature Playground Launch and Christmas Tree Festivities.
12. \$3,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Spencers Brook Progress Association for the purpose of purchase and install a rainwater tank for the Spencers Brook Fire Shed, subject to final design and location being approved by the Manager Engineering Services.
13. \$3,020 (excluding GST) to the Wundowie Progress & Community Association for the purpose of the Wundowie Australia Day celebrations

**B. Supports the following applications for funding, through the Australia Day Celebrations Budget provisions;**

1. \$1,200 (excluding GST) to the Bakers Hill Progress & Community Association for the purpose of the Bakers Hill Australia Day Breakfast
2. \$1,980 (excluding GST) to the Progress & Community Association for the purpose of the Wundowie Australia Day celebrations;

**C. DOES NOT support the following applications for funding, through the Progress and Community Associations COVID-19 Response 2020/2021 annual budget provision;**

- 1. Southern Brook Hall wider grounds upgrade through the Progress & Community Association Annual Allocation (\$TBC).**
- 2. \$15,000 (excluding GST) through the Progress & Community Associations Annual Allocation to the Wundowie Progress Association for the purpose of delivering the 2021 Wundowie Iron Festival, noting that budget provision will be made for the Festival in the 2021/22 Annual Budget.**

**CARRIED 9/0**

**13. MATTERS BEHIND CLOSED DOORS**

Nil.

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

Nil.

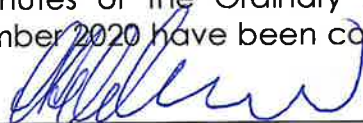
**15. URGENT BUSINESS APPROVED BY DECISION**

Nil.

**16. DECLARATION OF CLOSURE**

There being no further business, the Shire President Cr C R Antonio declared the meeting closed at 6:00pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on Wednesday, 18 November 2020 have been confirmed as a true and correct record."



\_\_\_\_\_  
President

16/12/2020

\_\_\_\_\_  
Date