



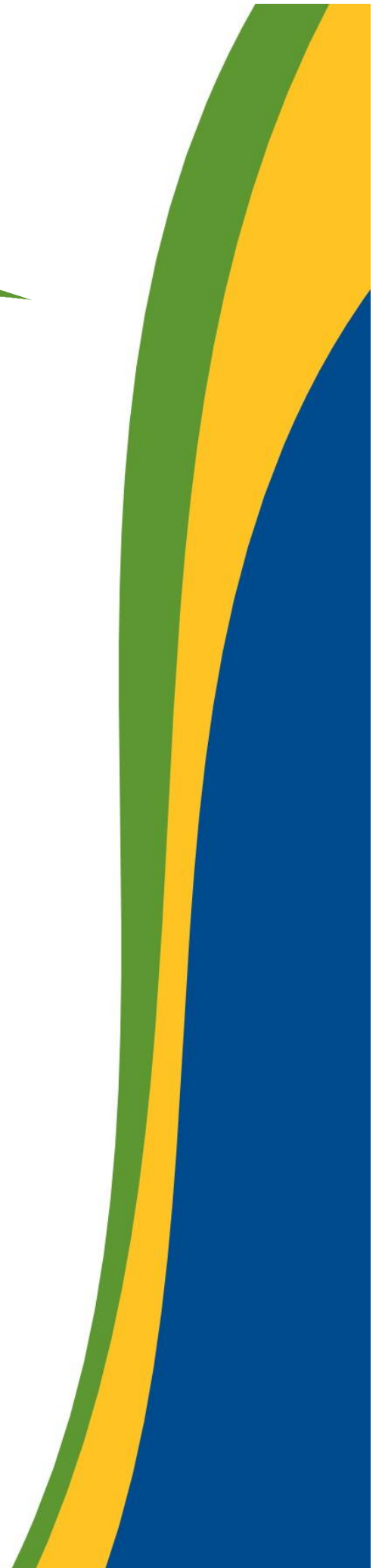
Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

16 October 2024



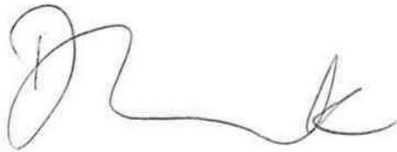
NOTICE PAPER
Ordinary Council Meeting
16 October 2024

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 16 October 2024 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on Monday 07 October 2024 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Debbie Terelinck
Chief Executive Officer

DISCLAIMER

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

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1 DECLARATION OF OPENING

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

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

2.2 RECORDING OF COUNCIL MEETINGS

Members of Council and members of the gallery are advised that this meeting will be livestreamed and audio-recorded and made available on the Shire of Northam's YouTube channel. If members of the public want to access the recording of this meeting, they can do so via the Shire of Northam website.

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President
Deputy Shire President
Councillors

C R Antonio
A J Mencshelyi
J E G Williams
M P Ryan
M I Girak
L C Biglin
D A Hughes
C M Poulton
H J Appleton

Staff:

Chief Executive Officer
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Corporate Services
Acting Executive Manager Community Services
Governance Coordinator
Governance Officer

D Terelinck
P Devcic
C B Hunt
C J Young
J R Byers
A C McCall
T P Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 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 clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, 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

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Visitations and Consultations	
18/09/2024	ABC Radio Perth Interview on Recent Main Roads Survey
19/09/2024	Toodyay Herald Interview on Recent Main Roads Survey
20/09/2024	Main Roads – Charting a Path to Zero Online Meeting
25/09/2024	Launch / Photos of St John Ambulance Defibrillators around Northam Shire
02/10/2024	Audit Committee Meeting - WDC
03/10/2024	Meeting with JTSI during their visit to the Shire of Northam
03/10/2024	Politics at the Grass Valley Hotel
04/10/2024	Meeting with Candidates for Central Wheatbelt and Bulliwnkel
05/10/2024	Lions Community Markets - Northam
06/10/2024	Avro Anson Northam RSL Memorial - Mokine
08/10/2024	Mayors and Presidents' Reception for state conference - Perth
08/10/2024	WALGA Annual Conference start
09/10/2024	WALGA Heads of Agency Breakfast - Perth
09/10/2024	WALGA Annual Conference and events
10/10/2024	WALGA Annual Conference and events
11/10/2024	Memorial For Past Northam Councillor and President – Ray Head
13/10/2024	Fourth-Year anniversary of the Filipino Mass
14/10/2024	Northam Senior High School Year 12 Presentation Night
15/10/2024	Wheatbelt District Leadership Group Online Meeting
Upcoming Events	
17/10/2024	Regional Capitals Alliance Meeting and Tour of City of Bunbury
18/10/2024	Regional Capitals Alliance Strategic Planning Meeting - Bunbury
22/10/2024	Wheatbelt Regional Drought Resilience Steering Committee Online Meeting
24/10/2024	Wheatbelt Public Health & Local Government Collaborative Series Online Meet
27/10/2024	Multicultural Festival – Cr Mencshelyi representing the Shire of Northam
01/11/2024	Citizenship Ceremony - Northam
02/11/2024	Lions Community Markets - Northam
06/11/2024	St Joseph's 2024 Annual Presentation Night
11/11/2024	Northam RSL Remembrance Day Ceremony

18/11/2024	AROC Governance Group Meeting - Toodyay
19/11/2024	Northam Chamber of Commerce and Shire of Northam Meeting

Operational Matters:

With the Shire's Bushfire burning period recently being listed as Restricted, and soon to move into the prohibited burning period, interested parties can register for the Bush Fire Information SMS notification. Of interest at this time of the year is that it provides general fire information all year round. The link is as follows:

https://app.smartsheet.com/b/form/854cad31a1d14b52af141d64e7d51c26?fbclid=IwAR3TgkyG2sGyum0TA2_okljETJqJ6KrHe1syQSxAKYRh2QpVgn4HWEEVc4

During the restricted burning period, the following applies:

Permits to Burn are Required: If you plan to burn on your property, you must obtain a permit.

Burning Allowances: During the Spring Restricted Period, properties over 2000m² and outside the gazetted townsite may burn a single pile (up to 1m³) of garden refuse (dry leaves, small branches, offcuts, etc.) between 6 PM and 11 PM.

No Campfires: Please refrain from having campfires during this time.

Fire Danger Ratings: No burning is permitted when the Fire Danger Rating is "HIGH" or above.

Events Calendar:

When looking at the Shire of Northam's event calendar, there are many activities across the breadth of the Shire of the next month, including the start of the School Presentation Nights. Good luck to all volunteers with their upcoming events.

Strategic Matters:

Nominations for the 2025 "Citizen of the Year Awards" are now open, with nominations closing by the close of business on the 31st of October.

The four categories, Community Citizen of the Year, Young Community Citizen of the Year, Senior Community Citizen of the Year and Active Citizenship Award for Community Groups, are all about celebrating the spirit

of Community and the extraordinary efforts of individuals and groups who go above and beyond.

6 PUBLIC QUESTIONS

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 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.

8.2 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.

8.3 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.

9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10 CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 SEPTEMBER 2024

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 18 September 2024 be CONFIRMED as a true and correct record of that meeting.

RECOMMENDATION

That the minutes of the Special Council Meeting held on Wednesday, 25 September 2024 be CONFIRMED as a true and correct record of that meeting.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 07 OCTOBER 2024

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held on Monday 07 October 2024.

11 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

12 REPORTS OF COMMITTEE MEETINGS

12.1 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD 05 SEPTEMBER 2024

Receipt of Minutes:

RECOMMENDATION

That Council **RECEIVES** the minutes from the Audit & Risk Management Committee meeting held on 05 September 2024.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. **NOTES** the information provided in Attachment 6.1.1 and 6.1.2 in relation to the findings from the 2023/24 interim audit; and
2. **NOTES** that actions relating to the significant and moderate findings have been completed, and that actions for the minor findings are in progress as outlined in Attachment 6.1.3.
3. **RECEIVES** the April –July 2024 update on the internal auditing as provided in Attachment 6.2.1.
4. **RECEIVES** the September 2024 update as provided in Attachment 6.3.1 in relation to the progress made towards the Privacy and Responsible Information Sharing (PRIS) Action Plan.
5. **RECEIVES** the September 2024 update on the Shire of Northam Risk Register.
6. **RECEIVES** the September 2024 update as provided in Attachment 6.5.1 in relation to the progress made towards the Regulation 17 Action Plan.
7. **RECEIVES** the update as provided in Attachment 6.6.1 in relation to the progress made towards implementation of the ICT Strategy Plan.

The minutes for the Audit & Risk Management Committee Meeting were provided to Council separately. The minutes can be found on the Council's website: www.northam.wa.gov.au

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Governance Policies

File Reference:	2.3.1.2
Reporting Officer:	Alysha Mccall (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider amending existing policies and adopting new governance policies.

ATTACHMENTS

1. G 1.8 Risk Management DRAFT TRACKED CHANGES [**13.1.1.1** - 8 pages]
2. G 1.8 Risk Management DRAFT CLEAN [**13.1.1.2** - 8 pages]
3. A 8.5 Property Management (Leases Licences)_ DRAFT TRACKED CHANGES [**13.1.1.3** - 11 pages]
4. A 8.5 Property Management (Leases Licences)_ DRAFT CLEAN [**13.1.1.4** - 11 pages]
5. Privacy Policy DRAFT [**13.1.1.5** - 5 pages]
6. Policy Framework DRAFT [**13.1.1.6** - 4 pages]
7. Policy Register [**13.1.1.7** - 4 pages]

A. BACKGROUND / DETAILS

A Policy Workshop was held on 18 September 2024 to allow detailed discussions and input into Council's existing and proposed governance policies. The following table details the policies to be reviewed and the proposed changes being presented for consideration.

Policy No.	Policy Title	Comment / Changes
G 1.8	Risk Management	The 2023/24 interim audit for the Shire of Northam was conducted by Dry Kirkness accounting firm as appointed auditors by the Office of the Auditor General (OAG).

		<p>This report identified that the Shire's Risk Management Policy referenced old principles and guidelines from ISO 31000:2009 which have since been withdrawn and replaced by ISO 31000:2018.</p> <p>The differences have been identified between the ISO 31000:2009 and ISO 31000:2018 standards. The updated standards place more emphasis on the involvement of senior management and the integration of risk management into the organisation. The policy has been updated to incorporate a greater focus on leadership by top management by incorporating a section for the responsibility of risk management.</p>
A 8.5	Property Management (Leases and Licences)	<p>Proposed changes relate to section 8.1 for community leases and licenses for community halls. This particularly relates to the leases with progress associations.</p> <p>The changes include amending the responsibilities of the Shire and outgoings to be paid by the lessee or licensee. This will require the Shire to pay the electricity supply charges and water service charges which were previously the responsibility of the lessee/licensee. The lessee/licensee is still required to pay usage for these outgoings.</p>
To be confirmed	Privacy Policy	<p>This is a new policy that is a requirement as part of the Privacy and Responsible Information Sharing (PRIS) reforms. The PRIS Bill introduces 11 Information Privacy Principles (IPPs) that govern the collection, use, disclosure and security of personal information. IPP 5: Openness and Transparency requires an organisation to develop a document that clearly sets out its policies on the handling of personal information, and to make that document available to anyone who asks for it. This document is commonly referred to as a Privacy Policy which is a document to inform customers, clients and stakeholders how the</p>

		agency handles the personal information it collects, holds, uses and discloses.
To be confirmed	Policy Framework	<p>This is a new policy to establish a structure to organise policy documentation into groupings and categories to aid administration.</p> <p>The adoption of this policy will require Council to consider revoking several policies which are not categorised as a Council or Planning Policy in the proposed framework. These revoked policies are:</p> <ul style="list-style-type: none"> a. G 1.5 Code of Conduct - Employees, Volunteers, Contractors and Agency Staff. b. G 1.11 Corporate Uniform – Council Members. c. W 5.1 Engineering - Technical Specifications - For Construction of Subdivisions, Roads & Stormwater Drains. d. W 5.4 Notice of Entry for Public Services & Utilities. e. A 8.2 Policy for Children on a Fire Ground. f. C 3.2 Shire of Northam Library Services. <p>A register of policies has been provided as Attachment 13.1.1.7 which captures the type of policy and reason for classification under the proposed framework.</p>

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

A 8.5 Property Management (Leases and Licences)

There are funds available in the 2024/25 budget for most community halls to accommodate the expenditure that the Shire would be responsible for under the proposed policy changes. A budget has been allocated for

the electricity supply charges, water service charges and usage charges for all halls excluding Southern Brook, as these were paid by the Shire under the previous leases. With the usage charges now being on-charged to progress associations under the new leases, there will be sufficient remaining budget for the Southern Brook Hall that can be allocated under policy F 4.11 Budget Variation Reporting. An allocation of approximately \$2,000 will also be required for the Bakers Hill Pavilion/Recreation Centre to install a sub-metre to ensure that the water usage for the oval is separate from the Pavilion/Recreation Centre.

Policy Framework

There will be significant resource implications associated with the implementation of this policy. This relates to ensuring there is a documented process to support all Council and Planning Policies. While some policies already have a supporting process, there are many which require development. Officers anticipate this exercise to take approximately 12 months.

Privacy Policy

It is anticipated that the PRIS reforms will have a continued resource implications due to the substantial documentation and processes required to be established for the Shire.

B.3 Legislative Compliance

Local Government Act 1995, s3.58, s5.94, s5.95, s9.49A

Local Government (Functions and General) Regulations 1996, Reg 30

Local Government (Administration) Regulations 1996, Part 7

Freedom of Information Act 1992

Privacy and Responsible Information Sharing Reforms

Privacy Act 1988 (Cth)

AS/NZS ISO 31000:2018

B.4 Policy Implications

Various policies are subject to this report.

B.5 Stakeholder Engagement / Consultation

A workshop was held with Council Members on 18 September 2024.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Insufficient budget for payment of community hall	Rare (1) x Insignificant (1) = Low (1)	Undertake annual budget process.

	electricity supply charges and water service charges.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with relevant legislation.	Possible (3) x Minor (2) = Moderate (6)	Ensure processes are documented as required by Council policy.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Minor modifications were suggested at the Policy Workshop held to discuss these policies. These have been incorporated into the policies that are subject to this report and generally related to terminology within the policies.

RECOMMENDATION

That Council:

1. **ADOPTS Policy G 1.8 Risk Management as provided in Attachment 13.1.1.2.**
2. **ADOPTS Policy A 8.5 Property Management (Leases and Licences) as provided in Attachment 13.1.1.4.**
3. **ADOPTS the Privacy Policy as provided in Attachment 13.1.1.5.**
4. **ADOPTS the Policy Framework as provided in Attachment 13.1.1.6.**
5. **REVOKES the following Policies as Council Policies:**
 - a. **G 1.5 Code of Conduct - Employees, Volunteers, Contractors and Agency Staff.**
 - b. **G 1.11 Corporate Uniform – Council Members.**
 - c. **W 5.1 Engineering - Technical Specifications - For Construction of Subdivisions, Roads & Stormwater Drains.**
 - d. **W 5.4 Notice of Entry for Public Services & Utilities.**
 - e. **A 8.2 Policy for Children on a Fire Ground.**
 - f. **C 3.2 Shire of Northam Library Services.**
6. **AUTHORISES the Chief Executive Officer to make administrative amendments to the Shire of Northam Council and Planning Policies, including updating and allocating policy numbers, referencing related Shire documents and other formatting adjustments as required.**



Shire of Northam Policy Manual (Section I)
Policy
G 1.8 Risk Management

GOVERNANCE

G 1.8 Risk Management

Responsible Department	Chief Executive Officer
Resolution Number	G-4052
Resolution Date	21/10/2020
Next Scheduled Review	2022
Related Shire Documents	
Related Legislation	AS/NZS ISO 31000: 2009 <u>2018</u>

OBJECTIVE

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

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

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

SCOPE

Every employee, Council Member, volunteer and contractor within the Shire is recognised as having a role in risk management. Organisation-wide.

POLICY

The Shire of Northam is committed to managing risks continuously and will do so by maintaining a Risk Management Framework in accordance with the principles, framework and guidelines detailed in AS/NZ ISO 31000:2009-2018 and will:

- Implement an Enterprise Risk Management Framework ~~and Plan~~;



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G 1.8 Risk Management

- Identify strategic, operational and project risks using systematic tools and based on the level of risk ensure effective Risk Treatment Plans are in place to minimise such risks;
- Ensure any item with a risk ranking of greater than 10, categorised as either a high or extreme risk and is apparent to be ongoing, be listed on the Shire's Risk Register;
- Align risk management systems and processes with current strategic and operational planning processes;
- Implement a range of risk management key performance indicators to monitor responsibility and accountability.

Responsibility for Risk Management:

1. Council

Approve the Risk Management Policy and risk appetite levels and provide appropriate resourcing for risk management through the annual budget process.

2. Audit and Risk Management Committee

The Audit and Risk Management Committee reviews the Shire's Strategic Risks, including the mitigation strategies and refers them to Council for endorsement.

3. Chief Executive Officer and Executive

- a) To establish a risk appetite level for the Shire.
- b) Ensure the full implementation of a Risk Management Framework throughout the Shire.
- c) Monitoring and promoting of risk management policies and procedures at a strategic level.
- d) To act as a Risk Management Committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.

4. Governance Coordinator

- a) Monitor and update the Shire's Risk Management Plan and other risk management related documents.
- b) Monitor the Shire's risk registers within the Process Manager software.
- c) Induct new employees in the principles of risk management and provide training as required.
- d) Report risk information to the Executive and relevant committees.
- e) Maintenance of the overall organisational risk registers through the 'Risk' module of the Process Manager software.
- f) Provide assistance, advice and coaching to staff on risk management related processes, procedures and queries.



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Policy
G 1.8 Risk Management

- g) Providing training on the Shire's risk management framework, tools and procedures.

5. Management

- a) Identify and assess potential risks in their area of responsibility, develop risk mitigation plans and implement risk reduction strategies.
b) Ensure potential and existing risks are reported to the Governance Coordinator
c) Allocate risk management responsibilities to employees.

6. Employees

- a) Responsible for the effective management of risk including the identification of potential and existing risks.
b) Comply with the Shire's risk management policies, framework and process
c) Attend risk management training and participate in risk assessments in accordance with management instructions.

Report, Monitor and Review

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

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

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

Risk Criteria and Evaluation

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

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



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Policy
G 1.8 Risk Management

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



Risk Assessment Tool and Acceptance Criteria

Measures of Consequence

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



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

Measures of Likelihood

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

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

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

Risk Appetite

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

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

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

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

Risk Matrix

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

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

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

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

Sources of Risk Identification

- Identified organisational risks

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

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GOVERNANCE

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<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	AS/NZS ISO 31000:2018

OBJECTIVE

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

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

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

SCOPE

Every employee, Council Member, volunteer and contractor within the Shire is recognised as having a role in risk management.

POLICY

The Shire of Northam is committed to manage risks continuously and will do so by maintaining a Risk Management Framework in accordance with AS/NZ ISO 31000:2018 and will:

- Implement an Enterprise Risk Management Framework;



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- Identify strategic, operational and project risks using systematic tools and based on the level of risk ensure effective Risk Treatment Plans are in place to minimise such risks;
- Ensure any item with a risk ranking of greater than 10, categorised as either a high or extreme risk and is apparent to be ongoing, be listed on the Shire's Risk Register;
- Align risk management systems and processes with current strategic and operational planning processes;
- Implement a range of risk management key performance indicators to monitor responsibility and accountability.

Responsibility for Risk Management:

1. Council
Approve the Risk Management Policy and risk appetite levels and provide appropriate resourcing for risk management through the annual budget process.
2. Audit and Risk Management Committee
The Audit and Risk Management Committee reviews the Shire's Strategic Risks, including the mitigation strategies and refers them to Council for endorsement.
3. Chief Executive Officer and Executive
 - a) To establish a risk appetite level for the Shire.
 - b) Ensure the full implementation of a Risk Management Framework throughout the Shire.
 - c) Monitor and promote risk management policies and procedures at a strategic level.
 - d) To act as a Risk Management Committee to oversee and prioritise risks identified and allocate responsibility for risk treatments.
4. Governance Coordinator
 - a) Monitor and update the Shire's Risk Management Plan and other risk management related documents.
 - b) Monitor the Shire's risk registers within the Process Manager software.
 - c) Induct new employees in the principles of risk management and provide training as required.
 - d) Report risk information to the Executive and relevant committees.
 - e) Maintenance of the overall organisational risk registers through the 'Risk' module of the Process Manager software.
 - f) Provide assistance, advice and coaching to staff on risk management related processes, procedures and queries.



- g) Provide training on the Shire's risk management framework, tools and procedures.
- 5. Management
 - a) Identify and assess potential risks in their area of responsibility, develop risk mitigation plans and implement risk reduction strategies.
 - b) Ensure potential and existing risks are reported to the Governance Coordinator
 - c) Allocate risk management responsibilities to employees.
- 6. Employees
 - a) Responsible for the effective management of risk including the identification of potential and existing risks.
 - b) Comply with the Shire's risk management policies, framework and process
 - c) Attend risk management training and participate in risk assessments in accordance with management instructions.

Report, Monitor and Review

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

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

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

Risk Criteria and Evaluation

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

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



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



Risk Assessment and Acceptance Criteria

Measures of Consequence

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- Changing the likelihood;
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- Sharing the risk with another party or parties (including contracts and risk financing); and
- Retaining the risk by informed decision

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

Sources of Risk Identification

- Identified organisational risks
- Various plans and strategies

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- Major projects
- Council agenda items

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ADMINISTRATION

A 8.5 Property Management (Leases and Licences)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4917
<i>Resolution Date</i>	20 December 2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil.
<i>Related Legislation</i>	<i>Local Government Act 1995 s3.58</i> <i>Local Government Act 1995 s9.49A(2)&(4)</i> <i>Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)</i>

OBJECTIVE

To provide principles to ensure that all requests to lease or licence Shire of Northam owned, managed or controlled property, including Crown land, are dealt with in a fair, equitable, and where possible, a consistent manner.

To minimise the risk to the Shire of Northam and to maximise the overall return to the community for Shire of Northam assets.

To ensure compliance with the *Local Government Act 1995* and any other relevant laws, and consistency with Shire of Northam policies.

SCOPE

The Policy applies to the leasing and licensing of all property owned, managed or controlled by the Shire of Northam, including Crown land.

POLICY

The Shire of Northam as legal owner of Property may from time to time choose to enter into a Lease or Licence agreement with a third party. The disposal of land is covered under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

The Shire of Northam also manages some Reserves which are available for leasing and licensing purposes for specific periods and purposes as set by the Crown.

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A 8.5 Property Management (Leases and Licences)

This Policy recognises the variety and diversity of leases and licences and seeks to ensure that all lessees/licensees and prospective lessees/licensees have an understanding of the underlying elements of this Policy.

All requests for a lease or licence will be determined:

- in a fair, transparent, and where possible, consistent way; and
- in a manner that complies with statutory principles and policy.

The Shire of Northam will always seek to comply with the following principles in dealing with property, bearing in mind that variation may be required given the varying nature of each property and lessee/licensee and the current state of the leasing and licencing market.

The Shire of Northam reserves its right to exercise its discretion in all circumstances and remains bound by all applicable Laws and Regulations.

1. Type of Agreement

- 1.1 A Lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.
- 1.2 A Licence will be entered into where the intention is to grant non- exclusive possession of the property or part of the property.

2. Term

- 2.1 As a general principle, a new lease will be limited to a maximum of a five (5) year term and any option to renew will be limited to no more than a five (5) year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.
- 2.2 The maximum tenure of a Lease or Licence granted by the Shire on Crown land will be consistent with the term of the management order including any further term option/s.
- 2.3 The term will depend on many factors, including but not limited to:
 - 2.3.1 The needs of Council and Council Plan objectives.
 - 2.3.2 The needs of the community.
 - 2.3.3 The Lessee.
 - 2.3.4 The Business.
 - 2.3.5 The ongoing need for the property or the provided use.
 - 2.3.6 Substantial contributions to capital or structural works by the lessee.
 - 2.3.7 The sustainability of the lessee.

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- 2.3.8 The sustainability of the property.
- 2.3.9 The Management Order for the Property (if Crown land) and the requirements of the Minister for Lands.
- 2.3.10 The current state of the leasing and licencing market.

3. Planning, Consent & Approvals

- 3.1 Development Approval must be obtained from the Shire as the local planning authority prior to a lease or licence being entered into.
- 3.2 Where the Shire manages Crown land, grant of the lease or licence and each renewal, if any, will be conditional on Minister for Lands approval.
- 3.3 The lessee or licensee is solely responsible for obtaining all approvals, licenses and authorities, such as building permits, septic approvals and clearing permits, necessary to conduct the proposed activities on any premises. The Shire makes no representation that a premises or property is suitable for any activity, whether permitted or otherwise.

4. Sub-letting

- 4.1 A Lessee or Licensee must not sub-Lease, sub-Licence or part with possession of Property that is the subject of a Lease or Licence without the Shire's prior written consent. The Lessee will be required to prove the suitability of a sub-Lessee/sub-Licensee.
- 4.2 Sub-Leases and sub-Licences must be consistent with the head Lease or Licence purpose. If the purpose is inconsistent, a variation to the head Lease or Licence will be required to accommodate the sub-Lease or sub-Licence purpose.
- 4.3 If sub-Leasing or sub-Licensing Shire managed buildings, the Lessee or Licensee cannot charge a rent for the sublet area that is pro-rata higher than the rent payable under the head Lease or Licence.
- 4.4 If sub-Leasing or sub-Licensing buildings constructed by the Lessee on Shire owned and or Shire managed land, the Lessee can determine the sub-Lease or sub-Licence rental provided that the Shire is satisfied that such rental is reasonable and in line with the capital investment in the property.

5. Assignment

- 5.1 A Lessee or Licensee must not assign a Lease or Licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the Lease and will be required to prove suitability of an assignee.

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6. Variations

- 6.1 The Shire will consider variation requests on a case-by-case basis. All requests must be receiving in writing with appropriate justification.

7. Vacant Property

- 7.1 Unless extenuating circumstances are deemed by the Shire to apply, the Shire will conduct an Expression of Interest (EOI) process to determine a suitable Lessee for vacant Shire Property.
- 7.2 The decision to conduct an EOI process will be based on factors including but not limited to:
- The size of the Property
 - The location of Property
 - The value of Property
 - The expected rental return
 - The likelihood of multiple interested users
 - Ensure the Lessee delivers specific services
 - Allow for innovative or flexible solutions for the property

8. Essential Terms

8.1 Community Lease or Licence to manage community halls (excluding Northam Memorial Hall)	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ol style="list-style-type: none"> Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit. Lessees or Licensees will be responsible for minor maintenance obligations. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative or member. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.

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	<p>c. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>d. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;</p> <p>b. The Shire will cover the cost of building insurance, <u>electricity supply charges, water service charges</u> and the lease preparation fee.</p> <p>c. The Shire through the Council's annual budget process will provide a maximum amount of \$1,000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre.</p>
Outgoings payable by tenant	The Lessee or Licensee will not be responsible for Shire land rates, <u>electricity supply charges and water service charges</u> but will be responsible for all other <u>usage</u> charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.
Tenancy Fee	\$1.00 per annum to reflect the community contribution of the group.

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</p> <p>b. Lessees or Licensees will be responsible for minor maintenance obligations.</p> <p>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club</p>

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	<p>representative, member or guest. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</p> <p>e. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>f. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and pass on the cost to the Lessee or Licensee as the Tenancy Fee.</p> <p>b. The Shire will be responsible for any electrical wiring or structural repairs/improvements in accordance with levels determined within its budget forecast. In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Outgoings payable by tenant	<p>a. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.</p> <p>c. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	An amount equivalent to the cost of building insurance to be reviewed annually.

8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence

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Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ul style="list-style-type: none"> 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 or Licensee. b. 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.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire will insure the Property at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity. b. Insurance premiums for the Property as recovered by the Shire. The Lessee will reimburse the Shire for any excess in respect of any claim. c. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement. d. Clause (c) is excluded if the lease is created under the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> 14B (and is not an assignment or sub-lease). e. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).
Tenancy Fee	<ul style="list-style-type: none"> a. The tenancy fee will be consistent with market valuation and be subject to rent reviews on the anniversary date. The costs of obtaining a Market Valuation (provided by a licensed Property Valuer appointed by the Shire) for the initial Lease or Licence rental assessment and during the term of the Lease or Licence will be paid by the Lessee. b. The Shire recognises that partnerships can be entered into for the benefit of the local community and acknowledges the adopted lease or licence rent

CS-POLICY-08 A 8.5 Property Management (Leases Licences) DRAFT TRACKED CHANGES



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A 8.5 Property Management (Leases and Licences)

	<p>will be determined on a case by case basis taking into consideration:</p> <ul style="list-style-type: none"> i. Land contribution; ii. Building cost contribution; iii. State or Federal legislation; and iv. Level of benefit to local community.
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8.4 Airport Hangar Lease or Licence	
Initial Term	All agreements will have a common expiry and the term will be determined based upon the current common expiry.
Option	Five (5) years unless otherwise determined to ensure common expiry is achieved.
Responsibilities of Tenant	<ul style="list-style-type: none"> a. All improvements, repairs and maintenance to the Property are the sole responsibility of the Lessee or Licensee. b. The Lessee or Licensee will be responsible for lodging a development application for new hangars. A Lease or Licence will not be entered into until approval has been granted. c. To comply with all lawful requirements of the Civil Aviation, Safety Authority or other body or department regulating and relating to the flying of aircrafts and to comply with all Acts of Parliament and regulations relating thereto.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire of Northam will appoint a manager who will be responsible for the day-to-day operations of the Northam Airport.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity. b. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement. c. The Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease establishment fee or transfer fee as set in the Shire of Northam Fees and Charges. d. Building and contents insurance and also hold current public liability insurance and worker compensation (if applicable).

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Tenancy Fee	\$5.50 per square metre for recreational hangar sites and \$6.00 per square metre for commercial hangar site.
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8.5 Pop Up Shop Lease or Licence	
Initial Term	Three (3) months
Option	A further option of three (3) months may be granted should a subsequent tenant not be identified.
Responsibilities of Tenant	<ul style="list-style-type: none"> a. Not to do anything or permit anything to be done to or in the Premises which is a nuisance or annoyance to the Licensor or the occupier of any adjoining or neighbouring premises; b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement. c. Not make or permit to be made any alterations or additions whatsoever in or to the Premises or any part thereof without first obtaining the written consent of the Shire. d. Maintain opening hours of not less than five (5) days each week which days must include weekends and such other days where there are events to be held in Northam.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire will be responsible for any minor maintenance and structural repairs/improvements in accordance with levels determined within its budget forecast.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. Contents insurance, public liability insurance and worker compensation insurance (if applicable).
Tenancy Fee	As determined by the Shire of Northam based on the average cost of outgoings.

DEFINITIONS

In this policy, the following definitions apply:

Act	The <i>Local Government Act 1995</i> as amended.
Shire	Shire of Northam
Commercial Lease or Licence	In this Policy, a legally binding agreement, relating to all Leases other than a Community Lease or a Subsidised Community Lease.
Community Based not-for-profit Lease or Licence	A legally binding agreement granted to a community, sporting or recreation associations or other non-government organisations that provides a service or activity for the benefit of the community and does not operate for the profit,

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	personal gain or other benefit of its members or third parties and which applies all proceeds from its activities to the organisation's purposes.
Consumer Price Index	The weighted average cost of a standard basket of retail goods expressed in relation to a base period for Perth (All groups).
Crown Land	Land owned by the Crown and vested in the Shire of Northam through the granting of a Management Order.
Delegated Authority	In accordance with the provisions of Section 5.42 of the <i>Local Government Act 1995</i> , Council may delegate authority to the Chief Executive Officer to exercise certain powers or duties to enable the continued working of Council without the necessity for reporting to an Ordinary Council Meeting. Delegated Authority Reference F06 relates to the authority granted by Council for disposing of property by lease or licence.
Incorporated	A group of people who are recognised as a legal entity, separate from individual members as defined under the Associations Incorporation Act (1987).
Lease	A legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party (Lessee) for a specified purpose and term. A Lease creates an interest in the Property.
Lease or Licence Variation	The addition, removal or change of one or more of the Lease or Licence provisions.
Lessee	An authorised third party that has entered into a Lease or Licence with the Shire of Northam for the use of Shire of Northam owned or managed real Property and pays rent to occupy the Property (and where the context permits includes a Licensee).
Lessor	The Shire of Northam being the owner or management body of Property with power to Lease or Licence to a third party (Lessee).
Licence	Permits a person to occupy Property, or part thereof on particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive use of the Property, and may be used by others. A Licence does not create an interest in the Property.
Licensee	A person that holds an approved Licence. For the purpose of this document (where context permits) a Licensee will also be referred to as "Lessee".
Management Order	An authorisation provided by the Crown giving the Shire of Northam both the power and authority to manage a parcel of land on behalf of the Crown.
Market Valuation	A valuation determined by a licensed Valuer registered with the Australian Property Institute taking into consideration a

CS-POLICY-08 A 8.5 Property Management (Leases Licences) DRAFT TRACKED CHANGES
CS-POLICY-08 A 8.5 Property Management (Leases Licences) DRAFT



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	range of factors to determine the current market rental value of a Property.
Minimum Rate	The rate set annually by Council in its absolute discretion as the minimum rate chargeable for rateable Property.
Development Approval	Means an approval under the local planning scheme for development as defined by the <i>Planning & Development Act 2005</i> .
Property	The Property that is subject to or intended to be subject to a Lease or Licence.
Regulations	<i>Local Government (Functions and General) Regulations 1996</i> .
Reserve	A defined area of land belonging to the Crown which has been vested in the Shire of Northam by way of a Management Order.
Subsidised Community Lease or Licence	A legally binding agreement granted to a not-for-profit entity delivering a community social service with the assistance of a Commonwealth or State Government operating grant and/or qualify for charitable status under the <i>Charities Act 2013</i> (Cth).

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ADMINISTRATION

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<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4917
<i>Resolution Date</i>	20 December 2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil.
<i>Related Legislation</i>	<i>Local Government Act 1995 s3.58</i> <i>Local Government Act 1995 s9.49A(2)&(4)</i> <i>Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)</i>

OBJECTIVE

To provide principles to ensure that all requests to lease or licence Shire of Northam owned, managed or controlled property, including Crown land, are dealt with in a fair, equitable, and where possible, a consistent manner.

To minimise the risk to the Shire of Northam and to maximise the overall return to the community for Shire of Northam assets.

To ensure compliance with the *Local Government Act 1995* and any other relevant laws, and consistency with Shire of Northam policies.

SCOPE

The Policy applies to the leasing and licensing of all property owned, managed or controlled by the Shire of Northam, including Crown land.

POLICY

The Shire of Northam as legal owner of Property may from time to time choose to enter into a Lease or Licence agreement with a third party. The disposal of land is covered under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*.

The Shire of Northam also manages some Reserves which are available for leasing and licensing purposes for specific periods and purposes as set by the Crown.



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This Policy recognises the variety and diversity of leases and licences and seeks to ensure that all lessees/licensees and prospective lessees/licensees have an understanding of the underlying elements of this Policy.

All requests for a lease or licence will be determined:

- in a fair, transparent, and where possible, consistent way; and
- in a manner that complies with statutory principles and policy.

The Shire of Northam will always seek to comply with the following principles in dealing with property, bearing in mind that variation may be required given the varying nature of each property and lessee/licensee and the current state of the leasing and licencing market.

The Shire of Northam reserves its right to exercise its discretion in all circumstances and remains bound by all applicable Laws and Regulations.

1. Type of Agreement

- 1.1 A Lease will be entered into where the intention is to grant exclusive possession of the property or part of the property.
- 1.2 A Licence will be entered into where the intention is to grant non- exclusive possession of the property or part of the property.

2. Term

- 2.1 As a general principle, a new lease will be limited to a maximum of a five (5) year term and any option to renew will be limited to no more than a five (5) year term. Council may consider longer terms where Council is of the opinion that there is benefit or merit for providing a longer lease term.
- 2.2 The maximum tenure of a Lease or Licence granted by the Shire on Crown land will be consistent with the term of the management order including any further term option/s.
- 2.3 The term will depend on many factors, including but not limited to:
 - 2.3.1 The needs of Council and Council Plan objectives.
 - 2.3.2 The needs of the community.
 - 2.3.3 The Lessee.
 - 2.3.4 The Business.
 - 2.3.5 The ongoing need for the property or the provided use.
 - 2.3.6 Substantial contributions to capital or structural works by the lessee.
 - 2.3.7 The sustainability of the lessee.
 - 2.3.8 The sustainability of the property.



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- 2.3.9 The Management Order for the Property (if Crown land) and the requirements of the Minister for Lands.
- 2.3.10 The current state of the leasing and licencing market.

3. Planning, Consent & Approvals

- 3.1 Development Approval must be obtained from the Shire as the local planning authority prior to a lease or licence being entered into.
- 3.2 Where the Shire manages Crown land, grant of the lease or licence and each renewal, if any, will be conditional on Minister for Lands approval.
- 3.3 The lessee or licensee is solely responsible for obtaining all approvals, licenses and authorities, such as building permits, septic approvals and clearing permits, necessary to conduct the proposed activities on any premises. The Shire makes no representation that a premises or property is suitable for any activity, whether permitted or otherwise.

4. Sub-letting

- 4.1 A Lessee or Licensee must not sub-Lease, sub-Licence or part with possession of Property that is the subject of a Lease or Licence without the Shire's prior written consent. The Lessee will be required to prove the suitability of a sub-Lessee/sub-Licensee.
- 4.2 Sub-Leases and sub-Licences must be consistent with the head Lease or Licence purpose. If the purpose is inconsistent, a variation to the head Lease or Licence will be required to accommodate the sub-Lease or sub-Licence purpose.
- 4.3 If sub-Leasing or sub-Licensing Shire managed buildings, the Lessee or Licensee cannot charge a rent for the sublet area that is pro-rata higher than the rent payable under the head Lease or Licence.
- 4.4 If sub-Leasing or sub-Licensing buildings constructed by the Lessee on Shire owned and or Shire managed land, the Lessee can determine the sub-Lease or sub-Licence rental provided that the Shire is satisfied that such rental is reasonable and in line with the capital investment in the property.

5. Assignment

- 5.1 A Lessee or Licensee must not assign a Lease or Licence without the Shire's prior written consent, which may be withheld in the Shire's absolute discretion. Assignors continue to be liable for the remainder term of the Lease and will be required to prove suitability of an assignee.



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6. Variations

- 6.1 The Shire will consider variation requests on a case-by-case basis. All requests must be receiving in writing with appropriate justification.

7. Vacant Property

- 7.1 Unless extenuating circumstances are deemed by the Shire to apply, the Shire will conduct an Expression of Interest (EOI) process to determine a suitable Lessee for vacant Shire Property.
- 7.2 The decision to conduct an EOI process will be based on factors including but not limited to:
- The size of the Property
 - The location of Property
 - The value of Property
 - The expected rental return
 - The likelihood of multiple interested users
 - Ensure the Lessee delivers specific services
 - Allow for innovative or flexible solutions for the property

8. Essential Terms

8.1 Community Lease or Licence to manage community halls (excluding Northam Memorial Hall)	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</p> <p>b. Lessees or Licensees will be responsible for minor maintenance obligations.</p> <p>a. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative or member. The Shire may carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</p>



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	<p>c. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>d. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will assist in maintaining the facility for the benefit of the community, with the Community Group as manager;</p> <p>b. The Shire will cover the cost of building insurance, electricity supply charges, water service charges and the lease preparation fee.</p> <p>c. The Shire through the Council's annual budget process will provide a maximum amount of \$1,000 per annum, towards the maintenance of the special floor surface in the sports arena section of the Bakers Hill Recreation Centre.</p>
Outgoings payable by tenant	The Lessee or Licensee will not be responsible for Shire land rates, electricity supply charges and water service charges but will be responsible for all usage charges levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.
Tenancy Fee	\$1.00 per annum to reflect the community contribution of the group.

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>a. Lessees or Licensees must agree with Council to manage the Property on behalf of the community and to offer a service to the community that provides a net benefit.</p> <p>b. Lessees or Licensees will be responsible for minor maintenance obligations.</p> <p>c. The Lessee or Licensee will be responsible for the cost of repair of any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The Shire may</p>



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	<p>carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p> <p>d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.</p> <p>e. The Lessee or Licensee will not incur any costs for property damage excluding contents occasioned by fire, fusion, explosion, lightning, civil commotion, storm, tempest, or earthquake.</p> <p>f. The Lessee or Licensee agree to meet with the Shire representatives on an annual basis to carry out a property inspection to determine the extent to which the Lessee or Licensee have met their lease/licence obligation and to consider any specified building maintenance schedules for the following twelve month period within the Shire's budget parameters.</p>
Responsibilities of the Shire	<p>a. The Shire will insure the Property at replacement value and pass on the cost to the Lessee or Licensee as the Tenancy Fee.</p> <p>b. The Shire will be responsible for any electrical wiring or structural repairs/improvements in accordance with levels determined within its budget forecast. In the case of the Lessee or Licensee who leases a Council building and obtains approval to carry out extensions, alterations and/or additions, Council will insure the improvements as part of its insurance portfolio at replacement value.</p>
Outgoings payable by tenant	<p>a. The Lessee or Licensee will not be responsible for Shire land rates but will be responsible for all other charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity.</p> <p>b. Lessees or Licensees will be responsible for the full cost of the lease document preparation, registration and other costs associated with the execution of the agreement.</p> <p>c. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).</p>
Tenancy Fee	An amount equivalent to the cost of building insurance to be reviewed annually.

8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)



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Responsibilities of Tenant	<ul style="list-style-type: none"> 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 or Licensee. b. 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.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire will insure the Property at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity. b. Insurance premiums for the Property as recovered by the Shire. The Lessee will reimburse the Shire for any excess in respect of any claim. c. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement. d. Clause (c) is excluded if the lease is created under the <i>Commercial Tenancy (Retail Shops) Agreements Act 1985</i> 14B (and is not an assignment or sub-lease). e. The Lessee or Licensee will be responsible for contents insurance for their contents, and also hold public liability for their activities and workers compensation insurance for their employees (if applicable).
Tenancy Fee	<ul style="list-style-type: none"> a. The tenancy fee will be consistent with market valuation and be subject to rent reviews on the anniversary date. The costs of obtaining a Market Valuation (provided by a licensed Property Valuer appointed by the Shire) for the initial Lease or Licence rental assessment and during the term of the Lease or Licence will be paid by the Lessee. b. 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: <ul style="list-style-type: none"> i. Land contribution;



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	<ul style="list-style-type: none"> ii. Building cost contribution; iii. State or Federal legislation; and iv. Level of benefit to local community.
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8.4 Airport Hangar Lease or Licence	
Initial Term	All agreements will have a common expiry and the term will be determined based upon the current common expiry.
Option	Five (5) years unless otherwise determined to ensure common expiry is achieved.
Responsibilities of Tenant	<ul style="list-style-type: none"> a. All improvements, repairs and maintenance to the Property are the sole responsibility of the Lessee or Licensee. b. The Lessee or Licensee will be responsible for lodging a development application for new hangars. A Lease or Licence will not be entered into until approval has been granted. c. To comply with all lawful requirements of the Civil Aviation, Safety Authority or other body or department regulating and relating to the flying of aircrafts and to comply with all Acts of Parliament and regulations relating thereto.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire of Northam will appoint a manager who will be responsible for the day-to-day operations of the Northam Airport.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. All outgoings including rates, charges and taxes levied against the Property, including but not limited to water, sewerage, waste disposal, telephone, gas and electricity. b. The Lessee or Licensee will be responsible to meet the full cost of the document preparation, registration and other costs associated with the execution of the agreement. c. The Lessee or Licensee will be responsible to contribute to the full cost of any previous improvements to the Airport by way of a levy proportioned to the cost of the work by a once-off lease establishment fee or transfer fee as set in the Shire of Northam Fees and Charges. d. Building and contents insurance and also hold current public liability insurance and worker compensation (if applicable).
Tenancy Fee	\$5.50 per square metre for recreational hangar sites and \$6.00 per square metre for commercial hangar site.



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8.5 Pop Up Shop Lease or Licence	
Initial Term	Three (3) months
Option	A further option of three (3) months may be granted should a subsequent tenant not be identified.
Responsibilities of Tenant	<ul style="list-style-type: none"> a. Not to do anything or permit anything to be done to or in the Premises which is a nuisance or annoyance to the Licensor or the occupier of any adjoining or neighbouring premises; b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement. c. Not make or permit to be made any alterations or additions whatsoever in or to the Premises or any part thereof without first obtaining the written consent of the Shire. d. Maintain opening hours of not less than five (5) days each week which days must include weekends and such other days where there are events to be held in Northam.
Responsibilities of the Shire	<ul style="list-style-type: none"> a. The Shire will be responsible for any minor maintenance and structural repairs/improvements in accordance with levels determined within its budget forecast.
Outgoings payable by tenant	<ul style="list-style-type: none"> a. Contents insurance, public liability insurance and worker compensation insurance (if applicable).
Tenancy Fee	As determined by the Shire of Northam based on the average cost of outgoings.

DEFINITIONS

In this policy, the following definitions apply:

Act	The <i>Local Government Act 1995</i> as amended.
Shire	Shire of Northam
Commercial Lease or Licence	In this Policy, a legally binding agreement, relating to all Leases other than a Community Lease or a Subsidised Community Lease.
Community Based not-for-profit Lease or Licence	A legally binding agreement granted to a community, sporting or recreation associations or other non-government organisations that provides a service or activity for the benefit of the community and does not operate for the profit, personal gain or other benefit of its members or third parties and which applies all proceeds from its activities to the organisation's purposes.



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Consumer Price Index	The weighted average cost of a standard basket of retail goods expressed in relation to a base period for Perth (All groups).
Crown Land	Land owned by the Crown and vested in the Shire of Northam through the granting of a Management Order.
Delegated Authority	In accordance with the provisions of Section 5.42 of the <i>Local Government Act 1995</i> , Council may delegate authority to the Chief Executive Officer to exercise certain powers or duties to enable the continued working of Council without the necessity for reporting to an Ordinary Council Meeting. Delegated Authority Reference F06 relates to the authority granted by Council for disposing of property by lease or licence.
Incorporated	A group of people who are recognised as a legal entity, separate from individual members as defined under the Associations Incorporation Act (1987).
Lease	A legally binding agreement by which one party (Lessor) in consideration of rent, grants exclusive use and possession of real Property to a third party (Lessee) for a specified purpose and term. A Lease creates an interest in the Property.
Lease or Licence Variation	The addition, removal or change of one or more of the Lease or Licence provisions.
Lessee	An authorised third party that has entered into a Lease or Licence with the Shire of Northam for the use of Shire of Northam owned or managed real Property and pays rent to occupy the Property (and where the context permits includes a Licensee).
Lessor	The Shire of Northam being the owner or management body of Property with power to Lease or Licence to a third party (Lessee).
Licence	Permits a person to occupy Property, or part thereof on particular conditions. The main feature that distinguishes a Licence from a Lease is that a Licence does not permit exclusive use of the Property, and may be used by others. A Licence does not create an interest in the Property.
Licensee	A person that holds an approved Licence. For the purpose of this document (where context permits) a Licensee will also be referred to as "Lessee".
Management Order	An authorisation provided by the Crown giving the Shire of Northam both the power and authority to manage a parcel of land on behalf of the Crown.
Market Valuation	A valuation determined by a licensed Valuer registered with the Australian Property Institute taking into consideration a range of factors to determine the current market rental value of a Property.
Minimum Rate	The rate set annually by Council in its absolute discretion as the minimum rate chargeable for rateable Property.



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Development Approval	Means an approval under the local planning scheme for development as defined by the <i>Planning & Development Act 2005</i> .
Property	The Property that is subject to or intended to be subject to a Lease or Licence.
Regulations	<i>Local Government (Functions and General) Regulations 1996</i> .
Reserve	A defined area of land belonging to the Crown which has been vested in the Shire of Northam by way of a Management Order.
Subsidised Community Lease or Licence	A legally binding agreement granted to a not-for-profit entity delivering a community social service with the assistance of a Commonwealth or State Government operating grant and/or qualify for charitable status under the <i>Charities Act 2013</i> (Cth).



Shire of Northam Privacy Policy

NO. Privacy Policy	
<i>Responsible Department</i>	CEO Office Corporate Services
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Code of Conduct for Councillors Committee Members and Candidates Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Customer Service Charter Freedom of Information Statement Records Management Policy Council Plan 2022-2032, Outcome 12
<i>Related Legislation</i>	<i>Freedom of Information Act 1992</i> <i>Local Government Act 1995, s.5.94 & s.5.95</i> <i>Local Government (Administration) Regulations 1996, Part 7</i> <i>Privacy Act 1988 (Cth)</i>

OBJECTIVE

The objective of this policy is to ensure all reasonable steps are taken so that the collection, use, disclosure and handling of all Personal Information by the Shire of Northam (the Shire) aligns with relevant Australian Privacy Principles.

The purpose of this policy is to outline the principles for the responsible handling of personal information collected by the Shire.

SCOPE

This policy applies to all Council Members and Employees of the Shire as well as to contracted third parties responsible for handling Personal and/or Sensitive Information held and managed by the Shire.

POLICY

1. Definitions

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- Whether the information or opinion is true or not; and
- Whether the information or opinion is recorded in a material form or not.



Shire of Northam Privacy Policy

This includes information the Shire has collected data or information in any format including correspondence, in person, over the phone or over the Internet, or sourced from third parties.

Personal Information includes but is not limited to names, address, telephone numbers, email addresses, date of birth and rates records.

Personal Information does not include information about an individual that is contained in a publicly available publication as set out in the Local Government Act 1995. Personal Information, once it is contained in a publicly available publication, ceases to be covered by the Privacy Policy.

Sensitive Information means personal information that includes information or an opinion about an individual's:

- racial or ethnic origin
- political opinions or associations
- religious or philosophical beliefs
- trade union membership or associations
- sexual orientation or practices
- criminal record
- health or genetic information
- some aspects of biometric information.

2. Policy Statement

The Shire of Northam (the Shire) considers that the responsible handling of Personal Information is a key aspect of democratic governance and is committed to protecting an individual's right to privacy.

3. Implementation

All Managers within the Shire are responsible for the implementation of the policy within their Service Unit.

The Business Solutions Coordinator will monitor data governance in accordance with its policies and processes to ensure that Personal Information held by the Shire is protected from misuse, interference, loss, unauthorised access, modification or disclosure.

Reflecting the Australian Privacy Principles, specific policy commitments are made in respect of the different activities involved in the management of Personal Information.

3.1 Collection of Personal Information

- The Shire will only collect Personal Information that is reasonably necessary for, or directly related to, its obligations or performing one or more of the Shire's functions or activities as a local government.



Shire of Northam Privacy Policy

- The Shire will only collect Personal Information by lawful and fair means.
- The Shire will not collect Sensitive Information about an individual without their consent.
- The Shire usually collects Personal Information directly from the individual concerned.
- The Shire will collect Personal Information from other parties if consent is given in writing by the individual or required by law.
- The Shire will notify the individual of the collection of Personal Information at, before or as soon as practicable after the collection of the information.
- The Shire website uses Google Analytics and cookies to help analyse how users use the Shire website. The Shire will never (and will not allow any third party to) use the statistical analytics tool to track or collect any personal information of visitors to the Shire's site. The Shire will not link, or seek to link, an IP address with the identity of a computer user. The Shire will not associate any data gathered from this site with any Personal Information from any source, unless the individual explicitly submits that information via a fill-in form on the Shire website.

3.2 Storage of Personal Information

- The Shire will store Personal Information in a range of mediums including electronic systems (onsite and in the cloud (in Australia and overseas)) or paper files.
- All information is stored securely, meets the requirements of legislation and best practice guidance and access is restricted to authorised personnel only in accordance with the Shire's Records Management Policy and Recordkeeping Plan.
- Where Personal Information is stored by a contracted third party, the Shire requires them to comply with this policy.

3.3 Use or Disclosure of Personal Information

- The Shire will only use or disclose Personal Information for the primary purposes for which it was collected or for directly related secondary purposes which would be reasonably expected by the individual, or as permitted or required by law. If there is any doubt about this expectation, then consent will be sought from the individual prior to disclosure of Personal Information for a secondary purpose.
- Where Personal Information is shared with a third party who is under contract with the Shire, the Shire will require them to comply with this policy.
- The Shire will not use Personal Information for an automated decision-making process.

3.4 Quality of Personal Information

- The Shire will take reasonable steps to ensure that the Personal Information is relevant, accurate and up-to-date before using it.
- The Shire will take steps, as reasonable in the circumstances to ensure that Personal Information it collects is relevant and not excessive.



Shire of Northam Privacy Policy

- The Shire will update Personal Information held when necessary or when the individual concerned advises the Shire that their Personal Information has changed.

3.5 Security of Personal Information

- The Shire will take steps to protect Personal Information held by the Shire from misuse, interference, loss, unauthorised access, modification, or disclosure.
- The Shire has data protection and security measures including administrative, physical and technical access restrictions to Personal Information to ensure access by only authorised personnel.
- The Shire will ensure that Personal Information is not kept any longer than necessary or destroyed or de-identified in line with accepted document disposal schedules and the Shire's Recordkeeping Plan.
- The Shire will ensure that Personal Information which is transferred or stored outside of Australia will comply with ISO 27001 - Information security, cybersecurity and privacy protection — Information security management systems — Requirements.

3.6 Other Agreements Relating to Data Privacy

The policy recognises that separate agreements, licences and memoranda of understanding may be entered into between the Shire and third parties including State and Federal agencies and WA Police govern access to and usage of specific data resources and incorporates the conditions of these agreements as required.

3.7 Unique identifiers

Some of the unique identifiers that the Shire may collect include Medicare numbers, Tax File Numbers, Drivers Licence numbers and Australian Passport numbers.

3.8 De-identification of personal information

De-identification involves removing or altering information that identifies an individual or is reasonably likely to do so e.g. removing personal and unique identifiers (name, address, Date of Birth or other recognisable characteristics).

3.9 Roles and responsibilities

The Business Solutions Coordinator and Governance Coordinator will be responsible for:

- The publication of and compliance with this policy.
- The development of supporting documentation and providing interpretations in the event of the need for clarification.

3.10 Dispute resolution



Shire of Northam Privacy Policy

All disputes in regard to this policy will be referred to the Executive Manager Corporate Services in the first instance. If an agreement cannot be reached, the matter will be submitted to the Chief Executive Officer for a ruling.

Privacy complaints will be handled in accordance with the Shire's complaints process. Information on lodging a complaint is available on the Shire's website at <https://www.northam.wa.gov.au/council/your-council/lodge-a-complaint.aspx>

3.11 Requesting access or correcting personal information

Subject to applicable laws and regulations, an individual may have some or all of the following rights with respect to their personal data:

- to access their personal data and to rectify any inaccuracies within that personal data;
- to request for the erasure of their personal data residing with the Shire;
- to request their personal data in portable, machine-readable format; and
- to withdraw their consent to the Shire's processing of their personal data.

An individual can contact the Shire with a request relating to the personal information the Shire holds about them by email at records@northam.wa.gov.au or phone at (08) 9622 6100, including their name and contact details. The Shire may need to verify an individual's identity before providing them with their personal information.

In some cases, the Shire may be unable to provide an individual with access to all of their personal information and where this occurs, the Shire will explain why. The Shire will deal with all requests for access to personal information within a reasonable timeframe.

3.12 Information Asset Register

The Shire will maintain an Information Asset Register (IAR) to assist it in assessing risks and managing information efficiently. The IAR will support:

- The identification of personal information and the application of privacy safeguards.
- Awareness of information that can be publicly released or disclosed to trusted third parties.
- Information classification and the use of appropriate security controls to protect, store and share information assets.

3.13 Review of the Privacy Policy

The Shire will ensure that this Policy is reviewed at least every two years, or more frequently as required.



Shire of Northam Policy
Policy Framework

NO. Policy Framework	
<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Council Plan 2022-2032 Delegated Authority Register Authorisation Register Shire processes (Process Manager)
<i>Related Legislation</i>	Section 2.7(2)(b), Local Government Act 1995

OBJECTIVE

To establish a structure to organise policy documentation into groupings and categories to aid administration.

The Shire of Northam (the Shire) is governed by a range of legislation and regulations which it must comply with. The Shire has also developed a range of Local Laws for the good governance of the Shire.

Policies are a means for the Shire to further regulate its activities by setting out principles and rules that must be followed when undertaking its activities.

This policy outlines the requirements relating to the development, adoption and review of Council, Planning and Management Policies and processes ensuring they:

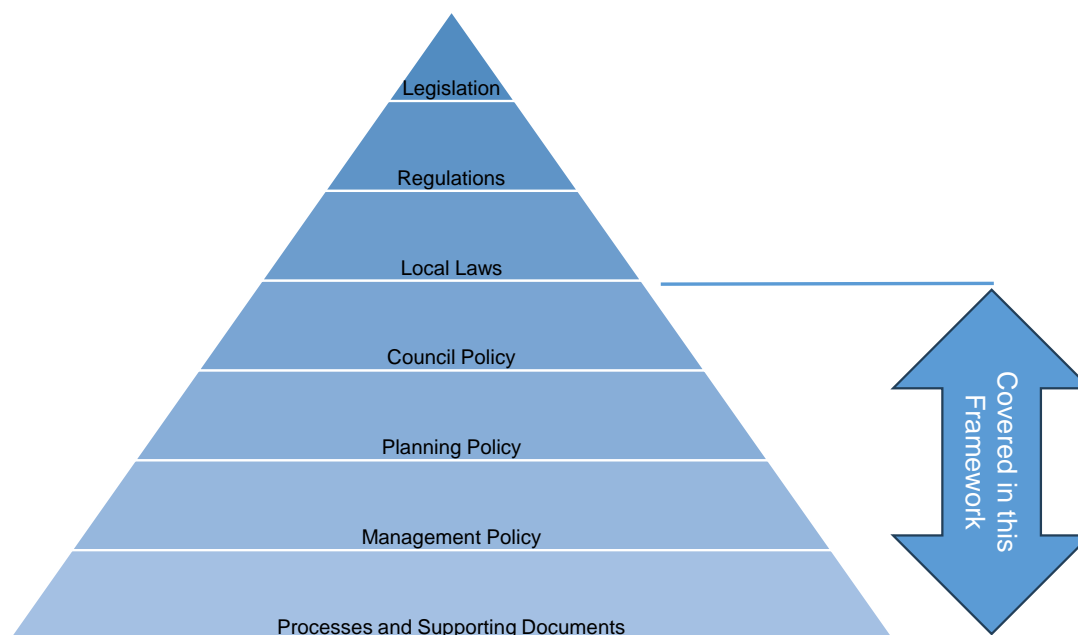
- are developed in a consultative, comprehensive and uniform manner;
- are consistent with, and meet the compliance requirements of legislation;
- do not duplicate legislation;
- are written in plain English and easy to understand;
- are aligned with the Shire's core values;
- provide a clear understanding of the Council and management expectations;
- assign responsibility and accountability for development, review and approval;
- support strategies outlined in the Council Plan.



*Shire of Northam Policy
Policy Framework*

SCOPE

The diagram below shows the scope and hierarchy of documents within this Policy Framework.



POLICY

1. Definitions

Council Policy is to:

- Set out Council's strategic position, viewpoints and values, and assists in decision-making relating to matters that impact on and are of concern to the community or Council Members (external focus); or
- Are documents prepared under statutory instruments. In such cases, the legal effect of the policy will be documented in the "Related Legislation".

They are intended to limit discretion in dealing with particular matters, ensure decisions are made consistently and compliantly, and are equitable and impartial.

They assist with the achievement of the Council Plan and other strategic documents in addition to risk management.

Council Policies are not intended to replicate legislative requirements but may provide controls along with legislation, local laws, delegations and authorisations.

Delegation as detailed in the Shire of Northam Delegated Authority Register.



Shire of Northam Policy
Policy Framework

Planning Policy is to be developed in accordance with State Planning Policy Framework and the Shire of Northam Local Planning Scheme No.6 (LPS6).

Management Policy relates to administrative and operational matters to ensure consistency and good governance (internal focus).

Management Policies are an important component of internal governance, providing principles for the control of activity and decision making relevant to the Chief Executive Officer's duties for managing the day to day operations of the local government [s.5.41(d) *Local Government Act 1995*].

Process is a high-level view of the sequence of tasks which produces a consistent and repeatable approach to accomplish an end product or service. The process should take into consideration customer outcomes and handover points across business units. The Policy defines what needs to be done and the process defines how this is to be done.

1. Policy Framework

The Council, through the adoption of this Framework, has established the following level of policy:

1. Council Policy

- a) A policy response will be considered where there is either a complexity or lack of clarity in one or a combination of any of the following circumstances:
 - i. Legislative requirement;
 - ii. Industry standards;
 - iii. Organisational standards;
 - iv. Strategic objective; or
 - v. Community need or expectation.
- b) A policy will only be proposed where it can be demonstrated that it will deliver clarity and consistency in decision-making, improved efficiency, effectiveness, or improved community outcomes.
- c) Council Policies must be supported by at least one documented process in Nintex Process Manager.
- d) Council Policies must be approved, amended or revoked by resolution of Council [s.2.7(2)(b) of the *Local Government Act 1995*].
- e) Council Policies and supporting document/processes must be reviewed once every two financial years or as otherwise determined by the Chief Executive Officer or changes to relevant legislation.
- f) Where a policy is proposed to be adopted, amended or revoked, a workshop must be scheduled with Council prior to an Ordinary Council



Shire of Northam Policy
Policy Framework

Meeting for adoption. Where minor amendments or a revocation of policy are proposed, these may be undertaken through consultation via the Councillor Portal. Subject to there being no significant comments from Council Members, or a request to workshop the policy, these minor amendments or a revocation may be presented to an Ordinary Council Meeting for adoption without the requirement to schedule a workshop.

2. Planning Policy

- a) Planning policies adopted under LPS6 must be approved, amended or revoked by resolution of Council.
- b) The development of Planning Policies must be in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 3 & 4.
- c) The amendment or revocation of planning policies must be in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2 - Deemed provisions for local planning schemes, Part 2 – Local planning framework Clauses 5 & 6.
- d) Where a policy is proposed to be adopted, amended or revoked, a workshop must be scheduled with Council prior to an Ordinary Council Meeting for adoption. Where minor amendment or a revocation of policy are proposed, these may be undertaken through consultation via the Councillor Portal. Subject to there being no significant comments from Council Members, or a request to workshop the policy, these minor amendments or a revocation may be presented to an Ordinary Council Meeting for adoption without the requirement to schedule a workshop.
- e) Planning Policies must be supported by at least one documented process in Nintex Process Manager.
- f) Planning Policies and supporting document/processes must be reviewed once every two financial years or as otherwise determined by the Chief Executive Officer or changes to relevant legislation.

3. Management Policy

- a) The Chief Executive Officer is the decision maker for the adoption, amendment or revoking of Management Policies.
- b) Management Policies apply only to employees (and where appropriate contractors and/or volunteers) of the Shire of Northam. Council Members are not bound by or subject to Management Policies.

Policy Register

Review Status	Current Doc Ref	Document Name	Policy Type	Policy Status	Reason	Last Review Date	Next Review Due	Financial Year	Responsible Department
●	G 1.1	Council Members - Continuing Professional Development	Council Policy	Active	Applies to Council Members Legislated policy	17/04/24	17/04/26	2025/26	CEO Office Governance
●	G 1.2	Attendance at Events - Council Members and the Chief Executive Officer	Council Policy	Active	Applies to Council Members Legislated policy	15/03/23	15/03/25	2024/25	CEO Office Governance
●	G 1.4	Code of Conduct for Councillors, Committee Members and Candidates	Council Policy	Active	Applies to Council Members Legislated policy	24/01/24	24/01/26	2025/26	CEO Office Governance
●	G 1.5	Legal Representation for Council Members and Employees	Council Policy	Active	Applies to Council Members Legislated policy	21/10/20	21/10/22	2024/25	CEO Office Governance
●	G 1.6	Approval of annual & long service leave for the CEO and appointment of an Acting CEO	Council Policy	Active	Legislated policy	15/03/23	15/03/25	2024/25	CEO Office Governance HR
●	G 1.7	Senior Employees	Council Policy	Active	Legislated, a local government is to designate employees as senior employees. This function may be delegated to the CEO however no delegation currently exists. It is therefore suggested to retain this as a Council Policy.	21/10/20	21/10/22	2024/25	CEO Office Governance HR
●	G 1.8	Risk Management	Council Policy	Active	Applies to Council Members	21/10/20	21/10/22	2024/25	CEO Office Governance
●	G 1.9	Council and Committee Member and Staff Interactions and Requests for Information	Council Policy	Active	Applies to Council Members	15/03/23	15/03/25	2024/25	CEO Office Governance
●	G 1.10	Communications and Social Media Policy	Council Policy	Active	Applies to Council Members	15/03/23	15/03/25	2024/25	CEO Office Governance
●	G 1.11	Corporate Uniform - Council Members	Revoke		Allocation is provided through budget process.	21/10/20	21/10/22	2024/25	CEO Office Governance
●	G 1.12	Smoking & Vaping Policy	Council Policy	Active	Applies to Council Members	19/07/23	19/07/25	2024/25	CEO Office HR
●	G 1.13	Alcohol Consumption	Council Policy	Active	Applies to Council Members	19/07/23	19/07/25	2024/25	CEO Office HR
●	G 1.14	Gratuity, Gifts and Services Milestones	Council Policy	Active	Applies to Council Members	20/12/23	20/12/25	2025/26	CEO Office HR
●	G 1.15	Code of Conduct - Employees, Volunteers, Contractors and Agency Staff	Management Policy	Active	It is a requirement of the CEO to prepare and implement the code of conduct	29/12/21	29/12/23	2024/25	CEO Office HR
●	G 1.16	Acceptable Use of Information Communication Technology (ICT) Resources - Council Members	Council Policy	Active	Applies to Council Members	15/03/23	15/03/25	2024/25	CEO Office Corporate Services Governance ICT
●	G 1.18	Credit Card Use	Council Policy	Active	Council is responsible for the financial affairs of a local government	21/10/20	21/10/22	2024/25	Corporate Services Finance
●	G 1.19	Public Interest Disclosure	Council Policy	Active	Applies to Council Members	17/04/19	17/04/21	2024/25	CEO Office Governance
●	G 1.20	Organisational Structure	Council Policy	Active	Legislative requirement for Council to ensure there is an appropriate structure for administering the LG	16/06/21	16/06/23	2024/25	CEO Office Governance
●	G 1.21	Elected Members Leave of Absence	Council Policy	Active	Applies to Council Members	15/03/23	15/03/25	2024/25	CEO Office Governance
●	G 1.22	Work Health & Safety Policy	Council Policy	Active	Applies to Council Members and external persons such as contractors and volunteers	19/07/23	19/07/25	2025/26	CEO Office HR
●	G 1.23	Code of Conduct Behaviour Complaints Management	Council Policy	Active	Applies to Council Members	16/08/23	16/08/25	2025/26	CEO Office Governance
●	G 1.24	Authorising Documents and Affixing the Common Seal	Council Policy	Active	Relates to delegation 1.2.35	16/08/23	16/08/25	2025/26	CEO Office Governance
●	G 1.25	Fraud and Corruption Control	Council Policy	Active	Applies to Council Members	16/08/23	16/08/25	2025/26	CEO Office Governance
●	G 1.26	Condolences and Bereavement	Council Policy	Active	Applies to Council Members	16/08/23	16/08/25	2025/26	CEO Office Governance
●	G 1.27	Live Streaming and Recording of Council Meetings	Council Policy	Active	Applies to Council Members, relates to Council Plan 13.2	17/04/24	17/04/26	2025/26	CEO Office Governance
●	F 4.2	Procurement	Council Policy	Active	Legislated policy	19/04/23	19/04/25	2024/25	Corporate Services Procurement
●	F 4.3	Investment	Council Policy	Active	Council is responsible for the financial affairs of a local government	19/04/23	19/04/25	2024/25	Corporate Services Finance
●	F 4.5	End of Year Surplus	Council Policy	Active	Council is responsible for the financial affairs of a local government	19/04/23	19/04/25	2024/25	Corporate Services Finance

Review Status	Current Doc Ref	Document Name	Policy Type	Policy Status	Reason	Last Review Date	Next Review Due	Financial Year	Responsible Department
●	F 4.6	Asset Disposal	Council Policy	Active	Relates to delegation 1.2.23 and Council Plan 12.3	19/04/23	19/04/25	2024/25	Corporate Services Finance
●	F 4.7	Annual and Long Service Liability	Council Policy	Active	Council is responsible for the financial affairs of a local government, relates to Council Plan 12.1	19/04/23	19/04/25	2024/25	Corporate Services Finance
●	F 4.8	Rates Hardship	Council Policy	Active	Relates to delegation 1.2.26	19/04/23	19/04/25	2024/25	Corporate Services Finance
●	F 4.10	Vehicle & Plant Management	Council Policy	Active	Relates to Council Plan 12.3	21/04/21	21/04/23	2024/25	Corporate Services Procurement
●	F 4.11	Budget Variation Reporting	Council Policy	Active	Council is responsible for the financial affairs of a local government, relates to Council Plan 12.1	19/04/23	19/04/25	2024/25	Corporate Services Finance
●	C 3.1	Community Grants Program	Council Policy	Active	External focussed, relates to Council Plan 3.4	20/04/22	20/04/24	2024/25	Community Services
●	C 3.2	Shire of Northam Library Services	Revoke	Active	Not required. Process to be established to align with State Library Regulations.	17/08/16	17/08/18	2024/25	Community Services
●	C 3.3	Art Policy	Council Policy	Active	Includes elected members when determining acquisitions	20/04/22	20/04/24	2024/25	Community Services
●	C 3.4	Write Off / Waive Fees or Debts	Council Policy	Active	Relates to delegation 1.2.26, external focussed	20/04/22	20/04/24	2024/25	Community Services Corporate Services
●	C 3.5	Recognition of High Achievers	Council Policy	Active	Involves elected members, external focussed	17/04/24	17/04/26	2025/26	Community Services
●	W 5.1	Engineering - Technical Specifications - For Construction of Subdivisions, Roads & Stormwater Drains	Management Policy	Active	Purpose is to guide staff when assessing technical specifications.	21/04/21	21/04/23	2024/25	Engineering Services
●	W 5.2	Crossovers	Council Policy	Active	Relates to delegation 1.2.12, external focussed	21/04/21	21/04/23	2024/25	Engineering Services
●	W 5.3	Road Building Materials - Gravel	Council Policy	Active	Should be managed through Procurement Policy	21/04/21	21/04/23	2024/25	Engineering Services
●	W 5.4	Notice of Entry for Public Services & Utilities	Revoke	Active	The LG Act provides for the power of entry and notice requirements	21/04/21	21/04/23		Engineering Services
●	W 5.5	Street Tree Policy	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed	21/04/21	21/04/23	2024/25	Engineering Services
●	W 5.6	Verges Policy	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed	16/08/23	16/08/25	2025/26	Engineering Services
●	W 5.7	Asset Management Policy	Council Policy	Active	Relates to Council Plan 12.3	21/12/16	21/12/18	2024/25	Corporate Services Engineering Services
●	W 5.8	Heavy Haulage Cost Recovery Policy	Council Policy	Active	Relates to Council Plan 9.1, external focussed	21/04/21	21/04/23	2024/25	Engineering Services
●	W 5.9	Commemorative Memorials & Plaques in Reserves	Council Policy	Active	Provides direction under the Property Local Law	17/04/24	17/04/26	2025/26	Engineering Services
●	H 6.1	ALFRESCO - Outdoor Eating in Public Place	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed	15/03/17	15/03/19	2024/25	Development Services Health
●	H 6.2	Short Term Use of Shire Ovals and Reserves for Accommodation	Council Policy	Active	Provides guidance on approving short term camping under the Caravan Parks and Camping Ground Act/Regs, external focussed	18/04/18	18/04/20	2024/25	Development Services Health
●	H 6.4	Temporary Accommodation during the Construction of a Dwelling	Council Policy	Active	Provides guidance on approving temporary accommodation under the Caravan Parks and Camping Ground Act/Regs, external focussed	15/11/23	15/11/25	2025/26	Development Services Health
●	H 6.5	Disused Motor Vehicles	Council Policy	Active	Relates to section 3.25 Clause 5A(1) of Schedule 3.1 Division 1 of the Local Government Act 1995	15/03/17	15/03/19	2024/25	Development Services Health Ranger
●	H 6.6	Conversion of Class 10 Buildings to Class 1 Habitable Buildings	Council Policy	Active	Provides guidance and a position on classifying classes	15/03/17	15/03/19	2024/25	Development Services Health

Review Status	Current Doc Ref	Document Name	Policy Type	Policy Status	Reason	Last Review Date	Next Review Due	Financial Year	Responsible Department
	H 6.7	Portable Signs on Throughfares	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed, relates to Council Plan 8.1	15/03/17	15/03/19	2024/25	Development Services Health
	H 6.8	Political Issues Signs	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed, relates to Council Plan 8.1	15/03/17	15/03/19	2024/25	Development Services Health
	H 6.9	Trading on Thoroughfares & Public Places	Council Policy	Active	Relates to Activities in Thoroughfares and Public Places and Trading Local Law, externally focussed, relates to Council Plan 8.1 and 8.2	17/04/24	17/04/26	2025/26	Development Services Health
	H 6.10	Designated Aerobic Treatment Unit Area	Council Policy	Active	Provides guidance for assessing applications under the Health (Miscellaneous Provisions) Act 1911	17/04/24	17/04/26	2025/26	Development Services Health
	B 7.1	Amalgamation of Lot for Building Sites	Council Policy	Active	Provides guidance and a position on building over boundaries under the Building Act/Regs, external focussed	17/04/24	17/04/26	2025/26	Building Services Development
	B 7.2	Retaining Walls	Council Policy	Active	Provides guidance and a position on retaining wall being assessed under the Building Act/Regs, external focussed	15/02/17	15/02/19	2024/25	Building Services Development
	B 7.3	Roof Drainage - Townsites	Council Policy	Active		16/10/13	16/10/15	2024/25	Building Services Development
	B 7.4	Signs - Building Permit Requirements	Council Policy	Active	Relates to Council Plan item 8.1 neat and attractive business precinct.	20/06/18	20/06/20	2024/25	Building Services Development
	A 8.2	Policy for Children on a Fire Ground	Revoke		Governed by the Bush Fire Manual	15/09/10	15/09/12		Development Services Emergency Management
	A 8.3	Records Management	Council Policy	Active	Relates to Council Plan 12.1, includes elected members	15/03/23	15/03/25	2024/25	CEO Office Governance
	A 8.4	Complaints Management	Council Policy	Active	Relates to Council Plan 12.1 and 12.2	15/03/23	15/03/25	2024/25	CEO Office Governance
	A 8.5	Property Management (Leases and Licences)	Council Policy	Active	Relates to delegation 1.2.23, External focussed	20/12/23	20/12/25	2024/25	CEO Office Governance
	A 8.6	Consent to Consume Liquor in or on a Council Property (Public Place)	Council Policy	Active	External focussed	21/08/19	21/08/21	2024/25	CEO Office Governance
	R 9.1	Multiple Dog Policy	Council Policy	Active	Relates to delegation 5.1.4, External focussed	15/11/23	15/11/25	2025/26	Development Services Ranger
	LPP2	General Development Guidelines	Planning Policy	Active	Planning Policy	16/03/22	16/03/24	2024/25	Development Services Planning
	LPP3	Small Homes, Transportable, Repurposed & Second-Hand Dwellings	Planning Policy	Active	Planning Policy	24/01/24	24/01/26	2025/26	Development Services Planning
	LPP5	Use of Sea Containers & Other Similar Structures	Planning Policy	Active	Planning Policy	18/12/13	18/12/15	2024/25	Development Services Planning
	LPP7	Development & Subdivision Contribution	Planning Policy	Active	Planning Policy	18/12/13	18/12/15	2024/25	Development Services Planning
	LPP8	Retrospective Planning Applications & Fees	Planning Policy	Active	Planning Policy	18/12/13	18/12/15	2024/25	Development Services Planning
	LPP9	Northam Airport Development	Planning Policy	Active	Planning Policy	21/11/18	21/11/20	2024/25	Development Services Planning
	LPP10	Developments Abutting Rights of Way	Planning Policy	Active	Planning Policy	18/12/13	18/12/15	2024/25	Development Services Planning
	LPP11	Tree Preservation - Grevillea Street Subdivision Area	Planning Policy	Active	Planning Policy	15/02/17	15/02/19	2024/25	Development Services Planning
	LPP12	Animal Establishments	Planning Policy	Active	Planning Policy	15/02/17	15/02/19	2024/25	Development Services Planning
	LPP13	Ancillary Dwellings & Workers Accommodation	Planning Policy	Active	Planning Policy	27/01/21	27/01/23	2024/25	Development Services Planning
	LPP14	Farmstay Accommodation & Bed and Breakfast Establishments	Planning Policy	Active	Planning Policy	18/12/13	18/12/15	2024/25	Development Services Planning
	LPP15	Road & Subdivision Requirements in the Rural Residential Zone	Planning Policy	Active	Planning Policy	15/02/17	15/02/19	2024/25	Development Services Planning

Review Status	Current Doc Ref	Document Name	Policy Type	Policy Status	Reason	Last Review Date	Next Review Due	Financial Year	Responsible Department
●	LPP16	Advertising Signage	Planning Policy	Active	Planning Policy	18/02/15	18/02/17	2024/25	Development Services Planning
●	LPP17	Industrial Development	Planning Policy	Active	Planning Policy	27/01/21	27/01/23	2024/25	Development Services Planning
●	LPP18	Heritage Precincts	Planning Policy	Active	Planning Policy	20/07/16	20/07/18	2024/25	Development Services Planning
●	LPP19	Residential Design Guidelines for the Rural Residential & Rural Smallholding Zones	Planning Policy	Active	Planning Policy	15/03/17	15/03/19	2024/25	Development Services Planning
●	LPP20	Advertising of Planning Proposals	Planning Policy	Active	Planning Policy	21/11/18	21/11/20	2024/25	Development Services Planning
●	LPP21	Extractive Industries	Planning Policy	Active	Planning Policy	19/04/17	19/04/19	2024/25	Development Services Planning
●	LPP23	Outbuildings in Residential & Mixed Use Zones	Planning Policy	Active	Planning Policy	21/06/17	21/06/19	2024/25	Development Services Planning
●	LPP24	Outbuildings in the Rural Residential, Rural Smallholding & Rural Zones	Planning Policy	Active	Planning Policy	21/06/17	21/06/19	2024/25	Development Services Planning
●	LPP25	Spencers Brook Special Control Area (SCA3)	Planning Policy	Active	Planning Policy	16/10/19	16/10/21	2024/25	Development Services Planning
●	LPP26	Container Deposit Infrastructure	Planning Policy	Active	Planning Policy	20/11/19	20/11/21	2024/25	Development Services Planning

13.1.2 2025 Council Meeting Dates

File Reference:	2.1.3.1
Reporting Officer:	Tamika Van Beek (Governance Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

Council is required to endorse the meeting schedule for the 12 month period from January to December 2025. This schedule includes Forum, Ordinary and Strategic meetings of Council.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

It is a requirement under the *Local Government (Administration) Regulations 1996* for a Local Government to publish on its website, the Council meeting details, before the beginning of the year in which the meetings are to be held.

In previous years the Council Forum meetings have generally been held on the second Wednesday of each month, followed by the Ordinary Council meeting on the third Wednesday of the month. Due to restrictions relating to when financial reports can be collated, Officers are recommending that the 2025 meeting schedule be amended so that Council Forum meetings occur on the third Wednesday of each month, followed by the Ordinary Council meeting on the fourth Wednesday of the month, with the exception of December 2025 which is proposed to be held on the second and third Wednesdays of the month due to the Christmas and New Year period.

In previous years Council has resolved to not hold a Council Forum meeting in January due to the Christmas and New Year period and to provide sufficient time to prepare agenda reports for the Ordinary Council Meeting. It is recommended that this approach continue for 2025.

A Strategic Council meeting is held quarterly in February, May, August and November.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

Performance Area: Performance.

Outcome 13: A well informed and engaged community.

Objective 13.2: Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.

Priority Action: Nil.

B.2 Financial / Resource Implications

For the 2024/25 financial year, in accordance with the provisions of s5.99 of the *Local Government Act 1995* Councillors receive a flat annual Meeting Attendance Fee of \$19,750 and the Shire President receives \$23,600. This amount is not affected by the number of meetings attended.

Council Members are entitled to claim travel costs to meetings and other authorised events, as well as childcare costs that may be incurred due to meeting attendance.

B.3 Legislative Compliance

Local Government Act 1995

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of section 9.59, regulations may make provision in relation to —

(g) the giving of public notice of the date and agenda for council or committee meetings.

5.5. Convening council meetings

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

Local Government (Administration) Regulations 1996

12. Publication of meeting details (Act s. 5.25(1)(g))

(1) In this regulation — meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —

- a) ordinary council meetings;
- b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.

(3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.

(4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Council does not encourage active participation from the community in Council meeting processes.	Medium (3) x Possible (3) = Moderate (9)	Ensure upcoming Council meetings are adequately advertised as per the Act, including information about the Council meetings being open to the public and

			the availability of livestreaming.
Service Interruption	N/A	N/A	N/A
Compliance	Non-compliance with the <i>Local Government Act 1995</i> with respect to setting meeting dates and providing the necessary notice.	Minor (2) x Rare (1) = Low (2)	This report and the associated decision ensures compliance with the Act and Regulations. Public notice is to be given after the 2025 Council meeting dates are set.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

It is a legislative requirement that Council sets the Ordinary Council meeting dates and that these dates are publicised on the Shire's website by the end of 2024.

It is noted that under the Local Government Act 1995 committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public must have the meeting dates published. For the Shire of Northam, this applies to Forums and the Bushfire Advisory Committee (BFAC). The dates for Forum meetings are being determined by Council as part of this report. Once the BFAC has met in October 2024 and determined their meeting dates for 2025, these will be published on the Shire's website.

RECOMMENDATION

That Council:

1. APPROVES the Forum and Ordinary Meetings of Council for 2025 to be held as follows ,with location subject to change at Council discretion:

FORUM	ORDINARY	LOCATION
Nil.	22 January 2025	Shire of Northam Council Chambers
19 February 2025	26 February 2025	Shire of Northam Council Chambers
19 March 2025	26 March 2025	Shire of Northam Council Chambers
16 April 2025	23 April 2025	Shire of Northam Council Chambers
21 May 2025	28 May 2025	Shire of Northam Council Chambers
18 June 2025	25 June 2025	Shire of Northam Council Chambers
16 July 2025	23 July 2025	Shire of Northam Council Chambers
20 August 2025	27 August 2025	Shire of Northam Council Chambers
17 September 2025	24 September 2025	Shire of Northam Council Chambers
15 October 2025	22 October 2025	Shire of Northam Council Chambers
19 November 2025	26 November 2025	Shire of Northam Council Chambers
10 December 2025	17 December 2025	Shire of Northam Council Chambers

2. SCHEDULES Strategic Meetings of Council quarterly, on the first Wednesday of the month in February, May, August and November.
3. APPROVES Forum, Ordinary and Strategic meetings of Council to commence at 5:30 pm.

13.1.3 Western Australian Local Government Association (WALGA) Local Government Elections Advocacy Positions

File Reference:	1.6.5.5
Reporting Officer:	Alysha Mccall (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the current and alternative Elections Advocacy Positions and provide a response to the WA Local Government Association (WALGA) for the December 2024 State Council meeting.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The *Local Government Amendment Act 2023* introduced a range of electoral reforms that came into effect prior to the 2023 Local Government ordinary elections:

- the introduction of Optional Preferential Voting (OPV);
- extending the election period to account for delays in postal services;
- changes to the publication of information about candidates;
- backfilling provisions for extraordinary vacancies after the 2023 election;
- public election of the Mayor or President for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- aligning the size of councils with the size of populations of each Local Government (change to representation).

Following requests from several of the WALGA Zones, WALGA undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of these legislative reforms. The review and report focused on postal elections conducted exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost and a reduction in service of conducting Local Government elections in Western Australia.

The Elections Analysis Review and Report was presented to State Council 4 September 2024, with State Council supporting a review of WALGA's Local Government Elections Advocacy Positions.

WALGA is requesting Councils to consider the current and alternative Elections Advocacy Positions and provide a response for the WALGA State Council meeting in December 2024.

The following is a summary of WALGA's current Advocacy Positions in relation to Local Government Elections:

2.5.15 ELECTIONS

Position Statement

The Local Government sector supports:

1. Four year terms with a two year spill
 2. Greater participation in Local Government elections
 3. The option to hold elections through:
 - Online voting
 - Postal voting, and
 - In-person voting
 4. Voting at Local Government elections to be voluntary
 5. The first past the post method of counting votes
- The Local Government sector opposes the introduction of preferential voting, however if 'first past the post' voting is not retained then optional preferential voting is preferred.

Background

The first past the post (FPTP) method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.

State Council Resolution

February 2022 – 312.1/2022
December 2020 – 142.6/2020
March 2019 – 06.3/2019
December 2017 – 121.6/2017
October 2008 – 427.5/2008

2.5.16 METHOD OF ELECTION OF MAYOR

Position Statement

Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.

State Council	February 2022 – 312.1/2022
Resolution	March 2019 – 06.3/2019
	December 2017 – 121.6/2017

2.5.18 CONDUCT OF POSTAL ELECTIONS

Position Statement	The <i>Local Government Act 1995</i> should be amended to allow the Australian Electoral Commission (AEC) and any other third party provider including Local Governments to conduct postal elections.
Background	Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.
State Council	May 2023 – 452.2/2023
Resolution	March 2019 – 06.3/2019
	December 2017 – 121.6/2017
	March 2012 – 24.2/2012

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

The Western Australian Electoral Commission is appointed to conduct the Shire's elections. In 2023/24 election expenses totalled \$47,612.20.

B.3 Legislative Compliance

Local Government Act 1995.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

All Local Governments are being asked to provide a Council decision on WALGA's advocacy positions as they relate to Local Government Elections, to understand if the positions are still current. To inform an item for the December meeting of State Council, Local Government Council decisions are requested by Monday 28 October 2024. Local Governments

will also be able to provide feedback through the November round of Zone meetings.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Insignificant budget	Unlikely (2) x Medium (3) = Moderate (6)	Obtain quotes to conduct the election and incorporate this into the annual budget process.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Loss of continuity of knowledge and experience.	Possible (3) x Medium (3) = Moderate (9)	Support retaining 4 year terms with a half spill every 2 years.
Compliance	Non-compliance with election requirements under the <i>Local Government Act 1995</i> .	Unlikely (2) x Medium (3) = Moderate (9)	Appoint the Western Australian Electoral Commission to undertake the elections.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

WALGA has requested the following advocacy positions be considered by Councils:

1. PARTICIPATION

(a) The sector continues to support voluntary voting at Local Government elections.

OR

(b) The sector supports compulsory voting at Local Governments elections.

Officer Comment

Recommend supporting item (a). Compulsory voting would ensure greater turnout in elections which raises the question as to how reflective local government councils are of the communities they represent. Officers are not supportive of a change in requirements without consulting the broader community given this would impose an obligation on electors that was not there previously.

2. TERMS OF OFFICE

- (a) The sector continues to support four-year terms with a two year spill;
OR
- (b) The sector supports four-year terms on an all in/all out basis.

Officer Comment

Recommend supporting item (a) to ensure there is continuity of knowledge and experience.

3. VOTING METHODS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the 'proportional' part of the voting method for general elections
OR
- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

Officer Comment

Recommend supporting item (b). FPTP is inconsistent with the voting method applied at both a State and Federal level where preferential voting is required. FPTP can often lead to outcomes that do not adequately represent the community's preferences with many successful candidates being elected without a clear majority of votes. FPTP has historically been the favoured method due to its simplicity, efficiency and ease of voter understanding. Officers consider however that while the OPV method had some teething issues for the October 2023 elections, it is likely to become more effective through using the Count WA software in future.

Having an OPV system for electors is believed to be an adequate compromise for preferential voting which is believed to be more democratic and ensures the most popular candidates are elected who best reflect the will of the voters.

4. INTERNAL ELECTIONS

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.

OR

- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

Officer Comment

Recommend supporting item (b) to ensure consistency with elections.

5. VOTING ACCESSIBILITY

The sector supports the option to hold general elections through:

- (a) Electronic voting; and/or
- (b) Postal voting; and/or
- (c) In-Person voting.

Officer Comment

Recommend supporting item (a), (b) and (c) to allow for choice when conducting elections.

Online voting has not been adopted widely principally due to concerns with the integrity of voter registration, the casting and scrutiny of votes and the high costs in establishing and conducting elections online.

Electronic voting is only supported where the integrity of the process can be assured.

6. METHOD OF ELECTION OF MAYOR/PRESIDENT

The sector supports:

- (a) As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.
- (b) Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.
- (c) Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

Officer Comment

Recommend supporting item (a), the election by electors of a mayor/president can increase public confidence and strengthen the role in the view of the community. Election by the Council may create greater politicisation, instability and friction.

Requiring all bands of local governments to elect the mayor/president will impose additional resources on smaller councils and therefore it is not recommended to require this method for band 3 and 4 local governments.

RECOMMENDATION

That Council REQUESTS the Chief Executive Officer to advise the WA Local Government Association that the Shire of Northam Council supports the following Local Government Election Advocacy Positions:

1. PARTICIPATION – Advocacy position (a);
2. TERMS OF OFFICE – Advocacy position (a);
3. VOTING METHODS – Advocacy position (b);
4. INTERNAL ELECTIONS – Advocacy position (b);
5. VOTING ACCESSIBILITY – Advocacy position (a), (b) and (c), with electronic voting only supported where the integrity of the process can be assured;
6. METHOD OF ELECTION OF MAYOR – Advocacy position (a).

13.1.4 Northam Airfield Rules of Operation

File Reference:	A12838
Reporting Officer:	Alysha Mccall (Governance Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to adopt the updated Rules of Operation for the Northam Airfield following public consultation.

ATTACHMENTS

1. Northam Airfield Rules of Operation - Proposed 2024 - CLEAN VERSION [13.1.4.1 - 2 pages]
2. Northam Airfield Rules of Operation - Proposed 2024 - TRACKED CHANGES [13.1.4.2 - 2 pages]
3. CONFIDENTIAL REDACTED - Airfield Rules of Operation - Objection [13.1.4.3 - 3 pages]

A. BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 21 August 2024, Council resolved the following:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5099

Moved: Cr D A Hughes

Seconded: Cr H J Appleton

That Council:

1. **REQUESTS the Chief Executive Officer to undertake consultation with existing hangar owners and aircraft owners who regularly utilise parking at the Northam Airfield on the proposed updated Rules of Operation for the Northam Airfield (Attachment 13.1.2.1).**

2. Subject to there being no significant objections to the proposed updated rules, APPROVES the Rules of Operation for the Northam Airfield as provided in Attachment 13.1.2.1.

CARRIED 8/0

Following Council's decision, consultation has been undertaken which has resulted in 1 objection being received. This objection is provided in Confidential Attachment 13.1.4.3. Due to an objection being received, this report is presented to Council to determine the proposed rules, in line with item 2 of the Council decision listed above.

In addition to the 1 objection, praise was also received with respect to undertaking consultation and support was provided for the new rules.

The following table provides a summary of the proposed changes to the Rules of Operation:

Change proposed	Reason for change
1. Updating the reference from "Airport" to "Airfield"	The term "Airport" is a generic term used to describe what is perceived to be a larger aerodrome with substantial facilities. Officers believe the term "Airfield" is more appropriate for the size of the Northam Airfield.
2. Reducing the motor vehicle speed from "40km per hour" to "20km per hour".	This is considered to be an appropriate speed for motor vehicles and is recommended to reduce risks relating to aircraft and motor vehicle collision.
3. New rule "Aircraft can be parked on the apron for a maximum of three (3) months before alternate storage arrangements must be made."	There are currently several non-operational aircraft located at the airfield, which is considered unsightly. These aircraft have been parked for more than three years. It is proposed to retain the fees and charges that allow for blocks of parking greater than three months to be purchased, however the aircraft cannot stay at the airfield for a period longer than three months consecutively.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity.

Outcome 10: An attractive destination for investors, business and visitors; helping to grow the economy and local jobs.

Objective 10.4: Identify develop and promote tourism experiences and supporting services.

Priority Action: Nil.

B.2 Financial / Resource Implications

Council has adopted the following fees and charges with respect to aircraft parking:

Aircraft parking per plane per week	\$16.00
Aircraft parking per plane 3 months	\$165.00
Aircraft parking per plane 6 months	\$275.00
Aircraft parking per plane 12 months	\$440.00

Over the 2023/24 financial year, \$1,508.18 was received in revenue from aircraft parking. This is predominantly from two aircraft that have been parked since December 2017 and December 2020. There are two additional aircraft owners who utilise aircraft parking on a casual basis.

Work associated with updating the signage has been estimated at \$2,730 which has been included in the 2024/25 adopted budget.

B.3 Legislative Compliance

The *Civil Aviation Regulations 1988* (CAR) and *Civil Aviation Safety Regulations 1998* (CASR) are the regulatory controls for aviation safety in Australia. They contain detailed safety standards that people and organisations must comply with. The CASR are typically grouped around a foundation, such as flight operations.

The *Local Government Act 1995* provides the provision for removing and impounding goods should the aircraft owners breach the Rules of Operation with respect to aircraft parking, noting the relevant sections listed below:

- s. 3.39. Power to remove and impound
- s. 3.41. Impounded perishable goods, notice to collect
- s.3.46 Goods May be withheld until costs paid
- s.3.47 Confiscated or uncollected goods, disposal of
- s.3.48 Impounding expenses, recovery of

B.4 Policy Implications

Airport Masterplan

The Shire of Northam Airport Masterplan was adopted in 2015 and is due for review.

Delegated Authority Register – Delegation 1.2.6, Confiscated or Uncollected Goods

<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
<p>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Pre-auction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to Council for consideration prior to sale. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.

B.5 Stakeholder Engagement / Consultation

Public notice was given on the Shire website and Facebook page on 16 September 2024. All hangar owners and aircraft owners previously charged for aircraft parking were advised of the proposal by direct email.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of revenue from parking.	Insignificant (1) x Likely (4) = Low (4)	
Health & Safety	Mid-air collision.	Rare (1) x Extreme (5) = Moderate (5)	Mandate the carriage and use of air-band radios to reduce the potential of mid-air collision.
	Motor vehicle and aircraft collision		Reduce motor vehicle speed at the Northam Airfield.
Reputation	Complaints from users of the Northam Airfield.	Possible (3) x Minor (2) = Moderate (6)	Undertake consultation for the proposed Rules of Operation.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Officers have considered the submission received and believe the term 'Airfield' best reflects the facility based on information provided by CASA. As such, it is recommended that Council approve the proposed rules.

RECOMMENDATION

That Council APPROVES the Rules of Operation for the Northam Airfield as provided in Attachment 13.1.4.1.



Northam Airfield Rules of Operation

The Shire of Northam has appointed The Northam Aero Club Inc. Managing Body for The Northam AIRFIELD

EVERY PERSON WHO ENTERS THE AIRFIELD MUST COMPLY WITH THE FOLLOWING RULES

1. Any person using or entering the Northam Airfield site must at all times comply with any lawful request or direction of the Airfield Manager.
2. All aircraft using/operating from the Northam Airfield shall do so in accordance with Civil Aviation Safety Regulations.
3. Night circuits by any aircraft are not permitted after 2100 hrs Western Standard time (1300 UTC). This rule does not apply to aircraft terminating or originating a night flight in Northam.
4. In order that aircraft noise levels over town are minimised, left hand circuits are applied to Runway 14. Right hand circuits are applied to Runway 32.
5. The following types of aircraft are not permitted to operate from the Northam Airfield unless the express permission of the Northam Shire Council has been granted:
 - a) Gyroplanes CAO95.12 and CAO 95.12.1
 - b) Weight shift Control aircraft and Powered Parachutes. CAO 95.32
6. All aircraft not contained within an approved hangar must be parked in the designated aircraft parking area.
7. Security of any aircraft is at all times the responsibility of the individual owner or operator or Pilot in Command (PIC).
8. Motor vehicle entry to the Airfield site must be through the approved entry gate off Withers Street.
9. Motor vehicles (including tags) entering the Northam Airfield site must not proceed beyond the nominated general vehicle parking area unless specific approval has been granted by the Airfield Manager.
10. Application for vehicle access to the Airfield beyond the General Parking area should in the first instance be made to the Airfield Manager and may be granted subject to conditions.
Any Vehicle access approval granted is subject to the approved vehicle meeting the safety and licensing regulations applicable to all general road usage.
Where the vehicle is an aircraft tug it shall be certified as safe to use for that purpose by a person competent to do so.
11. Notwithstanding any vehicle access approval granted under Rule 10, vehicles shall not be permitted on the airfield runway unless specifically approved to do so by the Airfield Manager.
Such vehicles must be equipped with suitable flashing warning lights, preferably a working air-band radio, and driven by a driver who is trained in or aware of airfield safety requirements or be accompanied by a person approved by the Airfield Manager.
12. The maximum speed for any motor vehicle on the Northam Airfield site is 20km per hour.
13. Access to the Airfield especially airside by persons requires that:

- 13.1 No person may enter the Northam Airfield site other than through the approved entry gate off Withers Street and may not move beyond the General Vehicle Parking area unless accompanied by:
- a) A representative of the Shire of Northam; or
 - b) A representative of the Airfield Manager; or
 - c) A Lessee or the appointed representative of a Lessee of any hangar site at the Airfield; or
 - d) Has been specifically authorised to do so by virtue of being an employee of any Lessee operating a business from a hangar site.
- 13.2
- a) Notwithstanding sub clause 13.1 where an aircraft lands at the Northam Airfield to either pick up or drop off passengers then the Pilot in Command (PIC) of that aircraft will be responsible for the safety of his passengers.
 - b) The PIC will escort incoming passengers from his aircraft to the general vehicle parking area or into the care of one of those persons authorised in sub clause 13.1(a) to (c) inclusive.
 - c) The PIC will escort outgoing passengers either from the general vehicle parking area to his aircraft or where these passengers are already in the care of a person authorised by sub clause 13.1(a) to (c) inclusive from the care of those persons to his aircraft.
14. Only persons authorised by the Airfield Manager may enter on to the Northam Airfield runway.
15. With authority from the Airfield Manager access to the Northam Airfield site is permitted at any time by Emergency Service vehicles or personnel attending to any emergency. Care must be taken not to conflict with aircraft that may be using the Airfield.
16. Carriage and use of radio is required by Aerodrome Operator (AD OPR).
17. Aircraft can be parked on the apron for a maximum of three (3) months before alternate storage arrangement must be made.



Northam ~~Airport~~Airfield Rules of Operation

The Shire of Northam has appointed The Northam Aero Club Inc. Managing Body for The Northam ~~Airport~~AIRFIELD

EVERY PERSON WHO ENTERS THE ~~AIRPORT~~AIRFIELD MUST COMPLY WITH THE FOLLOWING RULES

1. Any person using or entering the Northam ~~Airport~~Airfield site must at all times comply with any lawful request or direction of the ~~Airport~~Airfield Manager.
2. All aircraft using/operating from the Northam ~~Airport~~Airfield shall do so in accordance with Civil Aviation Safety Regulations.
3. Night circuits by any aircraft are not permitted after 2100 hrs Western Standard time (1300 UTC). This rule does not apply to aircraft terminating or originating a night flight in Northam.
4. In order that aircraft noise levels over town are minimised, left hand circuits are applied to Runway 14. Right hand circuits are applied to Runway 32.
5. The following types of aircraft are not permitted to operate from the Northam ~~Airport~~Airfield unless the express permission of the Northam Shire Council has been granted:
 - a) Gyroplanes CA095.12 and CAO 95.12.1
 - b) Weight shift Control aircraft and Powered Parachutes. CAO 95.32
6. All aircraft not contained within an approved hangar must be parked in the designated aircraft parking area.
7. Security of any aircraft is at all times the responsibility of the individual owner or operator or Pilot in Command (PIC).
8. Motor vehicle entry to the ~~Airport~~Airfield site must be through the approved entry gate off Withers Street.
9. Motor vehicles (including tags) entering the Northam ~~Airport~~Airfield site must not proceed beyond the nominated general vehicle parking area unless specific approval has been granted by the ~~Airport~~Airfield Manager.
10. Application for vehicle access to the ~~Airport~~Airfield beyond the General Parking area should in the first instance be made to the ~~Airport~~Airfield Manager and may be granted subject to conditions.

Any Vehicle access approval granted is subject to the approved vehicle meeting the safety and licensing regulations applicable to all general road usage.

Where the vehicle is an aircraft tug it shall be certified as safe to use for that purpose by a person competent to do so.
11. Notwithstanding any vehicle access approval granted under Rule 10, vehicles shall not be permitted on the ~~airport~~airfield runway unless specifically approved to do so by the ~~Airport~~Airfield Manager. Such vehicles must be equipped with suitable flashing warning lights, preferably a working air-band radio, and driven by a driver who is trained in or aware of ~~airport~~airfield safety requirements or be accompanied by a person approved by the ~~Airport~~Airfield Manager.

12. The maximum speed for any motor vehicle on the Northam ~~Airport~~Airfield site is ~~40km-20km~~ per hour.
13. Access to the ~~Airport~~Airfield especially airside by persons requires that:
- 13.1 No person may enter the Northam ~~Airport~~Airfield site other than through the approved entry gate off Withers Street and may not move beyond the General Vehicle Parking area unless accompanied by:
- a) A representative of the Shire of Northam; or
 - b) A representative of the ~~Airport~~Airfield Manager; or
 - c) A Lessee or the appointed representative of a Lessee of any hangar site at the ~~Airport~~Airfield; or
 - d) Has been specifically authorised to do so by virtue of being an employee of any Lessee operating a business from a hangar site.
- 13.2 a) Notwithstanding subclause 13.1 where an aircraft lands at the Northam ~~Airport~~Airfield to either pick up or drop off passengers then the Pilot in Command (PIC) of that aircraft will be responsible for the safety of his passengers.
- b) The PIC will escort incoming passengers from his aircraft to the general vehicle parking area or into the care of one of those persons authorised in subclause 13.1 (a) to (c) inclusive.
- c) The PIC will escort outgoing passengers either from the general vehicle parking area to his aircraft or where these passengers are already in the care of a person authorised by subclause 13.1(a) to (c) inclusive from the care of these persons to his aircraft.
14. Only persons authorised by the ~~Airport~~Airfield Manager may enter on to the Northam ~~Airport~~Airfield runway.
15. With authority from the ~~Airport~~Airfield Manager access to the Northam ~~Airport~~Airfield site is permitted at any time by Emergency Service vehicles or personnel attending to any emergency. Care must be taken not to conflict with aircraft that may be using the ~~Airport~~Airfield.
- ~~16.~~ Carriage and use of radio is required by AD OPR.
- ~~16-17.~~ Aircraft can be parked on the apron for a maximum of three (3) months before alternate storage arrangement must be made.

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT SERVICES

13.3.1 Review of H 6.9 Trading on Thoroughfares & Public Places

File Reference:	2.3.1.2
Reporting Officer:	Pierce Lloyd (Environmental Health Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider amending existing health policy H6.9 Trading on Thoroughfares & Public Places for a 6-month trial period.

ATTACHMENTS

1. D S- POLIC Y-09 H 6.9 Trading on Thoroughfares & Public Places V 4 DRAFT - Trading Zones - CLEAN [**13.3.1.1** - 7 pages]
2. D S- POLIC Y-09 H 6.9 Trading on Thoroughfares & Public Places V 4 DRAFT - Trading Zones [**13.3.1.2** - 9 pages]

A. BACKGROUND / DETAILS

A Policy Workshop was held on 18 September 2024 to allow detailed discussions and input into Council's existing health policy H6.9 Trading on Thoroughfares & Public Places.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Government Act 1995

Food Act 2008

Environmental Protection (Noise) Regulations 1997

B.4 Policy Implications

Amendment to health policy H6.9 Trading on Thoroughfares & Public Places.

B.5 Stakeholder Engagement / Consultation

A workshop was held with Council Members to enable input into the proposed Policy changes on 18 September 2024.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Food safety and waste management.	Possible (3) x Minor (2) = Moderate (6)	Registered Food Businesses only, waste receptacles required as part of approval. Time limited approvals.
Reputation	Complaints from permanent Local Food Businesses.	Likely (4) x Minor (2) = Moderate (8)	Policy trial period of 6 months.
Service Interruption	Nil.		
Compliance	Non-compliance with relevant legislation.	Possible (3) x Minor (2) = Moderate (6)	Ensure processes are documented.
Property	Public liability insurance risk.	Low (1) x Medium (3) = Low (3)	Public liability of \$20 million required by stallholders & traders prior to approval.
Environment	General wear and tear of reserve areas.	Low (1) x Medium (3) = Low (3)	Daily approvals only, to ensure environmental impacts can be effectively

			monitored. Capacity to remove location if circumstances require.
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B.7 Natural Environment Considerations

Trading areas to be monitored for adverse impacts. Daily approvals only, to ensure natural environment is not negatively impacted by increased foot traffic and waste.

C. OFFICER'S COMMENT

Two options were presented to the Policy Workshop held on 18 September 2024, with one being minor modification and clarification to the existing policy, and the second option to allow more flexibility for mobile food traders to operate at designated locations and times. The preference was for the second option, and as such this is being presented in this report.

Minor clarifications were requested at the Workshop on the Policy and amendments have been made to reflect these points. A suggestion was made to trial the Policy for a 6-month period, and this has been incorporated. A suggestion was made that the Wundowie location only be made available once per month, to trial food truck evenings as an example, and this has been incorporated into the policy, with a later trading time on either a Friday or Saturday evening.

Staff are recognisant of the fact that the proposed modifications to the Policy will be a notable change in direction to what has previously been approved by Council. It is recommended that consultation be undertaken with relevant stakeholders, including the Northam Chamber of Commerce prior to permanently introducing such changes. It is intended that the outcome of this consultation will be included in a further report to Council at the conclusion of the trial period.

RECOMMENDATION

That Council:

- 1. ADOPTS the amended H6.9 Trading on Thoroughfares & Public Places Policy outlined in Attachment 13.3.1.1 for a 6-month trial period;**
- 2. AUTHORISES the Chief Executive Officer to modify Policy H6.9 Trading on Thoroughfares & Public Places where the Chief Executive Officer has determined a location under section '3.0 Trading Zones' to be suitable or not suitable; and**
- 3. NOTES that a further report will be presented to Council at the conclusion of the trial period to determine if the change in policy direction should be adopted on a more permanent basis.**



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

HEALTH

H 6.9 Trading on Thoroughfares & Public Places (6-month trial ending March 2025)

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Thoroughfares and Public Places and Trading Local Law 2018 Local Government Act 1995 Food Act 2008 Environmental Protection (Noise) Regulations 1997

OBJECTIVE

To provide guidance to Shire Officers and the Community in interpretation of the local law for determining applications for a permit to conduct a stall or trade in thoroughfares and public places.

The **6-month trial period ending March 2025** will allow Council to determine if there is a need for street trading within the Shire of Northam. This Policy may be reviewed after the end date.

SCOPE

This policy applies to all stallholders and street traders in a public place within the Shire of Northam. This policy does not include delivery of pre-ordered goods and services.

The Shire supports stalls and street trading as an enterprising activity that contributes to the wellbeing and benefit of residents and experience of visitors to the region. The Shire encourages a high standard of service delivery whilst also supporting local economic development and commercial viability.

The Shire needs to ensure that there is a balance between mobile food traders and established food businesses, and careful consideration is taken in assessing applications for mobile food trade.

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Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

POLICY

1.0 STALLHOLDERS

Definitions

Stall:	Means a moveable or temporary fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire. Generally, this does not include a vehicle.
Stallholder:	Means a person in charge of a stall
Community:	<p>As defined as “charitable organisation” by the Local Law – Means any institution, association, club, society or body whether incorporated or not, the objects of which are a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive and pecuniary profit except where the member is an employee, or the profit is an honorarium.</p> <p>Footnote: For the purposes of this policy a Community Organisation is required to be based primarily or have local representation within the Shire of Northam.</p>
Commercial:	As defined as a “commercial participant” by the Local Law – means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.
Public Place:	<p>includes-</p> <p>(a) Any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property” and</p> <p>(b) Local government property;</p> <p>But does not include premises on private property from which trading is lawfully conducted under a written law, and includes:</p> <ul style="list-style-type: none">• A street;• Any local government property; or• A place to which the public have access(e.g. carparking areas).
Local Government Property:	<p>means anything except a thoroughfare –</p> <p>(a) Which belongs to local government:</p> <p>(b) Of which the local government is the management body under the <i>Land Administration Act 1997</i>; or</p> <p>Which is an “otherwise vested facility” within section 5.35 of the Act</p>



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

General Stall: Is any stall other than a Food Stall.

1.1 Types of Stalls

A stall is operated either for COMMUNITY or COMMERCIAL purposes.

A stall is defined as either a FOOD or GENERAL STALL.

1.2 Location of Stalls

A COMMERCIAL FOOD OR GENERAL STALL permit will **ONLY** be issued if the stall is located in an approved, registered event area, approved markets or at a sporting event that the organisers have agreed upon the applicant's inclusion.

Consideration will also be given to flexible locations if raising funds for a community organisation through a sausage sizzle, sale of pre-packaged drinks or a wood raffle or the like. Flexible location considerations for community organisations include access, authorisation from the landowner and, public safety and amenity, including:

- a) Any obstruction to the visibility or clear sight lines of any person at an intersection of thoroughfares.
- b) Any impediment to pedestrian access.
- c) If the vehicle, display, tables, chairs and other equipment to be used may obstruct or impede the use of the public space for the purpose for which it was designed.
- d) Measures are in place to reduce sound emitted by mechanical devices and/or activities associated with the stalls operation.

Areas where a stall is **NOT** permitted (unless at a community/sporting event hosted in a Public Place):-

- on or adjoining (50m of) the following roads: Great Eastern Highway, Great Southern Highway;
 - within the view of road users from any Highway or Freeway;
 - no closer than 300 metres of any shop or permanent place of business that has for sale the same kind of goods or merchandise being offered for sale;
 - within 300 metres of schools between the hours of 8:00am to 9:00am and 3:00pm to 4:00pm when schools are operating;
- e) in road reserves unless the site has a formal parking area (such as rest areas);

2.0 STREET TRADING

Definitions

Street Trading: Includes a trader going from place to place, conducting a sale or offering for sale or hire or the soliciting of goods or services.

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Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

Street trading does not include the delivery of pre-ordered goods or services to the purchaser.

Street trading from a Public Place requires a permit.

Public Place: includes-
(a) Any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property” and
(b) Local government property;
But does not include premises on private property from which trading is lawfully conducted under a written law, and includes:

- A street;
- Any local government property; or
- A place to which the public have access.(e.g. carparking areas)

Vehicle: Means a car, bus, truck, van or trailer.

Street Trader: Is a person who carries on street trading **from a vehicle** whether itinerant or regular.

Itinerant Trader: An itinerant trader is a street trader who trades **from a vehicle** on public roads, stopping in various locations only long enough to conduct a sale. An itinerant trader may be a food or non-food trader. (An example is a mobile ice cream van).

Regular Trader: A regular trader is a street trader who trades **from a vehicle** which accesses various PRIVATE, COMMERCIAL or INDUSTRIAL properties on a regular basis in an attempt to obtain a sale. A regular trader may be a food or non-food trader.

Regular food traders who wish to trade from a Public Place are ONLY permitted in the assigned trading zones (see 3.0 Trading Zones).

2.1 Types of Street Traders and permits:

A street trader is either an ITINERANT or REGULAR trader. ITINERANT traders may be issued an 'Itinerant Street Trading Permit', REGULAR traders may be issued a 'Regular Street Trader Permit'.

2.2 Location of FOOD Street Traders:



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

2.2.1 Itinerant FOOD Trader:

Areas where an itinerant FOOD street trader is NOT permitted:-

- on or adjoining (50m of) the following roads: Great Eastern Highway, Great Southern Highway;
- within the view of road users from any Highway or Freeway;
- no closer than 300 metres of any shop or permanent place of business that has for sale the same kind of goods or merchandise being offered for sale;
- within 300 metres of schools between the hours of 8:00am to 9:00am and 3:00pm to 4:00pm when schools are operating;
- in road reserves unless the site has a formal parking area (such as rest areas);

2.2.2 Regular FOOD Trader:

Regular food traders who wish to trade from a Public Place are generally ONLY permitted in the assigned trading zones (see **3.0 Trading Zones**).

2.3 Location of NON-FOOD Street Traders:

2.3.1 Itinerant NON-FOOD Trader:

NOT permitted in the Shire of Northam.

2.3.2 Regular NON-FOOD Trader:

Permit required.

3.0 TRADING ZONES

Certain locations have been identified as being conducive to Regular FOOD trading. These locations have been selected taking into account the distance to established food premises, pedestrian access and safety, vehicle access and traffic safety, public parking requirements, lighting, toilets and current food industry servicing. As such, Regular Street Trading Permits will be issued on a nominated **daily** basis for a mobile food vehicle to trade at each of the following locations (indicated in red):

3.1 Locations



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

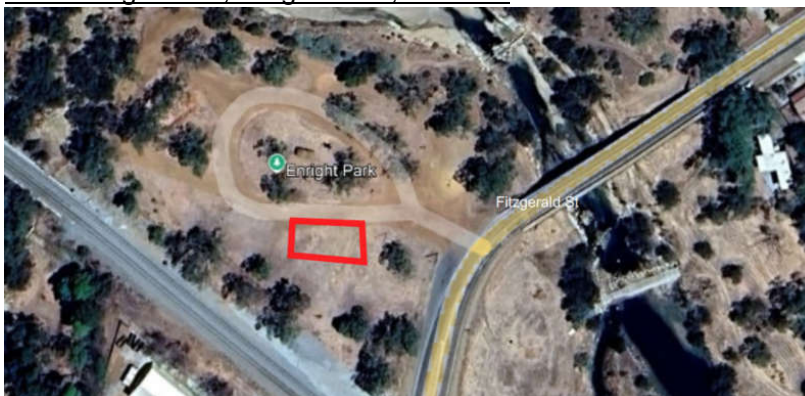
3.1.1 Wundowie Oval – Banksia Ave, Wundowie



3.1.2 Information Bay, Mitchell Avenue, Northam



3.1.3 Enright Park, Fitzgerald St, Northam



If a location is no longer considered suitable at any time throughout the year it will be removed. Locations may be modified by the CEO.

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H 6.9 Trading on Thoroughfares & Public Places

3.2 Approval conditions:

Food vehicles are required to be fully self-contained and removed from the location on completion of trade each day. All rubbish from the food vehicle is to be removed and disposed of at an approved location to the satisfaction of the Manager Health and Building Services. An adequate supply of water is to be provided for the duration of trade, and all waste water is to be contained within the vehicle and disposed of at an approved location to the satisfaction of the Manager Health and Building Services.

Suitable lighting must be available in the immediate trading area for food vehicles to safely trade before sunrise and after sunset.

Food is to be take away service only.

Approved vehicles are not permitted to remain on-site overnight

3.3 Operating hours:

Table 1: Approved Regular Food Trader operating hours:

Location:	Operating Hours:
Wundowie Oval	Weekdays & Saturday 7:00am to 9:00pm*
Information Bay	Weekdays 7:00am to 7:00pm**
Enright Park	Weekdays 7:00am to 7:00pm**

* Weekday trading: Monday to Thursday limited to 7:00am – 7:00pm. Saturday trading may occur once a month on a trial basis, with extended operation hours to 9:00pm. Friday trading may be extended to 9:00pm on a trial basis.

**Traders only permitted for maximum 4 hours per day as there are no toilets available at site.

CONSIDERATION OF APPLICATIONS

Anyone conducting a commercial business In a Public Place must have a permit to do so. It is important that the Shire is aware of who is operating a business from a Public Place in order to:

- manage competing uses of public open space.
- provide protection to established businesses on private land.
- manage the impact on the asset (e.g. wear and tear of the reserve).
- ensure there is adequate public liability insurance and risk management processes in place.
- ensure that the activation of the space is in the best interests of the Shire and the community.

Where there are potential conflicts with existing businesses, Street Trading will generally not be supported.



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

HEALTH

H 6.9 Trading on Thoroughfares & Public Places (6-month trial ending March 2025)

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	<i>Thoroughfares and Public Places and Trading Local Law 2018</i> <i><u>Local Government Act 1995</u></i> <i><u>Food Act 2008</u></i> <i><u>Environmental Protection (Noise) Regulations 1997</u></i>

OBJECTIVE

To provide guidance to Shire Officers and the Community in interpretation of the local law for determining applications for a permit to conduct a stall or trade in thoroughfares and public places.

The 6-month trial period ending March 2025 will allow Council to determine if there is a need for street trading within the Shire of Northam. This Policy may be reviewed after the end date.

SCOPE

This policy applies to all stallholders and street traders in a public place within the Shire of Northam. This policy does not include delivery of pre-ordered goods and services.

The Shire supports stalls and street trading as an enterprising activity that contributes to the wellbeing and benefit of residents and experience of visitors to the region. The Shire encourages a high standard of service delivery whilst also supporting local economic development and commercial viability.

-The Shire needs to ensure that there is a balance between mobile food traders and established food businesses, and careful consideration is taken in assessing applications for mobile food trade.



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

POLICY

1.0 STALLHOLDERS

Definitions

Stall:	As defined by the Local Law Means a moveable or temporary fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire. Generally, this does not include a vehicle.
Stallholder:	As defined by the Local Law Means a person in charge of a stall
Community:	As defined as "charitable organisation" by the <u>Local Law</u> – Means any institution, association, club, society or body whether incorporated or not, the objects of which are a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive and pecuniary profit except where the member is an employee, or the profit is an honorarium. Footnote: For the purposes of this policy a Community Organisation is required to be based primarily or have local representation within the Shire of Northam.
Commercial:	As defined as a "commercial participant" by the <u>Local Law</u> – means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.
Public Place:	includes- (a) Any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property" and (b) Local government property; But does not include premises on private property from which trading is lawfully conducted under a written law, and includes: <ul style="list-style-type: none"> • A street; • Any local government property; or —A place to which the public have access (e.g. carparking areas). As defined by the Local Law, and includes: <ul style="list-style-type: none"> —A street; —Any local government property; or • A place to which the public have access.
Local Government Property:	As defined by the Local Law means anything except a thoroughfare – (a) Which belongs to local government:



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

(b) Of which the local government is the management body under the Land Administration Act 1997; or Which is an "otherwise vested facility" within section 5.35 of the Act

General Stall: Is any stall other than a Food Stall.

1.1 Types of Stalls

A stall is operated either for COMMUNITY or COMMERCIAL purposes.

A stall is defined as either a FOOD or GENERAL STALL.

1.2 Location of Stalls

A COMMERCIAL FOOD OR GENERAL STALL permit will ~~be issued only~~ **ONLY** be issued if the stall is ~~part of~~ located in an approved, registered event area, approved markets or at a sporting event that the organisers have agreed upon the applicant's inclusion.

Consideration will also be given to flexible locations if raising funds for a community organisation through a sausage sizzle, sale of pre-packaged drinks or a wood raffle or the like. Flexible location considerations for community organisations include access, authorisation from the landowner and, public safety and amenity, including:

- a) Any obstruction to the visibility or clear sight lines of any person at an intersection of thoroughfares.
- b) Any impediment to pedestrian access.
- c) If the vehicle, display, tables, chairs and other equipment to be used may obstruct or impede the use of the public space for the purpose for which it was designed.
- d) Measures are in place to reduce sound emitted by mechanical devices and/or activities associated with the stalls operation.

Areas where a ~~commercial~~ stall is **NOT** ~~not~~ permitted (unless at a community/sporting event hosted in a Public Place):-

- on or adjoining (50m of) the following roads: Great Eastern Highway, Great Southern Highway;
- within the view of road users from any Highway or Freeway;
- no closer than 300 metres of any shop or permanent place of business that has for sale the same kind of goods or merchandise being offered for sale;
- within 300 metres of schools between the hours of 8:00am to 9:00am and 3:00pm to 4:00pm when schools are operating;
- ~~in~~ road reserves unless the site has a formal parking area (such as rest areas);



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

e) ~~A COMMUNITY FOOD OR GENERAL STALL permit will be issued if the stall is part of a registered event, approved community markets or a sporting event. Consideration will also be given to flexible locations outside of the permitted events if raising funds for the community organisation through a sausage sizzle, sale of pre-packaged drinks or a wood raffle or the like. Location considerations include access, authorisation of land owner and public safety.~~

2.0 STREET TRADING

Definitions

Street Trading: Includes a trader going from place to place, conducting a sale or offering for sale or hire or the soliciting of goods or services, ~~whether or not in a public place.~~

Street trading does not include the delivery of pre-ordered goods or services to the purchaser.

Street trading from a Public Place requires a permit.

Public Place:

~~As defined by the Local Law includes-~~

~~(a) Any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property" and~~

~~(b) Local government property;~~

~~But does not include premises on private property from which trading is lawfully conducted under a written law., and includes:~~

~~and includes:~~

- A street;
- Any local government property; or
- A place to which the public have access.(eg carparking areas)

Vehicle:Public Place:

~~Means a car, bus, truck, van or trailer. required to be licenced under WA traffic laws defined in the Act.~~As defined by the Local Law

Street Trader: Is a person who carries on street trading **from a vehicle** whether itinerant or regular.

Itinerant Trader: An itinerant trader is a street trader who trades **from a vehicle** on public roads, stopping in various locations only long enough to conduct a sale. An itinerant trader may be a food or non-food trader. (An example is a mobile ice cream van).



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

Regular Trader: A regular trader is a street trader who trades **from a vehicle** which accesses various ~~private~~ **PRIVATE**, ~~commercial~~ **COMMERCIAL** or ~~industrial~~ **INDUSTRIAL** properties on a regular basis in an attempt to obtain a sale. A regular trader may be a food or non-food trader.

Regular food traders who wish to trade from a Public Place are ONLY permitted in the assigned trading zones (see 3.0 Trading Zones).

2.1 Types of Street Traders and permits:

A street trader is either an ITINERANT or REGULAR trader. ITINERANT traders may be issued an 'Itinerant Street Trading Permit', REGULAR traders may be issued a 'Regular Street Trader Permit'.

~~A street trader may be a FOOD or NON FOOD trader.~~

Location of Traders

2.2 Location of FOOD Street Traders:

2.21 Itinerant FOOD Trader:

~~Itinerant Food Trader~~

Areas where ~~an itinerant food~~ an itinerant FOOD street trader is ~~NOT~~ **not** permitted:-

- on or adjoining (50m of) the following roads: Great Eastern Highway, Great Southern Highway;
- within the view of road users from any Highway or Freeway;
- no closer than 300 metres of any shop or permanent place of business that has for sale the same kind of goods or merchandise being offered for sale;
- within 300 metres of schools between the hours of 8:00am to 9:00am and 3:00pm to 4:00pm when schools are operating;
- in road reserves unless the site has a formal parking area (such as rest areas);

2.22 Regular FOOD Trader:

Regular food traders who wish to trade from a Public Place are generally ONLY permitted in the assigned trading zones (see 3.0 Trading Zones).

2.3 Location of NON-FOOD Street Traders:



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

2.31 Itinerant ~~Non-Food~~NON-FOOD Trader:

NOT permitted in the Shire of Northam.

Only permitted if the stall is part of a registered event, approved markets or at a sporting event that the organisers have agreed upon the applicant's inclusion

Regular Food Trader

Only permitted if operating out of an approved commercial kitchen within the Shire of Northam

2.32 Regular ~~NON~~Non-Food-FOOD Trader:

No restrictionPermit required.

3.0 TRADING ZONES

Certain locations have been identified as being conducive to Regular FOOD trading. These locations have been selected taking into account the distance to established food premises, pedestrian access and safety, vehicle access and traffic safety, public parking requirements, lighting, toilets and current food industry servicing. As such, Regular Street Trading Permits will be issued on a nominated **daily** basis for a mobile food vehicle to trade at each of the following locations (indicated in red):

3.1 Locations



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

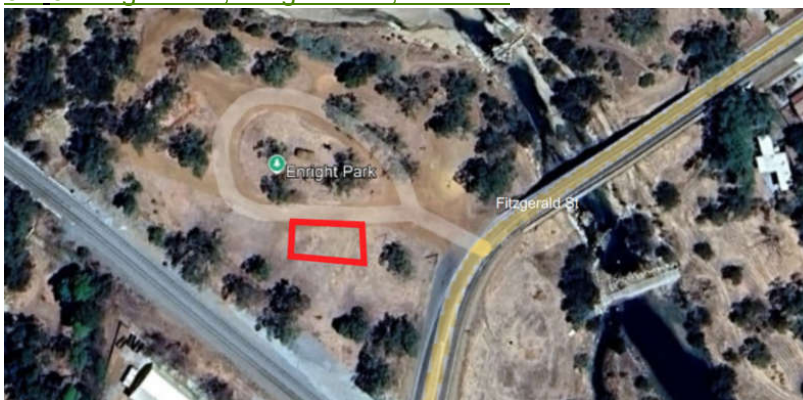
3.1.1 Wundowie Oval – Banksia Ave, Wundowie



3.1.2 Information Bay, Mitchell Avenue, Northam



3.1.3 Enright Park, Fitzgerald St, Northam





Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

If a location is no longer considered suitable at any time throughout the year it will be removed. Locations may be modified by the CEO.

3.2 Approval conditions:

Food vehicles are required to be fully self-contained and removed from the location on completion of trade each day. All rubbish from the food vehicle is to be removed and disposed of at an approved location to the satisfaction of the Manager Health and Building Services. An adequate supply of water is to be provided for the duration of trade, and all waste water is to be contained within the vehicle and disposed of at an approved location to the satisfaction of the Manager Health and Building Services.

Suitable lighting must be available in the immediate trading area for food vehicles to safely trade before sunrise and after sunset.

Food is to be take away service only.

Approved vehicles are not permitted to remain on-site overnight

3.3 Operating hours:

Table 1: Approved Regular Food Trader operating hours:

<u>Location:</u>	<u>Operating Hours:</u>
<u>Wundowie Oval</u>	<u>Weekdays & Saturday 7:00am to 9:00pm*</u>
<u>Information Bay</u>	<u>Weekdays 7:00am to 7:00pm**</u>
<u>Enright Park</u>	<u>Weekdays 7:00am to 7:00pm**</u>

* Weekday trading: Monday to Thursday limited to 7:00am – 7:00pm. Saturday trading may occur once a month on a trial basis, with extended operation hours to 9:00pm. Friday trading may be extended to 9:00pm on a trial basis.

** Traders only permitted for maximum 4 hours per day as there are no toilets available at site.

CONSIDERATION OF APPLICATIONS

Consideration of Application

Anyone conducting a commercial business In a Public Place must have a permit to do so. It is important that the Shire is aware of who is operating a business from a Public Place in order to:

- a) manage competing uses of public open space.
- b) provide protection to established businesses on private land.
- c) manage the impact on the asset (e.g. wear and tear of the reserve).
- d) ensure there is adequate public liability insurance and risk management processes in place.
- e) ensure that the activation of the space is in the best interests of the Shire and the community.



Shire of Northam Policy

H 6.9 Trading on Thoroughfares & Public Places

~~Generally street trading is not supported by the Shire w~~Where there are potential conflicts with existing businesses, Street Trading will generally not be supported. However if you believe there are extenuating or compelling circumstances that the Shire should be made aware of, the Chief Executive Officer will consider an application and make a determination. In determining an application the Shire will take into consideration, the following:

- ~~Compliance with this policy;~~
- ~~The desirability of the proposed activity;~~
- ~~The location of the proposed activity;~~
- ~~Such other matters as considered relevant.~~

~~It is therefore important that your application addresses all these matters.~~

13.4 CORPORATE SERVICES

13.4.1 Corporate Services - Policy Review

File Reference:	2.3.1.2
Reporting Officer:	Kunal Sarma (Business Systems Coordinator), Kudzai Matanga (Finance Manager)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider the adoption of new Council policies and amendments to existing policies.

ATTACHMENTS

1. S10 1 ICT Remote Access Management Policy COUNCIL [**13.4.1.1** - 2 pages]
2. S10 2 ICT Cybersecurity Incident Management Policy COUNCIL [**13.4.1.2** - 3 pages]
3. S10 4 ICT Security Access Policy COUNCIL [**13.4.1.3** - 3 pages]
4. S10 5 ICT BYOD Management Policy COUNCIL [**13.4.1.4** - 2 pages]
5. S10 6 ICT Password Management Policy COUNCIL [**13.4.1.5** - 2 pages]
6. S10 7 ICT The Use of Artificial Intelligence Policy COUNCIL [**13.4.1.6** - 4 pages]
7. F 1 12 Credit Fuel and Transaction Cards [**13.4.1.7** - 4 pages]

A. BACKGROUND / DETAILS

A Policy Workshop was held on the 18 September 2024 to discuss proposed new ICT Policies, and amendments to the Credit Card Policy. The Office of the Auditor General (OAG) engaged the accounting firm Dry Kirkness to conduct an audit of the Shire of Northam. The audit highlighted the need for the establishment of comprehensive ICT policies.

The following table details the policies reviewed at the Workshop and changes made as a result of discussions:

Policy No	Policy Title	Comment/Changes
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S 10.1	ICT Remote Access Management	This policy outlines the controls related to granting remote access to the Shire's Information and Communications Technology (ICT) network.
S 10.2	ICT Cybersecurity Incident Management Policy	<p>This policy aims to establish a structured approach for managing cybersecurity incidents in alignment with the Shire's security and business objectives. It ensures timely identification, containment, resolution and recovery to minimise impact. Additionally, it outlines the formation of a cybersecurity response team with defined responsibilities and guides communication protocols during incidents.</p> <p>The changes made as a result of the Policy Workshop are:</p> <ol style="list-style-type: none"> 1. Under Scope reference to Council Members added. 2. Cybersecurity response team changed to reference ICT contractors rather than a specific contractor.
S 10.4	ICT Security Access Policy	<p>This policy establishes guidelines for granting, managing and revoking user access to the Shire's IT resources, ensuring the security, confidentiality and integrity of its data while allowing appropriate access for authorised users.</p> <p>The changes made as a result of the Policy Workshop are:</p> <ol style="list-style-type: none"> 1. Clarification relating to departed personnel – access removed on last date to restrict access and making the process more streamlined. 2. Include 2 Factor Authentication under user account management

		(also covered under Password Policy).
S 10.5	ICT BYOD Management	This policy aims to prevent unauthorised access to Shire data on Bring Your Own Devices (BYOD).
S 10.6	ICT Password Management Policy	<p>This policy is designed to ensure the safety and security of electronically stored information and ICT equipment.</p> <p>The changes made as a result of the Policy Workshop:</p> <ol style="list-style-type: none"> 1. Council Members to be included in 2 Factor Authentication. 2. Two Factor Authentication can be made via mobile phone or landline if required.
S 10.7	ICT Use of Artificial Intelligence	This policy ensures the responsible and ethical use of Artificial Intelligence (AI) in the workplace, protecting the confidentiality of sensitive information related to the Shire, its Council Members, employees and the public. It also mandates that AI technology usage complies with laws and regulations.
F 1.12	Credit Cards	<p>Following the 2023/24 interim audit, it was identified that the Credit Card Policy was due for review. The policy has been reviewed and the following changes have been made:</p> <ol style="list-style-type: none"> 1. Changed responsible department from CEO's office to Corporate Services. 2. Policy to encompass all purchasing cards including fuel and any other transaction cards.

		<p>3. Updated prohibited use and transaction to include non-usage during leave and non-usage of reward systems.</p> <p>4. Reconciliation and reporting requirement for card holders has been included.</p>
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B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

The relevant legislation has been identified in each of the policies presented for consideration.

B.4 Policy Implications

There are a range of new ICT Policies presented for consideration, together with amendments to the existing Credit Card Policy.

B.5 Stakeholder Engagement / Consultation

A Policy Workshop was held on 18 September 2024 to provide the opportunity for input from Council Members.

As part of the OAG audit, it was advised to have ICT Policies in place.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		

Reputation	Council not viewed as compliant for not having inadequate ICT policies	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation and communicate as required.
Service Interruption	Not having necessary Policies in place to mitigate service interruptions.	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation and communicate as required.
Compliance	Non-compliance with OAG audit	Possible (3) x Minor (2) = Moderate (6)	Adopt ICT Policies as proposed.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil

RECOMMENDATION

That Council **ADOPTS** the following Policies:

- 1) S 10.1 ICT Remote Access Management (as per Attachment 13.4.1.1);
- 2) S 10.2 ICT Cybersecurity Incident Management (as per Attachment 13.4.1.2);
- 3) S 10.4 ICT Security Access (as per Attachment 13.4.1.3);
- 4) S 10.5 ICT BYOD Management (as per Attachment 13.4.1.4);
- 5) S 10.6 ICT Password Management (as per Attachment 13.4.1.5);
- 6) S 10.7 ICT The Use of Artificial Intelligence (as per Attachment 13.4.1.6); and
- 7) F 1.12 Credit, Fuel and Transaction cards (as per Attachment 13.4.1.7).



Shire of Northam Policy Manual (Section I or II)
Policy
S10.1 ICT Remote Access Management

CORPORATE SERVICES

S 10.1 ICT Remote Access Management

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Code of Conduct Working from Home Agreement ICT Security Access Policy
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

OBJECTIVE

This policy outlines the controls associated with providing remote access to the Shire of Northam's Information and Communications Technology (ICT) network for its Council Members, employees and contractors.

SCOPE

This policy is applicable for remote access to the Shire's ICT network by Council Members, employees and contractors through Virtual Private Network (VPN) connections via a Shire owned device.

POLICY

- Council Members and employees are required to utilise VPN on a Shire owned device in accordance with the Shire's Code of Conduct.
- Contractors should sign a formal agreement for remote access requirements. This is to be recorded within the Shire's Central Records system.
- Where a formal 'Working from Home Agreement' for employees has been agreed, a copy of the 'Working from Home Application Form' must be signed by all parties.
- ICT service desk can give remote VPN access to approved Council Members, employees and contractors. For staff who do not have work laptops, loan laptops are prepared for VPN access by the ICT service desk.
- Rights are revoked immediately upon Council Member and employee departure or contract cessation.
- Details of members on the 'Remote Access' Active Directory group will be cross checked with valid Council Members, employees or contractors. Any account found not to be valid will be removed from the group.



Shire of Northam Policy Manual (Section I or II)
Policy
S10.1 ICT Remote Access Management

-
- Information shall be reviewed on quarterly basis to ensure that remote access is not available to any Council Member, employee or contractor who should not have access.



Shire of Northam Policy Manual (Section I or II)
Policy
S10.2 ICT Cybersecurity Incident Management Policy

CORPORATE SERVICES

S 10.2 ICT Cybersecurity Incident Management Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Remote Access Management Policy Working from Home Agreement ICT Security Access Policy Record Management Policy Business Continuity Plan Data Breach Register Risk Register
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22 Privacy Response and Information Sharing (PRIS) Data Protection Act

OBJECTIVE

The purpose of this Policy is to:

1. Provide a structured and effective approach to managing and responding to a cybersecurity incident with the Shire's security and business objectives;
2. Aims to ensure timely identification, containment, resolution and recovery from incidents to minimise their impact;
3. Set up cyber security response team and responsibilities to manage response to a cyber security incident; and
4. Guide the internal and external communication process when responding to a cybersecurity incident.

SCOPE

This policy covers the management of cybersecurity for the Shire's information. This includes the technology infrastructure, applications, systems, people and services that store, process and access, the Shire's data and information. Information management and security is the responsibility of everyone in or associated with the Shire. This policy applies to all staff, Council members, volunteers, contractors and consultants working for the Shire, using the Shire's resources or accessing the Shire's technology environment or information. It covers all types of cybersecurity incidents, including but



Shire of Northam Policy Manual (Section I or II)
Policy
S10.2 ICT Cybersecurity Incident Management Policy

not limited to malware infections, unauthorised access, data breaches, and denial-of-service attacks.

POLICY

A data breach is when personal information is lost or subjected to unauthorised access, modification, use or misuse. A data breach can be because of a cybersecurity attack. In case of any incident, individuals are required to report the incident to their Manager and ICT department.

1. Set up Cyber Security Response Team

The following roles comprise the Cybersecurity Response Team:

- ICT Business Solutions Coordinator
- Executive Manager Corporate Services
- ICT Contractors
- Shire ICT Team

2. Incident Identification

- a. Detection:** Encouraging users reports potential incidents, utilising threat intelligence and security monitoring tool.
- b. Classification:** Categorising incidents based on severity and impact.

3. Incident Reporting

Report suspected or confirmed incidents immediately to the Cybersecurity Response Team through designated communication channels. Where possible include details such as the nature of the incident, affected systems or data.

4. Incident Response

- The Response Team will access, contain and mitigate the effects of the incident.
- Conduct a detailed investigation to determine the root cause and its impact.
- Implement measures to resolve the incident and restore operations.

5. Communication

- ICT Business Solutions Coordinator will provide timely updates to relevant internal stakeholders regarding the incident's status and resolution progress.
- Manage communications with external parties and regulatory bodies

Type	Organisation to Notify
Ransomware	Australian Signals Directorates Australian Cyber Security Centre



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Policy
S10.2 ICT Cybersecurity Incident Management Policy

Data breach	Office of the Australian Information Commissioner
Insurance	Insurance provider (LGIS)

6. Documentation

Maintain a comprehensive log of all incidents.

The incident is documented in an incident register maintained by ICT department.
Following information to be noted:

- Date, time, location of the breach incident.
- How and by whom was the breach discovered.
- The cause and extent of the incident.
- Individuals affected by the incident.
- Risks to the Shire and other relevant parties.

7. Roles and Responsibilities

Employees: Report suspected incidents promptly to the Cybersecurity Response Team.

ICT Business Solutions Coordinator: Oversee the Cybersecurity Incident Management and ensure implementation of cybersecurity measures and compliances.

Cybersecurity Response Team: Manage the incident response process, including detection, assessment, containment, suppression, recovery and documentation.

8. Learn and Improve

- After the organisation has recovered its systems, services or network from cyber incident, report outcomes and recommendations to be given to the Executive Management Team (EMT).
- Take necessary actions to ensure further breaches do not occur.
- Update security and response plan if required.
- Make necessary changes to policies and procedures where necessary.
- Revise training as required.



CORPORATE SERVICES

S 10.4 ICT Security Access Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Code of Conduct Working from Home Agreement ICT Remote Access Management Policy ICT Cybersecurity Incident Management Policy and Procedure
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

OBJECTIVE

This policy outlines the guidelines and procedures for granting, managing and revoking user access to information technology resources within the Shire. This policy is designed to ensure the security, confidentiality and integrity of the Shire's data while providing the appropriate access to authorised users.

SCOPE

This policy applies to Council Members, employees, contractors, volunteers, vendors and third-party users who access the Shire's information systems and resources.

POLICY

1. Access Control

- User access to information systems and resources will be granted based on the principle of least privilege. Council Members, employees and other users will only receive the minimum level of access necessary to perform their job functions.
- All access rights and privileges will be reviewed and approved by the ICT department or designated system administrator upon consultation with the relevant Executive Manager or the Executive Management Team (EMT) if required.
- Access requests should be submitted through the authorised channels and will be subject to verification and approval based on roles and responsibilities.
- Access to sensitive or critical systems will require higher levels of approval.



2. User Account Management

- User accounts will be created for authorised Council Members, employees and contractors during onboarding. Accounts for temporary users, such as vendors or consultants, will be created and managed on an as-needed basis.
- User account provisioning and de-provisioning will follow a defined process to ensure timely updates when users change roles, leave the organisation or no longer require access.
- Password policies will be enforced for all user accounts, requiring regular password changes, strong passwords, and the prohibition of sharing or writing down passwords.
- 2 Factor Authentication is required to set up.
- Inactive user accounts will be reviewed and disabled or deleted in accordance with established procedures.

3. Monitoring and Auditing

- User access and privilege changes will be logged and regularly audited for security and compliance purposes.
- Unauthorised access attempts or violations of access policies will be monitored and investigated as necessary.
- Regular access rights reviews and audits will be conducted to ensure adherence to the principle of least privilege.

4. Training and Awareness

- Users will be responsible for safeguarding their credentials and reporting any suspicious activities immediately to the ICT department.
- Users are responsible for ensuring their use of the Shire's ICT systems are in accordance with the Shire's Code of Conduct.

5. Review and Revision

- This policy will be reviewed bi-annually, or as necessary, to ensure its continued relevance and effectiveness.

6. Security Access Levels

- The restricted security groups in the File Server are in Appendix 1.
- Security access levels to SynergySoft Security Access levels in Appendix 2.
- Approval in writing from an Executive Manager is required for employees needing particular security access to the file server folders or SynergySoft groups.
- Once approved, the ICT department can provide access.



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S10.4 ICT Security Access Policy

APPENDIX 1

Access Groups	
G_1 CEO Office_CEO	
G_1 CEO Officer_Human Resources	
G_1 CEO Office_Human Resources_HR_MANAGER	
G_1 CEO Office_Safety & Training	
G_2 Corporate Services_Finance	
G_2 Corporate Services_Finance_Financials	
G_2 Corporate Services_ICT	
G_2 Corporate Services_Payroll	
G_4 Community Services_Recreation_Management	
G_5 Engineering Services_Policies_SoN	
G_6 Shared Corporate Documents_Executives_HR	
G_Administrator Access	
G_Council Members	

APPENDIX 2

SynergySoft Security Access Levels			
Files	Security Levels From	Security Levels To	Who Has Access
General Correspondence	0; 10	1; 19	All Staff
Confidential Environmental Health	20	29	CEO, EMDS, MBH
Finance Only Including Rates	30	39	CEO, EMCS, Rates, FM, SFO, Mgmt Acct, ProCoord
Payroll Only	40	49	CEO, EMCS, FM, SFO, Mgmt Acct, Payroll
Human Resources (Personnel Files)	50	59	CEO, Exec Managers, HR Assistant, People & Culture Coordinator
HR (CEO)	60	69	CEO, People & Culture Coordinator
Complaints (Directed towards Staff only)	70	79	CEO, Exec Managers, People & Culture Coordinator
Sensitive Correspondence	999	999	CEO, Records, Gov Coord, Gov Officer, People & Culture Coordinator



CORPORATE SERVICES

S 10.5 ICT BYOD Management Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	ICT Security Access Policy ICT Cybersecurity Incident Management Policy ICT User Access Management Policy Records Management Policy
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

OBJECTIVE

This policy aims to protect Shire data on Bring Your Own Devices (BYOD) such as mobile phones, iPads and tablets.

In certain instances, the Shire will provide Council Members and employees with mobile phones and/or other mobile computing devices. All mobile devices supplied remain the property of the Shire and users must not change service providers. In other instances, Council Members and employees are using their own devices for business purposes to obtain information such as email, text and general communication with other Shire employees.

SCOPE

This policy applies to Council Members and employees with BYOD devices such as mobile phones, iPads and tablets that are used to access Shire data.

POLICY

- To prevent unauthorised access, BYODs must be password protected e.g. for phone/iPad/tablet - have Face-ID locks, passcodes or PIN enabled.
- The ICT department should be informed of any BYOD that is lost or stolen by next business day. This allows for appropriate action to be taken by the ICT department to prevent unauthorised access e.g. employee password reset, mailbox deleted, etc.
- Council Members and employees are required to take liability for risks including, but limited to partial or complete loss of Shire data to device dependent factors such as viruses, malwares, operating system crash, etc.



Shire of Northam Policy Manual (Section I or II)
Policy
S10.5 ICT BYOD Management Policy

-
- The Shire has the right to remove/wipe all related access and/or information from the devices if lost or stolen, or the user is no longer associated with the Shire.
 - The Shire will accept no liability for functionality, serviceability or performance associated with the BYOD.



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Policy
S10.6 ICT Password Management Policy

CORPORATE SERVICES

S 10.6 ICT Password Management Policy

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	ICT Security Access Policy ICT BYOD Management Policy
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22

OBJECTIVE

This policy aims to preserve the safety and security of electronically stored information and ICT equipment.

A password is required for all accounts and all mobile devices, including Bring Your Own Devices (BYOD) mobile phones.

SCOPE

This policy is applicable to ICT password management and affects Council Members and employees.

POLICY

- Passwords are a critical element in maintaining adequate information security and determining the identity of a device user.
- Users must never share their passwords.
- Users must not attempt to use another person's credentials. This includes allowing another person to use their credentials, e.g. logging into the system and allowing another user to use this computer.

1. Password Standards

The following password standards are to be applied to reduce the risk of unauthorised access.

Password Length	Minimum 8 characters in Length
Structure – mix of characters	Must contain at least one Upper Case Must contain at least one special character or numeric value . Must not contain the person's given name, last name or employee ID.



Shire of Northam Policy Manual (Section I or II)
Policy
S10.6 ICT Password Management Policy

	Must not be same as the username.
Password expiry	Password expires every 60 days.
Account locked	Account will be locked after 7 invalid password attempts.
How to “unlock” account	<ul style="list-style-type: none">• Users can wait 15 mins and try again; or• Contact the ICT department in person, by email or by telephone.
2 Factor Authentication	Staff and Council Members are required to set up 2FA.

2. Locking of workstations

Users must lock workstations whenever they are left unattended to prevent misuse of their credentials.



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S10.7 ICT The Use of Artificial Intelligence (AI)

CORPORATE SERVICES

S 10.7 ICT – Use of Artificial Intelligence (AI)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	G 1.4 Code of Conduct for Councillors, Committee Members and Candidates G 1.10 Communications and Social Media Policy G 1.15 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff Records Management Policy Privacy Policy
<i>Related Legislation</i>	OAG Information Systems Audit Local Government 2021/22 WA Privacy & Responsible Information Sharing (PRIS) <i>Commonwealth Privacy Act 1988</i> <i>Public Sector Management Act 1994</i> <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>

OBJECTIVE

- To ensure the responsible and ethical use of Artificial Intelligence (AI) in the workplace, that does not compromise the confidentiality of any sensitive corporate information of the Shire, a Council Member, an employee or a member of the public.
- To ensure the use of AI technology within the Shire is consistent with state laws and regulations.

SCOPE

This policy is applicable to the use of AI solutions including AI systems and generative AI technologies and affects Council Members, employees, contractors and volunteers associated with the Shire.

POLICY



Shire of Northam Policy Manual (Section I or II)
Policy
S10.7 ICT The Use of Artificial Intelligence (AI)

The Shire acknowledges that the use of AI tools and technologies can provide valuable insights and increase efficiency and productivity by:

- Streamlining administrative tasks.
- Providing concept ideas and information when in preliminary stages of projects or tasks.
- Assist in developing policies, procedures, corporate documents and forms.
- Develop timelines and schedules.
- Develop advertising and social media material and images.
- Increase engagement with the community.

While a valuable tool, AI can be detrimental to an organisation as there is potential for incorrect information and decisions to be provided by these systems.

Inaccurate AI outputs can have implications, especially when the information is being used in public services and has the potential to impact the wider community.

AI technologies should only be used in conjunction with human intervention and judgement.

1. Privacy Protection and Security

All generative AI tools utilised within the Shire must be used safely and comply with this policy, any relevant Shire processes and legislation, this includes the forthcoming WA Privacy & Responsible Information Sharing (PRIS) legislation and the *Commonwealth Privacy Act 1988*, *Public Sector Management Act 1994*, and *Freedom of Information Act 1992*.

Proper data governance and management must be ensured when AI systems are being used, including data anonymisation (ensuring an individual's personal information is not disclosed) and adherence to informed consent principles (ensuring an individual is aware of any disclosure of information).

2. Transparency, Explainability and Contestability

- The results of all documents or outcomes of the use of AI tools must be explainable and transparent in use.
- If an AI system has been used to generate information, users must disclose the use.

3. Accountability

- The use of generative AI tools should be used in conjunction with G 1.15 Code of Conduct – Employees, Volunteers, Contractors and Agency Staff; G 1.10 Communications and Social Media Policy and G 1.4 Code of Conduct for Councillors, Committee Members and Candidates.
- AI tools used on Shire owned devices, should be restricted to work related purposes and for limited personal use that does not interfere with work or compromise the organisation.
- Employees who are intentionally engaging in the misuse or unethical use of AI technology will be investigated and may be subject to disciplinary action. Any



Shire of Northam Policy Manual (Section I or II)
Policy
S10.7 ICT The Use of Artificial Intelligence (AI)

suspected misuse of AI technologies should be reported to an employee's line manager and reported to the Coordinator People & Culture.

- In the event of an alleged breach of this policy, or any investigation of misconduct or inappropriate use, the Shire reserves the right to verify compliance with this policy through various methods. This may include, but not be limited to:
 - Monitoring usage.
 - Reviewing logs.
 - Accessing cookie history.
 - Engaging internal and external audits.
- Results of any documents, images, advertisement, or images must be reviewed, amended and/or verified by a person before use or communication.

4. Incidents Reporting

Any incident related to data leak through AI tools must be reported as a formal incident. The incident must be handled through the Shire's Incident Management Process.

5. Confidentiality

Sensitive or confidential information strictly must not be disclosed to or entered into AI platforms. This includes:

- Information classified as confidential or sensitive by the organisation, such as legal documents or proceedings, personnel records etc.
- Personal Identifiable Information (PII) which may disclose personal information of Council Members, employees and members of the public, this includes (but is not limited to) a person's:
 - Name.
 - Address.
 - Phone number.
 - Signature.
 - Date of Birth.
 - Tax File Number or payroll information.

6. Publicly available (free) AI Applications

- Users must obtain prior approval from their line manager in writing (for Council Members, the Chief Executive Officer) to provide guidance on the use of alternative AI platforms before using any free AI application. The use case must be documented and contain details of the data type used, expected output from the AI application and process of reviewing results.
- Users must not distribute or click on any links provided or generated by public AI platforms or bots.

7. Accuracy & Compliances

All employees using AI technology must ensure that any records produced or used in the course of their duties are properly managed and in compliance with the *State Records Act 2000*.



Shire of Northam Policy Manual (Section I or II)
Policy
S10.7 ICT The Use of Artificial Intelligence (AI)

8. Review and updates

- This policy will be reviewed periodically to ensure that it remains current and relevant.
- Any updates to this policy will be communicated as required.

9. References

1. Western Australia Government – Artificial Intelligence Policy
https://www.wa.gov.au/system/files/2024-03/wagovaipolicy_0.pdf
2. Generative Artificial Intelligence (AI) tools developed for internal Government use – WA Public Sector Guidance <https://www.wa.gov.au/system/files/2024-03/generativeaitoolsforinternalgovuse.pdf>



FINANCE

F 1.12 CREDIT, FUEL & TRANSACTION CARDS

<i>Responsible Departments</i>	Corporate Services
<i>Resolution Number</i>	TBA
<i>Resolution Date</i>	TBA
<i>Next Scheduled Review</i>	2026/27
<i>Related Shire Documents</i>	Council's Procurement Policy Delegated Authority Register Code of Conduct – Employees, Volunteers, Contractors and Agency Staff
<i>Related Legislation</i>	<i>Local Government Act 1995</i> , Section 2.7(2) (a) and (b) and 6.5 (a) <i>Local Government (Financial Management) Regulations</i> , <i>Regulation 11(1) (a)</i>

OBJECTIVE

Purchasing cards are provided to Shire employees to enable the purchase of goods and services for the Shire. The objective of this policy is to:

- Provide a clear framework to enable the use of purchasing cards;
- Provide employees issued with a purchasing card clear and concise guidelines outlining its use;
- Mitigate the risk of fraud and misuse of all Shire-issued cards.

The application of this policy is to be in conjunction with the Shire's Code of Conduct and any legislative requirements of the *Local Government Act 1995* that may be applicable.

SCOPE

This policy applies to all Shire employees who are issued a purchasing card in accordance with this policy. Council Members not covered by this policy as they cannot be issued with purchasing cards.

The policy is intended to apply to credit cards, fuel, purchasing and transaction/store cards as well as any other similar type of corporate or organisational purchasing card.

POLICY



Shire of Northam Policy Manual (Section I)
Policy
G 1.18 Credit Card Use

1. Definitions

Transaction Card: Any store card limiting purchases to a specific store.

Fuel Card: A card that is specifically used to purchase fuel for corporate vehicles.

Credit Card: A corporate credit card used to make work related purchases when a supplier account is not available.

Purchasing Card: A general term used for the purpose of this policy to encompass fuel, transaction or corporate credit card.

2. Permitted Transactions

Purchasing cards may only be used for:

- The Shire's business activities, where an appropriate allocation is available within the adopted budget;
- The purchase of goods or services in accordance with the Shire's Procurement Policy and can include purchases such as:
 - General retail (e.g. industrial and construction supplies, hardware and equipment, and office supplies and printing);
 - Travel and accommodation;
 - Food and drink purchases;
 - Government services (e.g. postal services, licenses, registrations and permits);
 - Information technology and digital goods;
 - Training and development; and
 - Vehicle fuel, parts and services.

3. Prohibited Use and Transactions

The following types of transactions and purchases are prohibited and must not be made on a purchasing card.

- No cash withdrawals are permitted.
- Any refunds for purchases made on a Shire credit card must be refunded back to the credit card account. Refunds must not be accepted in cash.
- Shire purchasing cards must not be used for purchases of a private or personal nature, even if it is intended to reimburse the Shire. Only approved, work-related expenses in accordance with this policy may be incurred.
- The use of the purchasing card shall not be tied to any type of reward system that provides cardholders with any personal benefit or reward.
- Purchasing cards are not to be used during times of leave, with the exception of fuel cards for relevant employees.
- Credit cards are not to be used to purchase fuel products for Shire vehicles unless in exceptional circumstances (a fuel card should be used for this purpose).



4. Eligibility for purchasing cards

A purchasing card will only be issued when it is established that the anticipated usage of the card is warranted.

On receipt of a purchasing card, the cardholder must acknowledge and accept the conditions of use through the Cardholder Declaration.

5. Allocation of Credit Cards and Limits

Allocation of a credit card must be approved by the Chief Executive Officer or the Executive Manager Corporate Services in the instance the credit card is for the Chief Executive Officer.

The Chief Executive Officer will determine the limits on the credit cards.

6. Reconciliation and Reporting

Reconciliation of purchasing cards is to be completed on a monthly basis and acquittal of each transaction requires:

- A relevant tax invoice stating the type of goods purchased, amount of goods purchased and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- If no supporting documentation is available, the cardholder is required to provide a statutory declaration detailing the nature of the expense and must state on that declaration 'all expenditure is of a business nature'.
- Authorisation of expenditure incurred on credit cards must be signed by both the credit cardholder and one other Executive Manager or the Chief Executive Officer.
- A succinct explanation of why the expense was incurred and the appropriate expense account, with an annual budget allocation, for costing purposes.
- Should a lack of detail be a regular occurrence for a particular cardholder, the cardholder may be refused access to a purchasing card in the future.
- Each transaction will go through an individual approval process to ensure each expense is adequately validated.
- If the card is lost or stolen the cardholder is to immediately inform the bank and Executive Manager Corporate Services.
- Cards are to be surrendered to the Executive Manager Corporate Services (or Shire President in the case of Chief Executive Officer) when the cardholder ceases employment or the card expires.
- If the Chief Executive Officer or Executive Manager Corporate Services deny the approval of expenses, the recovery of the expense is to be met by the cardholder.
- A monthly report of all credit card transactions will be included in the Statement of Accounts report to Council.



7. Cardholder Responsibility and Liability

Cardholders are responsible for the safe custody and security of the card and account and are liable for any misuse and associated costs. Cardholders are responsible for resolving use and transaction disputes and ensuring that use of the card is ethical and strictly in accordance with this policy.

8. Fuel Cards

Employees who have Shire vehicles for personal use will be provided a fuel card and this is only for use with the nominated vehicle.

Fuel cards for the Shire pool vehicle will be managed by the Procurement Coordinator.

9. Credit cards

All staff with credit cards must be given delegated authority to make purchases on a credit card.

10. Review of purchasing cards

To ensure compliance and the integrity of the purchases, periodic reviews of expenditure will be undertaken by an employee nominated by the Chief Executive Officer or Executive Manager Corporate Services.

External scrutiny of purchasing card expenditure will be encouraged as part of the external audit process.

Purchasing card limits will be reviewed annually for all cardholders by the Executive Manager Corporate Services.

13.4.2 Accounts & Statement of Accounts - September 2024

File Reference:	2.1.3.4
Reporting Officer:	Louise Harris (Creditors Officer), Kudzai Matanga (Finance Manager)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the accounts for the period from 1 September to 30 September 2024.

ATTACHMENTS

1. Accounts & Statement of Accounts - September 2024 [**13.4.2.1** - 33 pages]
2. Declaration September 2024 [**13.4.2.2** - 6 pages]

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 13.4.2.1. 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

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2024/25 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

N/A.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (1) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant financial standards and 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 due to non-compliance.	Rare (1) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant policy, standards and legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

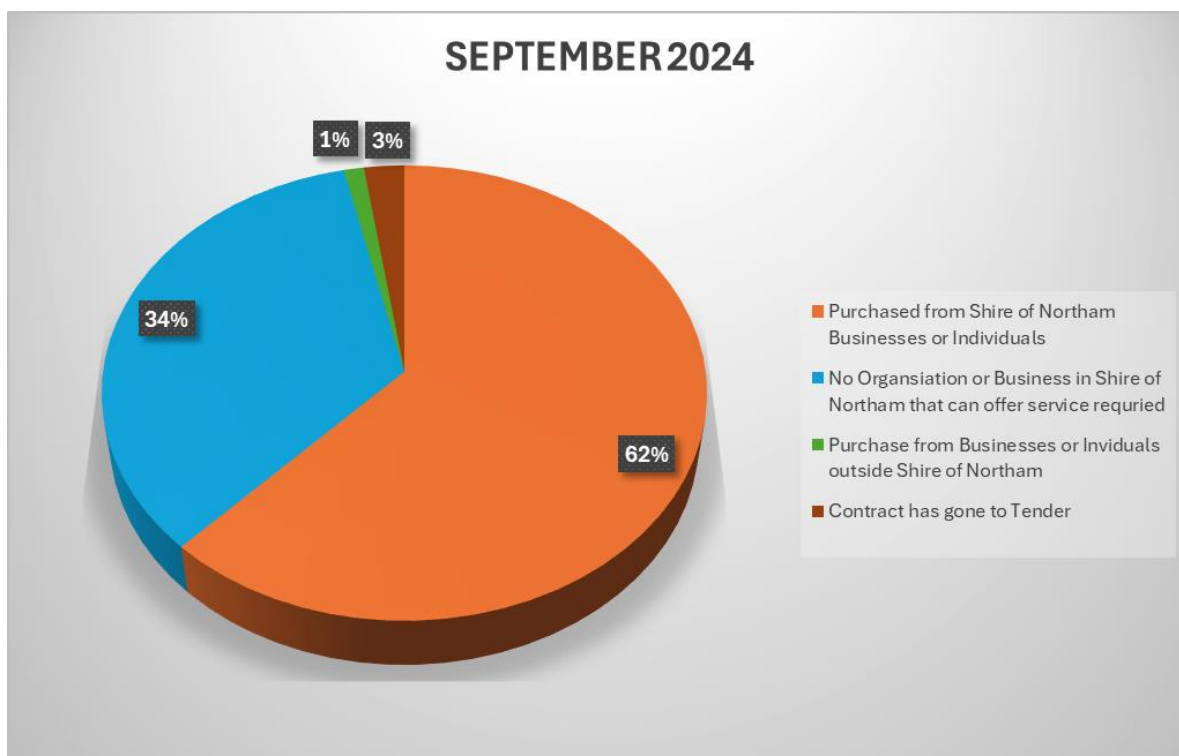
B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The matter of the Shire supporting local businesses has been raised previously. To assist in providing a greater understanding of the purchasing patterns of

the Shire of Northam, the following graph summarises the payments made locally for the month of September 2024:



RECOMMENDATION

That Council **RECEIVES** the payments for the period 1 September to 30 September 2024, as listed:

- Municipal Fund EFT51928 to EFT52162 = \$1,723,182.66
- Direct Debits = \$3,892.28
- Superannuation = \$156,561.94
- Payroll = \$600,778.20

TOTAL: \$2,484,415.08

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

**Ordinary Council Meeting Agenda
16 October 2024**

**Attachment
13.4.2.1**

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT51928	05/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1		1,017.00
INV 2871645	05/08/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1	1,017.00	
EFT51929	05/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1904 - PLANT MTCE	1		3,531.42
INV 379400	01/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT MTCE	1	55.00	
INV 379437	02/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	67.65	
INV 379508	05/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	712.37	
INV 379685	07/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT MTCE	1	272.05	
INV 379680	07/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	21.40	
INV 380315	16/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	77.00	
INV 380454	19/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	105.40	
INV 380602	20/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	172.75	
INV 381107	27/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1904 - PLANT MTCE	1	1,879.81	
INV 381187	28/08/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	167.99	
EFT51930	05/09/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2316 - PLANT PARTS	1		287.15
INV SI-00021827	08/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2316 - PLANT PARTS	1	287.15	
EFT51931	05/09/2024	ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	BFB - VEHICLE MTCE	1		548.25
INV 76505 / 7	16/07/2024	ALL VEHICLES PTY LTD T/AS AVON 4WD CENTRE / NORTHAM RADIATOR SPECIALISTS	BFB - VEHICLE MTCE	1	548.25	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT51932	05/09/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1		83.60
INV IN00436020/08/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1	83.60	
EFT51933	05/09/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - AUGUST 2024	1		1,146.75
INV 110462 31/08/2024		AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - AUGUST 2024	1	1,146.75	
EFT51934	05/09/2024	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - MTCE	1		3,307.70
INV A19853 26/08/2024		ANDY'S PLUMBING SERVICE	AIRPORT HANGAR - MTCE	1	211.20	
INV A19854 26/08/2024		ANDY'S PLUMBING SERVICE	TOWN HALL - REPAIRS	1	264.00	
INV A19857 26/08/2024		ANDY'S PLUMBING SERVICE	MEMORIAL HALL - MTCE	1	1,001.00	
INV A19855 26/08/2024		ANDY'S PLUMBING SERVICE	KILLARA - REPAIRS	1	616.00	
INV A19856 26/08/2024		ANDY'S PLUMBING SERVICE	YOUTH PRECINCT - REPAIRS	1	374.00	
INV A19852 26/08/2024		ANDY'S PLUMBING SERVICE	BMX SHELTER - MTCE	1	841.50	
EFT51935	05/09/2024	ANTHONY PAGE - (MESSINES BEE FARM)	BILYA FESTIVAL - 09/08/2024	1		500.00
INV MES-003 09/08/2024		ANTHONY PAGE - (MESSINES BEE FARM)	BILYA FESTIVAL - 09/08/2024	1	500.00	
EFT51936	05/09/2024	ASHLEY BARNES	STAFF REIMBURSEMENT	1		44.00
INV 4596240730/08/2024		ASHLEY BARNES	STAFF REIMBURSEMENT	1	44.00	
EFT51937	05/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		159.00
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 13	29/08/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT51938	05/09/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 27/08/2024	1		65,050.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV PAYG 2704/09/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 27/08/2024	1	65,050.00	
EFT51939	05/09/2024	AUTOPRO NORTHAM	PN1913 - PLANT PARTS	1		19.29
INV 1162844	02/09/2024	AUTOPRO NORTHAM	PN1913 - PLANT PARTS	1	19.29	
EFT51940	05/09/2024	AVON VALLEY GLASS	REC CENTRE - REPAIRS	1		2,764.95
INV 0001409426	08/2024	AVON VALLEY GLASS	REC CENTRE - REPAIRS	1	2,764.95	
EFT51941	05/09/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2020 - VEHICLE MTCE	1		1,255.12
INV 357790	22/08/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2020 - VEHICLE MTCE	1	835.63	
INV 357842	29/08/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1906 - VEHICLE MTCE	1	419.49	
EFT51942	05/09/2024	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	GRANT - NORTHAM VINTAGE VEHICLE SWAPMEET 2024	1		330.00
INV 00414	14/03/2024	AVON VALLEY VINTAGE VEHICLE ASSOCIATION OF WA INC	GRANT - NORTHAM VINTAGE VEHICLE SWAPMEET 2024	1	330.00	
EFT51943	05/09/2024	AVONVALE EDUCATION SUPPORT CENTRE	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1		200.00
INV 74	27/08/2024	AVONVALE EDUCATION SUPPORT CENTRE	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1	200.00	
EFT51944	05/09/2024	AVONVALE PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1		200.00
INV 2597	27/08/2024	AVONVALE PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1	200.00	
EFT51945	05/09/2024	BAKERS HILL PRIMARY SCHOOL PARENTS & CITIZENS	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1		100.00
INV 01002	27/08/2024	BAKERS HILL PRIMARY SCHOOL PARENTS & CITIZENS	GRANT - EDUCATIONAL PRIZES & DONATIONS 24/25	1	100.00	
EFT51946	05/09/2024	BLACKWELL PLUMBING AND GAS PTY LTD	ADMIN BUILDING - MTCE	1		134.20
INV INV-312229	08/2024	BLACKWELL PLUMBING AND GAS PTY LTD	ADMIN BUILDING - MTCE	1	134.20	
EFT51947	05/09/2024	BOC LIMITED	SON VARIOUS LOCATIONS - MEDICAL SUPPLIES	1		76.08

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4037421	129/08/2024	BOC LIMITED	SON VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	76.08	
EFT51948	05/09/2024	BOULEVARD FINE JEWELLERS	STAFF LEAVING GIFT	1		100.00
INV INV-043607	08/2024	BOULEVARD FINE JEWELLERS	STAFF LEAVING GIFT	1	100.00	
EFT51949	05/09/2024	BUNNINGS BUILDING SUPPLIES P/L	STAFF LEAVING GIFT	1		1,598.65
INV 2182/003	07/08/2024	BUNNINGS BUILDING SUPPLIES P/L	STAFF LEAVING GIFT	1	1,000.00	
INV 2182/998	19/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	20.43	
INV 2182/004	20/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	5.46	
INV 2182/003	21/08/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	193.44	
INV 2440/007	22/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	18.20	
INV 2182/004	22/08/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	110.82	
INV 2182/003	22/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	22.04	
INV 2182/003	22/08/2024	BUNNINGS BUILDING SUPPLIES P/L	P100 - PLANT PARTS	1	5.32	
INV 2182/003	22/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	4.90	
INV 2182/004	27/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	48.08	
INV 2182/003	29/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	44.42	
INV 2182/998	30/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	21.84	
INV 2182/003	30/08/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	103.70	
EFT51950	05/09/2024	CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1		417.25
INV 24-00007	07/08/2024	CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1	417.25	
EFT51951	05/09/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN2107 - PLANT MTCE	1		1,455.74
INV 0000475302	09/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1620 - PLANT MTCE	1	346.50	
INV 0000475402	09/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN2107 - PLANT MTCE	1	1,109.24	
EFT51952	05/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		651.91

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 13	29/08/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		327.07	
INV 13	29/08/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		324.84	
EFT51953	05/09/2024	CITY OF WANNEROO	VISITORS CENTRE - FEES & CHARGES	1		1,002.08
INV 5071-01	15/08/2024	CITY OF WANNEROO	VISITORS CENTRE - FEES & CHARGES	1	1,002.08	
EFT51954	05/09/2024	CLASSIC IT SUPPORT	IT - SUPPLIES	1		558.00
INV 9711	15/08/2024	CLASSIC IT SUPPORT	IT - SUPPLIES	1	558.00	
EFT51955	05/09/2024	COMBINED TYRES PTY LTD	PN2019 - VEHICLE MTCE	1		830.50
INV INV-496716/07/2024		COMBINED TYRES PTY LTD	PN2019 - VEHICLE MTCE	1	781.00	
INV INV-509826/08/2024		COMBINED TYRES PTY LTD	PN2016 - VEHICLE MTCE	1	49.50	
EFT51956	05/09/2024	COMPLETE ASBESTOS MANAGEMENT PTY LTD	DEVELOPMENT SERVICES - CONSULTING SERVICES AUGUST 2024	1		3,096.50
INV CAM-11321/08/2024		COMPLETE ASBESTOS MANAGEMENT PTY LTD	DEVELOPMENT SERVICES - CONSULTING SERVICES AUGUST 2024	1	3,096.50	
EFT51957	05/09/2024	CUTTING EDGES EQUIPMENT PARTS	PN1706 - PLANT PARTS	1		4,691.72
INV 3374275B29/08/2024		CUTTING EDGES EQUIPMENT PARTS	FREIGHT CHARGES - AUG 2024	1	220.00	
INV 3374275 29/08/2024		CUTTING EDGES EQUIPMENT PARTS	PN1706 - PLANT PARTS	1	3,017.52	
INV 3374275A29/08/2024		CUTTING EDGES EQUIPMENT PARTS	PN2308 - PLANT PARTS	1	1,454.20	
EFT51958	05/09/2024	DAMIAN'S PLUMBING	WUNDOWIE SKATE PARK - MTCE	1		1,633.50
INV INV-022322/08/2024		DAMIAN'S PLUMBING	WUNDOWIE SKATE PARK - MTCE	1	1,633.50	
EFT51959	05/09/2024	ENVIRO PIPES PTY LTD	LUNT STREET - CAPITAL WORKS	1		2,756.60
INV 64540	22/08/2024	ENVIRO PIPES PTY LTD	LUNT STREET - CAPITAL WORKS	1	2,756.60	
EFT51960	05/09/2024	FIRSTAIDPRO	KILLARA - TRAINING	1		249.00
INV V117512401/09/2024		FIRSTAIDPRO	KILLARA - TRAINING	1	249.00	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT51961	05/09/2024	FREMANTLE PRESS INC	VISITORS CENTRE - STOCK	1		224.85
INV 0011083722/08/2024		FREMANTLE PRESS INC	VISITORS CENTRE - STOCK	1	224.85	
EFT51962	05/09/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - SUPPLIES	1		136.86
INV 83351	30/08/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - SUPPLIES	1	136.86	
EFT51963	05/09/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1		9,504.00
INV 1942382228/08/2024		FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1	9,504.00	
EFT51964	05/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - MTCE	1		616.00
INV 555	30/06/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING - MTCE	1	440.00	
INV 566	13/08/2024	G.S. BEVERIDGE & L.P. NOTTLE	REC CENTRE - REPAIRS	1	176.00	
EFT51965	05/09/2024	GRASS VALLEY PROGRESS ASSOCIATION	GRANT - SHED MURAL & ANZAC DAY SERVICE 24/25	1		9,650.00
INV 2808202428/08/2024		GRASS VALLEY PROGRESS ASSOCIATION	GRANT - SHED MURAL & ANZAC DAY SERVICE 24/25	1	9,450.00	
INV 0209202402/09/2024		GRASS VALLEY PROGRESS ASSOCIATION	GRANT - BAR STOOLS	1	200.00	
EFT51966	05/09/2024	GUNDARING WA - MURRAY YARRAN T/AS	NAIDOC WEEK	1		500.00
INV 2608202426/08/2024		GUNDARING WA - MURRAY YARRAN T/AS	NAIDOC WEEK	1	500.00	
EFT51967	05/09/2024	INKPEN VOLUNTEER BUSH FIRE BRIGADE	BFB - SUPPLIES	1		19.05
INV 102	26/08/2024	INKPEN VOLUNTEER BUSH FIRE BRIGADE	BFB - SUPPLIES	1	19.05	
EFT51968	05/09/2024	IT VISION	CORPORATE SERVICES - CONSULTING - JULY 2024	1		1,386.00
INV INITV41430/07/2024		IT VISION	CORPORATE SERVICES - CONSULTING - JULY 2024	1	693.00	
INV INITV41430/07/2024		IT VISION	CORPORATE SERVICES - CONSULTING - JULY 2024	1	415.80	
INV INITV41528/08/2024		IT VISION	DEVELOPMENT SERVICES - CONSULTING AUG 24	1	277.20	
EFT51969	05/09/2024	JACQUELINE SUSANN NEILL	STAFF REIMBURSEMENT	1		63.80
INV 1763ED3 12/08/2024		JACQUELINE SUSANN NEILL	STAFF REIMBURSEMENT	1	63.80	

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EFT51970	05/09/2024	JB HI-FI GROUP PTY LTD	IT - SUPPLIES	1		610.28
INV BD1527108/08/2024		JB HI-FI GROUP PTY LTD	IT - SUPPLIES	1	262.33	
INV BD1530813/08/2024		JB HI-FI GROUP PTY LTD	IT - SUPPLIES	1	128.53	
INV BD1537721/08/2024		JB HI-FI GROUP PTY LTD	IT - SUPPLIES	1	219.42	
EFT51971	05/09/2024	JS TECHNOLOGY & DIGITAL PTY LTD	REC CENTRE - OFFICE SUPPLIES	1		50.00
INV INV2808 28/08/2024		JS TECHNOLOGY & DIGITAL PTY LTD	REC CENTRE - OFFICE SUPPLIES	1	50.00	
EFT51972	05/09/2024	KATHY MULLER	STAFF REIMBURSEMENT	1		75.00
INV 832929	19/08/2024	KATHY MULLER	STAFF REIMBURSEMENT	1	75.00	
EFT51973	05/09/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		371.76
INV 396504	28/08/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	371.76	
EFT51974	05/09/2024	LGIS WA	BUSHFIRES ANNUAL 1ST INSTALLMENT PREMIUMS 2024/2025	1		538,648.85
INV 100-158005/07/2024		LGIS WA	BUSHFIRES ANNUAL 1ST INSTALLMENT PREMIUMS 2024/2025	1	398,067.33	
INV 100-158005/07/2024		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - BRIDGE 4103 - CLACKLINE BROOK		60,815.81	
INV 100-158005/07/2024		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - JUBILEE OVAL - HORSE STABLES		73,651.23	
INV 100-158005/07/2024		LGIS WA	PROPERTY 1ST INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - SES BUILDING		13,292.23	
INV 100-1593 12/08/2024		LGIS WA	ADMIN - INSURANCE PREMIUM - ADJUSTMENT CREDIT 23/24	1	-8,109.31	
INV 100-1595 28/08/2024		LGIS WA	ADMIN - INSURANCE PREMIUM - ADJUSTMENT 23/24	1	931.56	
EFT51975	05/09/2024	MALINOWSKI HOLDINGS PTY LTD	CORPORATE SERVICES - FEES & CHARGES	1		7,866.63
INV 0000094112/08/2024		MALINOWSKI HOLDINGS PTY LTD	CORPORATE SERVICES - FEES & CHARGES	1	6,629.13	
INV 0000094927/08/2024		MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - SEPTEMBER 2024	1	1,237.50	

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EFT51976	05/09/2024	ZZ - MCLEODS BARRISTERS & SOLICITORS (DO NOT USE)	LEGAL FEES - JUNE 2024	1		1,926.65
INV 136621	28/06/2024	ZZ - MCLEODS BARRISTERS & SOLICITORS (DO NOT USE)	LEGAL FEES - JUNE 2024	1	1,926.65	
EFT51977	05/09/2024	MCLEODS LAWYERS	LEGAL FEES - JULY 2024	1		1,417.35
INV 140395	31/07/2024	MCLEODS LAWYERS	LEGAL FEES - JULY 2024	1	1,417.35	
EFT51978	05/09/2024	MM ELECTRICAL MERCHANDISING	DEPOT - SUPPLIES	1		55.54
INV 214002-6	27/08/2024	MM ELECTRICAL MERCHANDISING	DEPOT - SUPPLIES	1	55.54	
EFT51979	05/09/2024	NORTHAM & DISTRICTS HISTORICAL SOCIETY INC	GRANT - WEBSITE DEVELOPMENT	1		220.00
INV 27082024	27/08/2024	NORTHAM & DISTRICTS HISTORICAL SOCIETY INC	GRANT - WEBSITE DEVELOPMENT	1	220.00	
EFT51980	05/09/2024	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	GRANT - NORTHAM HERITAGE & MUTICULTURAL FESTIVAL 2024	1		19,800.00
INV 030	29/08/2024	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	GRANT - NORTHAM HERITAGE & MUTICULTURAL FESTIVAL 2024	1	19,800.00	
EFT51981	05/09/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	DIFFERENTIAL RATE FUNDING 24/25	1		139,870.50
INV 2820	26/08/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - NACHA FESTIVAL	1	170.50	
INV 2825	27/08/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	DIFFERENTIAL RATE FUNDING 24/25	1	139,700.00	
EFT51982	05/09/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1		387.00
INV 00005548	20/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	51.00	
INV 00005549	21/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	112.00	
INV 00005550	22/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	77.00	
INV 00005551	26/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	51.00	
INV 00005557	28/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	48.00	
INV 00005560	30/08/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - AUG 2024	1	48.00	

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EFT51983	05/09/2024	NORTHAM MOTORS PTY LTD	PN2407 - VEHICLE MTCE	1		460.00
INV 1440259	27/08/2024	NORTHAM MOTORS PTY LTD	PN2407 - VEHICLE MTCE	1	460.00	
EFT51984	05/09/2024	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	GRANT - ANZAC DAY 2025	1		2,700.00
INV 2708202427/08/2024		NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	GRANT - ANZAC DAY 2025	1	2,700.00	
EFT51985	05/09/2024	NORTHAM THEATRE GROUP INC	GRANT - LIVE PERFORMANCES 23/24	1		300.00
INV 30924	03/09/2024	NORTHAM THEATRE GROUP INC	GRANT - LIVE PERFORMANCES 23/24	1	300.00	
EFT51986	05/09/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - AUGUST 2024	1		110.00
INV 112162	06/08/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - AUGUST 2024	1	110.00	
EFT51987	05/09/2024	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		5,499.95
INV 9112435106/08/2024		NUTRIEN AG SOLUTIONS LIMITED	PN1912 - PLANT PARTS	1	539.00	
INV 9112590908/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	396.00	
INV 9112873714/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	2,655.40	
INV 9112884114/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	134.64	
INV 9113096119/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	773.78	
INV 9113206320/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	682.00	
INV 9113269721/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	289.14	
INV 9113316422/08/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	29.99	
EFT51988	05/09/2024	NUTRIEN WATER	WWTP - SUPPLIES	1		2,553.50
INV 4132614919/08/2024		NUTRIEN WATER	WWTP - SUPPLIES	1	2,350.22	
INV 4132701027/08/2024		NUTRIEN WATER	DEPOT - SUPPLIES	1	203.28	
EFT51989	05/09/2024	OXTER SERVICES	C.202223-13 - BURIAL	1		1,430.00

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INV 29200	19/08/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,430.00	
EFT51990	05/09/2024	QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	GRANT - PUBLIC LIABILITY / SOCIAL EVENTS / BBQ 24/25	1		3,330.00
INV 3008202430/08/2024		QUELLINGTON PROGRESS AND SPORTING ASSOCIATION INC	GRANT - PUBLIC LIABILITY / SOCIAL EVENTS / BBQ 24/25	1	3,330.00	
EFT51991	05/09/2024	ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1		272.00
INV WS-0000 08/12/2023		ROOGENIC - ROO TEA PTY LTD	BKB/VISITORS CENTRE - SUPPLIES	1	225.56	
INV WS-0000 28/08/2024		ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1	272.00	
INV WS-0000 08/12/2024		ROOGENIC - ROO TEA PTY LTD	REVERSAL - INCORRECT DATE USED	1	-225.56	
EFT51992	05/09/2024	SHIRE OF TOODYAY	AROC - JULY 2024	1		2,071.62
INV T957	05/09/2024	SHIRE OF TOODYAY	AROC - JULY 2024	1	2,071.62	
EFT51993	05/09/2024	SPECIALISED TREE SERVICE PTY LTD	BAKERS HILL - REPAIRS	1		2,596.00
INV INV-000225/08/2024		SPECIALISED TREE SERVICE PTY LTD	BAKERS HILL - REPAIRS	1	2,596.00	
EFT51994	05/09/2024	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1		499.00
INV 24357	19/08/2024	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1	499.00	
EFT51995	05/09/2024	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - SUPPLIES	1		8,482.98
INV SIN-394030/07/2024		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - SUPPLIES	1	8,482.98	
EFT51996	05/09/2024	SYNERGY	142275950 WUNDOWIE OVAL - 03/07/2024 to 29/08/2024	1		2,654.09
INV 1358465928/08/2024		SYNERGY	135846590 BAKERS HILL FIRE STATION - NEW - 29/06/2024 to 27/08/2024		331.98	
INV 2886267428/08/2024		SYNERGY	288626740 CLACKLINE HALL - 03/07/2024 to 26/08/2024		114.17	
INV 1422759530/08/2024		SYNERGY	142275950 WUNDOWIE OVAL - 03/07/2024 to 29/08/2024		1,286.77	
INV 3619900330/08/2024		SYNERGY	361990030 WUNDOWIE OVAL - 02/07/2024 to 28/08/2024		226.05	

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INV 9168227530/08/2024		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 03/07/2024 to 29/08/2024		117.24	
INV 1640077130/08/2024		SYNERGY	164007710 WUNDOWIE DEPOT - 03/07/2024 to 29/08/2024		288.53	
INV 1603961202/09/2024		SYNERGY	160396120 CLACKLINE FIRE SHED - 03/07/2024 to 29/08/2024		172.11	
INV 1585097602/09/2024		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 03/07/2024 to 29/08/2024		117.24	
EFT51997	05/09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - AUG 2024	1		886.28
INV 0628-S30	14/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MARCH 2024	1	43.11	
INV 0643-S30	04/08/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JULY 2024	1	199.03	
INV 0644-S30	11/08/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - AUG 2024	1	487.50	
INV 0646-S30	25/08/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - AUG 2024	1	156.64	
EFT51998	05/09/2024	TIM SAMUAL EDMONDS	STAFF REIMBURSEMENT	1		44.00
INV 3741379408/08/2024		TIM SAMUAL EDMONDS	STAFF REIMBURSEMENT	1	44.00	
EFT51999	05/09/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 29/08/2024	1		50.00
INV 46	29/08/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 29/08/2024	1	50.00	
EFT52000	05/09/2024	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NORTHAM DOG POUND -REPAIRS	1		2,382.38
INV 99806	27/08/2024	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	NORTHAM DOG POUND -REPAIRS	1	2,382.38	
EFT52001	05/09/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1		203.00
INV 994420	29/08/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1	203.00	
EFT52002	05/09/2024	WARRICKS NEWSAGENCY	KILLARA - OFFICE SUPPLIES	1		85.58
INV 2105202421/05/2024		WARRICKS NEWSAGENCY	KILLARA - OFFICE SUPPLIES	1	85.58	
EFT52003	05/09/2024	WEST NORTHAM PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1		200.00
INV 1804	27/08/2024	WEST NORTHAM PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1	200.00	

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EFT52004	05/09/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1		3,260.60
INV INV-181512/07/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1019 - PLANT MTCE	1	253.60	
INV INV-182730/07/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2205 - VEHICLE MTCE	1	835.00	
INV INV-182901/08/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1	2,000.00	
INV INV-185802/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	WWTP - SUPPLIES	1	172.00	
EFT52005	05/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1		1,306.37
INV 221231	08/07/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	39.84	
INV 31843	29/07/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - OFFICE SUPPLIES	1	836.80	
INV 221413	08/08/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	15.70	
INV 221512	12/08/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	144.49	
INV 221513	12/08/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	150.64	
INV 18898	02/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - OFFICE SUPPLIES	1	118.90	
EFT52006	05/09/2024	WUNDOWIE PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1		200.00
INV 1267	27/08/2024	WUNDOWIE PRIMARY SCHOOL	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1	200.00	
EFT52007	05/09/2024	WUNDOWIE PRIMARY SCHOOL P&C ASSOC	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1		100.00
INV INV-000427/08/2024		WUNDOWIE PRIMARY SCHOOL P&C ASSOC	GRANT - EDUCATIONAL PRIZES AND DONATIONS 24/25	1	100.00	
EFT52008	05/09/2024	YVONNE KICKETT	BKB - STOCK	1		900.00
INV 41	02/09/2024	YVONNE KICKETT	BKB - STOCK	1	450.00	
INV 0209202402/09/2024		YVONNE KICKETT	BKB - PROGRAMS & EVENTS	1	450.00	

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EFT52009	05/09/2024	ZENIEN	CCTV - REPAIRS	1		308.00
INV I12433	14/08/2024	ZENIEN	CCTV - REPAIRS	1	308.00	
EFT52010	12/09/2024	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENT FOR AUGUST 2024	1		3,120.45
INV AUG 20231/08/2024		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENT FOR AUGUST 2024	1	3,120.45	
EFT52011	12/09/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		500.00
INV AUG 20231/08/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	500.00	
EFT52012	12/09/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		6,664.68
INV AUG 20231/08/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	6,664.68	
EFT52013	12/09/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENT FOR AUGUST 2024	1		1,905.73
INV AUG 20231/08/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENT FOR AUGUST 2024	1	1,905.73	
EFT52014	12/09/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		1,905.73
INV AUG 20231/08/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	1,905.73	
EFT52015	12/09/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		1,905.73
INV AUG 20231/08/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	1,905.73	
EFT52016	12/09/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		1,905.73
INV AUG 20231/08/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	1,905.73	
EFT52017	12/09/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENT FOR AUGUST 2024	1		2,125.53
INV AUG 20231/08/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENT FOR AUGUST 2024	1	2,125.53	
EFT52018	12/09/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENT FOR AUGUST 2024	1		1,905.73
INV AUG 20231/08/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENT FOR AUGUST 2024	1	1,905.73	
EFT52019	12/09/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR AUGUST 2024	1		1,905.73

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INV AUG 20231/08/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR AUGUST 2024	1	1,905.73	
EFT52020	18/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1513 - PLANT MTCE	1		782.85
INV 2882794	10/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1513 - PLANT MTCE	1	782.85	
EFT52021	18/09/2024	ANDY'S PLUMBING SERVICE	REC CENTRE - MTCE	1		7,747.30
INV A19863	03/09/2024	ANDY'S PLUMBING SERVICE	BKB - REPAIRS	1	261.80	
INV A19864	10/09/2024	ANDY'S PLUMBING SERVICE	NORTHAM & WUNDOWIE RV SITE - MTCE	1	3,520.00	
INV A19865	10/09/2024	ANDY'S PLUMBING SERVICE	REC CENTRE - MTCE	1	3,707.00	
INV A19866	10/09/2024	ANDY'S PLUMBING SERVICE	AIRPORT HANGAR 16 - REPAIRS	1	258.50	
EFT52022	18/09/2024	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	SUBSCRIPTION 2024/25	1		567.00
INV 5039381501/09/2024		AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	SUBSCRIPTION 2024/25	1	567.00	
EFT52023	18/09/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1		45.97
INV 1163362	04/09/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	45.97	
EFT52024	18/09/2024	AVON WASTE	C.202122-04 WASTE FACILITY MANAGEMENT - AUGUST 2024	1		107,254.59
INV 0006448623/08/2024		AVON WASTE	C.202122-04 WASTE FACILITY MANAGEMENT - AUGUST 2024	1	107,254.59	
EFT52025	18/09/2024	BUNNINGS BUILDING SUPPLIES P/L	SES - SUPPLIES	1		463.67
INV 2182/003	21/08/2024	BUNNINGS BUILDING SUPPLIES P/L	BFB - SUPPLIES	1	46.55	
INV 2182/003	29/08/2024	BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE POOL - SUPPLIES	1	169.39	
INV 2182/003	30/08/2024	BUNNINGS BUILDING SUPPLIES P/L	SES - SUPPLIES	1	247.73	
EFT52026	18/09/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES - AUGUST 2024	1		805.09
INV 3704153531/08/2024		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES - AUGUST 2024	1	805.09	

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EFT52027	18/09/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES - AUGUST 2024	1		324.56
INV 117	31/08/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES - AUGUST 2024	1	324.56	
EFT52028	18/09/2024	CDA AIR & SOLAR YORK	KILLARA - MTCE	1		270.00
INV 0002108609/07/2024		CDA AIR & SOLAR YORK	KILLARA - MTCE	1	270.00	
EFT52029	18/09/2024	CHRISTOPHER JOHN MARRIS	CBFCO - AUGUST 2024	1		833.33
INV AE 1109211/09/2024		CHRISTOPHER JOHN MARRIS	CBFCO - AUGUST 2024	1	833.33	
EFT52030	18/09/2024	COMBINED TYRES PTY LTD	PN2408 - VEHICLE MTCE	1		49.50
INV INV-514109/09/2024		COMBINED TYRES PTY LTD	PN2408 - VEHICLE MTCE	1	49.50	
EFT52031	18/09/2024	COUNTRY COMFORTSTYLE NORTHAM	DEVELOPMENT SERVICES - CAPITAL PURCHASES	1		1,068.00
INV 23025	20/08/2024	COUNTRY COMFORTSTYLE NORTHAM	DEVELOPMENT SERVICES - CAPITAL PURCHASES	1	1,068.00	
EFT52032	18/09/2024	DAMIAN'S PLUMBING	WUNDOWIE LIBRARY - REPAIRS	1		869.00
INV INV-028908/09/2024		DAMIAN'S PLUMBING	WUNDOWIE LIBRARY - REPAIRS	1	869.00	
EFT52033	18/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - REPAIRS	1		1,705.00
INV 1167	29/08/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - REPAIRS	1	1,705.00	
EFT52034	18/09/2024	DEBORAH L MOODY	CURTAIN UNIVERSITY - PROGRAM & EVENTS	1		500.00
INV 0609202406/09/2024		DEBORAH L MOODY	CURTAIN UNIVERSITY - PROGRAM & EVENTS	1	500.00	
EFT52035	18/09/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 1	1		211,035.67
INV 157868	21/08/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 1	1	211,035.67	
EFT52036	18/09/2024	DRACO AIR PTY LTD	ADMIN BUILDING - REPAIRS	1		6,720.40
INV 17296	09/09/2024	DRACO AIR PTY LTD	ADMIN BUILDING - REPAIRS	1	4,792.30	

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INV 17310	10/09/2024	DRACO AIR PTY LTD	VISITORS CENTRE - REPAIRS	1	1,785.10	
INV 17331	11/09/2024	DRACO AIR PTY LTD	ADMIN BUILDING - REPAIRS	1	143.00	
EFT52037	18/09/2024	DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	VISITORS CENTRE - STOCK	1		153.60
INV 0000298630/08/2024		DUNCAN GROUP INTERNATIONAL - CLACKLINE VALLEY OLIVES	VISITORS CENTRE - STOCK	1	153.60	
EFT52038	18/09/2024	E FIRE & SAFETY	KILLARA - MTCE	1		839.85
INV 617202	31/08/2024	E FIRE & SAFETY	KILLARA - MTCE	1	422.40	
INV 617393	31/08/2024	E FIRE & SAFETY	TOWN/LESSER HALL - MTCE	1	162.80	
INV 617396	31/08/2024	E FIRE & SAFETY	REC CENTRE - MTCE	1	254.65	
EFT52039	18/09/2024	ECOCERN PTY LTD	LIBRARY - PROGRAMS & EVENTS	1		363.00
INV 0001653609/09/2024		ECOCERN PTY LTD	LIBRARY - PROGRAMS & EVENTS	1	363.00	
EFT52040	18/09/2024	GRAFTON ELECTRICS	VISITORS CENTRE - MTCE	1		1,121.95
INV A426	02/09/2024	GRAFTON ELECTRICS	VISITORS CENTRE - MTCE	1	485.98	
INV A428	02/09/2024	GRAFTON ELECTRICS	VISITORS CENTRE - REPAIRS	1	371.97	
INV A445	05/09/2024	GRAFTON ELECTRICS	P100 - PLANT MTCE	1	264.00	
EFT52041	18/09/2024	HEPBURN CONTRACTING - NEIL HEPBURN T/AS	HADDRILL ROAD - MTCE	1		6,600.00
INV 0000007209/09/2024		HEPBURN CONTRACTING - NEIL HEPBURN T/AS	HADDRILL ROAD - MTCE	1	6,600.00	
EFT52042	18/09/2024	IN PHASE TEST & TAG	NORTHAM & WUNDOWIE DEPOT - MTCE	1		438.00
INV 0000699106/09/2024		IN PHASE TEST & TAG	NORTHAM & WUNDOWIE DEPOT - MTCE	1	438.00	
EFT52043	18/09/2024	IXOM OPERATIONS PTY LTD	NORTHAM POOL - SUPPLIES	1		4,374.95
INV 6851098	22/08/2024	IXOM OPERATIONS PTY LTD	NORTHAM POOL - SUPPLIES	1	3,852.20	
INV 6855294	31/08/2024	IXOM OPERATIONS PTY LTD	WWTP & NORTHAM POOL - SUPPLIES	1	522.75	

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EFT52044	18/09/2024	JANET KICKETT	BKB - STOCK	1		715.00
INV 35	04/09/2024	JANET KICKETT	BKB - STOCK	1	715.00	
EFT52045	18/09/2024	JORJA POTTER	STAFF REIMBURSEMENT	1		99.00
INV INV-507829/08/2024		JORJA POTTER	STAFF REIMBURSEMENT	1	99.00	
EFT52046	18/09/2024	JUANA CAMPBELL	STAFF REIMBURSEMENT	1		23.29
INV H237911304/09/2024		JUANA CAMPBELL	STAFF REIMBURSEMENT	1	23.29	
EFT52047	18/09/2024	KATHY DAVIS	CURTAIN UNIVERSITY - PROGRAMS & EVENTS	1		800.00
INV 0609202406/09/2024		KATHY DAVIS	CURTAIN UNIVERSITY - PROGRAMS & EVENTS	1	800.00	
EFT52048	18/09/2024	LAURA WEST	CREDIT RATES REFUND FOR ASSESSMENT A11801	1		1,991.42
INV A11801 10/09/2024		LAURA WEST	CREDIT RATES REFUND FOR ASSESSMENT A11801		1,991.42	
EFT52049	18/09/2024	LUCY'S TEAROOMS	CATERING - COUNCIL MEETING	1		324.00
INV 3337	22/07/2024	LUCY'S TEAROOMS	CATERING - COUNCIL MEETING	1	324.00	
EFT52050	18/09/2024	LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL MEETINGS	1		1,241.00
INV SHIRE 7003/06/2024		LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL MEETING	1	341.00	
INV SHIRE 9003/09/2024		LUME BRASSERIE - MADEELA PL T/AS	CATERING - COUNCIL MEETINGS	1	900.00	
EFT52051	18/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	LIONS PARK - CAPITAL WORKS	1		9,110.20
INV 56793	09/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	LIONS PARK - CAPITAL WORKS	1	8,965.00	
INV 56803	10/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	WUNDOWIE PARK / BROOME TCE - SUPPLIES	1	145.20	
EFT52052	18/09/2024	NORTHAM BETTA HOME LIVING	KILLARA - SUPPLIES	1		99.00
INV 2001006709/09/2024		NORTHAM BETTA HOME LIVING	KILLARA - SUPPLIES	1	99.00	
EFT52053	18/09/2024	NORTHAM FLORIST	RSL VIETNAM VETS DAY - 18/08/2024	1		80.00

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INV 29087	17/07/2024	NORTHAM FLORIST	RSL VIETNAM VETS DAY - 18/08/2024	1	80.00	
EFT52054	18/09/2024	NORTHAM SENIOR HIGH SCHOOL	GRANT - EDUCATIONAL PRIZES & DONATIONS	1		900.00
INV 12983	21/08/2024	NORTHAM SENIOR HIGH SCHOOL	GRANT - EDUCATIONAL PRIZES & DONATIONS	1	500.00	
INV 12990	27/08/2024	NORTHAM SENIOR HIGH SCHOOL	GRANT - EDUCATIONAL PRIZES & DONATIONS	1	400.00	
EFT52055	18/09/2024	PROFESSIONAL LOCKSERVICE	KILLARA - MTCE	1		2,304.50
INV 0011047430/08/2024		PROFESSIONAL LOCKSERVICE	VISITORS CENTRE - SUPPLIES	1	522.50	
INV 0011048003/09/2024		PROFESSIONAL LOCKSERVICE	KILLARA - MTCE	1	1,782.00	
EFT52056	18/09/2024	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT - REPAIRS	1		111.76
INV INV-000008/09/2024		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE DEPOT - REPAIRS	1	111.76	
EFT52057	18/09/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - AUGUST 2024	1		187.06
INV 399930 31/08/2024		PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - AUGUST 2024	1	187.06	
EFT52058	18/09/2024	RED DOT STORE	BKB - PROGRAMS & EVENTS	1		74.97
INV 1364311718/04/2024		RED DOT STORE	CITIZENSHIP CEREMONY - APRIL 2024	1	16.00	
INV 1536995504/09/2024		RED DOT STORE	BKB - PROGRAMS & EVENTS	1	58.97	
EFT52059	18/09/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1		99.00
INV 0103035 30/08/2024		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1	99.00	
EFT52060	18/09/2024	ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1		280.55
INV WS-0000 31/05/2024		ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1	280.55	
EFT52061	18/09/2024	S & N CREATIONS	BKB - STOCK	1		594.00
INV INV-312010/09/2024		S & N CREATIONS	BKB - STOCK	1	594.00	
EFT52062	18/09/2024	SCOTT PRINT	CESM - PRINTING	1		9,135.50

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INV 183864	28/08/2024	SCOTT PRINT	CESM - PRINTING	1	9,135.50	
EFT52063	18/09/2024	SHRED-X PTY LTD	ADMIN - OFFICE SUPPLIES	1		124.82
INV 0226379931/08/2024		SHRED-X PTY LTD	ADMIN - OFFICE SUPPLIES	1	124.82	
EFT52064	18/09/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - AUGUST 2024	1		1,595.00
INV 7168296031/08/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - AUGUST 2024	1	231.00	
INV 7168296131/08/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - AUGUST 2024	1	1,364.00	
EFT52065	18/09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - AUGUST 2024	1		65.67
INV 0647-S30 01/09/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - AUGUST 2024	1	65.67	
EFT52066	18/09/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 12/09/2024	1		50.00
INV 47	12/09/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 12/09/2024	1	50.00	
EFT52067	18/09/2024	VINCELEC	BROOM TCE - MTCE	1		180.00
INV IV2292 03/09/2024		VINCELEC	BROOM TCE - MTCE	1	180.00	
EFT52068	18/09/2024	WARRICKS NEWSAGENCY	NORTHAM LIBRARY - SUPPLIES	1		171.48
INV SN00 01731/08/2024		WARRICKS NEWSAGENCY	NORTHAM LIBRARY - SUPPLIES	1	171.48	
EFT52069	18/09/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - 10/08/2024 TO 23/08/2024	1		6,739.52
INV 0030163229/08/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - 10/08/2024 TO 23/08/2024	1	6,739.52	
EFT52070	18/09/2024	WHEATBELT HEALTH CENTRE PHARMACY	KILLARA - SUPPLIES	1		10.98
INV 293390 02/09/2024		WHEATBELT HEALTH CENTRE PHARMACY	KILLARA - SUPPLIES	1	10.98	
EFT52071	18/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1		1,739.49
INV 221836	09/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	36.70	

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INV 221936	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	194.90	
INV 221934	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE/METER READING	1	264.49	
INV 221935	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	22.29	
INV 221938	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER SERVICE/METER READING	1	40.31	
INV 221939	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER SERVICE/METER READING	1	144.62	
INV 221940	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	84.91	
INV 221942	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	212.49	
INV 221943	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	738.78	
EFT52072	18/09/2024	YILGARN PROPERTY PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A10217	1		11,000.00
INV A10217	10/09/2024	YILGARN PROPERTY PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A10217		11,000.00	
EFT52073	26/09/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES AUG 2024	1		590.02
INV 1013482903/09/2024		AUSTRALIA POST	AUSTRALIA POST CHARGES AUG 2024	1	590.02	
EFT52074	26/09/2024	COLES - WEX AUSTRALIA PTY LTD	COLES CHARGES - AUG 2024	1		591.03
INV 206	31/08/2024	COLES - WEX AUSTRALIA PTY LTD	COLES CHARGES - AUG 2024	1	591.03	
EFT52075	26/09/2024	DUN DIRECT PTY LTD	FUEL CHARGES AUGUST 2024	1		27,187.89
INV AUG 202 31/08/2024		DUN DIRECT PTY LTD	FUEL CHARGES AUGUST 2024	1	27,187.89	
EFT52076	26/09/2024	LUXWORKS PLANT & EQUIPMENT HIRE PTY LTD	C.202324-09 CLAIM 5	1		25,380.29
INV INV-029330/08/2024		LUXWORKS PLANT & EQUIPMENT HIRE PTY LTD	C.202324-09 CLAIM 5	1	25,380.29	
EFT52077	26/09/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS CHARGES - AUG 2024	1		2,884.10

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INV ST-0413101/09/2024		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS CHARGES - AUG 2024	1	2,884.10	
EFT52078	27/09/2024	ACCENT RUBBER STAMPS AND TROPHIES	ADMIN - OFFICE SUPPLIES	1		135.25
INV 0007435609/08/2024		ACCENT RUBBER STAMPS AND TROPHIES	ADMIN - OFFICE SUPPLIES	1	135.25	
EFT52079	27/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1512 - PLANT MTCE	1		402.33
INV 2884852	17/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1512 - PLANT MTCE	1	402.33	
EFT52080	27/09/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1807 - PLANT PARTS	1		36.66
INV SI-00022016/09/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1807 - PLANT PARTS	1	36.66	
EFT52081	27/09/2024	ANACONDA GROUP	NORTHAM POOL - SUPPLIES	1		219.00
INV 7022020211/09/2024		ANACONDA GROUP	NORTHAM POOL - SUPPLIES	1	219.00	
EFT52082	27/09/2024	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1		4,020.50
INV A19869	13/09/2024	ANDY'S PLUMBING SERVICE	KURINGAL VILLAGE - REPAIRS	1	748.00	
INV A19870	13/09/2024	ANDY'S PLUMBING SERVICE	LIONS PARK - MTCE	1	396.00	
INV A19867	13/09/2024	ANDY'S PLUMBING SERVICE	OLD DEPOT - MTCE	1	984.50	
INV A19873	13/09/2024	ANDY'S PLUMBING SERVICE	NORTHAM DOG POUND / KATRINE TOILETS - REPAIRS	1	797.50	
INV A19871	13/09/2024	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1	1,094.50	
EFT52083	27/09/2024	ATI-MIRAGE TRAINING & BUSINESS SOLUTIONS PTY LTD	CORPORATE SERVICES - TRAINING	1		589.05
INV INV-793505/09/2024		ATI-MIRAGE TRAINING & BUSINESS SOLUTIONS PTY LTD	CORPORATE SERVICES - TRAINING	1	589.05	
EFT52084	27/09/2024	AUSTRALIAN SAFETY ENGINEERS (WA)	NORTHAM POOL - MTCE	1		212.96
INV 0162706	04/09/2024	AUSTRALIAN SAFETY ENGINEERS (WA)	NORTHAM POOL - MTCE	1	212.96	
EFT52085	27/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		159.00
INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	

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INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 18	12/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT52086	27/09/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 10/09/2024	1		90,688.00
INV PAYG 1019/09/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 10/09/2024	1	90,688.00	
EFT52087	27/09/2024	AVON SERVICE SPECIALISTS	PN2411 - PLANT MTCE	1		134.60
INV 29089	12/09/2024	AVON SERVICE SPECIALISTS	PN2411 - PLANT MTCE	1	134.60	
EFT52088	27/09/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BILYA FESTIVAL - 09.08.2024	1		660.00
INV 39	01/07/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BILYA FESTIVAL - 09.08.2024	1	660.00	
EFT52089	27/09/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 23.08.2024	1		42,307.90
INV 64485	23/08/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 23.08.2024	1	42,307.90	
EFT52090	27/09/2024	BOLINDA PUBLISHING PTY LTD	LIBRARY - STOCK	1		336.51
INV 324265	06/08/2024	BOLINDA PUBLISHING PTY LTD	LIBRARY - STOCK	1	336.51	
EFT52091	27/09/2024	BOOTH PRINT	RANGERS - OFFICE SUPPLIES	1		412.50
INV 9619	10/09/2024	BOOTH PRINT	RANGERS - OFFICE SUPPLIES	1	412.50	
EFT52092	27/09/2024	BUILDING & ENERGY	BSL PAYMENT - AUG 2024	1		4,566.46
INV T1080	26/09/2024	BUILDING & ENERGY	BSL PAYMENT - AUG 2024	1	4,566.46	
EFT52093	27/09/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - AUG2024	1		773.50
INV T1079	26/09/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - AUG2024	1	773.50	

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EFT52094	27/09/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	NORTHAM POOL - MTCE	1		5,500.00
INV I05212	05/09/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	NORTHAM POOL - MTCE	1	5,500.00	
EFT52095	27/09/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1		488.44
INV 2182/003	02/09/2024	BUNNINGS BUILDING SUPPLIES P/L	WWTP - SUPPLIES	1	8.93	
INV 2182/003	03/09/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	131.93	
INV 2182/003	04/09/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	75.05	
INV 2182/003	11/09/2024	BUNNINGS BUILDING SUPPLIES P/L	OLD QUARRY RD WASTE FACILITY - SUPPLIES	1	24.72	
INV 2182/998	12/09/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	180.30	
INV 2182/003	13/09/2024	BUNNINGS BUILDING SUPPLIES P/L	PN2107 / PN1904 - PLANT PARTS	1	67.51	
EFT52096	27/09/2024	CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATIONS - SANITATION - 01/10/2024 TO 31/12/2024	1		1,036.27
INV 9803726822	07/2024	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM AQUATIC FACILITY - SANITATION - CREDIT 28/6 - 30/6/2024	1	-21.93	
INV 9803726922	07/2024	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM AQUATIC FACILITY - SANITATION - CREDIT 01/07 - 30/09/2024	1	-658.16	
INV 9807592416	09/2024	CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATIONS - SANITATION - 01/10/2024 TO 31/12/2024	1	709.36	
INV 9808453016	09/2024	CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATIONS - SANITATION - 01/10/2024 TO 31/12/2024	1	1,007.00	
EFT52097	27/09/2024	CENTACON	NORTHAM POOL - MTCE	1		1,419.00
INV 512	16/09/2024	CENTACON	NORTHAM POOL - MTCE	1	1,419.00	
EFT52098	27/09/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - PLANT MTCE	1		1,439.46
INV 0000476009	09/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 - PLANT MTCE	1	1,439.46	
EFT52099	27/09/2024	CENTRAL REGIONAL TAFE	ENGINEERING SERVICES - TRAINING	1		1,458.63
INV I0028957	03/09/2024	CENTRAL REGIONAL TAFE	ENGINEERING SERVICES - TRAINING	1	1,458.63	

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EFT52100	27/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		820.28
INV 18	12/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		495.44	
INV 18	12/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		324.84	
EFT52101	27/09/2024	CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1		389.40
INV 0000273809/09/2024		CIVIL PRODUCTS WA -ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	343.20	
INV 0000265112/09/2024		CIVIL PRODUCTS WA -ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	46.20	
EFT52102	27/09/2024	CIVIL SCIENCES AND ENGINEERING PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - AUGUST 2024	1		4,012.80
INV INV-002730/08/2024		CIVIL SCIENCES AND ENGINEERING PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - AUGUST 2024	1	4,012.80	
EFT52103	27/09/2024	CJ & ML MARRIS	PEACOCK RD - MATERIALS	1		14,035.44
INV 0309202403/09/2024		CJ & ML MARRIS	PEACOCK RD - MATERIALS	1	14,035.44	
EFT52104	27/09/2024	COMBINED TYRES PTY LTD	PN1305 - PLANT MTCE	1		154.00
INV INV-517417/09/2024		COMBINED TYRES PTY LTD	PN1305 - PLANT MTCE	1	77.00	
INV INV-517517/09/2024		COMBINED TYRES PTY LTD	PN2107 - PLANT MTCE	1	77.00	
EFT52105	27/09/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - AUGUST 2024	1		2,634.94
INV INV8870 31/08/2024		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - AUGUST 2024	1	2,634.94	
EFT52106	27/09/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITES - ALARM MONITORING - OCTOBER 2024	1		770.41
INV CINS317 13/09/2024		CTI SECURITY SERVICES PTY LTD	SON FACILITES - ALARM MONITORING - OCTOBER 2024	1	770.41	
EFT52107	27/09/2024	DAMIAN'S PLUMBING	WUNDOWIE CARAVAN DAYSITE - REPAIRS	1		759.00
INV INV-031213/09/2024		DAMIAN'S PLUMBING	WOODLEY FARM DRIVE - MTCE	1	319.00	
INV INV-033318/09/2024		DAMIAN'S PLUMBING	WUNDOWIE CARAVAN DAYSITE - REPAIRS	1	440.00	

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EFT52108	27/09/2024	DRACO AIR PTY LTD	NORTHAM LIBRARY - CAPITAL WORKS	1		6,795.14
INV 17348	13/09/2024	DRACO AIR PTY LTD	NORTHAM LIBRARY - CAPITAL WORKS	1	6,795.14	
EFT52109	27/09/2024	E FIRE & SAFETY	KILLARA - MTCE	1		488.40
INV 618536	18/09/2024	E FIRE & SAFETY	KILLARA - MTCE	1	422.40	
INV 618537	18/09/2024	E FIRE & SAFETY	KILLARA - SUPPLIES	1	66.00	
EFT52110	27/09/2024	EYES ON YOU SECURITY PTY LTD	CCTV - CAPITAL WORKS	1		7,795.00
INV INV-027204/09/2024		EYES ON YOU SECURITY PTY LTD	CCTV - CAPITAL WORKS	1	7,795.00	
EFT52111	27/09/2024	GRAFTON ELECTRICS	QUELLINGTON HALL - REPAIRS	1		1,428.02
INV A463	10/09/2024	GRAFTON ELECTRICS	NORTHAM POOL - MTCE	1	205.04	
INV A472	16/09/2024	GRAFTON ELECTRICS	JUBILEE OVAL - REPAIRS	1	389.95	
INV A480	17/09/2024	GRAFTON ELECTRICS	QUELLINGTON HALL - REPAIRS	1	503.80	
INV A444	17/09/2024	GRAFTON ELECTRICS	CLARKE ST DAM - MTCE	1	329.23	
EFT52112	27/09/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING - AUGUST 2024	1		15,692.68
INV PSI0385731/08/2024		ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING - AUGUST 2024	1	15,692.68	
EFT52113	27/09/2024	IRISHTOWN AGRICULTURAL HALL CLUB INC	IRISHTOWN HALL - INSURANCE	1		3,162.00
INV 721671	21/11/2023	IRISHTOWN AGRICULTURAL HALL CLUB INC	IRISHTOWN HALL - INSURANCE	1	3,162.00	
EFT52114	27/09/2024	JB AUTOMATION SUPPLIES	AIRPORT - REPAIRS	1		220.00
INV SON 05	12/09/2024	JB AUTOMATION SUPPLIES	AIRPORT - REPAIRS	1	220.00	
EFT52115	27/09/2024	JOHN ARMSTRONG SAFFREY	INFRASTRUCTURE BOND REFUND T1621	1		1,020.00
INV T1621	26/09/2024	JOHN ARMSTRONG SAFFREY	INFRASTRUCTURE BOND REFUND T1621	1	1,020.00	
EFT52116	27/09/2024	JUST POOL HEAT PUMPS WA	NORTHAM POOL - REPAIRS	1		808.50

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INV INV-025013	09/2024	JUST POOL HEAT PUMPS WA	NORTHAM POOL - REPAIRS	1	808.50	
EFT52117	27/09/2024	KERENE WOOD	HALL BOOKING 6238 - BOND REFUND	1		100.00
INV 14456	06/09/2024	KERENE WOOD	HALL BOOKING 6238 - BOND REFUND	1	100.00	
EFT52118	27/09/2024	KLEENHEAT GAS	SES - GAS - ANNUAL FEE	1		198.00
INV 4607326	10/09/2024	KLEENHEAT GAS	SES - GAS - ANNUAL FEE	1	99.00	
INV 4607634	10/09/2024	KLEENHEAT GAS	BFB - GAS - ANNUAL FEE	1	99.00	
EFT52119	27/09/2024	KLEENWEST	NORTHAM AQUATIC FACILITY - SUPPLIES	1		1,182.12
INV 0009873004	09/2024	KLEENWEST	NORTHAM AQUATIC FACILITY - SUPPLIES	1	1,182.12	
EFT52120	27/09/2024	LEANNE SCULLY	BUILDING APP WITHDRAWAL - BA23250	1		421.60
INV CH 1109211	09/2024	LEANNE SCULLY	BUILDING APP WITHDRAWAL - BA23250	1	152.00	
INV T1080	26/09/2024	LEANNE SCULLY	BUILDING APP WITHDRAWAL - BA23250	1	109.60	
INV T1079	26/09/2024	LEANNE SCULLY	BUILDING APP WITHDRAWAL - BA23250	1	160.00	
EFT52121	27/09/2024	MARTIN GLYNN	PLANNING APP WITHDRAWAL - P24077	1		147.00
INV JJ 11092011	09/2024	MARTIN GLYNN	PLANNING APP WITHDRAWAL - P24077	1	147.00	
EFT52122	27/09/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1		9,680.00
INV 85457	31/08/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1	9,680.00	
EFT52123	27/09/2024	MCLENNAN TRANSPORTABLES	PLANNING APP WITHDRAWAL - P24106	1		272.00
INV JJ 19092019	09/2024	MCLENNAN TRANSPORTABLES	PLANNING APP WITHDRAWAL - P24106	1	272.00	
EFT52124	27/09/2024	MCLEODS LAWYERS	LEGAL FEES - AUGUST 2024	1		4,834.28
INV 140975	30/08/2024	MCLEODS LAWYERS	LEGAL FEES - AUGUST 2024	1	4,834.28	
EFT52125	27/09/2024	MIKE WILLEMS - TRUSTEE FOR WILLEMS FAMILY TRUST	MITCHELL AVE - MTCE	1		6,895.00

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INV 116	10/09/2024	MIKE WILLEMS - TRUSTEE FOR WILLEMS FAMILY TRUST	MITCHELL AVE - MTCE	1	4,895.00	
INV 115	10/09/2024	MIKE WILLEMS - TRUSTEE FOR WILLEMS FAMILY TRUST	APEX PARK - MTCE	1	2,000.00	
EFT52126	27/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	RIVER BANK BROOME TCE -MTCE	1		121.00
INV 56823	12/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	RIVER BANK BROOME TCE - MTCE	1	121.00	
EFT52127	27/09/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MTCE	1		1,254.00
INV 2754	11/09/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MTCE	1	1,254.00	
EFT52128	27/09/2024	MOORE AUSTRALIA (WA) PTY LTD	CORPORATE SERVICES - TRAINING	1		1,320.00
INV 4095	21/02/2024	MOORE AUSTRALIA (WA) PTY LTD	CORPORATE SERVICES - TRAINING	1	1,320.00	
EFT52129	27/09/2024	MORRIS PEST & WEED CONTROL	WUNDOWIE LIBRARY - MTCE	1		5,090.00
INV INV_202 16/09/2024	16/09/2024	MORRIS PEST & WEED CONTROL	DEPOT - MTCE	1	1,250.00	
INV INV_202 16/09/2024	16/09/2024	MORRIS PEST & WEED CONTROL	BAKERS HILL REC CENTRE - MTCE	1	1,890.00	
INV INV_202 16/09/2024	16/09/2024	MORRIS PEST & WEED CONTROL	WUNDOWIE LIBRARY - MTCE	1	1,950.00	
EFT52130	27/09/2024	MOW MASTER TURF EQUIPMENT	ENGINEERING SERVICES - SMALL PLANT PURCHASE	1		10,290.00
INV 0006852306/09/2024	09/2024	MOW MASTER TURF EQUIPMENT	ENGINEERING SERVICES - SMALL PLANT PURCHASE	1	10,290.00	
EFT52131	27/09/2024	NOONGAR LAND ENTERPRISE GROUP	DEVELOPMENT SERVICES - STOCK	1		1,978.24
INV INV-202508/07/2024	07/2024	NOONGAR LAND ENTERPRISE GROUP	DEVELOPMENT SERVICES - STOCK	1	1,978.24	
EFT52132	27/09/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - OCTOBER 2024	1		946.00
INV 2878	12/09/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - NACHA FESTIVAL	1	170.50	
INV 2868	12/09/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - OCTOBER 2024	1	500.50	
INV 2883	12/09/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - OCTOBER 2024	1	275.00	

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EFT52133	27/09/2024	NORTHAM DISTRICTS GLASS PTY LTD	INKPEN TIP GATEHOUSE - REPAIRS	1		390.00
INV INV-884412/09/2024		NORTHAM DISTRICTS GLASS PTY LTD	INKPEN TIP GATEHOUSE - REPAIRS	1	390.00	
EFT52134	27/09/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1		765.50
INV 0000556502/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	97.00	
INV 0000556602/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	51.00	
INV 0000556704/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	76.50	
INV 0000556806/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	122.00	
INV 0000557509/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	48.00	
INV 0000557611/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	82.00	
INV 0000557713/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	72.00	
INV 0000557816/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	72.00	
INV 0000557918/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	48.00	
INV 0000558020/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	97.00	
EFT52135	27/09/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT X 2	1		200.00
INV 240913	13/09/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT X 2	1	200.00	
EFT52136	27/09/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - JULY 2024	1		235.30
INV 112306	14/08/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - JULY 2024	1	235.30	
EFT52137	27/09/2024	OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1		252.55
INV 6163103603/09/2024		OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - SUPPLIES	1	252.55	
EFT52138	27/09/2024	OXTER SERVICES	C.202223-13 - BURIAL	1		2,948.00
INV 28663	08/04/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,518.00	

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INV 29257	02/09/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,430.00	
EFT52139	27/09/2024	POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - MTCE	1		5,980.46
INV PPS0155514/09/2024		POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - MTCE	1	5,980.46	
EFT52140	27/09/2024	PORTER CONSULTING ENGINEERS	C.202324-13 CLAIM TWO	1		24,420.00
INV 0002453430/08/2024		PORTER CONSULTING ENGINEERS	C.202324-13 CLAIM TWO	1	24,420.00	
EFT52141	27/09/2024	PROFESSIONAL LOCKSERVICE	NORTHAM LIBRARY - SUPPLIES	1		142.45
INV 0011050809/09/2024		PROFESSIONAL LOCKSERVICE	NORTHAM LIBRARY - SUPPLIES	1	142.45	
EFT52142	27/09/2024	RICHELLE BYLUND	PLANNING APP WITHDRAWAL - P24042	1		147.00
INV JJ 11092011/09/2024		RICHELLE BYLUND	PLANNING APP WITHDRAWAL - P24042	1	147.00	
EFT52143	27/09/2024	RUI FENG ZHANG	BUILDING APP WITHDRAWAL - BA24161	1		171.65
INV CH 1109211/09/2024		RUI FENG ZHANG	BUILDING APP WITHDRAWAL - BA24161	1	110.00	
INV T1080	26/09/2024	RUI FENG ZHANG	BUILDING APP WITHDRAWAL - BA24161	1	61.65	
EFT52144	27/09/2024	SPECIALISED TREE SERVICE PTY LTD	BAKERS HILL / NORTHAM - MTCE	1		12,123.00
INV INV-001312/09/2024		SPECIALISED TREE SERVICE PTY LTD	BAKERS HILL / NORTHAM - MTCE	1	6,480.00	
INV INV-001212/09/2024		SPECIALISED TREE SERVICE PTY LTD	FITZGERALD ST - MTCE	1	5,643.00	
EFT52145	27/09/2024	SYNERGY	361669310 RECREATION PRECINCT - 14/08/2024 to 10/09/2024	1		25,457.39
INV 3577053029/08/2024		SYNERGY	357705300 MORRELL PARK - 11/06/2024 to 07/08/2024		1,007.04	
INV 4449973030/08/2024		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 03/07/2024 to 29/08/2024		492.14	
INV 9812925703/09/2024		SYNERGY	981292570 BAKERS HILL REC CENTRE - 05/07/2024 to 30/08/2024		393.04	
INV 9626429904/09/2024		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 04/07/2024 to 02/09/2024		123.30	
INV 3706392304/09/2024		SYNERGY	370639230 WUNDOWIE TOWN HALL - 04/07/2024 to 02/09/2024		611.48	

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INV 3053076104/09/2024		SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 05/07/2024 to 02/09/2024		118.15	
INV 3006770704/09/2024		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 04/07/2024 to 02/09/2024		253.84	
INV 4879640404/09/2024		SYNERGY	487964040 WUNDOWIE YAK SHACK - 05/07/2024 to 02/09/2024		123.79	
INV 3534641004/09/2024		SYNERGY	035346410 HOOPER PARK - 05/07/2024 to 03/09/2024		238.73	
INV 1539025111/09/2024		SYNERGY	153902510 NORTHAM DEPOT - 14/08/2024 to 10/09/2024		1,555.58	
INV 2931107311/09/2024		SYNERGY	293110730 BILYA KOORT BOODJA - 14/08/2024 to 10/09/2024		945.29	
INV 3616693111/09/2024		SYNERGY	361669310 RECREATION PRECINCT - 14/08/2024 to 10/09/2024		9,691.35	
INV 3577039911/09/2024		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 14/08/2024 to 10/09/2024		517.41	
INV 3613334212/09/2024		SYNERGY	361333420 AVON MALL - 16/07/2024 to 11/09/2024		237.25	
INV 3616695016/09/2024		SYNERGY	361669500 OXIDATION PONDS - 01/08/2024 to 28/08/2024		1,732.83	
INV 7471705319/09/2024		SYNERGY	747170530 SKATE PARK - CLARKE ST - 23/07/2024 to 18/09/2024		64.30	
INV 1365377419/09/2024		SYNERGY	136537740 AIRPORT - 15/08/2024 to 18/09/2024		1,660.05	
INV 3577018219/09/2024		SYNERGY	357701820 BROOME TCE PUMP - 23/07/2024 to 18/09/2024		118.44	
INV 3575477119/09/2024		SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 21/07/2024 to 17/09/2024		146.31	
INV 3577020019/09/2024		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 23/07/2024 to 18/09/2024		2,748.38	
INV 3577048419/09/2024		SYNERGY	357704840 ROTARY WHEEL - 23/07/2024 to 18/09/2024		131.38	
INV 3575496919/09/2024		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/08/2024 to 18/09/2024		1,359.92	
INV 3577043619/09/2024		SYNERGY	357704360 BROOME TCE PUMP - 23/07/2024 to 18/09/2024		117.24	
INV 3577049819/09/2024		SYNERGY	357704980 CLARKE ST PUMP - 23/07/2024 to 18/09/2024		493.55	
INV 9291252020/09/2024		SYNERGY	092912520 GRASS VALLEY OVAL - 23/07/2024 to 19/09/2024		117.88	
INV 3575474720/09/2024		SYNERGY	357547470 MORBY COTTAGE - 24/07/2024 to 19/09/2024		124.31	
INV 3980651120/09/2024		SYNERGY	398065110 GRASS VALLEY HALL - 23/07/2024 to 19/09/2024		334.41	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52146	27/09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - SEPT 2024	1		39.82
INV 0649-S3015	09/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - SEPT 2024	1	39.82	
EFT52147	27/09/2024	TOODYAY HOME TRADERS	RANGER - UNIFORM	1		74.00
INV 575101	12/08/2024	TOODYAY HOME TRADERS	RANGER - UNIFORM	1	74.00	
EFT52148	27/09/2024	TREVOR GARLETT	HALL BOOKING 6237 - BOND REFUND	1		100.00
INV 36627	17/08/2024	TREVOR GARLETT	HALL BOOKING 6237 - BOND REFUND	1	100.00	
EFT52149	27/09/2024	VALLEY HEIGHTS MUSIC - JEFFREY ALLEN T-AS	NAIDOC WEEK - 11/09/2024	1		150.00
INV INV-000204	09/2024	VALLEY HEIGHTS MUSIC - JEFFREY ALLEN T-AS	NAIDOC WEEK - 11/09/2024	1	150.00	
EFT52150	27/09/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 19/08/2024 TO 08/09/2024	1		1,155.00
INV 0000576306	09/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 19/08/2024 TO 08/09/2024	1	1,155.00	
EFT52151	27/09/2024	WA RANGERS ASSOCIATION INC	RANGERS - MEMBERSHIP 2024	1		50.00
INV 1607202416	07/2024	WA RANGERS ASSOCIATION INC	RANGERS - MEMBERSHIP 2024	1	50.00	
EFT52152	27/09/2024	WB PARTY HIRE AND EVENTS	TEAM MOVEMENT CONFERENCE - 13/09/2024	1		1,265.00
INV INV0500	30/07/2024	WB PARTY HIRE AND EVENTS	TEAM MOVEMENT CONFERENCE - 13/09/2024	1	1,265.00	
EFT52153	27/09/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND T1648	1		3,040.00
INV T1648	26/09/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND T1648	1	1,020.00	
INV T1599	26/09/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND T1599	1	1,020.00	
INV T1212	26/09/2024	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND T1212	1	1,000.00	
EFT52154	27/09/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1		7,310.00

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-181505/07/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2310 - VEHICLE MTCE	1	152.50	
INV INV-184114/08/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1	3,172.50	
INV INV-186510/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2101 - VEHICLE MTCE	1	507.50	
INV INV-183817/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1809 - PLANT MTCE	1	352.50	
INV INV-183917/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - PLANT MTCE	1	1,125.00	
INV INV-184917/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1	2,000.00	
EFT52155	27/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1		131.18
INV 221937	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE/METER READING	1	7.16	
INV 221941	10/09/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	124.02	
EFT52156	27/09/2024	WUNDOWIE & DISTRICTS MENS SHED INC	WUNDOWIE SPORTS PAVILION - REPAIRS	1		430.80
INV 1309	13/09/2024	WUNDOWIE & DISTRICTS MENS SHED INC	WUNDOWIE SPORTS PAVILION - REPAIRS	1	340.80	
INV 1709	17/09/2024	WUNDOWIE & DISTRICTS MENS SHED INC	WUNDOWIE OVAL - REPAIRS	1	90.00	
EFT52157	30/09/2024	CATHERINE VERONICA BURGESS	CREDIT RATES REFUND FOR ASSESSMENT A1379	1		1,756.59
INV A1379	27/09/2024	CATHERINE VERONICA BURGESS	CREDIT RATES REFUND FOR ASSESSMENT A1379		1,756.59	
EFT52158	30/09/2024	CHERYL MERLE ADAMS	CREDIT RATES REFUND FOR ASSESSMENT A15250	1		20.00
INV A15250	27/09/2024	CHERYL MERLE ADAMS	CREDIT RATES REFUND FOR ASSESSMENT A15250		20.00	
EFT52159	30/09/2024	CLOUD COLLECTIONS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A13359	1		544.00
INV A13359	27/09/2024	CLOUD COLLECTIONS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A13359		544.00	
EFT52160	30/09/2024	KARL HASLBERGER	CREDIT RATES REFUND FOR ASSESSMENT A11209	1		8,521.41
INV A11209	27/09/2024	KARL HASLBERGER	CREDIT RATES REFUND FOR ASSESSMENT A11209		8,521.41	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52161	30/09/2024	LANCE WILLIAM GARLETT	CREDIT RATES REFUND FOR ASSESSMENT A11619	1		1,000.00
INV A11619	27/09/2024	LANCE WILLIAM GARLETT	CREDIT RATES REFUND FOR ASSESSMENT A11619		1,000.00	
EFT52162	30/09/2024	THE SALVATION ARMY AVON VALLEY	CREDIT RATES REFUND FOR ASSESSMENT A13933	1		310.00
INV A13933	27/09/2024	THE SALVATION ARMY AVON VALLEY	CREDIT RATES REFUND FOR ASSESSMENT A13933		310.00	
DD21082.1	03/09/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT SEPTEMBER 2024	1		573.75
INV RECREA03/09/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT SEPTEMBER 2024	1	573.75	
DD21103.1	11/09/2024	BANKWEST	DEBBIE TERELINCK MASTERCARD-24/07/2024-22/08/2024	1		3,318.53
INV ALEX ES11/09/2024		BANKWEST	ALEX ESPEY MASTERCARD-24/07/2024-22/08/2024	1	493.15	
INV COLIN Y11/09/2024		BANKWEST	COLIN YOUNG MASTERCARD-24/07/2024-22/08/2024	1	2,810.68	
INV DEBBIE 11/09/2024		BANKWEST	DEBBIE TERELINCK MASTERCARD-24/07/2024-22/08/2024	1	14.70	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,727,074.94
TOTAL		1,727,074.94

Payment dates 1st September 2024 – 30th September 2024

Electronic Funds Transfer

- Municipal Fund EFT51928 to EFT52162 Total \$1,723,182.66.
- Direct Debits Total \$3,892.28.
- Note: Payroll and Superannuation are not included in the Accounts & Statement of Accounts Report – September 2024

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

Month	Cheques 2024/2025	EFT Payments 2024/2025	Direct Debits 2024/2025	Superannuation 2024/2025	Payroll 2024/2025	Total Payments 2024/2025
July	\$ 166,035.14	\$ 2,290,472.07	\$ 166,576.03	Inc in DD's	\$ 538,368.09	\$ 3,161,451.33
August	\$ 21,948.96	\$ 1,559,017.06	\$ 56,879.32	Inc in DD's	\$ 820,797.25	\$ 2,458,642.59
September	\$ -	\$ 1,723,182.66	\$ 3,892.28	\$ 156,561.94	\$ 600,778.20	\$ 2,484,415.08
October						\$ -
November						\$ -
December						\$ -
January						\$ -
February						\$ -
March						\$ -
April						\$ -
May						\$ -
June						\$ -
Total	\$ 187,984.10	\$ 5,572,671.79	\$ 227,347.63	\$ 156,561.94	\$ 1,959,943.54	\$ 8,104,509.00

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD21103.1 - \$3,318.53.

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
12/08/2024-CATERING - DOME NORTHAM - PROGRESS ASSOCIATION MEETING	14.70	
		\$ 14.70
Executive Manager of Corporate Services		
26/07/2024-AMAYSIM MOBILE - LICENCE	15.00	
31/07/2024-CORPORATE SERVICES - ACCOMODATION	1145.60	
1/08/2024-EMAIL GATEWAY - ANNUAL FEE	154.50	
5/08/2024 -STARLINK AUSTRALIA-LICENCE	174.00	

5/08/2024 -LITTLE GREEN BUTTON EMERGENCY CALL - SUBSCRIPTION	350.00	
13/08/2024-AUSSIE TELECOM - ANNUAL LICENCE	577.80	
13/08/2024-SOFTWARE MART - LICENCES	150.00	
14/08/2024-ADOBE-LICENCE	225.96	
1/08/2024 - COPRORAT SERVICES - FEES & CHARGES	17.82	
		\$ 2,810.68
Community Emergency Services Manager		
26/07/2024-BUNNINGS-SUPPLIES	168.25	
31/07/2024-FORMSTACK-SOFTWARE SUBSCRIPTION	99.45	
12/08/2024-CATERING - DOMINOES-TRAINING	225.45	
		\$ 493.15
Total Credit Card Expenditure		\$ 3,318.53

The following table presents payment made by Council for the Coles Card Account – August 2024. Paid on 26th September 2024 by EFT52074 - \$591.03

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
ENGINEERING - ADMIN OFFICER			
6/08/2024	KITCHEN SUPPLIES	17.23	
14/08/2024	KITCHEN SUPPLIES	16.11	
22/08/2024	KITCHEN SUPPLIES	42.75	
			\$ 76.09
GOVERNANCE OFFICER			
14/08/2024	COUNCIL SUPPLIES	19.00	
			\$ 19.00
COMMUNITY DEVELOPMENT & TOURISM - MANAGER			
20/08/2024	EVENT SUPPLIES	40.00	
			\$ 40.00
INFORMATION & DIGITAL INNOVATION - MANAGER			
9/08/2024	EVENT SUPPLIES	18.30	
9/08/2024	KITCHEN SUPPLIES	14.90	
16/08/2024	EVENT SUPPLIES	14.30	
			\$ 47.50

DEVELOPMENT SERVICES OFFICER			
13/08/2024	CATERING - BFB - TRAINING	86.54	
			\$ 86.54
COMMUNITY SERVICES - ADMINISTRATION & PROJECTS			
5/08/2024	KITCHEN SUPPLIES	10.50	
6/08/2024	EVENT SUPPLIES	216.60	
9/08/2024	EVENT SUPPLIES	66.80	
15/08/2024	KITCHEN SUPPLIES	17.25	
26/08/2024	KITCHEN SUPPLIES	10.75	
			\$ 321.90
Total Coles Card Expenditure			\$ 591.03

The following table presents payment made by Council for the Woolworths Card Account – August 2024. Paid on 26th September by EFT52077 - \$2,884.10

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
COMMUNITY DEVELOPMENT & TOURISM - MANAGER			
6/08/2024	VISITORS CENTRE - KITCHEN SUPPLIES	13.85	
6/08/2024	EVENT SUPPLIES	7.20	
16/08/2024	VISITORS CENTRE - KITCHEN SUPPLIES	12.20	
			\$ 33.25
BKB TOURISM OFFICER			
9/08/2024	EVENT SUPPLIES	17.20	
19/08/2024	VISITORS CENTRE - KITCHEN SUPPLIES	6.45	
26/08/2024	VISITORS CENTRE - KITCHEN SUPPLIES	3.10	
			\$ 26.75
PROCUREMENT CO-ORDINATOR			
16/08/2024	OFFICE SUPPLIES	21.00	
			\$ 21.00
CORPORATE ADMIN CO-ORDINATOR			
5/08/2024	KITCHEN SUPPLIES	9.00	
8/08/2024	KITCHEN SUPPLIES	14.99	
13/08/2024	KITCHEN SUPPLIES	27.45	
19/08/2024	KITCHEN SUPPLIES	59.50	
22/08/2024	KITCHEN SUPPLIES	125.90	

		\$ 236.84
	DEVELOPMENT SERVICES OFFICER	
1/08/2024	ANIMAL SUPPLIES	60.00
8/08/2024	RANGER / ANIMAL SUPPLIES	28.25
14/08/2024	RANGER / ANIMAL SUPPLIES	66.35
27/08/2024	RANGER / ANIMAL SUPPLIES	115.23
		\$ 269.83
	KILLARA CLIENT CARE OFFICER	
1/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	135.80
6/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	30.40
14/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	69.08
21/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	205.73
		\$ 441.01
	KILLARA ADMIN OFFICER	
2/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	153.50
7/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	278.75
14/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	428.94
14/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	132.70
15/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	74.05
19/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	176.43
27/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	415.43
28/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	84.95
29/08/2024	CLIENT MEALS / KITCHEN SUPPLIES	7.00
		\$ 1,751.75
	RECREATION SERVICES COORDINATOR	
14/08/2024	KITCHEN SUPPLIES	31.55
		\$ 31.55
	LIBRARY MANAGER	
9/08/2024	KITCHEN SUPPLIES	18.27
21/08/2024	KITCHEN SUPPLIES	3.95
30/08/2024	KITCHEN SUPPLIES	15.90
30/08/2024	EVENT SUPPLIES	34.00
		\$ 72.12
Total Woolworths Card Expenditure		\$ 2,884.10

The following table presents payment made by Council for Fuel Purchases / Products – August 2024.

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Aug-24	PN1905	FUEL PURCHASES	\$298.01
Aug-24	PN1906	FUEL PURCHASES	\$752.64
Aug-24	PN1907	FUEL PURCHASES	\$87.81
Aug-24	PN2004	FUEL PURCHASES	\$347.20
Aug-24	PN2005	FUEL PURCHASES	\$99.92
Aug-24	PN2006	FUEL PURCHASES	\$226.80
Aug-24	PN2013	FUEL PURCHASES	\$192.46
Aug-24	PN2015	FUEL PURCHASES	\$418.56
Aug-24	PN2016	FUEL PURCHASES	\$389.12
Aug-24	PN2019	FUEL PURCHASES	\$82.23
Aug-24	PN2101	FUEL PURCHASES	\$317.01
Aug-24	PN2309	FUEL PURCHASES	\$82.79
Aug-24	PN2311	FUEL PURCHASES	\$293.77
Aug-24	PN2312	FUEL PURCHASES	\$262.07
Aug-24	PN2313	FUEL PURCHASES	\$195.44
Aug-24		CARD FEES ONLY	\$15.40
		TOTAL	\$4,061.23
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Aug-24	LIGHT VEHICLES	FUEL PURCHASES	\$5,214.34
Aug-24	MACHINERY / PLANT	FUEL PURCHASES	\$15,752.25
Aug-24	KEROSENE	STOCK	\$650.00
		TOTAL	\$21,616.59
CESM / BFB			
Aug-24	CESM / BFB	FUEL PURCHASES	\$1,847.01
		TOTAL	\$1,847.01
RANGERS			
Aug-24	RANGERS	FUEL PURCHASES	\$792.71
		TOTAL	\$792.71
TOTAL FUEL PURCHASES			\$28,317.54

Payment to Dun Direct on 26th September 2024 by EFT52075 - \$27,187.89

Payment to Caltex Starcard on 18th September 2024 by EFT52027 - \$324.56

Payment to Business Fuel Card on 18th September 2024 by EFT52026 - \$805.09

Total Fuel Payment - \$28,317.54

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,484,415.08 was submitted to the Ordinary Meeting of Council on Wednesday, 16th October 2024.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,484,415.08 was submitted to each member of the Council on Wednesday, 16th October 2024, 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

13.4.3 Financial Report for the Period Ending 30 September 2024

File Reference:	2.1.3.4
Reporting Officer:	Kudzai Matanga (Finance Manager)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to receive the Financial Statement for the period ending 30 September 2024.

ATTACHMENTS

1. 12. Statement of Financial Activity - September 2024 [**13.4.3.1** - 18 pages]

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 September 2024 is included as Attachment 13.4.3.1 and includes the following reports:

- Statement of Financial Activity
- Year to date graphical key information
- 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.

Notes to the Financial Statements (items in bold represent new notes).

Operating Revenue

- Operating grants are over budget 13% due to timing.
- Interest revenue is under budget 47% due timing and recognition of interest from term deposits.
- Other revenue is over budget 55% due timing of receipt of various reimbursements and contributions.

Operating Expenses

- Employee costs are under budget 20% due timing and expected to end the year on budget.
- Materials and Contracts are under budget 30% due to various project commencement times.
- **Utility charges are under budget due the timing of street lighting charges and timing for swim areas utility charges.**
- Finance costs are under budget 62% due to timing of interest repayments for WATC loans.
- **Insurance expenses are over budget 16% due to timing.**

Capital Grants

- Capital grants are under budget 57% due to the timing of receipt of the ESL BFB capital grant and the Roads to Recovery grant.

Asset Disposal

- Profit and loss on asset disposal are both under budget by 100% as none of the budgeted assets have been disposed.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and financial management.

Priority Action: Nil.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with Council's 2024/25 budget.

B.3 Legislative Compliance

Section 6.4 and 6.26(2)(g) of the *Local Government Act 1995*.

Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Unlikely(2) x Medium (3) = Low (6)	There are processes in place to ensure compliance with relevant financial standards and 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	Unlikely (2) x Medium (3) = Low (6)	There are processes in place to ensure compliance with relevant Finance policy, standards and legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council **RECEIVES** the Financial Statements, prepared in accordance with the *Local Government (Financial Management) Regulations 1996*, for the period ending 30 September 2024.



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

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Reserves	14
Net Current Assets	15
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Cash Flow Information	17
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SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2024

	NOTE	2024/25 Budget	Ytd Budget	2024/25 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
OPERATING REVENUE						
Rates		12,641,450	12,611,470	12,551,012	(60,458)	0%
Operating Grants Subsidies and Contributions		2,636,340	853,238	960,565	107,327	13%
Fees and Charges		4,925,727	2,713,756	2,661,200	(52,556)	-2%
Interest Revenue		587,685	127,251	67,812	(59,439)	-47%
Other Revenue		979,472	196,782	305,243	108,461	55%
TOTAL OPERATING REVENUE		21,770,674	16,502,497	16,545,832	43,335	0%
OPERATING EXPENSES						
Employee Costs		(10,251,448)	(2,933,307)	(2,333,266)	600,041	-20%
Materials and Contracts		(9,721,822)	(2,265,819)	(1,596,429)	669,390	-30%
Utility Charges		(1,170,337)	(289,034)	(203,600)	85,434	-30%
Depreciation of Non Current Assets		(5,426,168)	(1,355,323)	(1,415,658)	(60,335)	4%
Finance Costs		(214,242)	(70,371)	(26,563)	43,808	-62%
Insurance Expenses		(602,759)	(262,626)	(305,415)	(42,789)	16%
Other Expenditure		(331,341)	(71,282)	(72,260)	(978)	1%
TOTAL OPERATING EXPENSE		(27,718,117)	(7,247,782)	(5,953,190)	1,294,572	-18%
Capital Grants Subsidies and Contributions		5,772,989	950,946	459,215	(491,731)	-52%
Profit on Asset Disposals		448,664	9,288	0	(9,288)	-100%
Loss on Asset Disposals		(34,627)	(8,655)	0	8,655	-100%
RESULTING FROM OPERATIONS		239,583	10,206,314	11,051,856	845,542	8.28%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(414,037)	(633)	0	633	
Movement Provisions		0	0	0	0	
Depreciation on Assets		5,426,168	1,355,323	1,415,658	60,335	
Non Operating Items						
Purchase Land and Buildings		(1,678,715)	(216,707)	(14,887)	201,820	
Purchase Plant and Equipment		(2,062,795)	(30,249)	(9,355)	20,894	
Purchase Infrastructure Assets - Roads		(5,047,190)	(760,122)	(258,995)	501,127	
Purchase Infrastructure Assets - Bridges		(643,238)	(8,748)	0	8,748	
Purchase Infrastructure Assets - Footpaths		(925,000)	0	0	0	
Purchase Infrastructure Assets - Drainage		(509,561)	(130,409)	0	130,409	
Purchase Infrastructure Assets - Parks & Ovals		(1,925,999)	(266,628)	(195,395)	71,233	
Purchase Infrastructure Assets - Other		(852,330)	(86,220)	(5,000)	81,220	
Proceeds from Disposal of Assets		1,427,000	1,500	0	(1,500)	
Repayment of Debentures		(477,583)	(101,381)	(101,381)	0	
Self-Supporting Loan Principal Income		22,920	0	0	0	
Transfers to Restricted Assets (Reserves)		(274,542)	(18,729)	(18,729)	0	
Transfers from Restricted Asset (Reserves)		1,180,852	0	0	0	
Net Current Assets July 1 B/Fwd		6,514,467	6,394,336	6,394,336	0	
Net Current Assets Year to Date		-	16,337,647	17,899,024	1,561,377	
Surplus/Deficit		0	(0)	359,085	359,085	

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

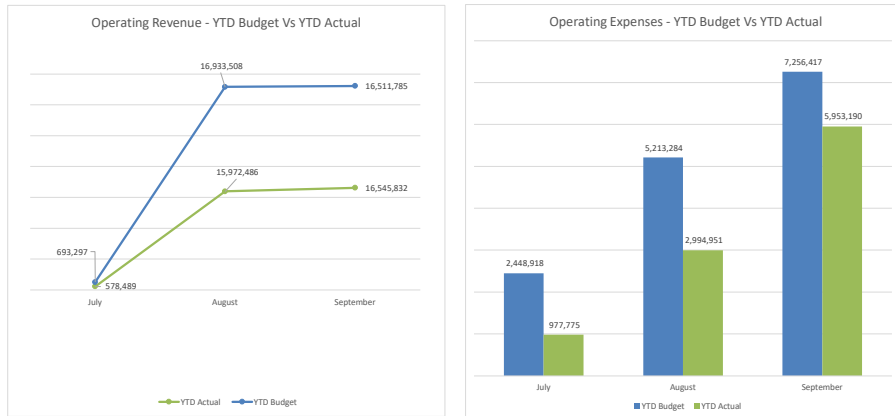


**SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 30 SEPTEMBER 2024**

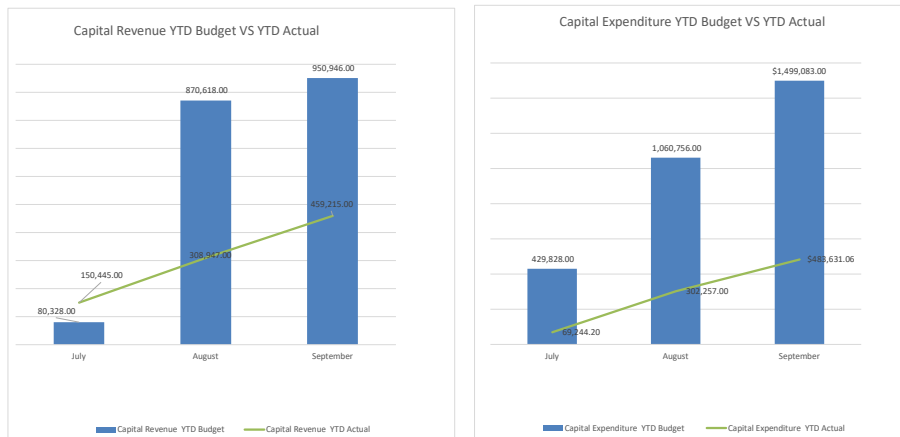
	NOTE				
	24/25 Budget	Ytd Budget	24/25 Ytd Actual	Variances Actuals to Budget	Variances Actuals to Budget
	\$	\$	\$	\$	%
Operating					
Revenues					
Governance	1,300	324	0	(324)	(100%)
General Purpose Funding	13,817,387	12,900,345	12,821,682	(78,663)	(1%)
Law, Order, Public Safety	1,744,411	427,331	298,114	(129,217)	(30%)
Health	72,500	10,332	34,575	24,243	235%
Education and Welfare	1,516,229	340,251	246,881	(93,370)	(27%)
Housing	57,129	14,280	12,874	(1,406)	(10%)
Community Amenities	3,546,010	2,395,151	2,336,151	(59,000)	(2%)
Recreation and Culture	1,446,672	167,403	116,533	(50,870)	(30%)
Transport	4,785,459	1,044,285	857,652	(186,633)	(18%)
Economic Services	937,799	146,178	149,087	2,909	2%
Other Property and Services	67,430	16,851	131,497	114,646	680%
Total Operating Revenue	27,992,326	17,462,731	17,005,047	(457,684)	(3%)
Expenses					0.00%
Governance	(1,255,106)	(324,876)	(304,872)	20,004	6%
General Purpose Funding	(480,703)	(103,068)	(65,814)	37,254	36%
Law, Order, Public Safety	(2,229,655)	(583,971)	(464,816)	119,155	20%
Health	(358,741)	(95,394)	(114,901)	(19,507)	(20%)
Education and Welfare	(1,439,836)	(389,556)	(319,601)	69,955	18%
Housing	(120,036)	(16,576)	(19,161)	(2,585)	(16%)
Community Amenities	(4,907,119)	(1,194,124)	(759,596)	434,528	36%
Recreation & Culture	(6,318,691)	(1,672,587)	(1,353,644)	318,943	19%
Transport	(7,972,187)	(2,005,679)	(1,787,464)	218,215	11%
Economic Services	(2,630,064)	(858,338)	(667,122)	191,216	22%
Other Property and Services	(40,605)	(12,248)	(96,199)	(83,951)	(685%)
Total Operating Expenses	(27,752,743)	(7,256,417)	(5,953,190)	1,303,227	17.96%
NET RESULT	239,583	10,206,314	11,051,856	845,542	8.28%

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

OPERATING ACTIVITIES



INVESTING ACTIVITIES



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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

2. BALANCE SHEET

	24/25	23/24
	YTD Actual	Estimated Actual
	\$	\$
CURRENT ASSETS		
Cash Assets	13,206,950	11,320,876
Receivables	11,395,469	3,505,806
Inventories & Other Assets	116,298	241,101
TOTAL CURRENT ASSETS	24,718,718	15,067,782
NON-CURRENT ASSETS		
Receivables	536,419	536,419
Inventories	0	0
Land and Buildings	59,058,729	59,940,923
Property, Plant and Equipment	5,951,670	6,674,414
Infrastructure	329,445,726	328,440,993
Financial & Other Assets	321,277	321,277
TOTAL NON-CURRENT ASSETS	395,313,822	395,914,027
TOTAL ASSETS	420,032,539	410,981,809
CURRENT LIABILITIES		
Payables	2,472,326	4,391,693
Interest-bearing Liabilities	490,342	460,880
Provisions	1,428,715	1,428,715
TOTAL CURRENT LIABILITIES	4,391,382	6,281,288
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,093,908	6,093,908
Provisions	174,914	335,539
Payables	0	0
TOTAL NON-CURRENT LIABILITIES	6,268,822	6,429,447
TOTAL LIABILITIES	10,660,204	12,710,735
NET ASSETS	409,372,335	398,271,074
EQUITY		
Retained Surplus	128,601,952	117,519,421
Reserves - Cash Backed	3,911,412	3,892,682
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	409,372,335	398,271,074



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

3. ACQUISITION OF ASSETS	24/25 Revised Budget \$	24/25 Ytd Actual \$
The following assets have been acquired during the period under review:		
By Program		
Law, Order & Public Safety	Note	
Wundowie Fireshed C/fwd	63,510	0
Wundowie Water Tanks C/fwd	34,930	0
Upgrade Stock Pound & CCTV System	45,000	7,086
CCTV Upgrades	100,000	0
BBF Light Tanker and Urban Tanker	862,300	0
Northam SES Accessibility Upgrades	35,000	0
CESM Vehicale	121,000	0
Health		
Rav 4 Hybrid & Mitsubishi Plug In	104,000	0
Education & Welfare		
Killara Building Upgrades	47,600	0
Community Amenities		
RAV 4 Hybrid & Plug in Hybrid	104,500	0
Youth Precinct Toilets Painting	7,700	0
Wundowie Museeum	40,000	0
Walk of Fame	5,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget \$	24/25 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation & Culture			
Structural Repairs Memorial Hall		20,000	0
Brick Pointing Southern Brook Hall		7,000	0
Upgrade Grass Valley Hall Kitchen		609,820	0
Swimming Infrastructure Upgrades and Wundowie Pool A		122,500	5,000
Bert Hawke Pavillion Carpet and Vinyl Replacement		25,000	0
Recreation Centre Upgrades		37,835	0
Bernard Park charging Station Infrastructure		194,277	195,175
Bakers Hill Precinct Upgrades		25,000	220
Bret Hawke Lighting and hockey Dugouts Water		768,800	0
Landscaping Old Pool		501,042	0
Long Jump Pit Upgrades		17,500	0
Bakers Hill RV		129,972	0
BMX Upgrades		289,408	0
Library Building Upgrades		49,500	6,177
Morby Cottage, Replacement of Floor		70,000	0
External Painting Vintage Vehicle Association Building		9,000	0
Railway Museum Works		440,000	0
Entry Light Industrial and CBD		250,000	0

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2024

3 ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget	24/25 Ytd Actual
Transport			
Northam Depot		61,900	0
Linley Valley Road		22,248	0
Kerb Renewal		84,238	8,512
Lunt Street SLK 0.0-0.70		249,296	2,506
Gillet Road SLK 0.0-0.52		159,916	0
Peacock Road SLK 0.0-2.19		403,226	75,861
Crorkan Road SLK 0.0-0.04		154,367	0
Meenar South Road SLK1.0-1.63		235,361	0
Meenar North road SLK 0.0-2.0		417,641	0
Parker road SLK0.0-1.0		200,361	10,124
Quamkadne Road SLK 0.0-1.0		140,361	8,490
Jennapullin Road SLK 6.56-7.9		584,174	63,973
Jennapullin Road 2.58-3.19		198,080	10,104
Jennapullin Road SLK12.76-1370		177,206	0
Jennapullin Road 5.05-6.19		360,720	44,775
Grass Valley South Road Slk 1.05-8.56		386,965	0
Yilgarn AVE Design SLK0-0.65 & 1.35-3.36(WSN)		87,500	34,650
Wellington Street/Gordon Street		185,530	0
Storm Damage		1,000,000	0
Drainage Built Up Area		128,669	0
Drainage Rural		380,892	0
Bridges and Culverts		643,238	0
Minson Ave Footpath		700,000	0
Killick Street Footpath		37,000	0
Wundowie Townsite Footpaths		37,000	0
St George Street Footpath		93,000	0
Gillet Road Footpath		58,000	0
Plant Purchases Parks and Works		870,995	9,355
Airport Toilet Block Mesh and Light Sensors		5,450	0
Airport Infrastructure Upgrades		154,900	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget \$	24/25 Ytd Actual \$
<u>By Program (Continued)</u>			
Economic Services			
Visitor Centre Upgrades		23,500	1,623
Create 298, upgrade Lighting & Aircon Repairs		16,000	0
Old Northam Fire Station, Drainage and Motar Repairs		30,000	0
Waste Reuse Water Upgrades		185,000	0
BKB Façade Works		20,000	0
Other Property & Services			
Admin Building Minor Works & Charging Station		14,900	0
		<u>13,644,828</u>	<u>483,631</u>
		0	0.00

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Budget \$	24/25 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		1,678,715	14,887
Plant and Equipment		2,062,795	9,355
Infrastructure Assets - Roads		5,047,190	258,995
Infrastructure Assets - Footpaths		925,000	0
Infrastructure Assets - Bridges & Culverts		643,238	0
Infrastructure Assets - Drainage		509,561	0
Infrastructure Assets - Parks & Ovals		1,925,999	195,395
Infrastructure Assets - Other		852,330	5,000
		<u>13,644,828</u>	<u>483,631</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2024

4. DISPOSALS OF ASSETS

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

By Program	Note	Written Down Value		Sale Proceeds		Profit(Loss)	
		24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$
Law Order & Public Safety						-	
CESM Vehicle		10,000.00		9,000.00		(1,000.00)	-
Health						-	
PN2006 Suzuki Vitara		5,500		16,000		10,500.00	-
PN 1907 Ford Escape c/fwd		9,000		12,000		3,000.00	
Planning						-	
PN1607 Mitsubishi Outlander		20,000.00		17,000.00		(3,000.00)	-
PN2105 RAV 4 Hybrid		37,790.00		27,000.00		(10,790.00)	
Transport						-	
PN1512 John Deere Gator Crossover Utility		6,833.00		5,000.00		(1,833.00)	-
PN1703 Excavator		41,912.00		40,000.00		(1,912.00)	-
PN1805 Mitsubishi Fuso Fighter Tip Truck (N.4012)		61,856.00		55,000.00		(6,856.00)	-
PN2206 4.5t Trailer		8,592.00		1,000.00		(7,592.00)	-
PN0916 Clark Bobcat Loader (N006)		17,770.00		20,000.00		2,230.00	-
PN1804 Hino 500 Series Tipper (N10759) C/fwd		68,210.00		100,800.00		32,590.00	-
Other Property and Services				-		-	-
Northam Depot Land Peel Terrace		702,000.00		1,100,000.00		398,000.00	-
		1,012,963	-	1,427,000.00	-	414,037.00	-



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 SEPTEMBER 2024

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$
Plant & Equipment						
CESM Vehicle	10,000.00		9,000.00		(1,000)	-
PN2006 Suzuki Vitara	5,500.00		16,000.00		10,500	-
PN 1907 Ford Escape c/fwd	9,000.00		12,000.00		3,000	-
PN1607 Mitsubishi Outlander	20,000.00		17,000.00		(3,000)	-
PN2105 RAV 4 Hybrid	37,790.00		27,000.00		(10,790)	-
PN1512 John Deere Gator Crossover Utility	6,833.00		5,000.00		(1,833)	-
PN1703 Excavator	41,912.00		40,000.00		(1,912)	-
PN1805 Mitsubishi Fuso Fighter Tip Truck (N.4012)	61,856.00		55,000.00		(6,856)	-
PN2206 4.5t Trailer	8,592.00		1,000.00		(7,592)	-
PN0916 Clark Bobcat Loader (N006)	17,770.00		20,000.00		2,230	-
PN1513 John Deere Ride on Mower	8,644.00		7,000.00		(1,644)	-
PN1906 Mitsubishi Outlander C/fwd	14,856.00		17,200.00		2,344	-
PN1804 Hino 500 Series Tipper (N10759) C/fwd	68,210.00		100,800.00		32,590	-
Land/Buildings						
Northam Depot Land Peel Terrace	702,000.00		1,100,000.00		398,000	-
	1,012,963.00	-	1,427,000.00	-	414,037.00	-

Summary

Profit on Asset Disposals
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
448,664	0
(34,627)	0
414,037	0



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-24	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	58,686	0	22,920	0	35,766	58,686	1,685	573
Loan 224 - Recreation Facilities	6.48%	549,682	0	64,328	0	485,354	549,682	34,594	9,956
Loan 227 - Youth Space	2.26%	264,032	0	50,460	0	213,572	264,032	5,684	1,958
Loan 228 - Swimming Pool	1.88%	3,628,715	0	203,716	101,381.00	3,424,999	3,527,334	67,273	23,356
loan 229- Depot	4.74%	1,620,338	0	83,527	0	1,536,811	1,620,338	76,703	0
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	449,740	0	52,632	0	397,108	449,740	28,304	8,145
		6,571,193	0	477,583	101,381.00	6,093,610	6,469,812	214,242	43,987

Note: ** indicates self - supporting loans

All other debenture repayments are to be financed by general purpose revenue.



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

	24/25 Budget				24/25 Ytd Actual			
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED								
Employee Liability Reserve	670,105	25,255	-	695,360	670,105	3,224		673,329
Office Equipment Reserve	3,828	235	-	4,063	3,828	18		3,846
Plant & Equipment Reserve	124,348	891	(100,000)	25,239	124,348	598		124,946
Road & Bridgeworks Reserve	536,005	16,786	(400,000)	152,791	536,005	2,579		538,584
Refuse Site Reserve	419,946	136,049	-	555,995	419,946	2,021		421,967
Speedway Reserve	160,800	5,146	-	165,946	160,800	774		161,574
Community Bus Replacement Reserve	106,892	3,417	-	110,309	106,892	514		107,406
Septage Pond Reserve	88,075	35,012	-	123,087	88,075	424		88,499
Killara Reserve	432,910	13,876	-	446,786	432,910	2,083		434,993
Recreation and Community Facilities Reserve	905,918	28,381	(580,852)	353,447	905,918	4,359		910,277
Council Buildings & Amenities Reserve	246,631	3,006	(100,000)	149,637	246,631	1,187		247,818
Parking Facilities Construction Reserve	106,788	3,413	-	110,201	106,788	514		107,302
Reticulation Scheme Reserve	87,603	2,982	-	90,585	87,603	422		88,025
Revaluation Reserve	2,834	93	-	2,927	2,834	14		2,848
Unspent Grants Reserve	-	-	-	-	-	-		-
Total Cash Backed Reserves	3,892,683	274,542	(1,180,852)	2,986,373	3,892,683	18,729	-	3,911,412

Total Interest & Transfers

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 SEPTEMBER 2024

	24/25	24/25	23/24
	Budget	Ytd Actual	Estimated Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	185,317	9,295,538	7,428,194
Cash - Restricted Reserves	2,986,373	3,911,412	3,892,682
Self Supporting Loan	22,920	28,920	22,208
Receivables	623,000	407,431	807,633
Rates - Current	2,431,239	11,000,771	2,740,747
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	(70,000)	(56,062)	(56,062)
GST Receivables	0	116,298	241,101
Inventories	0	0	(0)
	6,178,849	24,704,309	15,076,503
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,516,891)	(675,886)	(1,737,238)
Rates Income in Advance	(489,000)	(72,374)	(465,236)
GST Payable	0	(65,050)	(40,369)
Accrued Salaries & Wages	0	0	(204,803)
Accrued Interest on Debentures	0	(46,184)	(98,766)
Accrued Expenditure	0	0	(85,725)
Bond Liability	(900,000)	(856,735)	(823,193)
Loan Liability	(477,583)	(490,342)	(460,880)
Provision for Annual Leave	(649,390)	(728,881)	(728,881)
Provision for Long Service Leave	(695,314)	(699,834)	(699,834)
Other Payables	0	(756,096)	(936,364)
	(4,728,178)	(4,391,382)	(6,281,288)
NET CURRENT ASSET POSITION	1,450,671	20,312,926	8,795,215
Less: Cash - Reserves - Restricted	(2,986,373)	(3,911,412)	(3,892,682)
Current Portion of Lease Liabilities	12,759	12,759	10,818
Less: Loans receivable - clubs/institutions	0	(28,920)	0
Add: Current Loan Liability	477,583	490,342	460,880
Add: Leave Liability Reserve	695,360	673,329	670,105
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	17,899,024	6,394,336

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

Key Rating Dates

RATES ISSUED
RATES DUE
2nd INSTALMENT DUE
3rd INSTALMENT DUE
4th INSTALMENT DUE

Outstanding 1st July
Rates Levied

Interest, Ex gratia, interim and
back rates less writeoffs

Rates paid by month

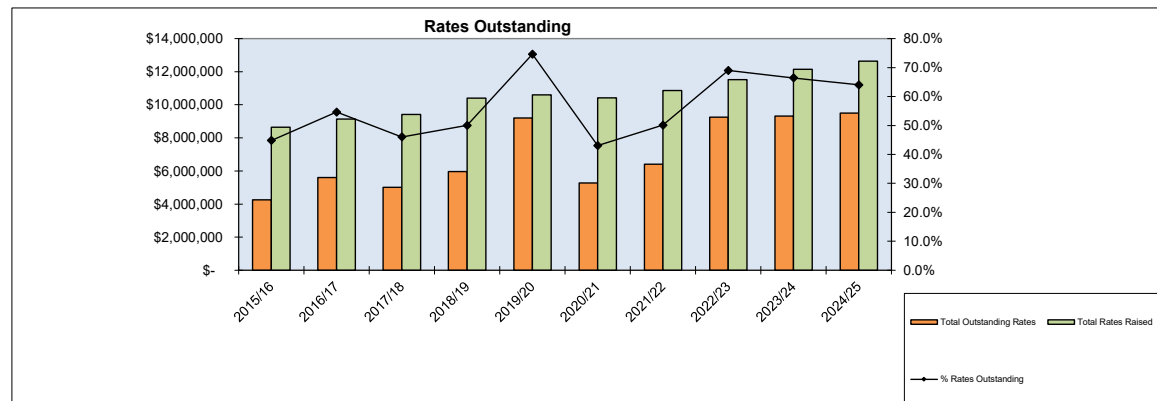
1 July
2 August
3 September
4 October
5 November
6 December
7 January
8 February
9 March
10 April
11 May
12 June

Total YTD

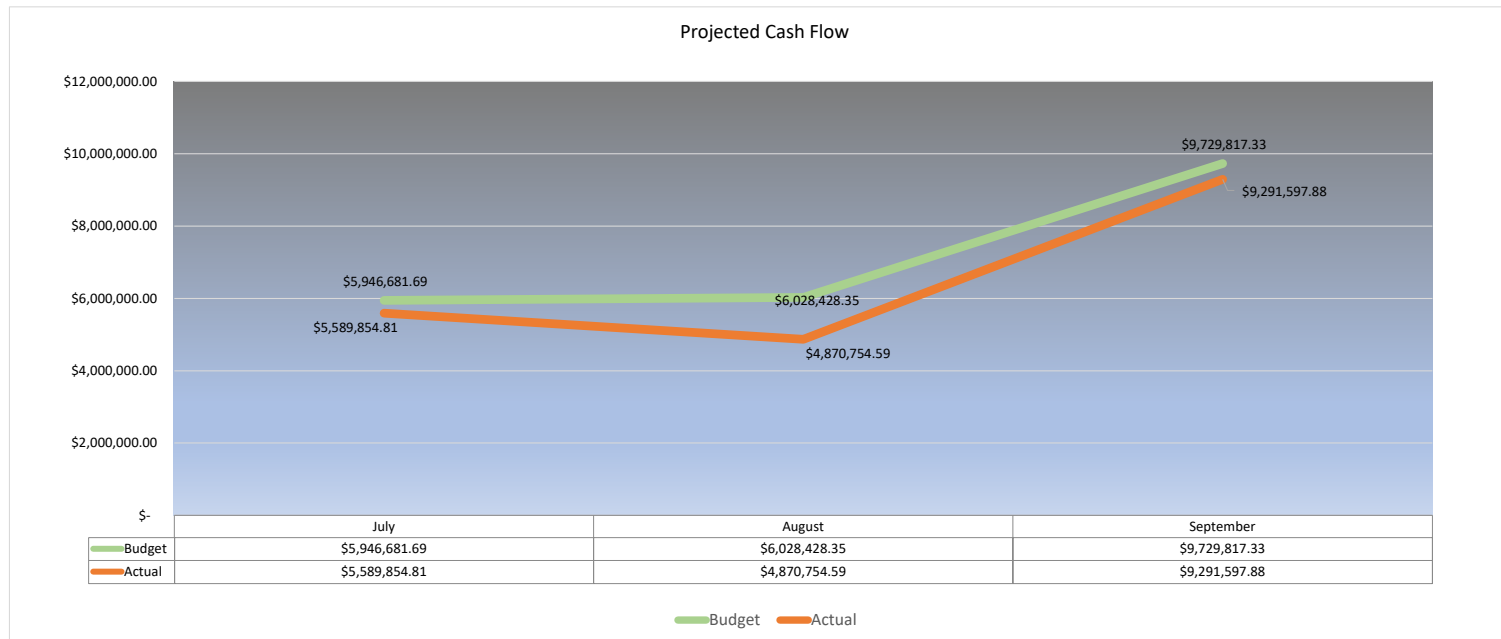
% Ytd Rates Outstanding

Ytd Outstanding

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
14/08/2015	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023	26/08/2024	
25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023	2/10/2024	
25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023	4/12/2024	
25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024	5/02/2025	
28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024	9/04/2025	
Outstanding 1st July	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329	\$2,196,643
Rates Levied	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419	\$12,511,932
Interest, Ex gratia, interim and back rates less writeoffs	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$284,033	\$132,782
Total YTD	5,249,146	4,654,396	5,879,716	5,966,342	3,129,960	6,978,366	6,376,812	4,154,083	4,711,127	5,340,934
% Ytd Rates Outstanding	44.8%	54.6%	46.0%	50.0%	74.6%	43.1%	50.1%	69.0%	66.4%	64.0%



SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2024



INVESTMENT REGISTER

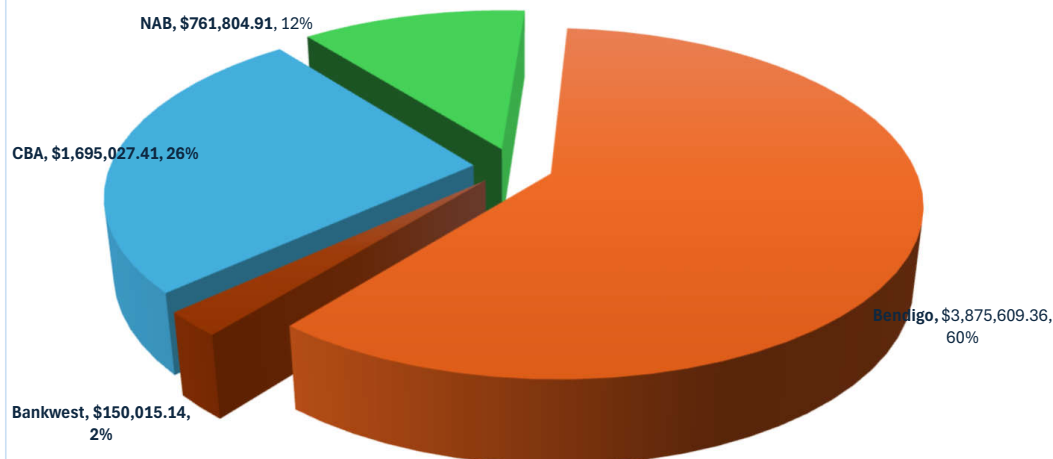
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/24

Current Date: 30/06/25

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY
	Start	End			MONTHS
Bendigo- Ref 3834911	28/02/24	28/11/24	\$1,300,278.84	5.03%	9
Bendigo	04/04/24	04/01/25	\$573,583.94	5.05%	9
Bendigo	02/08/24	03/02/25	\$501,746.58	5.07%	6
Bendigo	03/09/24	02/11/24	\$1,500,000.00	4.40%	2
Bankwest TRUST AROC	16/09/24	17/10/24	\$150,015.14	4.20%	1
CBA	26/06/24	24/12/24	\$1,049,964.41	4.88%	6
CBA	26/06/24	24/12/24	\$145,063.00	4.88%	6
CBA	02/09/24	03/10/24	\$500,000.00	4.74%	1
Nab	13/09/24	13/03/25	\$761,804.91	3.60%	6
Total			\$6,482,456.82		

DISTRIBUTION OF INVESTMENTS 30/09/2024



13.5 COMMUNITY SERVICES

Nil.

14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

That Council, in accordance with section 11.1(i) of the Shire of Northam Standing Orders Local Law 2018 and Section 5.23 (2) (A), (B) & (C) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 - Disposal of 33 Wellington Street, Northam, as this relates to a contract entered into, or which may be entered into, by the local government.
- 14.2 - Application under F4.8 Rates Hardship – A12113, as this relates to the personal affairs of any person.
- 14.3 - Application under F4.8 Rates Hardship – A10167, as this relates to the personal affairs of any person.
- 14.4 - Chief Executive Officer Review & Selection Committee Meeting held 11 September 2024, as it relates to a matter affecting an employee or employees.

14.1 DISPOSAL OF 33 WELLINGTON STREET, NORTHAM

14.2 APPLICATION UNDER F4.8 RATES HARDSHIP - A12113

14.3 APPLICATION UNDER F4.8 RATES HARDSHIP - A10167

14.4 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 11 SEPTEMBER 2024

RECOMMENDATION

That Council move out from behind closed doors.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE