



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

20 December 2023



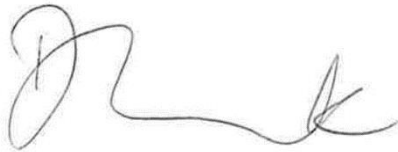
NOTICE PAPER
Ordinary Council Meeting
20 December 2023

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 20 December 2023 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 13 December 2023 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.

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

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

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

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1 DECLARATION OF OPENING

2 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.

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

M P Ryan

M I Girak

J E G Williams

D A Hughes

H J Appleton

L C Biglin

C M Poulton

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

B J Hadlow

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	
15/11/2023	Presentation for Northam Women's Doubles Championships
17/11/2023	AAAC Conference - Perth
18/11/2023	Ronald McDonald Day - Northam
21/11/2023	Triple M Weekly Radio Interview
21/11/2023	Local Government Reform Webinar
24/11/2023	Avon-Midland Zone Meeting - Goomalling
24/11/2023	Northam Men's Shed Christmas Lunch
24/11/2023	Irishtown Volunteer Bushfire Brigade medal presentation
25/11/2023	Northam Rotary Club Radio Auction
25/11/2023	Bakers Hill Community Christmas Fair
25/11/2023	Grass Valley Summertime Blues Event
26/11/2023	Sunday Shopday Markets - Northam
26/11/2023	Avon Valley Vintage Vehicle Association Christmas Lunch
27/11/2023	Triple M Weekly Radio Interview
28/11/2023	Creating Inclusive Spaces Webinar
29/11/2023	Working Group – Wheatbelt Interagency Health and Wellbeing online meeting
29/11/2023	Northam Town Team – Northam Mural Opening Official Opening
30/11/2023	Northam Chamber of Commerce and Shire of Northam Catch Up
01/12/2023	Northam Country Club Business Luncheon
01/12/2023	Wundowie Christmas Markets and official opening
02/12/2023	Lions Community Markets - Northam
04/12/2023	Stakeholder Engagement Meeting – Character Studies & Streetscapes Concept Plan - Northam
04/12/2023	Wheatbelt Health Network and GP Clinic Tour
05/12/2023	Triple M Weekly Radio Interview
05/12/2023	Northam Youth in Emergency Services Annual Presentation Ceremony
07/12/2023	Northam Primary School end of year concert
08/12/2023	Stie Visit – El Cabello Resort
08/12/2023	Carols on Fitzgerald's - Northam
11/12/2023	Northam Primary School Year 6 Graduation
12/12/2023	Triple M Weekly Radio Interview

12/12/2023	Avonvale Primary School Presentation Evening - Northam
13/12/2023	West Northam Primary School end of year Presentation and Graduation
13/12/2023	Silver Wings Community Christmas Lunch - Wundowie
14/12/2023	Avonvale Education Support end of Ceremony - Northam
14/12/2023	Western Australian Local Government Association event - Perth
15/12/2023	Regional Capitals Alliance AGM - Online
16/12/2023	Bakers Hill Christmas Markets
19/12/2023	Triple M Weekly Radio Interview
Upcoming Events	
21/12/2023	Homecoming event – Bobby Hill honour - Northam
22/12/2023	Community Christmas Movie - Northam
25/12/2023	Christmas Day
26/12/2023	Boxing Day
31/12/2023	New Year's Eve
01/01/2024	New Year's Day
16/01/2024	Triple M Weekly Radio Interview
18/01/2023	School's Out Stargazing event - Northam
23/01/2023	Triple M Weekly Radio Interview

Operational Matters:

With the Shire of Northam currently in a Prohibited Burning Period, it is a timely reminder to be "Bushfire Ready". One way to do this is via the Shire's Bushfire Information SMS Notification Service. This service is provided to registered users, and informs on: Burning Periods, total fire bans, harvest and vehicle movement bans, cancellation of burning permits, and other fire information for the entire year. One way to register is via the following link.
https://app.smartsheet.com/b/form/854cad31a1d14b52af141d64e7d51c26?fbclid=IwAR3TgkyG2sGyum0TA2_okIjETJqJ6KrHe1syQSxAKYRh2QpVgn4HWEEVc4

Events Calendar:

Following the recent successful Northam Art Prize Awards, part of the Shire of Northam's sponsorship is to purchase a piece of artwork. The artwork purchased was "Come to Rest", by artist Nicola Cowie, a 2023 watercolour and ink on paper piece.

Inspiration came from one of the beautiful gum trees on Nicola's Avon Valley Property. Frequented by all kinds of birds throughout the day, the red-tailed cockatoos are always favourite visitors. The birds perched on the branches are

represented in a simplified but immediately recognisable manner and are surrounded by playful circles portraying bunches of leaves. The colours of the land and trees are built up with light and heavy layers of watercolours. Organic ink linework both holds together and dissects the elements of the image which ultimately come to a balanced composition.

Nicola has been involved with some of the public artwork seen around the Shire.



Strategic Matters:

Following a few weeks of employment, I would like to formally thank and welcome our new CEO, Debbie Terelinck to the Shire of Northam. Debbie brings a wide range of experience across many sectors within local government, and has hit the ground running, having attended many events, and in demand to meet many sectors of the community.

Reflection

2023 has seen continued changes, including the recent Council elections, the appointment of a new CEO, and the hosting of major events, culminating with the World Women's Hot Air Ballooning Championships in September this year.

With our continuing challenges and opportunities, the Shire of Northam continues to surge ahead.

I thank all Councillors, Staff, Residents and Ratepayers for your dedication to our Shire. May you all have a safe and enjoyable Christmas and New Year.

I look forward to catching up with you in 2024.

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 ON 15 NOVEMBER 2023

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 15 November 2023 be confirmed as a true and correct record of that meeting.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 DECEMBER 2023

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held on Wednesday, 13 December 2023.

10.3 NOTES FROM THE STRATEGIC COUNCIL MEETING HELD ON 22 NOVEMBER 2023

RECOMMENDATION

That Council receive the notes from the Strategic Council meeting held on Wednesday, 22 November 2023.

10.4 CONFIRMATION OF MINUTES FROM THE LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD 20 JULY 2023

RECOMMENDATION

That the minutes of the Local Emergency Management Committee Meeting held on Thursday, 20 July 2023 be confirmed as a true and correct record of that meeting.

Background:

On 25 October 2023 Council moved a motion (C.4880) to disband the Local Emergency Management Committee as a formal committee of Council and reconvene it as an advisory group. As such, Council is required to confirm the final minutes of the Local Emergency Management Committee as a Committee of Council because the Committee is no longer able to do so.

WALGA has advised that adoption of Minutes is a record-keeping obligation and that there is not a statutory requirement for attendees of the previous meeting of the Local Emergency Management Committee to be present when the Minutes are adopted.

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

12 REPORTS OF COMMITTEE MEETINGS

12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 14 NOVEMBER 2023

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 14 November 2023.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Note that the minutes of the Special Bush Fire Advisory Committee meeting held on 25 July 2023 are confirmed as a true and correct record of that meeting.
2. Notes the Community Emergency Services Manager Report as provided.
3. Notes the report from the Bushfire Risk Mitigation Coordinator as provided.
4. Adopts the updated Section 4 and Section 5 of the Bush Fire Manual as presented, to replace the previous Section 4 and Section 5 of this document from 2018.
5. Approves a transition target period of 18 months for the training requirements of roles specified within Section 4 and 5, to allow members currently holding these positions to meet any training gaps while continuing to fill these roles.
6. Notes the Chief Bush Fire Control Officer Report as provided.
7. Impose a Harvest, Vehicle Movement and Hot Works Ban for the following dates/times:
 - a. 24 December 2023 – 1200hrs to 2400hrs.
 - b. 25 December 2023 – Full 24 hours.
 - c. 26 December 2023 – Full 24 hours.
 - d. 31 December 2023 – 1200hrs to 2400hrs.
 - e. 01 January 2024 – Full 24 hours.
 - f. 26 January 2024 – Full 24 hours.
 - g. 27 January 2024 – 0900hrs to 1800hrs.
 - h. 28 January 2024 – 0900hrs to 1800hrs.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory
Committee

14 November 2023

**Bush Fire Advisory Committee Minutes
14 November 2023**



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14 November 2023**



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14 November 2023**



1 DECLARATION OF OPENING

The Chief Executive Officer, Ms D Terelinck, declared the meeting open at 7.04pm

2 ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER

In accordance with section 5.12 of the Local Government Act 1995, the members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1.

In accordance with recent changes to the Local Government Act 1995, if there is more than one nomination, the election of Committee Presiding Member will be conducted by secret Ballot and determined using an optional preference voting system, if required.

The members of a committee may elect a deputy presiding member from amongst themselves, but any such election is to be in accordance with Schedule 2.3, Division 2. This does not require the use of optional preferential voting.

Should the presiding member not be available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member may perform the functions of presiding member.

ELECTION PROCESS:

The Chief Executive Officer advised that 2 nominations for the position of Presiding Member had been received from Mr Chris Marris and Cr Attila Mencshelyi.

The Chief Executive Officer called for any further nominations from committee members for the position of Presiding Member from the floor. No further nominations were forthcoming and as such nominations were declared closed at 7.06pm.

An election was undertaken in accordance with the Local Government 1995 and the Local Government Elections Regulations 1997 by optional preferential voting via secret ballot. The Shire's Waste Projects Officer (Minute Taker) conducted the count and at the conclusion, the Chief Executive Officer announced that Mr Chris Marris has been elected as Presiding Member 7.10pm.

The Chief Executive Officer advised that no nominations had been received in writing for the position of Deputy Presiding Member.

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The Chief Executive Officer called for any nominations from committee members from the floor for the position of Deputy Presiding Member. Mr Blair Wilding and Cr Attila Mencshelyi nominated. Nominations were declared closed at 7.11pm.

An election was undertaken in accordance with the Local Government 1995 and the Local Government Elections Regulations 1997 via secret ballot. The Waste Projects Officer (Minute Taker) conducted the count and at the conclusion, the Chief Executive Officer announced that Mr Blair Wilding had been elected as Deputy Presiding Member at 7.14pm.

3 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.

4 ATTENDANCE

4.1 ATTENDEES

Voting Committee:

Chief Bush Fire Control Officer	Chris Marris
Deputy Bush Fire Control Officer	Kristafer Brown
Councillor - Shire of Northam	Attila Mencshelyi
Bakers Hill Bush Fire Brigade	Carla Millar (Proxy)
Clackline Muresk Bush Fire Brigade	Blair Wilding
Grass Valley Bush Fire Brigade	Bruce Devereoux
Inkpen Bush Fire Brigade	Nic Dewar
Irishtown Bush Fire Brigade	Terry Hasson (Proxy)
Southern Brook Bush Fire Brigade	Paul Antonio
Jennapullin Bush Fire Brigade	Aaron Smith

Non-Voting Committee:

Clackline Muresk Bush Fire Brigade	Joe Marasco
------------------------------------	-------------

Staff:

Chief Executive Officer	Debbie Terelinck
Acting Executive Manager Development Services	Jacky Jurmann
Community Emergency Services Manager	Alex Espey
Waste Projects Officer (Minute Taker)	Kayla James

**Bush Fire Advisory Committee Minutes
14 November 2023**



4.2 APOLOGIES

Northam Central Bush Fire Brigade
Wundowie Bush Fire Brigade
District Officer Northam
Irishtown Bush Fire Brigade

Kim Hampton
Mathew Macqueen
Drew Graham
Rob Herzer

4.3 APPROVED LEAVE OF ABSENCE

Nil.

4.4 ABSENT

Voting Committee:

Councillor – Shire of Northam
Deputy Bush Fire Control Officer
Bakers Hill Bush Fire Brigade

Maria Girak
Simon Peters
Bryan Peterson

Non-Voting Committee:

Wundowie Volunteer Fire and Rescue
Service
Northam Volunteer Fire and Rescue
Service
Department of Parks and Wildlife
(Wheatbelt)
Department of Parks and Wildlife (Perth
Hills)

Jeffrey Roberts
Greg Montgomery
Graeme Keals
Michael Pasotti

**Bush Fire Advisory Committee Minutes
14 November 2023**



5 DISCLOSURE OF INTERESTS

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

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

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

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

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

Nil.

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14 November 2023



6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE SPECIAL BUSH FIRE ADVISORY
COMMITTEE MEETING HELD 25 JULY 2023

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.313

Moved: Mr Kris Brown

Seconded: Mr Nic Dewar

That the minutes of the Special Bush Fire Advisory Committee Meeting held on 25 July 2023 be confirmed as a true and correct record of that meeting.

CARRIED 10/0

For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith

Against: Nil.

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7 OFFICER REPORTS

7.1 Community Emergency Services Manager Report

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the Community Emergency Services Manager.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

This report is to provide the Committee an update on the current issues and actions of the Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications



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Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Fire Control Officer - Mark Littlefair

The Community Emergency Services Manager on behalf of the Council and Staff express their deep condolences to the family, friends and brigade associates on the recent passing of Fire Control Officer Mark Littlefair.

Mark was a highly respected member of the Shire of Northam bushfire community with his contributions greatly appreciated.

Acknowledgement of Deputy Chief Bushfire Control Officer 1 Kris Brown.

The Community Emergency Services Manager passes on his appreciation to DCBFCO Kris Brown for his ongoing assistance. From time to time Kris is called upon to assist with various tasks in relation to the day to day running of the department. His assistance is always enthusiastically given without hesitation and does not go unnoticed or unappreciated.

Computer Assisted Dispatch

The Shire of Northam Bush Fire Service is in the advanced stages of having its brigades mobilised in the first instance through the Department of Fire and Emergency Services (DFES) Computer Assisted Dispatch system.

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This will automatically dispatch pre-determined appliances on job submission but will also be followed up with a leadership group call from COMCEN confirming escalation, de-escalation requirements.

It is expected that this will commence in November.

Bushfire Manual Review

This has been a significant body of work carried out in consultation with the leadership group. Chapters 4 and 5 are tabled for adoption by committee members. Refer to separate agenda item.

Training Records

This continues to be an issue for the Community Emergency Services Manager in terms of access and has been escalated within DFES.

Permits to Burn

Following extension of the unrestricted burning period, we are now in restricted burning period. All Fire Control Officers are expected to complete all relevant sections of the permit application, including signing the complete permit.

Brigades Undertaking Burns on Shire Verges

Per the previously tabled verge management policy, brigades "may" undertake these burns with prior Shire approval subject to compliance with verge management policy. Noting that burning is considered clearing and may require a Department of Water and Environmental Regulation (DWER) Clearing Permit if proposed to be conducted more than once in a 7 year period.

Verge Spraying

Verge spraying carried out by the Shire in January and at other regular intervals is targeted maintenance to prevent damage to road and drainage infrastructure.

Enquiry on Burning Permit Procedure

At the June BFAC meeting clarification was sought in relation to the existence of a standard operating procedure in relation to issuing "Permits to Burn". Investigations have been undertaken and no adopted Standard Operating Procedure (SOP) has been located.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.314

Moved: Cr Attila Mencshelyi

Seconded: Mr Blair Wilding

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council notes the Community Emergency Services Manager Report as provided.**

CARRIED 10/0

For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

Against: Nil.

Discussion

Community Emergency Services Manager Mr Alex Espey offered his condolences on behalf of the Shire after the passing of Mr Mark Littlefair.

The Community Emergency Services Manager acknowledged Mr Chris Marris for hard work and assistance in the review of the Bush Fire Manual over recent months.

The Community Emergency Services Manager also acknowledged Mr Kris Brown for his assistance when required over the last few months.

Discussion around the new Computer Aided Dispatch System took place.

Discussion around the Verge Spraying Program took place, particularly around the timing of the Shire's spraying program. The Community Emergency Services Manager will provide further comment at the next BFAC meeting.

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7.2 Bush Fire Risk Mitigation Coordinator Report

File Reference:	5.1.3.1
Reporting Officer:	Brian Humfrey (Bush Fire Risk Management Coordinator)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the Bush Fire Risk Mitigation Coordinator.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Bush Fire Risk Mitigation Coordinator role is to coordinate bushfire mitigation works on Shire land and reserves funded through the Department of Fire and Emergency Services' (DFES) Mitigation Activity Fund.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.8: Provide bushfire mitigation on Shire controlled land.

B.2 Financial / Resource Implications

Works are within funding allocation from DFES.

B.3 Legislative Compliance

N/a

B.4 Policy Implications

N/a

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B.5 Stakeholder Engagement / Consultation

Community and landowner consultation will occur as required as part of the works.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Value of works exceed funding.	Insignificant (1) x Unlikely (2) = Low (2)	Contractor works to be managed to ensure works are within agreement.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Planned approved works have considered impacts on the natural environment and have been adapted where necessary.

C. OFFICER'S COMMENT

The Shire of Northam's Mitigation Activity Fund application for the mitigation works on Shire managed State-owned land was approved to the value \$176,915.00.

This funding is for 25 mitigation treatment throughout the Shire. The tender process has been completed and the contract awarded to Fire Mitigation Services (FMS) to start works with a priority to the higher risk assets prior to the upcoming fire season.

Listed below are the treatment types and locations. The contractor will update the Shire with a schedule of works.

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name
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2970	Chemical Works	Apply chemical treatment 3m off existing fire break to reduce the infestation of evasive weeds to minimise the availability of flash fuels	Trimmer Rd
2994	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Carter St Grass Valley
23220	Mechanical Works	Remove the flash fuels along Railway rd to allow for safe access and egress for the resident and firefighting activity Fuel load to be below 2t per ha	Railway Rd Clackline
23221	Mechanical Works	Remove fuels around timber bridge to below 2t per Ha	Eadine Road Clackline
25280	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Clacke St Northam
25286	Chemical Works	Chemical spray the fire access track to reduce the availability of flash fuels which mainly consist of invasive weeds. All spraying to be done prior to October	Benrura Rd Clackline
25316	Mechanical Works	install a 20m low fuel buffer to the assets. mulch /slash to remove the fuel to below 2t per Ha. All trees to be undercut to 2m.	Purkiss Drive Northam
25319	Mechanical Works	Mulch - Slash area to reduce the fuels available to below 2t per ha allowing safe access and exit to fire fighters using the water source	Chitty Rd Bakers Hill



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25320	Fire Access Road / Track(s)	Install a fire access track to allow for two point of entry / exit to emergency water supply for the safety of fire fighters	Chitty Rd Bakers Hill
25421	Mechanical Works	Reduce fuel loads along river to below 2t per ha by creating a 20m low fuel buffer by mechanical means on the boundary of the adjoining properties	Industrial Area Cnr Yilgarn & Old York Rd Northam
25443	Mechanical Works	Install a 20m low fuel buffer to residential property including aged housing units	Jarah Rd Wundowie
25462	Access - Install Fencing	Install a stock fence of ring lock and star pickets to allow for the use of livestock to maintain a low fuel buffer with minimal ongoing cost	Old Quarry Rd (Pound) Northam
25503	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25504	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25505	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation All works to be done by hand with no ground disturbance	Wilson Street Grass Valley



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25506	Mechanical Works	Reduce fuel loads below 2t per ha to provide a low fuel buffer to adjacent properties	Carter St Grass Valley
25507	Chemical Works	Chemical spray to reduce the return of invasive weed to the area after mulching was completed. spraying to be done prior to seed set from these weeds.	Bakers Hill Town Site South West
25543	Chemical Works	Chemical treat area of previous mulching to prevent the return of invasive weeds and flash fuels prior to the weeds setting seed.	4943-5113 Great Eastern Hwy
25544	Access - Install Gates	install fire access gates to allow controlled entry and exit to reserve.	wilson Street Grass Valley
25594	Mechanical Works	install a 5m wide bare earth fire access tracks suitable to be used by 4.4 fire trucks including removing the steep incline at entry point and installing turn around point prior to steep decent	Old Quarry Rd Waste Management Facility
25596	Chemical Works	Chemical spray 3m both sides of new access track to proved fire fighters safety prior to the fire season. Spray a 10m wide break in the inaccessible area due to the steep incline and may need to be done by hand	Old Quarry Rd Waste Management Facility
25597	Access - Install Gates	Install a fence and gate to prevent fire appliance access to steep and dangerous terrain for the safety of fire fighters. this is to be sign posted as well	Old Quarry Rd Waste Management Facility



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25598	Mechanical Works	Reinstall fire breaks and widen to 4m bare earth and suitable for a 4.4 appliance with passing areas where possible. Install a turnaround area to enable emergency retreat on dead end track	Old Quarry Rd Waste Management Facility
25599	Chemical Works	Chemical treatment of the weeds 3m both sides of the new access track to be installed for a low fuel buffer both sides of the access track	Old Quarry Rd Waste Management Facility
25600	Access - Install Gates	Installation of gate to prevent unauthorized access to the waste facility and to prevent illegally dump of rubbish along track	Old Quarry Rd Waste Management Facility

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.315

Moved: Mr Kris Brown

Seconded: Mrs Carla Millar

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council notes the report from the Bushfire Risk Mitigation Coordinator as provided.**

CARRIED 10/0

For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

Against: Nil.

Discussion

Acting Executive Manager Development Services, Mrs Jacky Jurmann, updated the committee on the progress of the current bush fire mitigation activities.

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Acting Executive Manager Development Services also advised that the new shared Bush Fire Mitigation Coordinator will commence duties on 4 December 2023 to complete the remainder of the 3 year funded contract position.

Discussion around future fire mitigation around Waterfall Avenue took place with the CBFCA requesting it to be considered in future activities, noting that there was a previous incident two years ago and a recent incident this season again highlighting the importance of undertaking works.

UNCONFIRMED

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7.3 Bush Fire Manual

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the reviewed draft part 4 & 5 of the Shire of Northam Bush Fire Manual provided by the Community Emergency Services Manager.

ATTACHMENTS

1. BUSHFIRE MANUAL PART 4 FINAL 01112023 [7.3.1 - 19 pages]
2. PART 5 FIRE CONTROL OFFICERS - FINAL 31102023 [7.3.2 - 11 pages]

A. BACKGROUND / DETAILS

At the request of the Bush Fire Advisory Committee (BFAC) a review of part 4 & 5 of the Bush Fire Manual was undertaken over the last 12+ months. The resultant product is the product of this review with input received from Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer 1, Community Emergency Services Manager, Chief Executive Officer, Executive Manager Development Services.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.7: Provide a review of the Local Laws and Bushfire Brigades Manual.

B.2 Financial / Resource Implications

N/A

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B.3 Legislative Compliance

N/A

B.4 Policy Implications

This review stipulates numerous changes to the minimum standard expectations to members of the Shire of Northam Bush Fire Service.

B.5 Stakeholder Engagement / Consultation

A consultation period calling for feedback from brigades of 16 working days applies to this draft.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

This review has been a significant and lengthy body of work, with input received from the Community Emergency Services Manager, Chief Executive Officer, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer 1, Executive Manager Development Services and Acting Executive Manager Development Services. The Community Emergency Services Manager specifically acknowledges the contribution by Chief Bush Fire Control Officer, Chris Marris, in assisting in the delivery of this draft copy.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.316

Moved: Mr Nic Dewar

Seconded: Mr Bruce Devereaux

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council adopts the updated Section 4 and Section 5 of the Bush Fire Manual as presented, to replace the previous Section 4 and Section 5 of this document from 2018.**
- 2. That Council approves a transition target period of 18 months for the training requirements of roles specified within section 4 and 5, to allow members currently holding these positions to meet any training gaps while continuing to fill these roles.**

CARRIED 10/0

For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

Against: Nil.

Discussion

Community Emergency Services Manager explained the work behind the Bush Fire Manual and how consultations were undertaken.

Mr Chris Marris suggested that once the document is in place, any minor changes can be adjusted through the Bush Fire Advisory Committee as a recommendation to Council where required.

Note: The following section of this report should read as per below:

B.5 Stakeholder Engagement / Consultation

A consultation period calling for feedback from brigades of 16 working days applies to this draft.

PART 4 BUSH FIRE BRIGADES

UNCONFIRMED

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4.1 Establishment of a Bush Fire Brigade

The Shire of Northam may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities in accordance with section 41 of the Bush Fires Act 1954.

On establishing a Bush Fire Brigade, the Shire of Northam is to give a name to the Bush Fire Brigade, specify the area in which the Bush Fire Brigade is primarily responsible for carrying out normal brigade activities (the "brigade area") and appoint some or all of the following:

- Captain;
- First Lieutenant
- Second Lieutenant;
- Additional Lieutenants if the brigade considers it necessary.
- Equipment Officer;
- Secretary; and
- Treasurer; or
- Secretary/Treasurer combined.

When considering the appointment of persons to the positions of the above, the Council is to have regard to the qualifications and experience that may be required to fill each position. A person appointed to a position is to be taken to be a Brigade Member.

The appointments expire at the completion of the first Annual General Meeting of the Bush Fire Brigade. If a position becomes vacant prior to the completion of the first Annual General Meeting, then the Shire of Northam is to appoint a person to fill the vacancy.

4.2 Brigade Membership

Membership of a Bushfire Fire Brigade comes with responsibility toward the community and other brigade members. Key appointments and office bearers take responsibility for the proper administration of membership and management of members on behalf of the Shire of Northam and the broader community in accordance with the relevant State Hazard Plan (FIRE) and all relevant legislation, policies and procedures.

Whilst Office Bearers of a Bushfire Fire Brigade provide the leadership and management for the Brigade, all members are expected to adhere to appropriate standards of conduct, ethical behaviour and safe work practices. The Shire of Northam, and where applicable, DFES Code of Conduct clarifies the standards of behaviour expected when undertaking duties through a clear set of principles to ensure the standards and integrity expected by the community are met.

4.2A Applications for Membership

To join a brigade, a prospective member is required to:

- Complete a membership application form and accept the conditions for membership.

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- The application will be considered by the Captain for approval and if approved, then forwarded to the CESM for registration within 14 days of the approval.
- If a membership application is refused, as soon as practicable after the decision is made, the Captain is to give written reasons for the refusal to the applicant and the Shire of Northam, including advice that the applicant has the right to object to the Shire of Northam.

4.2B Criminal History Checks (CHC)

All applications for membership to the Shire of Northam Bush Fire Service are subject to a Criminal History Check.

Note: A criminal history does not automatically exclude an applicant from membership.

4.2C Probation Periods

All new members are placed on a period of probation for up to 3 months or until such time as the brigade leadership team recommends that a member is offered full membership of the brigade.

If the applicant is not offered full membership the following options apply.

- Be offered additional opportunities and training to achieve full membership.
- Be deemed unsuitable for membership and their application made unsuccessful.

Whilst a member is on a period of probation, they are not eligible to attend station or operate appliances without competent supervision.

4.2D Types of Membership of Bush Fire Brigades

There are four regulated roles within a brigade:

- Active
- Auxiliary
- Probationary
- Honorary Life Member

As a condition of membership, all members must comply with legislation, the Shire of Northam's Standard Operating Procedures (SOPs), Policies and Procedures, that are relevant to their duties as a brigade member.

Members must act in accordance with the Shire of Northam's Bush Fire Manual which includes relevant codes of conduct, policies, procedures and guidelines issued by the Shire of Northam as well as any applicable DFES policies, and policies of their brigade.

The membership of a Bush Fire Brigade may consist of all or some of the following –

Active

Members are those persons who undertake all normal Brigade activities, including but not limited to frontline firefighting duties.

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Volunteer Fire fighters aged 16 or 17 years of age should be accompanied by and under the direction of a parent or guardian when on the fire ground.

Normal brigade activities include but not limited to, training, meetings, maintenance, community engagement, incident response, fundraising, administrative duties, and any other activity that would reasonably be required to maintain the day to day operation of the brigade.

Auxiliary Member

Auxiliary Members are those persons being at least 16 years of age who provide varied but infrequent support to the Brigades. An auxiliary member can not provide frontline firefighting support to the brigade.

The auxiliary member may be reclassified as active by request to, and subsequent agreement of the Brigade Captain. They may be required to update or undertake additional training related to the role.

Auxiliary Member will not be eligible to vote in Brigade meetings.

Probationary Member

First time new member completing their probationary period.
Probationary members will not be eligible to vote in brigade meetings.

Honorary Life Member

The Bush Fire Brigade may by a simple majority resolution, appoint a person as an Honorary Life Member in recognition of services by that person to their Bush Fire Brigade. Each brigade must adopt/develop a procedure and criteria that must be met prior to a life membership being considered.

Honorary members are eligible to vote at the discretion of the member brigade.

4.2E Nomination of Brigade Representatives to the Bush Fire Advisory Committee

At the Annual General Meeting of a Bush Fire Brigade, one Senior Brigade Member is to be nominated to the Bush Fire Advisory Committee to serve as the representative for the brigade. An additional Brigade Member is to be nominated to serve as a proxy representative if the Brigade Representative is not able to attend a Bush Fire Advisory Committee meeting.

4.2F Dual Membership

A member may be a member of another Bush Fire Brigade, Fire and Rescue Brigade or State Emergency Service Unit, subject to the relevant Captains approvals.

4.2G Transfer between Brigades

A member of a brigade may transfer to another brigade if:

- the new brigade has a vacancy in an appropriate category of membership and agrees to the transfer.
- Brigade transfers are to be recorded through the completion of the Application for Registration.

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A transfer between Brigades may initiate the requirement for an updated Criminal History Check (CHC). All brigade property must be returned to an office bearer of the former brigade prior to the transfer taking effect. Exceptions to this may occur, where in consultation with the Brigade Captain and approval by the CESM, it is considered to be practical and cost effective for the member to retain items such as PPC for use at the new brigade.

4.2H Suspension of Membership

Where circumstances arise that an immediate suspension of a member is required the Captain may temporarily suspend the member after giving them reasons why the suspension is occurring.

The Captain subsequently must at the earliest opportunity inform the CBFCO and the CESM of the circumstances that resulted in the suspension and the subsequent process detailed below must be followed.

It is encouraged the Captain keeps written records or notes of all the information relating to a suspension and that of witnesses. It is important to note that when decisions are being made to suspend or terminate a membership that transparency and procedural fairness must be adhered to.

The Shire shall provide any administrative support required to assist the Captain or CBFCO in the dealing with disciplinary matters.

When suspension or termination is being considered, the following procedures must be followed:

1. Where the Captain or other elected officer of the Brigade, considers that on complaint or observation a member of the service has:
 - Breached the Shire of Northam, Department of Fire and Emergency Services Code of Conduct
 - Shire of Northam and/or Department of Fire and Emergency Services Policies, Doctrine or Procedures
 - Engaged in conduct that does not meet the standards required of a member of the Brigade, they may temporarily suspend the member.
2. Where the Captain or other elected officer considers it appropriate and necessary to temporarily suspend a member of the Brigade, they must provide notice in writing to the volunteer outlining the reasons for the suspension within 7 days of the member being advised of the suspension.
3. The notification must be in sufficient detail for the member to know what has been alleged so they are able to adequately respond. The member must also be informed of the possible sanctions that are available to the group of Office Bearers if the allegation(s) is/are found proven.
4. The Officer Bearers shall convene a meeting as soon as practicable. The member must be informed of the time, date and location of the meeting in writing least 14 days prior to the meeting being held or by mutual agreement.
5. The member must be allowed to make submissions at the meeting either orally or in writing, and if requested may have a support person present. The

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support person cannot answer for the member and is there only to support the member through the process.

6. The member must be given sufficient time to make their submission and their submission must be given due consideration, without bias.

Possible outcomes of any meeting to discuss a volunteer's behavior are as follows:

- No further action.
- Counselling or other improvements action.
- Suspension for a designated time period.
- Termination of membership.

The Captain must advise the member in writing within 14 days of the meeting being held of the outcome of the meeting. Such notification shall include the options for the member to appeal the decision as per below.

7. In the event the Office Bearers resolves to terminate the volunteer membership, the volunteer will cease to be a member of the brigade 14 days after being served this notice.

8. A Brigade member may appeal the outcome of the decision. The member must appeal the decision in writing to the Shire of Northam CESM within 14 days of receiving notice of the meeting outcome.

9. In the instance of an appeal, the Shire of Northam Chief Executive Officer will conduct a review of all available information relating to the recommended outcome for the member.

The CEO will inform the member, CESM, CBFCA and Brigade Captain, in writing, of the appeal outcome, including the reasons for their determination.

10. When a decision to terminate a membership has been finalised, the Captain is to advise the CESM in writing.

4.2I Termination of Membership

Membership of the Bush Fire Brigade can be terminated at the discretion of the brigade executive team if the member –

- Gives written notice of resignation to the Brigade Secretary; or
- Is permanently incapacitated.
- Is dismissed by the Brigade; or
- Has not been active with the Brigade for a period of twelve (12) months, the brigade may consider the member has abandoned their membership with the brigade and may be resigned.

The individual is responsible for maintaining their membership with their brigade.

Whereupon a membership is terminated, all property owned by the Shire of Northam shall be returned to the Brigade Equipment Officer within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek recovery action against the member.

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4.3 Financial Management

4.3A Funds

Any funds raised by the Bush Fire Brigade are to be used solely for the purpose of promoting the objectives of the Bush Fire Brigade and must be for legitimate brigade purposes.

4.3B Annual Reporting

Each Brigade shall present a Financial Report at their Annual General Meeting.

4.3C Banking and Procurement

The funds of the Bush Fire Brigade can be administered by the brigade by means of electronic banking, Cheque or Cash.

All major purchases or sales over a value of \$500 must be approved by a Simple Majority vote at an Executive Committee Meeting or a General Meeting.

All minor purchases under \$500 can be approved by two members of the Executive Committee. Alternative limits for minor purchases can be set by the brigades.

Brigades should keep sufficient records of all Brigade financial transactions to meet reporting and auditing purposes.

4.3D Equipment

The Shire of Northam provides items within its allocated ESL Budget that are eligible under the Local Government Grants Scheme. The CESM should be consulted in relation to equipment purchasing to assist in determining eligibility.

4.4 Meetings of a Bush Fire Brigade

Brigade meetings should be held regularly, to discuss issues pertinent to running the brigade. Each Brigade is required to hold a minimum of three (3) meetings per year, inclusive of an Annual General Meeting (AGM). The Brigade Rules should detail when and how meetings are to be conducted, the election of officers, voting and ballot processes along with other relevant information.

4.4A Ordinary Meetings

Subject to this clause, a brigade may hold meetings on such days and at such times and places as fits its members. It is recommended to hold at least four (4) meetings per year.

Quorum for voting at ordinary meetings consists of 25% of active and eligible members.

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4.4B Special Meetings

A Special General Meeting may be convened, at any time, by the Captain or an Officer. The Administration Officer, under the direction of the Captain or Officer will convene the Special General Meeting in writing by post or email.

The Administration Officer must convene a Special General Meeting, in writing/email if requested to do so by at least five (5) voting members.

A Special General Meeting must be held within thirty (30) days of the request being received by the Administration Officer. Notice of Special General Meeting must be given to ALL members of the brigade plus the CESM and CBFCO seven (7) days prior to meeting in writing/ email. All meeting notices must include Date, Time, Place and an agenda.

Business not specified in the agenda will not be considered at a special general meeting.

A quorum of a special general meeting consists of 25% of active and eligible members, but no less than 5 members.

4.4C Annual General Meetings

Every Shire of Northam bush fire brigade shall meet and conduct an Annual General Meeting to elect by ballot the Brigade officers. Election for Office may be by secret ballot. Only active members of a brigade are eligible to be elected.

Officers shall hold office for the term specified in 4.4G, or a shorter period if filling a vacancy. In the event of an officer resigning or being removed from office or ceasing to be a member of the Brigade during the year, the Brigade shall forthwith by Special General Meeting fill the vacancy by ballot. The officer elected shall hold office until the next AGM. The Administration Officer of the Brigade shall, within 14 days of such elections report to the CESM the result thereof.

If an elected member resigns, steps down, or is terminated from the brigade, the brigade executive may appoint a member to act in the resigned position until such time as the position is appropriately filled or the next AGM, whichever occurs first.

It is recommended that expected vacancies more than 6 months be filled by way of a special general meeting election.

The notice for an Annual General Meeting must be provided by the Secretary a minimum of 21 days prior to the meeting to all Brigade Members including life members, the CBFCO, DCBFCO/s and CESM.

The Secretary is to specify in the Notice the business to be conducted at the meeting which may include but is not limited to –

- Elect the Brigade Officers from among the Brigades Members;
- Consider the Captain's report on the year's activities.
- Adopt the Annual Financial Statements.

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- It is recommended brigades appoint an Auditor for the ensuing Financial Year.
- An auditor must be independent from the brigade but may be a member of a separate brigade. Example: Treasurer of a neighbouring brigade.
- Any general business.

The Secretary is to forward a copy of the Minutes of the Annual General Meeting of a Bush Fire Brigade to the CESM within 14 days if the meeting.

A quorum of an annual general meeting consists of 25% of active and eligible members but not less than 5 members.

4.4D Executive Committee

The minimum Executive Committee of the Brigade comprise of:

- Captain
- 1st Lieutenant
- Secretary
- Treasurer
- BFAC Representative

Additional Lieutenants may be elected at the discretion of the brigade by way of simple majority.

Any Brigade Officer may be removed from office by a Simple Majority decision of the Brigade Members present in person or by proxy at a special meeting called for such a purpose.

Voting at executive committee meetings requires a quorum of at least 50% but no less than 3 members.

4.4E Officer Bearers of Bush Fire Brigade

The Executive Committee is to have the following functions –

- Recommend to the Bush Fire Advisory Committee via their brigade BFAC representative.
- Propose a motion for consideration at any meeting of the Bush Fire Brigade.
- Recommend to the Shire of Northam, equipment which needs to be supplied by the Shire of Northam to the Bush Fire Brigade.
- Invest or place on deposit, any of the funds of the Bush Fire Brigade not immediately required to perform normal brigade activities.
- Delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit.
- All things necessary or convenient to perform any of its functions and to secure the performance of the normal Brigade activities by the Bush Fire Brigade; and
- Deal with membership applications, grievances, disputes and disciplinary matters.

Where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Officers who are present in person or by proxy at the meeting whether in person or via electronic means.

All resolutions made by majority decision must be documented in Brigade minutes.

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4.4F Voting

Only active members, or those life members deemed eligible to vote, may cast ballots at brigade elections, or on brigade matters.

Nomination of candidates for brigade elections -

1. Any person accepting a nomination for an office bearer position must be competent and qualified.
2. A person can only be nominated by an active Brigade Member.
3. Each member is only entitled to nominate one (1) person per position.
4. A nomination may be made in writing to be received by the Committee before the official close of nominations.
5. Nominees must sign or indicate acceptance of nomination.
6. The Shire of Northam will assist and mentor new Brigade Officers in their new roles.
7. The CBFCO or CESM or their proxy may act in the position of returning officer during the election of office bearers at the AGM if requested by the brigade.
8. All nominations must be received on the appropriate form by the returning officer at least seven (7) days prior to the AGM date.
9. In the event no nominations are received for a position and/or meet point 1 of this section by the nominations cut-off date, the brigade may choose to take nominations from the floor during the AGM or reconvene the AGM within twenty-eight (28) days

4.4G Elections

Positions should be determined by vote in the ascending order of preference –

Order	Officer	Term
1	Optional Chairperson at Brigade discretion	1 year
2	Secretary	1 year
3	Treasurer	1 year
4	Brigade Captain	1 year
5	Lieutenants	1 year
6	Equipment Officer(s)	1 year
7	Training Officer	1 Year
11	Bush Fire Advisory Committee Representative	2 years
12	Bush Fire Advisory Committee Proxy Representative	2 years
13	Fire Control Officer	2 years
14	Other position as determined by the brigade	1 year

Appointments are by simple majority. In the event of a tie for any position other than captain, the deciding vote will be made by the incumbent captain.

In the event of a tie for the position of captain, the brigade will reconduct the election to determine an alternate result. If a second tie is subsequently declared a deciding vote will be made by the Chief Bush Fire Control Officer.

4.4H Financial Auditor – Secretary / Treasurer

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The Brigade may elect to have an independent Auditor appointed and if so then:

At the Annual General Meeting, a person, not being a Brigade Member, is to be appointed as the Auditor of the Bush Fire Brigade for the ensuing financial year. The Auditor is to audit the accounts of the Bush Fire Brigade not less than seven (7) days before the Annual General Meeting and is to certify to their correctness or otherwise and present a report at the Annual General Meeting.

4.4I Notices and Proxies

Notices of meetings or Executive Committee meetings of the Bush Fire Brigade are to be in writing including electronic sent to each Brigade or Executive Committee Member.

Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.

Where any notice other than a notice of meeting is to be given under this Manual, the notice is to be –

- a) In writing.
- b) Unless otherwise specified, given to or by the Secretary.
- c) Given by personal delivery, email and other electronic means or post.

A Brigade Member who is eligible to vote may vote by proxy. In order for the proxy to so vote, the Brigade Member or the proxy shall give notice in the form in Appendix 3 of the Manual to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used. A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.

If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as they think fit. A proxy shall be entitled to speak on behalf of the donor of the proxy.

All forms appointing proxies deposited are to be retained by the Secretary for not less than twenty-eight (28) days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection. The form appointing a proxy shall be in writing and signed by the Brigade Member appointing the proxy and shall be in or substantially in the form in Appendix 3.

4.4J Disclosure of Interests

A Brigade Member must disclose to the Bush Fire Brigade or Committee any financial interest (whether direct or indirect) they may have in any matter being considered by the Bush Fire Brigade or Executive Committee.

If a financial interest has been disclosed then the Bush Fire Brigade or Committee, as appropriate, is to decide, in the absence of the Brigade Member who has disclosed that interest, whether or not the Brigade Member is to be permitted to vote on that matter.

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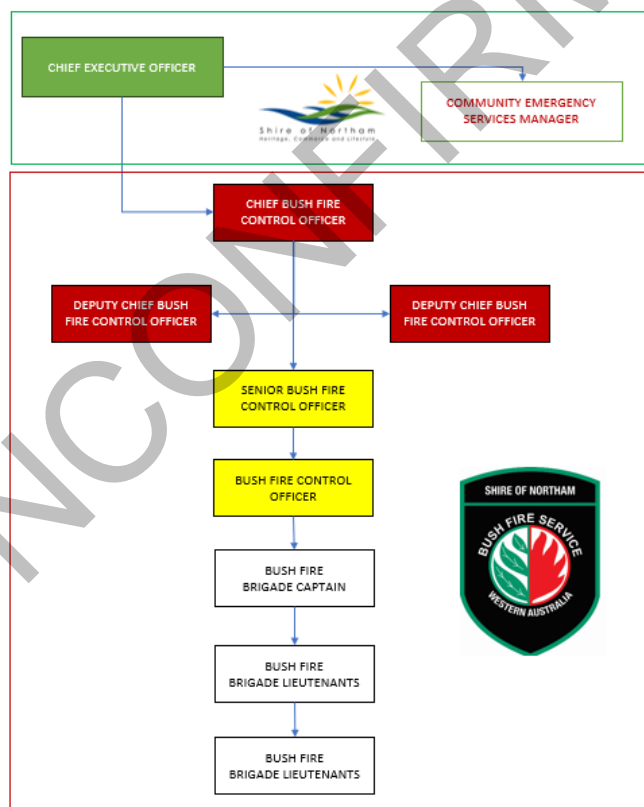
Where the Bush Fire Brigade or Executive Committee, as appropriate, decides that a Brigade Member is not to be permitted to vote on a matter, and the Brigade Member votes on the matter, then their vote is to be taken to have no effect and is not to be counted.

4.4K Disagreements

Any disagreement between Brigade Members may be referred to either the Captain or to the Executive Committee. Where a disagreement considered by the Captain or the Executive Committee to be of importance to the interests of the Bush Fire Brigade, or involves the Captain, the Executive Committee is to refer the disagreement to the Chief Bushfire Control Officer and Community Emergency Service Manager for resolution. The Shire of Northam is the final authority on disagreements within the Bush Fire Brigade and may resolve any disagreement which is not resolved.

4.5 Bush Fire Brigade Structure

4.5A Shire of Northam Incident Management Structure/Chain of Command



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Role of the CESM.

The Community Emergency Services Manager provides a critical administrative, logistical, and operational support to the Shire of Northam Bush Fire service.

This role operates as a direct liaison between Incident Controllers, DFES, and the Shire including tertiary support services. The CESM should have a close working relationship with the Chief Bush Fire Control Officer and other members of the leadership team.

The CEO authorises the CESM to assume the role of incident control in the following circumstances.

1. At the request of the incident controller
2. An escalating threat to life and or safety.
3. Significant financial, reputational, or commercial loss
4. At the request of the Chief Executive Officer

4.5B Ranks within the Bush Fire Brigade

The chain of command at a fire that is burning within the Shire of Northam will be as set out in Section 44 of the Bush Fires Act 1954.

4.5C Dissolution of Bush Fire Brigade

In accordance with section 41(3) of the Act, the Shire of Northam may cancel the registration of a Bush Fire Brigade if it is of the opinion that the Bush Fire Brigade is not complying with the Act, the Regulations, or the Rules in this Manual, or is not achieving the objectives for which it was established. Formal notice will be provided to the brigade to effect change within a specified time frame.

4.5D New Arrangement After Dissolution

If the Shire of Northam cancels the registration of a Bush Fire Brigade, alternative fire control arrangements are to be made in respect of the brigade area.

4.5E Local Government Responsible for Structure

The Shire of Northam is to ensure that there is an appropriate structure through which the organisation of Bush Fire Brigades is maintained.

4.5F Members to have access to relevant documents

The Shire of Northam is to ensure each Brigade Member can access a copy of the Act, the Regulations, the Manual, Shire of Northam and DFES policies and SOPs and any other written laws that may be relevant to the performance of a Brigade Member's functions, and any amendments that are made.

4.6 Captain

4.6A Role of a Captain

The Captain of a Volunteer Bush Fire Brigade shall be responsible for the leadership and management of Brigade activities. The Captain will also act as a role model and

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mentor for members of the Brigade and should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its membership.

The position reports to the CBFCO on operational matters.

4.6B Duties and Responsibilities of a Captain

Duties and responsibilities of the Brigade Captain include:

- Manage the affairs and activities of the Brigade.
- Ensure compliance with Shire of Northam Policies.
- May take command at an incident.
- Stand a member down if said members' actions are putting themselves or others at risk.
- Monitor that all members are adequately trained to perform their duties.
- Develop protocols so that all equipment, plant and buildings are kept clean, in good condition and, where applicable, ready for immediate use.
- Establish community-based risk management and public education activities and/or programs.
- In consultation with the Treasurer develop proper financial records which must be kept and presented at meetings.
- Develop and maintain close liaison with other groups that also provide emergency services to the community and with members of other interested groups in the community.
- Provide reports to meetings.
- Ensure all responded incidents are entered into IRS within 14 days of the last attendance.

4.6C Criteria of a Captain

Demonstrated understanding of the culture within a volunteer organisation.

- Ability to attend further fire and emergency management training.
- Effective Interpersonal skills.
- Good written and verbal communication skills.
- Leadership skills.
- Management skills.
- Experience in managing operations; and
- Ability to perform under stressful conditions.

EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELLIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.

To be eligible for election, prospective Captains must meet the following pre-requisite competencies.

- Bushfire Safety Awareness (Or Equivalent)
- Firefighting Skills (Or Equivalent)
- AIIMS Awareness
- Advanced Bush Firefighting
- Crew Leader
- 3 years firefighting experience

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Within 12 Months of appointment, newly elected captains achieve the following competencies in descending order at a minimum rate of 1 per 12 month period. *

- Leadership fundamentals
- Mental Health First Aid

Desirable

- AIIMS 2017
- Sector Commander
- Incident Controller Level 1

*Compliance subject to course availability.

4.7 Lieutenant

4.7A Role of a Lieutenant

The Lieutenant of a Volunteer Bush Fire Brigade is responsible for assisting the operational management of Volunteer Bush Fire fighters during Brigade activities. The position is required to provide both operational and administrative support to the Captain in managing the Brigade. The position reports to the Captain on all matters pertinent to the functioning of the Brigade and/or personnel whom they are supervising.

4.7B Duties and Responsibilities of a Lieutenant

Duties and responsibilities of a Brigade Lieutenant include:

- Provide support to the Captain and assist with the management of the Brigade.
- demonstrate positive leadership and mentor Brigade Members.
- In the absence of the Captain, administer all powers and responsibilities of the Bush Fires Act. (Bush Fires Act 1954, Part iv Section 44(1)).
- Command and manage fire fighters during emergencies and other Brigade related activities.
- Maintain a personal logbook with a record of events that occur during all incidents;
- Conduct briefings during and after incidents and maintain open lines of two-way communications between fire fighters and management;
- Encourage positive interaction and teamwork between Fire Fighters.
- Ensure relevant Shire, DFES and Brigade standing operating procedures are adhered to at Brigade activities.
- Ensure Fire Fighters engaged in fire-fighting activities hold competencies relevant to the task.
- Work cohesively with the Brigade Training Officer to conduct training activities for Fire Fighters; and
- To ensure the behaviour of Fire Fighters is in accordance with the Shire and DFES codes of conduct.

4.7C Criteria of a Lieutenant

Effective Interpersonal Skills

- Good written and verbal communication skills
- Leadership skills

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- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions

EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELLIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.

To be eligible for election, prospective Lieutenants must meet the following pre-requisite competencies.

- Bushfire Safety Awareness (Or Equivalent)
- Firefighting Skills (Or Equivalent)
- 2 years active firefighting experience
- AllMS Awareness

Within 12 Months of appointment, it is desirable that newly elected Lieutenants achieve the following competencies in descending order at a minimum rate of 1 per 12-month period.*

- Advanced Bush Firefighting + Crew Leader (within 6 months)
- Sector Commander
- Leadership fundamentals
- Mental Health First Aid

Desirable

- AllMS 2017
- Fire Control Officer
- Incident Controller Level 1

*Compliance subject to course availability.

4.7D Appliance Driver

All drivers operating appliances under emergency conditions must meet the following.

Driving under normal road conditions.

1. A full unrestricted driver's licence for the class of vehicle they are driving.

Driving under emergency conditions

1. A full unrestricted driver's licence for the class of vehicle they are driving.
2. Successful completion of the DFES On road driving course, or
3. Successful completion of a nationally recognized competency of Driving Under Operational Conditions, or
4. Successful completion of the DFES Emergency Driver Training competency.

Driving Off Road

1. A full unrestricted driver's licence for the class of vehicle they are driving.

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It is strongly encouraged that members also undertake the following training.

2. DFES Off road driving course, or
3. A national competency for off road driving.

*Compliance subject to course availability.

**EXPERIENCED APPLIANCE DRIVERS WHO DO NOT HOLD A COMPETENCY MAY BE
ELIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.**

4.8 Equipment Officer

4.8A Role

The Equipment Officer is responsible for the custody, care and maintenance of all protective clothing, equipment, and appliances within the brigade.

4.8B Duties and Responsibilities

Duties and responsibilities of a Brigade Equipment Officer include:

- Ensure vehicle and equipment checks are being conducted as per VBFB Schedule of Checks.
- Report any damaged or lost equipment to the CESM.
- Report any damage or mechanical failure of appliance/s to the CESM.
- Maintain records of Brigade personal protective equipment.
- Ensure inspections of Brigade Members PPE is done to confirm no damage or wear and tear and that it is correctly worn.
- Store all additional equipment of the Bush Fire Brigade at a place approved by the Captain (the Station), keep a record of the equipment and ensure it is secure.

4.8C Criteria of an Equipment Officer

- Knowledge of firefighting equipment, appliances and PPE.
- Records keeping and administration.
- Effective Interpersonal skills.
- Good written and verbal communication skills.

4.9 Secretary

4.9A Role of a Secretary

The Secretary is to manage administrative matters of the Brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on administrative matters pertinent to the Brigade.

4.9B Duties and Responsibilities of a Secretary

The Secretary shall perform the following functions:

- Ensure members receive notification of Brigade meetings in accordance with this procedure manual.
- Prepare an agenda for Brigade meetings and distribute to members.

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- Attend at all meetings and keep a correct minute and account of the proceedings of the Bush Fire Brigade which shall be open for inspection by Brigade Members at any reasonable time.
- Ensure Minutes of Brigade Meetings are recorded and distributed to all members and the Shire within fourteen (14) days.

Note: The position of Secretary and Treasurer may be combined.

4.9C Qualifications of a Secretary

- An understanding of meeting procedure and Minute taking
- Highly Developed Computer skills

4.10 Treasurer

4.10A Role of a Treasurer

The role of the treasurer is to manage and report to the Brigade on all financial matters. The position is not required to perform active operational duties and may be inclusive to an operational position held within the Brigade. The position reports to the Captain on financial matters pertinent to the Brigade.

4.10B Duties and Responsibilities of a Treasurer

The Treasurer shall perform the following functions:

- Manage financial affairs of the Brigade.
- Maintain Brigade financial records and provide a detailed report of income and expenditure, keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year.
- Ensure that the Brigade financial records are audited.
- Ensure the Secretary provides the Shire with AGM minutes including financial statements of Brigade income and expenditure.
- Work cohesively with Shire Management and Administration Staff on matters pertinent to Brigade financial matters.
- Receive donations and deposits from the Secretary and deposit all monies to the credit of the Bush Fire Brigade's bank account.

4.11 Bush Fire Fighter

4.11A Role of a Bush Fire Fighter

The Bush Fire Fighter is aged 16 or over and is able to follow instructions from their direct leader in the chain of command on the fire ground unless they deem it to be unsafe. They must make sure that the personal protective equipment issued to them is of good condition and is in working order.

Make sure they are fit for the task at hand and let your direct leader know if they are not comfortable with an operation or you feel they are fatigued. Look after their own wellbeing and health by remaining hydrated and rested. Look after their fellow fire fighters and report any "near misses" or incidents up the chain of command.

4.11B Duties and Responsibilities

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Duties and responsibilities of a Bush Fire Fighter include:

- Attend training and brigade events where possible.
- Wear all necessary PPC/E when undertaking training and front line activities.
- Report any "near miss" or incident to your supervisor and fill in the incident "near miss" form on return to the Station.
- Follow instructions from the chain of command unless you believe them to be unsafe.
- Maintain a personal logbook with a record of events that occur during all incidents;

4.11C Criteria of a Bush Fire Fighter

- Over the age of 16 years.
- Ability to attend further Fire and Emergency Management training.
- Effective interpersonal skills.
- Good written and verbal communication skills.
- Motivated.
- Volunteer personal and work time (speak to employer about releasing you from work in the event of an emergency); and
- Ability to perform under stressful conditions.

4.11D Qualifications of Bush Fire Fighter

Completion of required courses or the recognition of current competency process are:

- AllMS Awareness
- Bushfire Safety Awareness
- Fire Fighting Skills

EXPERIENCED FIREFIGHTERS WHO DO NOT HOLD A COMPETENCY ARE ELIGIBLE TO APPLY FOR RECOGNITION OF CURRENT COMPETENCY.

It is desirable for highly active members to complete the advanced bushfire and crew leader competencies.

To ensure continual improvement it is a requirement for all volunteers to maintain competency and currency with the training and skills commensurate to the position they hold within the brigade.

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PART 5 FIRE CONTROL OFFICERS

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When a Bush Fire Control Officer is present at a fire burning within the Shire of Northam and the members of a bush fire brigade have command of the fire under the Act, a Shire of Northam Fire Control Officer may assume full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

5.1 Chief Bush Fire Control Officer (CBFCO)

5.1A Role of a Chief Bush Fire Control Officer

The role of the Chief Bush Fire Control Officer is that of a leader, decision maker, planner and manager of the Bush Fire Organisation in the Shire and not as a 'hands on' fire fighter. The CBFCO is to assist in ensuring that the organisation is functioning to a standard commensurate to the risks within the Shire and is to ensure that the following tasks are achieved.

- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- Provide community awareness and advice in relation Harvest Vehicle Movement Bans, hot works bans, and permits to burn in accordance with relevant legislation.
- Provide timely community messaging/warnings/alerts.
- Promote the AllMS Incident Management system to all BFCO's, Brigades and volunteer fire fighters within the Shire and ensure an Incident Controller is appointed for all Incident Levels.
- Encourage BFCO's, Brigade Officers volunteers to be trained to a standard that meets the Bush Fire Manual
- Mentor all fire control officers and brigade Captains to achieve high levels of personal and professional development.
- Promote Community fire prevention as a priority, to identify and reduce fire hazards.
- Promote the use of Standard Operating Procedures and Guidelines, minimum training standards, identify hazards and assess risk to prevent injury to volunteers and implement the principals of Workplace Health and Safety for volunteers to develop a safe working environment for fire fighters and members.
- Establish and maintain effective communication and liaison with the Shire, BFCO's and Brigades.
- Delegate specific tasks to DCBFCO'S, BFCO's or Brigades.
- Liaise with the Shire of Northam, DFES and other agencies concerning fire prevention / suppression matters and directions to be issued by the Shire of Northam to bush fire control officers, bush fire brigades or brigade.
- Maintain a record of events and decisions during an incident in a personal incident diary.
- Seek advice and make decisions from appropriate personnel and systems on the need for the imposition and lifting of bans within the Shire of Northam as well as the adjustment of restricted and prohibitive burning periods as required.
- Identify, develop and implement succession planning to the leadership positions within the Bush Fire Service.

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5.1B Criteria of a Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training
- Effective interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations
- Ability to perform under stressful conditions
- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire
- Be a member of the District Operations Advisory Committee, Bush Fire Advisory Committee and Local Emergency Management Committee, or arrange a proxy to attend on their behalf.
- Attend the majority of Bush Fire Advisory Committee meetings
- Attend a range of Brigade meetings and/or training/activities across the entire Shire.
- In the event a nominated candidate to a leadership role is a sitting Captain, they must vacate their captaincy within 3 months of Council endorsement.

5.1C Qualifications of Chief Bush Fire Control Officer

Eligibility for appointment to the Office of the Chief Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Minimum 3 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 5 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader
- Sector Commander
- AIIMS 2017
- Fire Control Officer
- On Road Driving
- Incident Controller Level 1

On successful appointment by Council incumbent Chief Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 1 per 12 months in descending order:*

- Off Road Driving
- Leadership Fundamentals
- Mental Health First Aid

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It is desirable that Chief Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:

- Pump Operations
- Ground Controller
- Advanced WAERN
- Structural Firefighting
- Machine Supervision

*Compliance subject to course availability.

5.2 Deputy Chief Bush Fire Control Officer (DCBFCO)

5.2A Role of a Deputy Chief Bush Fire Control Officer

- The role of Deputy Chief Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO in managing the Bush Fire Organisation.
- The Deputy Chief Bush Fire Control Officer may deputise in the absence of the Chief Bush Fire Control Officer.
- Demonstrate positive leadership and mentor BFCOs, Captains and Brigade members.
- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- The Deputy Chief Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.
- Maintain a record of events and decisions during an incident in a personal incident diary.
- Attend the majority of Bush Fire Advisory Committee meetings.
- May provide advice to the CBFCO as to when harvest vehicle movement and or hot works bans should be applied.
- Attend a range of Brigade meetings and/or training/activities across the entire Shire.
- In the event a nominated candidate to a leadership role is a sitting Captain, they must vacate their captaincy within 3 months of Council endorsement.

5.2B Criteria of a Deputy Chief Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of all Fire Response Plans in the Shire
- Working knowledge of the Local Emergency Management Arrangements
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Knowledge of the State Emergency Management Policy No 4.8 (Traffic Management During Emergencies)
- Ability to attend further fire and emergency management training
- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

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- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire

Eligibility for appointment to the Office of the Deputy Chief Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Minimum 3 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 5 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader
- Sector Commander
- Fire Control Officer

On successful appointment by council incumbent Deputy Chief Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 2 per 12 months in descending order:*

- Ground Controller
- AIMS 2017
- Incident Controller Level 1
- On Road Driving
- Off Road Driving
- Machine Supervision
- Structural Firefighting

It is desirable that Chief Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:

- Pump Operations
- Leadership Fundamentals
- Mental Health First Aid
- Advanced WAERN

*Compliance subject to course availability.

5.2 Senior Bush Fire Control Officer (SBFCO)

5.2A Role of a Senior Bush Fire Control Officer

- The role of Senior Bush Fire Control Officer is that of a leader, decision maker, and planner and assists the CBFCO and DCBFCO(s) in managing the Bush Fire Organisation.
- Demonstrate positive leadership and mentor BFCOs and Brigade members.
- During wildfire incidents, assist with the management of fire resources of the Shire and Brigades and when necessary, act as the Incident Controller in accordance with Legislation.
- The Senior Bush Fire Control Officer is responsible to the Chief Bush Fire Control Officer.
- Maintain a record of events and decisions during an incident in a personal incident diary.

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- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954.
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.
- May provide advice to the CBFCO as to when harvest vehicle movement and/or hot works bans should be applied.
- Take active steps in developing relationships with all Bush Fire Brigades across the Shire.

5.2B Criteria of a Senior Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of the Bush Fires Act 1954 and Bush Fires Regulations 1954
- Ability to attend further fire and emergency management training
- Effective Interpersonal Skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.
- Current appointment as Fire Control Officer
- Experienced in firefighting operations within the Shire

Eligibility for appointment to the Office of the Senior Bush Fire Control Officer requires the attainment of the following pre-requisites:*

- Current Bush Fire Control Officer Appointment
- Minimum 2 years of service as a Shire of Northam Bush Fire Control Officer
- Minimum 4 years of firefighting experience

Those appointed to the Senior Bush Fire Control Officer should work towards meeting the minimum training standards of a Deputy Bush Fire Control Officer at the minimum rate of one competency per 12 months.

*Compliance subject to course availability.

5.3 Bush Fire Control Officer (BFCO)

5.3A Role of a Bush Fire Control Officer

A Bush Fire Control Officer is a delegated representative of the Local Government responsible for the administration of provisions within the Bush Fires Act 1954. The person in this position is required to perform active operational duties in relation to both firefighting and fire prevention strategies within the local community.

A Bush Fire Control Officer must be able to demonstrate experience in bush fire behaviour, AIIIMS and knowledge of the area. The person in this position must be able to interpret provisions of the Bush Fires Act 1954 and the Bush Fires Regulations 1954 and be confident with communication skills.

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This position reports to the Chief Bush Fire Control Officer on all matters pertinent to bush fire management.

A Bushfire Fire Control Officer may hold jointly any other position within a brigade.

5.3B Duties and Responsibilities of a Bush Fire Control Officer

Duties and responsibilities of the Bush Fire Control Officer are to:

- Authorise permits for hazard reduction burns within the Shire in accordance with the Bush Fires Act 1954.
- Identify and conduct risk assessments of fire hazards
- Perform duties prescribed by the Bush Fires Act 1954 and authorised by Local Government.
- Take control, command and manage resources during a fire or hazard reduction burns within the Brigade area they are appointed.
- To take control of firefighting operations at a wildfire outside their Brigade area where no local Fire Control Officer is present.
- Demonstrate positive leadership and mentor brigade members.
- May provide advice to the CBFCO as to when harvest vehicle movement and or hot works bans should be applied.
- Maintain a record of events and decisions during an incident in a personal incident diary.

5.3C Criteria of Bush Fire Control Officer

- Knowledge of managing a volunteer organisation
- Knowledge of the Bush Fires Act 1954
- Ability to attend further fire and emergency management training.
- Effective interpersonal skills
- Good written and verbal communication skills
- Leadership skills
- Management skills
- Experience in managing operations.
- Ability to perform under stressful conditions.

5.3D First year appointment as Bush Fire Control Officer

Removed

5.3E Qualifications of Bush Fire Control Officer

Eligibility for appointment to the Office of Bush Fire Control Officer requires the attainment of the following pre-requisites:

- Fire Control Officer
- Minimum 3 years of firefighting experience
- Bush Fire Safety Awareness
- Firefighting Skills
- Advanced Bushfire
- Crew Leader

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Attachment 7.3.2

- Sector Commander

On successful appointment by council incumbent Bush Fire Control Officers are required to achieve the following desirable competencies at a rate of 2 per 12 months in descending order:*

- Ground Controller
- Machine Supervision
- Structural Firefighting
-
- It is desirable that Bush Fire Control Officers attain the following additional competencies at a rate of their discretion:
- Pump Operations
- Advanced WAERN
- AIMS 2017
- Incident Controller Level 1
- Leadership Fundamentals
- Mental Health First Aid
- On Road Driving
- Off Road Driving

*Compliance subject to course availability.

5.6 Appointment Process

All of the above positions will go through the following process prior to appointment.

5.6A Bushfire Brigades to Nominate Officers

Fire Control Appointments including leadership positions are held for a term of 2 years with the below process undertaken in every even year: Example: 2024, 2026, 2028.

1. Nominations open from brigades for Fire Control Officer Positions on the first business day of February.
2. Nominations close the last business day of February.
3. Nominations meeting prescribed criteria submitted to March BFAC for endorsement.
4. Endorsed candidates to the next Ordinary Council Meeting for endorsement by Council.
5. Nominations to be called from Northam Shire Council endorsed BFCO's immediately following their endorsement. The nomination period is to close 14 days after being called.
6. Nominated leadership candidates meeting prescribed criteria submitted to Special BFAC voting no later than 31st of May.
7. Elected candidates to be put forward to the June Ordinary Council Meeting for endorsement.
8. In the event of any leadership positions being uncontested, candidates are to go to the next Ordinary Council Meeting (skipping step 6 above).
9. After Council endorsement, the CBFCO is to determine who is to be appointed DCBFC1 and who is DCBFCO2 from the endorsed candidates (assuming two

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Attachment 7.3.2

Deputies have been endorsed) as well as appoint a Senior BFCO from the endorsed BFCO's. Consideration should be given to experience, capability, and demonstration of being able to perform the required tasks.

10. BFCO nominations can be received out of the above timeframes, and will be considered at the next appropriate BFAC and Ordinary Council Meeting. Such nominations are not to delay the appointment of any leadership positions.

5.6B Brigade Voting

Where a decision is to be made by the Bush Fire Brigade, then the decision may be made by a resolution passed by a Simple Majority of the Brigade Members who are present in person or by proxy at the meeting.

5.6C Number of Bush Fire Control Officers

Council reserves the right to endorse, adjust, or remove Bush Fire Control Officers as it deems necessary to effectively manage bush fires within the Shire.

5.6D Endorsement by Bush Fire Advisory Committee and Council

The BFAC brigade representatives will vote as directed by their Brigade.

Candidates receiving a simple majority shall be recommended to Council for appointment.

5.6E CBFCO and DCBFCO

THIS SECTION HAS BEEN REMOVED - DUPLICATION

5.6F Local Government to have regard to Nominees

When considering persons for the position of a Bush Fire Control Officer, the nominees must meet the minimum training standard as described in the Bushfire Service Training Program (as amended). The Council is to have regard to those persons nominated by the Bush Fire Advisory Committee but is not bound to appoint the persons nominated.

5.7 Ancillary Items

5.7B WAERN Radios issued to BFCO's

Historically Bush Fire Control Officers were issued by WAERN radios by the Department of Fire and Emergency Services.

Many WAERN radios remain in circulation within the Shire, however the sourcing and allocation of additional radios from DFES are now considered not guaranteed.

If an BFCO in possession of a radio resigns, retires, or is terminated, they are required to contact the CESM so suitable arrangements can be made for its removal. Non-

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compliance with this instruction may result in the Shire undertaking recovery proceedings.

Available radios will be allocated to requiring BFCO's in descending order as determined by the CBFCO. BFCO's who do not meet the requirements of the role may have their WAERN removed and reallocated.

5.7C Bush Fire Control Officer Radio Call signs

In the Shire of Northam, the radio call signs for BFCO's will be:

- Northam Chief
- Northam Deputy 1
- Northam Deputy 2
- CESM Northam

All other BFCO's on the Northam network will be:

- Northam FCO and their Surname - example "Northam FCO Bloggs"

5.7E Fire Support Vehicle

The Shire of Northam may provide a vehicle to the Chief Bush Fire Control Officer or their delegate to support the execution of their duties only.

Allocations of this vehicle and its use are at the discretion of the local government and may be withdrawn at any time.

Drivers of the vehicle must hold a valid and relevant Western Australian drivers license and accept responsibility for any traffic infringements incurred during its use.

5.7F Mobile Phones and Tools of the Trade

The CBFCO and DCBFCO(s) for the Shire of Northam may be issued with equipment relevant to the role including but not limited to:

- WAERN radio(s)
- Mobile Phone or Sim Card
- Laptop/Tablet
- Printer
- Other equipment as agreed

Each BFCO will receive:

- a PAX folder with aide memoirs
- a Bushfire Service dress shirt and epaulettes (for official functions)

Where a BFCO retires or is terminated, all property owned by the Shire of Northam shall be returned to the Shire administration personnel within fourteen (14) days of giving notice. Failure to meet these conditions may require the Shire to seek reimbursement of costs against the member.

5.7G Permits to Set Fire to the Bush

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Applications for fire permits are to be entered onto Shire's permit application system. The application shall be issued to the resident after authorisation by the relevant BFCO. All permits issued must comply with the relevant SOPs and achieve compliance with the Bushfires Act 1954.

All permits are to be issued using the standard template and conditions for permits as set by the shire and in consultation with the CBFCO. The CBFCO or CESM may cancel a permit or ask the BFCO to re-evaluate the conditions on the permit to ensure a consistent and professional approach.

CBFCO and CESM are exempt from the above conditions for permits that may require deviation from the above.

Should a BFCO receive two (2) official written warnings from the Shire of Northam's Chief Executive Officer for violations in regard to the issuing of permits or any inappropriate use of power of a BFCO permit officer, they may be terminated from the position as per the termination process outlined in this document.

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7.4 Chief Bush Fire Control Officer Report

File Reference:	5.1.3.1
Reporting Officer:	Chris Marris (Chief Bush Fire Control Officer)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to receive and note the update provided by the Chief Bush Fire Control Officer.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

This report is to provide the Committee an update on the current issues and actions of the Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action 5.1.7: Provide a review of the Local Laws and Bushfire Brigades Manual.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

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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	Nil.	Nil	Nil
Health & Safety	Nil.	Nil	Nil
Reputation	Nil.	Nil	Nil
Service Interruption	Nil.	Nil	Nil
Compliance	Nil.	Nil	Nil
Property	Nil.	Nil	Nil
Environment	Nil.	Nil	Nil

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

I would like to start by taking a moment to acknowledge the late Mark Littlefair, a member of this forum, an active Bush Fire Control Officer, the Training Officer for Grass Valley Bush Fire Brigade, a fellow Firefighter, a gentleman and a friend, who was lost recently in a tragic accident on his property. Mark will be sorely missed by all who knew him. I thank Brigades and members who assisted Grass Valley during their open day immediately following Mark's passing and those who helped form a guard of honour at Mark's funeral.

While time takes too many who have given endlessly to our service, a special mention is also warranted for Eric Fox who was laid to rest in late October. Among many things Eric gave to his community and our fire service was the establishment of a comprehensive and well-run radio network that enabled effective early communication during countless incidents. The impact of this communication would be immeasurable; lives, houses and livelihoods saved. While we benefit from mobile phones today, most of us would still love to see such a strong radio network in place today to assist with fire response. It is underappreciated by those who do not understand the essential need for private response in our incident response in rural areas.

Some progress has been made over the past 12 months regarding getting WAERN radios back into BFCO vehicles, with four radios having been

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installed/reinstalled in BFCO vehicles. It has been a battle, so thank you to those involved in making this happen.

The 2023/24 fire season has started with some gusto with some 13 incidents so far for October, including an incident that burnt some 30ha of bush in Throssell and another incident in Bakers Hill that went to Emergency Warning due to an immediate threat to nearby housing. Thankfully firefighters were able to stop both of these incidents before they escalated further.

On October 11, we held our annual BFCO pre-season forum, followed by a leadership team (BFCO and Captain) scenario evening in Northam. The pre-season discussed a refined process to assist with managing private response; an essential element to fire response in rural areas. One of the scenarios became a little too close to reality, with the Throssell job occurring in a patch of bush that one of the scenarios finished in.

The East Brigade scenario evening had to be postponed unfortunately due to the Throssell incident, however, the West Brigade scenario evening progressed as planned on October 25 and was attended by over 20 members from Wundowie, Inkpen, Bakers Hill and Clackline brigades. Thanks to all who attended, including a number of new members.

Jumping back some time, in late July I attended the first Chief's Forum at the Bushfire Centre of Excellence, with some eighty chiefs from around the State gathering. It was an interesting few days, with some good networking and a chance to raise some of the pressing issues challenging our service.

In August and again in September, Alex and I went to DFES in Cockburn to try to initiate an updated mobilisation procedure; a legacy action item for the previous CESM from an Operational Commanders meeting. We are now at the point where this change should be implemented sometime in November 2023 and will see a default mobilisation of local brigades prior to the initiation of the Group Call. It is hoped in some instances this may speed the initial mobilisation of Brigades by one to a few minutes.

In September, I was fortunate to attend the WA Fire and Emergency Services Conference in Perth along with a number of other Shire of Northam volunteers and witness our CESM win the Volunteer Fire and Emergency Services Individual Achievement Award. Well done Alex.

Also in September, following consultation with Captains, I took a motion to the Northam DOAC for the development of three new DFES courses including:

1. Introduction to Incident Controller Level 1
2. AIMS for new Level 1 Incident Controllers
3. Hazmat and Hazard Identification and Initial Actions for BFB's

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This was supported unanimously by DOAC and is now going to the Volunteer Bush Fire Service Training Advisory Group meeting scheduled for November 4 which I sit on. I'll provide an update on the outcome of this during BFAC.

Over the past 12 months and in particular, in the last few months, Alex and I have been meeting regularly to progress the Bush Fire Manual Review. This has taken many many days of review, but I believe we are close to achieving the right balance of how descriptive we are to Brigades in their running, along with acknowledging that training for leadership positions is something that can be managed as a process to help ensure the right candidates step forward and that their training is matched with experience. A workshop on the proposed new manual was held on October 24 to discuss the key elements of the Manual with a range of Brigade stakeholders. If adopted, it will be important for there to be a transition period for the new training requirements of the Manual so as to allow currently elected members to meet any new training requirements in a fair manner.

I am pleased to be heading into the forthcoming season with a number of areas of progress having been made, however, there are still many areas that need attention. The ability to get training, including the ability to deliver training courses ourselves, is still far from optimal and needs ongoing work. Volunteer retention and recruitment also needs to be a focus, after a number of years of challenges in this space with Covid 19 and WHS impacts. I acknowledge the high level of commitment and dedication being given by our regulars across the service.

Finally, on behalf of the whole leadership team, I would like to take this opportunity to thank all members and staff for their service in 2023. We wish you all a safe Christmas and look forward to working with you in 2024. Merry Christmas.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.317

Moved: Mr Nic Dewar

Seconded: Mrs Carla Millar

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council notes the Chief Bush Fire Control Officer Report as provided.**

CARRIED 10/0

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For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereoux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

Against: Nil.

Discussion

Mr Chris Marris acknowledged the late Mr Mark Littlefair of the Grass Valley Bush Fire Brigade and thanked the various volunteers who have assisted the Brigade and the Littlefair family during this time of hardship.

Mr Chris Marris also acknowledged the late Mr Eric Fox and his contributions to the service.

Mr Chris Marris reported that there had been several incidents since the writing of the Chief Bush Fire Control Officer report including the Wootatting Fire that required 70 personnel and was of concern for 9-10 hours.

The incident of a car fire resulting from a crash at Grass Valley on the Great Eastern Highway was also brought to the BFACs attention.

AIMS for new Level 1 Incident Controllers, Introduction to Incident Controller Level 1 and Hazmat and Hazard Identification and Initial Actions for BFB's was broadly supported through the recent Volunteer Bush Fire Service Training Advisory Group.

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7.5 Festive Season Harvest Vehicle Movement Ban

File Reference:	5.1.3.1
Reporting Officer:	Alex Espey (Community Emergency Services Manager)
Responsible Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Officer Declaration of Interest:	NIL
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The current harvest is set to be below average this year with an earlier than usual start to harvest.

While Harvest Vehicle Movement Bans are designed to manage fire risk, and availability of resources to respond to incidents, we must balance this risk with the cost and impost on industry and the community more broadly.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Historically a policy was in place to manage this risk which has subsequently been repealed, however a risk management strategy is still required taking advice from the Chief Bush Fire Control Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

Objective 5.1: Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.

Priority Action: Nil.

B.2 Financial / Resource Implications

NIL

B.3 Legislative Compliance

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NIL

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	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

NIL

C. OFFICER'S COMMENT

It is proposed to have a Harvest, Vehicle Movement and Hot Works Ban for the following dates and times:

DATE:	TIME:
Sunday 24 December 2023	1200hrs to 2400hrs
Monday 25 December 2023	Full 24 hours
Tuesday 26 December 2023	Full 24 hours
Sunday 31 December 2023	1200hrs to 2400hrs
Monday 01 January 2024	Full 24 hours
Friday 26 January 2024	Full 24 hours
Saturday 27 January 2024	0900hrs to 1800hrs
Sunday 28 January 2024	0900hrs to 1800hrs

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.318

**Moved: Cr Attila Mencshelyi
Seconded: Mr Blair Wilding**

That the Bush Fire Advisory Committee endorses the following recommendation being presented to Council:

- 1. That Council impose a Harvest, Vehicle Movement and Hot Works Ban for the following dates/times.**
 - a. 24 December 2023 - 1200hrs to 2400hrs.**
 - b. 25 December 2023 - Full 24 hours.**
 - c. 26 December 2023 - Full 24 hours.**
 - d. 31 December 2023 - 1200hrs to 2400hrs.**
 - e. 01 January 2024 - Full 24 hours.**
 - f. 26 January 2024 - Full 24 hours.**
 - g. 27 January 2024 - 0900hrs to 1800hrs.**
 - h. 28 January 2024 - 0900hrs to 1800hrs.**

CARRIED 10/0

For: Mr Chris Marris, Mr Kris Brown, Mr Attila Mencshelyi, Mrs Carla Millar (Proxy), Mr Blair Wilding, Mr Bruce Devereaux, Mr Nic Dewar, Terry Hasson (Proxy), Mr Paul Antonio and Mr Aaron Smith.

Against: Nil.

Discussion

The Shire of Northam will investigate the rescinding of Policy 8.1 relating to Harvest, Vehicle Movement and/or Hot Works Bans, and the status of the Standard Operating Procedures relating to this matter, noting it is understood that the Policy was replaced with a Standard Operating Procedure.

The Committee members noted the need for the Shire to communicate planned Harvest, Vehicle Movement and/or Hot Works Bans to the community.

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8 URGENT BUSINESS APPROVED BY DECISION

8.1 WORKING GROUPS

Mr Chris Marris outlined a proposal to establish working groups for the purpose of reviewing a number of Council policies relating to bushfire matters.

Following advice from staff regarding the additional resources required to manage working groups, it was considered that it would be a more flexible, effective and appropriate approach for the policy reviews to be workshopped without administrative assistance and presented to BFAC for recommendation to Council. This would follow the same process used for the review of the Bush Fire Manual.

Mr Chris Marris and the Community Emergency Services Manager will discuss further.

9 GENERAL BUSINESS

9.1 INKPEN FIRE SHED

DISCUSSION

Mr Nic Dewar enquired about the Inkpen Fire Shed and its proposed commissioning. The Community Emergency Services Manager advised that the contractors are yet to provide an estimated time of completion.

It was noted for future projects that work on Emergency Services facilities and equipment should not happen during fire season as it affects the operation of the brigades.

Cr Atilla Mencshelyi asked if any imposed penalties are in place for the late delivery of the project? This question was taken on notice.

9.2 EMERGENCY TANKS

DISCUSSION

Mr Nic Dewar raised the issues around access to emergency water tanks and the dangers of using these currently. Mr Joe Marasco advised that Clackline is in a similar situation, and other Committee members also raised their concerns.

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It was agreed that the Community Emergency Services Manager would organise for the Building and Maintenance Supervisor to meet Brigade members on-site to investigate options for improvements at Bakers Hill, Grass Valley, Clackline and Inkpen Bush Fire Brigade Sheds.

9.3 TERMS OF REFERENCE

DISCUSSION

Mr Blair Wilding mentioned that the changes to the Terms of Reference for BFAC were changed by Council without notice or explanation and the members would like the changes explained.

The Community Emergency Services Manager explained that the minor changes made by Council to reflect the structure of the committee and to correct the number of votes permitted relating to the VFRS brigades and DFES.

10 DATE OF NEXT MEETING

Proposed meeting dates:

- 26 March 2024
- 28 May 2024
- 08 October 2024

11 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr Chris Marris, declared the meeting closed at 8.08pm.

"I certify that the Minutes of the Bush Fire Advisory Committee Meeting held on 14 November 2023 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

12.2 COMMUNITY GRANTS ASSESSMENT COMMITTEE MEETING HELD ON 20 NOVEMBER 2023

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Grants Assessment Committee meeting held on 20 November 2023.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Accepts that the minutes of the Community Grants Assessment Committee Meeting held on 31 October 2022 are confirmed as a true and correct record of that meeting.
2. NOT SUPPORT a 3-year recurrent funding agreement with the Northam Army Camp Heritage Association (NACHA) starting in 2024/25; and
3. CONSIDER provision for funding of up to \$20,000 (excl. GST) in the 2024/25 Council Budget for the Northam Army Camp Heritage Association for delivery of the 2024 Northam Heritage & Multicultural Festival, subject to NACHA agreeing to work in collaboration with the Shire of Northam on event management, activation and marketing.
4. Accepts the update of Quick Response Grant Applications for 2022/23.
5. Accepts the update of the progress of the Community Development Grants.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Community Grants
Assessment Committee

20 November 2023

Community Grants Assessment Committee Minutes
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DISCLAIMER

The minutes of the Council meeting held to discuss these minutes should be read to ascertain the decision of the Council.

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

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

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

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

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1 DECLARATION OF OPENING

The Chief Executive Officer Debbie Terelinck declared the meeting open at 5.30pm.

2 ELECTION OF PRESIDING MEMBER & DEPUTY PRESIDING MEMBER

The Chief Executive Officer called for nominations for the role of Presiding Member.

One nomination was received by Cr Chris Antonio. There being no further nominations, the Chief Executive Officer declared Cr Antonio elected as Presiding Member of the Community Grant Assessment Committee.

Cr Antonio called for nominations for the role of Deputy Presiding Member. One nomination was received by Cr Lisa Biglin. There being no further nominations, Cr Antonio declared Cr Biglin elected as Deputy Presiding Member of the Community Grant Assessment Committee.

3 ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Cr Chris Antonio delivered the 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.

4 ATTENDANCE

4.1 ATTENDEES

Council:

Shire President
Councillors

C R Antonio
H J Appleton
L C Biglin
A J Mencshelyi
D A Hughes

Staff:

Chief Executive Officer
Acting Executive Manager Community Services
Manager Community Development & Tourism

D Terelinck
D A Emery
J Hawkins



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4.2 APOLOGIES

Nil.

4.3 APPROVED LEAVE OF ABSENCE

Nil.

4.4 ABSENT

Nil.

5 DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Update on Quick Response Grants	11.3	Jaime Hawkins	Impartiality	Son received support through Quick Response Grant for travel assistance.
Community Development Grant Applications	11.1	Cr Attila Mencshelyi	Impartiality	Members of the Bakers Hill RSL are known to Cr Mencshelyi.
Community Development Grant Applications	11.1	Cr Lisa Biglin	Impartiality	Members of the Bakers Hill RSL are known to Cr Biglin
Community Development Grant Applications	11.1	Cr Chris Antonio	Impartiality	Applicants are known to Cr Antonio
Community Development Grant Applications	11.1	Cr Des Hughes	Impartiality	Some members of the Northam Country Club are known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Des Hughes	Impartiality	President of NACHA is known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Hayden Appleton	Impartiality	Members of NACHA are known to Cr Appleton.
Application for 3 Year Community Event Funding	11.2	Cr Lisa Biglin	Impartiality	Cr Biglin is Secretary/Treasurer Wundowie Progress Association.
Application for 3 Year Community Event Funding	11.2	Cr Chris Antonio	Impartiality	Many Members of NACHA are well known to Cr Antonio.
Quick Response Grant Update	11.3	Cr Chris Antonio	Impartiality	Many of the respondees are well known to Cr Antonio.



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Quick Response Grant Update	11.3	Cr Des Hughes	Impartiality	Some of the organization and club members are known to Cr Hughes.
Update on Previously Awarded Community Development Grants	11.4	Cr Chris Antonio	Impartiality	Some of the recipients are known to CR Antonio.
Update on Previously Awarded Community Development Grants	11.4	Cr Des Hughes	Impartiality	Some members of Associations and clubs are known to Cr Hughes.
Application for 3 Year Community Event Funding	11.2	Cr Hayden Appleton	Impartiality	Members of Wundowie Progress Association are known to Cr Appleton.
Application for 3 Year Community Event Funding	11.2	Cr Attila Mencshelyi	Impartiality	Some members of NACHA are known to Cr Mencshelyi
Update on Previously Awarded Community Development Grants	11.4	Cr Hayden Appleton	Impartiality	Members of NACHA are known to Cr Appleton

6 PUBLIC QUESTIONS

Nil.

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

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

Nil.

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10 CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY GRANTS
ASSESSMENT COMMITTEE MEETING HELD 31 OCTOBER 2022

COMMITTEE DECISION

Minute No: CCAG.63

Moved: Cr Mencshelyi
Seconded: Cr Hughes

That the minutes of the Community Grants Assessment Committee Meeting held on 31 October 2022 be confirmed as a true and correct record of that meeting.

CARRIED 5/0

For: Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

Against: Nil

11 COMMITTEE REPORTS

Cr A Mencshelyi declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as members of the Bakers Hill RSL are known to Cr Mencshelyi.

Cr L Biglin declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as members of the Bakers Hill RSL are known to Cr Biglin.

Cr C Antonio declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as applicants of the Bakers Hill RSL and Northam Country Club are known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as some members of Northam Country Club are known to Cr Hughes.

Cr D Hughes declared an "Impartiality" interest in item 11.1 – Community Development Grant Program Applications as some members of Northam Country Club are known to Cr Hughes.

Community Grants Assessment Committee Minutes
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11.1 Community Development Grant Program Applications

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to assess and make a determination on grant applications received as part of the 2023/24 Community Grant Program.

ATTACHMENTS

1. C 18 Bakers Hill R SI Grant Assessment [11.1.1 - 5 pages]
2. C19 Northam Country Club Golf Grant Assessment (1) [11.1.2 - 4 pages]

A. BACKGROUND / DETAILS

The Community Grants Program aims to strengthen and enhance the social wellbeing, development, and sustainability of the Shire of Northam community. Grants are awarded to local not-for-profit community organisations to support projects that will benefit specific target groups and the broader community.

The 'Community Grants Program' is governed by Council's Community Support Policy, which provides guidelines for requesting funds and/or sponsorship from the Shire of Northam, and provides Council a framework to ensure a consistent and equitable decision-making process in the allocation of funds.

The Community Development Grant category is to support the strategic development and organisational capacity building of local community groups and sporting clubs. Applications for funding between \$5,000 - \$20,000 are invited from incorporated not-for-profit local community groups and sporting clubs.

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The Community Development Grant funding round opened on 18 September and closed on 29 October 2023.

Council approved within the annual budget an allocation of \$40,000 in 2023/24 towards Community Development Grants, with Council already allocating \$10,000 of this to the 2023 Northam Heritage & Multicultural Festival at the Special Council Meeting held 9 August 2023, Minute Number C.4818.

The remaining budget of \$30,000 is available for allocation by this Committee.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

B.2 Financial / Resource Implications

Council has \$30,000 of funding in the 2023/24 budget towards the Community Development Grants Program.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Community Support C3.1 Community Grants Scheme

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website and social media networks.

B.6 Risk Implications

{custom-field-risk-do-not-remove}

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
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Community Grants Assessment Committee Minutes
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Financial	Not enough funding to support all submissions.	Possible (3) x Minor (2) = (Moderate (6))	The council policy ensures a robust decision-making process is undertaken. Officers continue to work with applicants to assist in securing funds from external resources.
Health & Safety	Community organisations not experienced in delivering safe public events.	Unlikely (2) x Minor (2) = Low (4)	Ensure any funding for public events is subject to relevant public event approvals including food and stall holder permits.
Reputation	Funding allocations perceived to be allocated unfairly	Possible (3) x Insignificant (1) = Moderate	Grant applications assessed in accordance with Council Policy. Feedback provided to unsuccessful applicants and the opportunity given for them to reply in future years.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The following applications were received and are being presented for assessment:

C18 – Bakers Hill Golf Club/RSLWA Sub Branch Extension

Applicant	Project Summary	Amount requested
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Bakers Hill RSL Sub Branch	To bring the club room building up to standard to meet current building codes. Includes: <ul style="list-style-type: none"> • Exit Doors / Fittings & Fixture • 2 x Disabled access toilet upgrades • Kitchen stainless steel benches & oven. 	\$20,000
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C19 – Northam Country Club Golf

Applicant	Project Summary	Amount requested
Northam Country Club	To reconstruct the number 1 & 10 tee boxes which are unstable and unsafe. Project includes retaining and earth works with synthetic turf finishes.	\$11,960

The funding requests total \$31,960, which is \$1,960 than available budget.

The Committee can consider either:

- a) Reduce the awarded amounts to the maximum budgeted allowance for 2023/24; or
- b) Recommending both submissions be approved for full funding and direct the CEO to find the additional funds at the mid-year budget review.

The suggestion from Officers is that both grants be reduced by 50% of the over budget request, i.e. application C18 be awarded \$19,020 and application C19 awarded \$10,980 on the basis that both Clubs may have the capacity to contribute the unfunded amount of \$980 each.

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COMMITTEE DECISION

Minute No: CCAG.64

**Moved: Cr Appleton
Seconded: Cr Hughes**

**That the Community Grants Assessment Committee approves 2023
Community Development Grants for:**

- 1. Bakers Hill RSL Sub Branch up to \$19,020 (excl. GST) for extensions to the Bakers Hill Golf/RSL Club on the condition that all relevant planning, building and health approvals are obtained.**
- 2. Northam Country Club – Golf of up to \$10,980 (excl. GST) for the rebuild of the No. 1 & 10 Tee Boxes.**

For: Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

Against: Nil

DISCUSSION

Cr Mencshelyi sought clarification over why the applicants could not be awarded their full requests when it is just \$1,960 over budget. Cr Antonio responded that within the delegation to this committee they can only work within the parameters of the budget.

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C18 – Bakers Hill Golf Club/RSLWA Sub Branch Extension	
Applicant	Bakers Hill Returned Services League Sub Branch
Project Summary	<p>The Bakers Hill RSL Sub Branch in collaboration with the Bakers Hill Golf Club and Tennis Club are seeking to bring the current Golf Club building which is leased from the Shire up to compliance level that is required by the Shire, as the building does not meet the current building codes.</p> <p>They have a registered Builder, Mr Mark Lomma from Century Park Construction that will be overseeing the project.</p> <p>They will be drawing upon the skills and trade qualifications of their membership base to perform the necessary work and have indications of support from businesses able to donate products. The Woooloo Prison Farm will be assisting with the fabrication of the wall cupboards and stainless steel benches.</p> <p>This project benefits the community including the three clubs that use the premises. It also brings the Shire owned building to compliance.</p> <p>The Bakers Hill RSL Sub Branch has had the plans drafted for their extension, along with the engineering completed and the ground has been tested for the extension.</p> <p>This project will enhance the existing building and bring more people in to use and benefit from this project.</p>
Project Dates	As soon as approved with 12 – 18 months construction time.
Amount requested	\$20,000
Detailed project budget	<p>Total Project Cost - \$20,000</p> <p>Exit Doors / Fittings & Fixture - \$3,000</p> <p>2 x Disabled access toilet upgrade - \$11,000</p>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	Kitchen stainless steel benches & oven - \$7,000 Total Project Income - \$20,000 SON Request - \$20,000 Applicant cash - Nil Other grants & sponsorship – Nil Applicant in-kind – Nil specified in budget, however conversations with the applicant indicate a large amount of in-kind support will be provide through their membership base.	
Quotes provided for expenses over \$500	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> The RSL were not able to obtain written quotes within the timeframe, and indicated that the costs will be mostly materials with their members conducting the building works in kind.
Financial statements provided	YES <input checked="" type="checkbox"/> 2022/2023 Financial Report was provided & requested to be kept confidential. There were no concerns identified by Shire Officers.	NO <input type="checkbox"/>
Eligibility Criteria		
Not-for-profit community organisation or sporting club?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Located within the Shire of Northam municipality	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Project meets eligibility criteria as specified in Community Support Policy	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Has no outstanding Shire of Northam funding acquittals	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.2 Grow participation in port, recreation and leisure activities with quality regional facilities. 3.2.7 Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park, BMX track, outdoor exercise equipment and improved, safer access to external toilets. 3.4 Grow community capacity by supporting community groups & volunteers	
Demonstrated management and financial capacity to deliver	The applicants management capacity to deliver the project and administer the grant is unknown as Council have not worked with the group in this capacity before. Positive indications that they have appointed a registered builder to oversee the works and have had designs and engineering completed and the ground tested. Incorporated under the RSL WA Branch & WA Sub Branches Public liability cover of \$50,000,000	
Access, opportunity & participation	The space is shared by 3 local cubs and will provide a meeting place for members, veterans and veterans families.	
Collaboration with others	Bakers Hill Golf Club Bakers Hill Tennis Club	
Evidence that other funding/support is being sought	No evidence provided. Application does state indications of support have been provided by businesses to donate products.	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Procuring from local suppliers	Where possible.
Project Justification	
What is the need for the project?	<p>Membership of the Bakers Hill RSL Sub Branch has increased & the group identified the need to support people in their local community.</p> <p>The Shire of Northam Building Inspector identified the issues with the facility not meeting current codes and the group is seeking to rectify this, which will benefit not only the RSL, but also the golf and tennis club who also use the facility.</p>
How will the project benefit the Shire of Northam Community?	A community facility in Bakers Hill that is accessible, compliant, and able to be used and enjoyed by the community.
What planning has been undertaken?	<p>Consultation with the Shire's Building Inspector.</p> <p>Appointment of a registered builder.</p> <p>Plans developed.</p> <p>Engineering completed</p>
How will the success of the project be measured?	<p>Increase of membership of the Bakers Hill RSL Sub Branch.</p> <p>Increased community accessibility & use</p>
Comments	<p>The Bakers Hill RSL Sub Branch required support with their application from Shire Officers to articulate the purpose of their project and how it will benefit 3 community groups/clubs operating in Bakers Hill.</p> <p>Although it would have been beneficial for them to have obtained written quotes for materials and works, they have demonstrated a good understanding of the works required and will work to achieve what is possible within the budget they have.</p>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	As the works are being conducted on a Shire owned facility if conducted correctly it will be of benefit to the Shire of Northam. If approved it is recommended that it be on the condition that any relevant planning, building and health approvals are obtained.	
Recommend for approval	YES <input checked="" type="checkbox"/> AMOUNT: \$20,000 (excluding GST)	NO <input type="checkbox"/>

UNCONFIRMED

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Application C19 – Northam Country Club No. 1 & 10 Tee Boxes		
Applicant	Northam Country Club Golf	
Project Summary	<p>This funding application is to rebuild Tee Box No. 1 & 10 at the Northam Country Club Golf Course.</p> <p>Current No 1 Tee box is unstable and requires urgent repair or rebuild. This will require it to be demolished and rebuilt with a suitable retaining wall. No 10 Tee Box requires a rebuild.</p> <p>Both Tee boxes are currently grass and scheme water is used to reticulate it- both T-Boxes will be modified, and the grass will be replaced with synthetic turf.</p>	
Project Dates	1/1/2024 – 30/5/2024	
Amount requested	\$11,960	
Detailed project budget	<p>Total Project Cost - \$17,940</p> <p>Total Project Income - \$20,000</p> <p>SON Request - \$11,960</p> <p>Applicant cash - 5,980</p> <p>Other grants & sponsorship – Nil</p> <p>Applicant in-kind – Club members will lay the synthetic turf.</p>	
Quotes provided for expenses over \$500	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Financial statements provided	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Eligibility Criteria		

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Not-for-profit community organisation or sporting club?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Located within the Shire of Northam municipality.	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Project meets eligibility criteria as specified in Community Support Policy	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Has no outstanding Shire of Northam funding acquittals	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Assessment Criteria		
Aligns with Shire of Northam Council Plan	3.2 Grow participation in sport, recreation, and leisure activities with quality regional facilities. 3.2.14 Provide an investigation to provide year-round golf facilities in Northam (considering alternative options for watering fairways during summer, such as water reuse and desalination). 3.4 Grow community capacity by supporting community groups & volunteers	
Demonstrated management and financial capacity to deliver	Northam Country Club are an established community group. Successfully administered previous funding. Financial statements show no concern. Public Liability \$20,000 000 Are Incorporated. All required paperwork submitted.	

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

Access, opportunity & participation	<p>The space is open to the public all year-round including summer and winter golf competitions.</p> <p>Ladies Golf Tuesdays, Scroungers Wednesdays, and Saturday Golf and Junior Coaching, Learn to Play clinics.</p> <p>Hosting Golf WA events including 2024 Women's State Rural Bronze and 2025 Men's State Sands competitions.</p>
Collaboration with others	Northam Golf Club
Evidence that other funding/support is being sought	No.
Procuring from local suppliers	Yes.
Project Justification	
What is the need for the project?	<p>The course is a community-based property open to the public for those wanting to play golf. It is also used by local school groups for physical education activities and nearby local residents for passive recreation including walking and exercising dogs.</p> <p>As the course is used by the public the retaining wall in its current form is both unstable and unsafe for users. Both Tee boxes are currently maintained by using scheme water for the turf and the upgrade to synthetic turf will substantially reduce the use and cost of scheme water.</p>
How will the project benefit the Shire of Northam Community?	<p>The facility will be significantly safer for both current members and players along with those community members who use the course for passive recreation. Maintaining the course at a high standard enables the club to host golf events attracting players statewide. This brings an economic benefit to the</p>

COMMUNITY DEVELOPMENT GRANT ASSESSMENT

	town and region while also showcasing other attractions while visiting.	
What planning has been undertaken?	Quotes have been obtained and provided with workforce organised to complete the project by 30 th May 2024.	
How will the success of the project be measured?	<p>Replacing the turf with synthetic will significantly reduce the use of scheme water and maintenance.</p> <p>Provide a safe environment for golf players and public.</p> <p>Continue to host Regional and State Golf WA events with a safe and consistent facility.</p>	
Comments	<p>The provision of a community based, open to the public golf course is integral for the wellbeing of the community with golf being a popular sport for young and old and all abilities.</p> <p>The provision of year-round golf in Northam has been identified in the Council Plan and these works will likely assist in delivering this objective with the use of synthetic turf not requiring reticulating over the summer.</p> <p>These are urgent works required for the safety of players and golf has been identified</p>	
Recommend for approval	YES <input checked="" type="checkbox"/> AMOUNT: \$11,960	NO <input type="checkbox"/>

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Cr D Hughes declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as the President of NACHA is known to Cr Hughes.

Cr H Appleton declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as members of NACHA and Wundowie Progress Association are known to Cr Appleton.

Cr L Biglin declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as Cr Biglin is Secretary/Treasurer Wundowie Progress Association.

Cr C Antonio declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as many members of NACHA are well known to Cr Antonio.

Cr A Mencshelyi declared an "Impartiality" interest in item 11.2 – Application for 3 Year Community Event Funding as some members of NACHA are known to Cr Mencshelyi.

11.2 Application for 3 Year Community Event Funding

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For the Committee to consider a request from the Northam Army Camp Heritage Association to be granted a 3-year recurring grant of \$20,000 per year for the Northam Heritage & Multicultural Festival.

ATTACHMENTS

1. Request for reoccurring funding [11.2.1 - 1 page]
2. NACHA Strategic Plan 2024 to 2029 [11.2.2 - 4 pages]

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A. BACKGROUND / DETAILS

In 2022, the Council reinstated recurring funding of regular, annual community events with 3 to 5 year recurring partnership funding agreements.

These agreements were temporarily paused during the Covid pandemic and were recommended by Council to recommence in 2023/24.

Events currently on a funding agreement are outlined below:

Funding Recipient	Event	Amount	Expiry
Northam Agricultural Society	Northam Farmers Show	\$10,000	2025/26
Northam RSL Sub Branch	ANZAC Day commemorations	\$3,000	2025/26
Bridgeley Church of Christ & Northam Chamber of Commerce	Carols on Fitzgerald	\$10,000	2025/26
Wundowie Progress Association	Wundowie Iron Festival	\$20,000	2025/26
Avon Valley Vintage Vehicle Association	Avon Valley Vintage Swap Meet	\$3,300	2025/26
Bakers Hill Progress & Recreation Association	Community Christmas Fair	\$7,000	2025/26
Vintage Sports Car Club of WA	Northam Motorsport Festival	\$25,000	2027/28
Avon Valley Arts Society	Northam Art Prize	\$3,000	2025/26
Northam Theatre Group	Theatre performances	\$3,000	2025/26

The NACHA Northam Heritage & Multicultural Festival was first held in 2021 on the 'World Day of Migrants & Refugees' (Migrant Sunday) with a Shire of Northam grant of \$5,000 awarded to NACHA. Shire Officers attended the event and believed it showed potential, however unfortunately due to severe weather and clashes with other activities occurring in the region attendance numbers were low. NACHA estimated an attendance at 500 – 750.

In 2022, NACHA were awarded a \$20,000 community development grant to help establish the event. NACHA were also successful in obtaining additional external funds from Healthway, Act Belong Commit and a Regional Arts WA grant. This was to activate the town the night before the festival with a music trail at local pubs and restaurants. In 2022 the event was further boosted by the attendance of the German Car Club on their annual club drive. NACHA estimated an attendance at 3,500 in addition to those that attended the music trail.

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For the more recently held 2023 event, the Community Grants Assessment Committee awarded NACHA \$10,000 to deliver the festival for a third year however it had requested \$20,000. The decision to reduce the funding was based upon providing equitable support for events proportionate to the size, exposure and economic value, especially when compared to the support given to other community groups to deliver larger events in the Shire, such as the Wundowie Progress Association for the Wundowie Iron Festival.

Following a petition to Council, an additional \$10,000 was approved as unbudgeted expenditure at the meeting held 9 August 2023 (Motion No. C4818), increasing the Council funding to \$20,000 for the 2023 Northam Heritage & Multicultural Festival. NACHA estimate attendance at this year's event to be 3,500, including invited delegates from the Western Australian Consuls who participated in a tour of the Army Camp facility.

There are no documented Council policies or guidelines for the assessment of recurring funding agreements. Recurrent funding agreements were introduced in 2016 with the Council Report at the time recommending a 3-year agreement to be introduced for these established events that seek Council funding through the Community Grants Program each year.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.3: Grow participation in arts, culture and community activities.

Priority Action 3.3.1: Provide an Events Strategy to activate community places and facilities, covering signature, Shire and community events.

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

B.2 Financial / Resource Implications

\$20,000 will need to be allocated in the 2024/25, 2025/26, and 2026/27 Council budgets if approved.

B.3 Legislative Compliance

Nil.

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B.4 Policy Implications

Community Support C3.1 Community Grants Program

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, local Newspaper, radio announcements and social media networks.

B.6 Risk Implications

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Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unforeseen pressure on the Shire budget	Possible (3) x Minor (2) = Moderate (6)	Review community grant contributions in annual budget
Health & Safety	Risks associated with public gatherings.	Possible (3) x Medium (3) = Moderate (9)	A full event application is required to be submitted prior to event being approved. Shire event and health staff will assist with ensuring event organisers and aware and comply with stringent health & safety requirements for public events.
Reputation	The funding allocation could be perceived to be awarded unfairly The funding allocation is awarded and the event is unsuccessful	Possible (3) x Minor (2) = Moderate (6)	Funding is award transparently and following Council Policy.



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Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Shire Officers understand NACHA's well-meaning intent for the Heritage & Multicultural Festival and commend them on their drive and passion to make the festival bigger and better, however apprehension remains over whether NACHA has proven that there is demand for the event to be run annually, whether they have the capacity to professionally deliver a large scale event that brings people to Northam, and whether Council are getting a justifiable return for investment on funding contribution per year.

With Northam's rich heritage and multicultural history, it aligns to have such a festival in town. Officers propose that Council consider funding the festival for a further year, with the Shire Events team working closely with NACHA to provide event management, activation and marketing assistance. In collaboration with the Shire, the success of the event and attendance numbers will be reviewed to make an assessment on recurring funding in 2024/25.

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COMMITTEE DECISION

Minute No: CCAG.65

Moved: Cr Mencshelyi

Seconded: Cr Hughes

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council:

1. NOT SUPPORT a 3-year recurrent funding agreement with the Northam Army Camp Heritage Association (NACHA) starting in 2024/25; and
2. CONSIDER provision for funding of up to \$20,000 (excl. GST) in the 2024/25 Council Budget for the Northam Army Camp Heritage Association for delivery of the 2024 Northam Heritage & Multicultural Festival, subject to NACHA agreeing to work in collaboration with the Shire of Northam on event management, activation and marketing.

CARRIED 5/0

For: Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

Against: Nil

DISCUSSION

Cr Antonio asked if there is provision elsewhere in the Shire budget for their request. The CEO advised that it would have to be presented as an additional budget consideration and go to Council for debate.

Cr Biglin asked how much other external funding have they received. Cr Appleton responded that he believes it was \$36,000.

Cr Biglin asked what the funding was used for. Cr Appleton indicated primarily it goes towards the performers and the dance floor set up.

Cr Biglin & Cr Hughes agreed that it was a good idea to have NACHA working with Shire Officers to help develop the festival and get more for their budget.

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Attachment 11.2.1

Northam Army Camp Heritage Association Inc

ABN 32 042 372 294
www.northamarmycamp.org.au

PO Box 225
NORTHAM WA 6401

Mr. Chadd Hunt
Acting CEO
Shire of Northam
Fitzgerald Street
Northam WA 6401

Re: Recurring Shire of Northam Community Grants

Dear Chadd

The Northam army Camp Heritage Association Inc is completing a grant to Regional Events which Tourism.

The committee is seeking a 3 year recurring grant. We had to explain the strategic planning for the request.

So that the Northam Army Camp Heritage Association Inc committee and all funding bodies are on the same page I am attaching the Strategic plan for 2024-2029.

Should have any queries please do not hesitate to contact me.

Kind regards



Genny Budas
Chair
Northam Army Camp Heritage Association Inc
0428 322 898
2nd October 2023



Chair: Genoeefa Budas
Mob: 0428 322 898
Email: genoeefa@westnet.com.au

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Attachment 11.2.2

Northam Army Camp Heritage Association Inc (NACHA)

Event Strategic Plan 2024 -2026 (Draft 2027 – 2029)



In 2021 NACHA prepared a five year strategic Plan with a focus on events. The first three years have highlighted the challenges of sourcing grants on an annual basis. The need for recurrent grants has resulted in a review of the strategic events plan and preparing a future draft plan based on three year cycles.

The preference is still to partner with the Act Belong Commit branding as the Heritage and Multicultural Festival is primarily about mental health in Northam for all migrants. Recurrent grant applications to the Shire of Northam and Regional Events Scheme will be used to establish an important event for Northam, WA and at an international level.

The themes from the strategic plans are listed below.

Act Belong Commit Northam Heritage and Multicultural Festival 2024 – Populate or Perish

‘Populate or Perish’ was the slogan used following WWII to encourage more migrants to come to Australia. This theme has been chosen to cover the many different programs in place since settlement in the Swan colony in 1829. These include:

- Initial settlement in a non-penal colony
- Convict transport 1850 – 1868 in WA.
 - 10 year old George Throssell arrived on the first ship with his family. His father was one of the guards.
- 1893 Discovery of Gold and population boom. Many migrants came from the Eastern States and were involved in the building boom.
- Building the railway
- 1901 Federation
- Goldfields Water Pipeline
- Discharged Soldiers Settlement Act 1918
- The Great Depression 1929 – 1939
- German and Italian POW's WWII
- Soldier Settlement post WWII
- Displaced Persons. 30,000 people through the Northam Army Camp and Holden Camp in Northam.
- 10 Pound POMS
- Vietnamese boat people
- China's one child policy
- Yongah Hills detention centre
- Working holiday visas

There will be special displays about many of these programs as well as opportunities for people to have reunions of those who came by different boats or were part of different programs.

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Attachment 11.2.2

Act Belong Commit Northam Heritage and Multicultural Festival 2025 – Looking to the future

Northam is a service town and whilst it has highlighted the heritage buildings from the gold rush era there has continued to be building and replacement across the years including:

- The library and former Chamber offices designed by Iwan Iwanof in the 1970's and recognised by the Australian Institute of Architects with an award for enduring architecture in 2021.
- The Boulevard shopping centre that is located where the old railway line went through the town. The innovative use of solar panels by the Boulevard shopping centre to provide shade and reduce power bills.
- Bilya Koort Boodja Centre for Nyoongar Culture and Environmental Knowledge and the Visitor's Centre that have been built with connections to the river and high enough to avoid the risk of flooding.
- The Northam Village Square providing more shops following the demolition of the old hospital.
- More demolition of the Fitzgerald hotel resulted in the Northam Village Green and the linking of the river to Fitzgerald Street. This is a wonderful event space.
- The Silo Art trail is a major attraction for tourists in WA. Northam started the trail in 2015 when Artists: Phlegm and Hence painted their murals on the CBH silos at the Avon depot. Other art has been added to the town and is well worth exploring.

Northam has always looked to the future and continues to support sustainable development.

Act Belong Commit Northam Heritage and Multicultural Festival 2026 – Military connections

2026 is an important year for military recognition in WA. Major Edmund Lockyer arrived on the brig Amity in Albany and established a military outpost in King George Sound. In January 1827 Albany was recognised as the first settlement in WA. The State recognises 2029 as the bicentennial with the establishment of the Swan Colony in 1829.

Northam and Albany have close links with regards to ANZAC troops who trained in Northam and were deployed from Albany. The railway provided an important link between the two towns.

To understand more about Northam and the Northam Army Camp the following timeline has been written:

- 1879 Northam became a municipality and the council was granted 2,100 acres west of Mt Ommanney as "Commonage".
- 1896 a volunteer Mounted Rifle Troop was formed. Became part of the Australian Military Forces in 1903 following Federation.
- 1910 Northam was a cadet training site following the introduction of National Training for young boys.
- 1914 the 10th Light Horse was formed in WA and trained at Northam.
 - Captain Hugo Throssell was the only light horseman to be awarded the Victoria Cross during World War One.
- 1935 the Department of the Army decided to establish a permanent camp at Northam because of its strategic position near major transport routes and access to the Golden Pipeline. Part of the town common was leased from the Northam Municipal Council for this purpose. Major requirements:
 - reliable water supply for 5,000 men,

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Attachment 11.2.2

- 1st class rail and road,
- facilities for artillery and small arms practice,
- railway sidings and other rail facilities,
- reasonable concealment.
- 1935-1939 The camp was planned, cleared and some permanent buildings erected. With the announcement of WWII 175 huts were built in one month.
- 1939-1945 Northam Army Camp was the brigade training camp for the Second Australian Imperial Force, which left for Britain on 10 January 1940, and played an important role in the British offensive in the Middle East and North Africa in 1940/1941.
- 1946 3,500 Italian Prisoners of war were housed at the Northam Army Camp. The prisoners at the camp built the parade ground, all the culverts, drainage at the camp. A memorial built by the prisoners is still located next to the parade ground and is unique in Australia.
- 1949-1951 Northam Army Camp began to operate as the Department of Immigration Accommodation Centre. Initially a centre for Displaced Persons from eastern Europe and then a Migrant Reception Centre for other post-war non-British immigrants, it is estimated that approximately 30,000 men, women and children passed through the Northam camp and the Holden Camp in Northam.
- 1951-1953 Northam Army Camp reverted to the Department of the Army and was again used by Western Command to train personnel, this time for the Korean War.
- 1953- 1960s From this period Northam Army Camp fell into decline and a large number of buildings were removed from the site. Some were donated to local farmers following the 1968 Meckering earthquake or demolished due to termite damage.
- 1997 Northam Army Camp Heritage Association Inc formed to protect, preserve and promote the heritage of the Northam Army Camp as the continual removal of buildings and possibility of disposal of site were giving rise to public concern.
- 1999/2000 Northam Army Camp added to the State Register of Heritage Places.
- 2010 On 18 October, the Australian Government announced the establishment of an immigration detention centre at the site.
- Present Day - Northam Army Camp is still used for military training.

In recognition of the Military connection, NACHA will work with The Australian Light Horse Association for event preparation and special displays.

Draft Events 2027 -2029

Act Belong Commit Northam Heritage and Multicultural Festival 2027 – The depression years wheat and wool

The importance of agriculture in getting Australia through the depression years. These included the founding of Cooperative Bulk Handling (CBH) in April 1933. Woolmark began with the establishment of the Australian Wool Board in 1936 and a six pence per bale tax for research and promotion purposes. Both organisations have a strong link to Northam.

Act Belong Commit Northam Heritage and Multicultural Festival 2028 – The invisible migrants

The White Australia Policy had a lot of influence on who came to WA. In the case of Northam, the Afghans came with the camels and were needed for transport. Chinese migrants came to work on the water pipeline scheme and remained as market gardeners. Many descendants are still living and working in the Avon Valley region.

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Attachment 11.2.2

Act Belong Commit Northam Heritage and Multicultural Festival 2029 – 200 years of the Swan
Colony

The Official Bicentenary year for WA is 2029. Looking for ideas to celebrate ALL cultures is Northam.

UNCONFIRMED

**Community Grants Assessment Committee Minutes
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Ms Jaime Hawkins declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as Ms Hawkins son received support through Quick Response Grant travel assistance.

Cr C Antonio declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as many of the respondees are well known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.3 – Quick Response Grant Applications Update as some of the organisations and club members are known to Cr Hughes.

11.3 Quick Response Grant Update

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Jaime Hawkins - Impartiality
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To update the Committee with the applications for Quick Response Grants over 2022/23.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Quick Response Grants support innovative responses to community and individual needs, either as a whole or target groups (children, youth, seniors, people with disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects, or to assist one off projects, or to assist the delivery of projects/events for which opportunity has arisen.

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Projects must take place within the Shire of Northam and significantly benefit the community. Funding can be utilised for a wide range of purposes, including, but not limited to:

- One off community event.
- Community projects that address a clearly defined community need
- Sponsorship of regional or state level sporting tournaments or competitions hosted in the Shire of Northam (i.e. not for the regular season)
- Funding can be applied for by individuals, 18 years or under and still at school who have qualified to participate in recognised State, National or International level events.

Quick Response Grants can be applied for year-round and are assessed by Officers with approval delegated to the Chief Executive Officer.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action 3.4.1: Partner with local sporting clubs to improve volunteering and capacity.

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

B.2 Financial / Resource Implications

\$20,000 was budgeted for quick response grants in 2022/23, noting the Community Grants Program Policy provides for grants up to a maximum of \$5,000.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Community Support C 3.1 Community Grants Program

To support innovative responses to community and individual needs, either as a whole or target groups (sports, children, youth, seniors, persons with a disability, culturally or linguistically diverse). These grants are intended for ad hoc and smaller scale projects or to assist the delivery of projects/programs for which opportunity or need has arisen.



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B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, social media networks, and local sporting club networks.

B.6 Risk Implications

{custom-field-risk-do-not-remove}

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	The grants program is oversubscribed with more requests for funding received greater than the funding available through the 2023/2024 Council Budget	Likely (4) x Insignificant (1) = Low (4)	The Executive Manager will make a determination on all applications and award grants to those who best demonstrate that they meet the funding objectives.
Health & Safety	N/A	N/A	N/A
Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments were made following the grant guidelines and against the Shire of Northam Council Plan and Community Plans.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The following quick response grants were approved during the 2022/23 financial year:



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APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETE	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Wundowie Golf Club	2022 Ranger Cup Day	\$500	YES		
Northam Highland Dancers	2022 Highland Dancing Competition at Northam Farmers Show	\$550	YES	12	200
Avon Valley Environmental Society	2023 Rehabilitation of Riparian Zone Avon River	\$600	YES	12	12
Explorability	2022 Turn Up In Blue Day	\$500	YES	2	Unsure
Silverwings Seniors Club Wundowie	Seniors Week Outing	\$600	YES	3	37
Northam Swimming Club	2023 Country Pennants	\$5,000	YES	1600	200
Avon Valley Environmental Society	2023 Fauna Survey of Islands in Avon River	\$2,500	NO		
Northam Lawn Tennis Club	2023 Mens Open Day & Mixed Doubles Open Day	\$1,000	YES	44	5
Northam Bowling Club	2023 Ladies Classic Day	\$500	NO		
Northam Hockey Club	2023 Junior Hockey Development Coaching	\$3,700	YES	140	200
Kale Treloar	2023 Travel Assistance for International Athletics Tour	\$500	YES	1	35
Northam Country Club – Golf Club	2023 Kennedy Cup/Open Weekend and Ladies Open Day	\$1000	NO		



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Northam & Districts Gun/Clay Target Club	2023 59 th Annual Avon Valley Trap Carnival	\$750	YES	71	35
Northam Highland Dancers	2023 Highland Dancing Competition at Northam Show	\$500	NO		
Northam Springfield Football Club	2023 Football West Coaching Clinics	\$1,000	NO		
Wundowie Golf Club	2023 Ranger Cup	\$500	YES	51	MANY
TOTAL		\$19,700		1,936	689

COMMITTEE DECISION

Minute No: CCAG.66

**Moved: Cr Mencshelyi
Seconded: Cr Hughes**

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council accepts the update of Quick Response Grant Applications for 2022/23.

CARRIED 5/0

For: Cr Antonio, Cr A. Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

Against: Nil

DISCUSSION

Cr Biglin asked if those that have not submitted acquittals are being followed up. Manager Community Development & Tourism advised that follows up are occurring.

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Cr C Antonio declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as some of the recipients are known to Cr Antonio.

Cr D Hughes declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as some of the associations and club members are known to Cr Hughes.

Cr H Appleton declared an "Impartiality" interest in item 11.4 – Update on Previously Awarded Community Development Grants Update as members of NACHA are known to Cr Appleton.

11.4 Update on Previously Awarded Community Development Grants

File Reference:	8.2.5.26
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To update the Committee with the progress of previously awarded Community Development Grants since their introduction in 2021/22.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Community Development Grants were introduced in 2021/22 following a review of Council's Community Support Policy.

The Community Development Grants aim to support the strategic development and organisational capacity building of local community groups and sporting clubs.

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These grants are open for one grant round per year for applications between \$5,000 - \$20,000 for larger scale or longer-term projects that can be achieved over an 18-month period.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 3: A happy, healthy, and connected community.

Objective 3.4: Grow community capacity by supporting community groups and volunteers.

Priority Action 3.4.4: Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.

B.2 Financial / Resource Implications

There was a budgeted allocation of \$80,000 for Community Development Grants in the 2021/22 and 2022/23 Council Budget.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Community Support C3.1 Community Grants Program.

B.5 Stakeholder Engagement / Consultation

The grants were advertised to the community via the Shire of Northam website, local Newspaper, radio announcements and social media networks.

B.6 Risk Implications

{custom-field-risk-do-not-remove}

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



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Reputation	There is disagreement over the committee's decision to award/not award funding	Possible (3) x Insignificant (1) = Low (3)	Assessments were made following the grant guidelines and against the Shire of Northam Council Plan and Community Plans.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The following applications were approved in 2021 & were due for completion by June 2023:

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Northam Army Camp Heritage Association	Significance assessment of NACHA collection	\$3,365.46	Yes		
Northam Toy Library	Northam Early Years Hub – upgrades to the Old Northam Fire Station building	\$15,450.00	Yes	20	47
Northam Theatre Group	Link Theatre upgrades	\$6,975.00	Yes	25	18
Northam Amateur Basketball Association	NABA Hoops Pathways – Northam & Wheatbelt junior basketball development	\$18,000	No – extension granted to June 2024.		
Northam Army Camp	2022 Northam Heritage &	\$20,000	Yes		3,500



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Heritage Association	Multicultural Festival				
TOTAL		\$63,790.46		45	3,565

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

The following applications were approved in 2022. These grants are not due for acquittal until 30 June 2024.

APPLICANT	PROJECT SUMMARY	AMOUNT APPROVED	ACQUITTAL COMPLETED	PEOPLE INVOLVED DIRECTLY	PEOPLE INVOLVED INDIRECTLY
Northam Army Camp Heritage Association	2023 Northam Heritage & Multicultural Festival	\$10,000 + \$10,000	YES	300	3000
Spencers Brook Progress Association	Station Master House	\$20,000	NO		
Earth Solutions Avon Valley Inc.	Sustainability Workshops	\$1,000	NO		
Northam & Districts Little Athletics Inc.	Coaching & Skills Development	\$20,000	NO		
TOTAL		\$51,000		300	3,000

Note: Numbers for people directly involved & indirectly involved are supplied by the applicant and may not be accurate.

Success Story

Shire staff and Councillors were invited to the re-launch of the Northam Toy Library on 7 October 2023 to view and celebrate the completion of their renovations to the Old Northam Fire Station building. Using the \$15,450 awarded through Community Grants Program along with some donations and assistance from local businesses, the committee and volunteers have truly transformed the space into an inviting and functional facility that not only improves the operation of the toy library, it has the potential to be used as a shared space for early childhood services. The Australian Breastfeeding Association is the first group that will co-use the facility to host their Wheatbelt meetings.

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COMMITTEE DECISION

Minute No: CCAG.67

Moved: Cr Biglin

Seconded: Cr Appleton

That the Community Grants Assessment Committee endorses the following recommendation being presented to Council:

That Council accept the update of the progress of the Community Development Grants

CARRIED 5/0

For: Cr Antonio, Cr A Mencshelyi, Cr Hughes, Cr Biglin, Cr Appleton.

Against: Nil

DISCUSSION

Cr Antonio asked why the Northam Amateur Basketball Association were granted an extension to their grant term. The Manager Community Development & Tourism responded that they were not able to complete their project within the original timeframe.

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12 URGENT BUSINESS APPROVED BY DECISION

Nil.

13 DATE OF NEXT MEETING

To be confirmed.

14 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Cr C R Antonio, declared the meeting closed at 5:54pm.

UNCONFIRMED

12.3 COMMUNITY SAFETY COMMITTEE MEETING HELD ON 21 NOVEMBER 2023

Receipt of Minutes:

RECOMMENDATION

That Council receive the minutes from the Community Safety Committee meeting held on 21 November 2023.

Adoption of Recommendations:

RECOMMENDATION

That Council:

1. Note that the minutes of the Community Safety Committee meeting held on 15 August 2023 are confirmed as a true and correct record of that meeting.
2. Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.
3. Consider an allocation of \$50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.
4. Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.
5. Receives the agency updates as provided.



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Community Safety Committee

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DISCLAIMER

The minutes of the Council meeting held to discuss these minutes should be read to ascertain the decision of the Council.

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1 DECLARATION OF OPENING

The Chief Executive Officer, Debbie Terelinck declared the meeting open at 11.07am

2 ELECTION OF PRESIDING & DEPUTY PRESIDING MEMBER

The Chief Executive Officer called for nominations for the role of Presiding Member.

One nomination was received by Cr Julie Williams. There being no further nominations, the Chief Executive Officer declared Cr Williams elected as Presiding Member of the Community Safety Committee.

Cr Williams called for nominations for the role of Deputy Presiding Member. One nomination was received by Cr Attila Mencshelyi. There being no further nominations, Cr Williams declared Cr Mencshelyi elected as Deputy Presiding Member of the Community Safety Committee.

3 ACKNOWLEDGEMENT OF COUNTRY

Cr Williams invited Shire Delegate & Deputy Presiding Member, Cr Mencshelyi to give an 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.

4 ATTENDANCE

4.1 ATTENDEES

Committee Members:

Shire of Northam Delegate
Shire of Northam Delegate
Northam Police Station
Northam Roadwise Committee
Department of Education
DLGC
Youth Agency Representative – PCYC
Chamber Of Commerce
Community Representative

Cr Julie Williams
Cr Attila Mencshelyi
SSGT Martin Glynn
Cliff Simpson
Amanda Marshall
Emma Draper
Jane Atterby
Theresa Lee
Elizabeth Hoek

Committee Ex – Officio Members

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Chief Executive Officer
Manager Community Development & Tourism
Senior Ranger
Department of Communities – Housing Authority

Debbie Terelinck
Jaime Hawkins
Kelle Walters
Christine Frank

Staff:

Acting Executive Manager Community Services
Community Development Administration Officer
Executive Manager Corporate Service
Business Solutions Coordinator

David Emery
Alison Quin
Colin Young
Kunal Sarma

Guests:

WA Country Health Service – Wheatbelt
WA Police Force – Wheatbelt District Office
WA Police Force – Wheatbelt District Office

Danielle MacTaggart
SSGT Martin Glynn
A/SGT Brad Snashall

4.2 APOLOGIES

APOLOGIES

Department of Education
Holyoake
Local Drug Action Group
WA Police Force – Wheatbelt District Office
Department of Communities – Child Protection &
Family Support
Bridgeley Church of Christ
Northam Police Station
Wundowie Police Station

Sharon Bray
Jesicca Daniels
Rose Power
SSGT Kim Mead
Kirsten Arthur

Kym Edwards
SSGT Ross Eastman
SGT Aaron Honey

4.3 APPROVED LEAVE OF ABSENCE

Nil.

4.4 ABSENT

WA Country Health
Nyoongar Cultural Representative
WA Police Force – Wheatbelt Office

Shani Toki
Elizabeth Benning
Shayne Price



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5 DISCLOSURE OF INTERESTS

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Nomination for Community Representatives on the Community Safety Committee	7.1	Elizabeth Hoek	Impartiality	Mrs Hoek nominated for the position of Community Representative.

6 CONFIRMATION OF MINUTES

6.1 CONFIRMATION OF MINUTES FROM THE COMMUNITY SAFETY COMMITTEE MEETING HELD 15 AUGUST 2023

COMMITTEE DECISION

Minute No: CSC.109

Moved: Elizabeth Hoek
Seconded: Jane Atterby

That the minutes of the Community Safety Committee meeting held on Tuesday 15 August 2023 be confirmed as a true and correct record of that meeting.

CARRIED 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

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7 COMMITTEE REPORTS

7.1 Nominations for Community Representatives on the Community Safety Committee

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	{custom-field-interest-do-not-remove}
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To confirm the nominations received for the position of Community Representative on the Community Safety Committee.

ATTACHMENTS

{attachment-list-do-not-remove}

A. BACKGROUND / DETAILS

At the Special Meeting of Council held 25 October 2023, Council resolved that:

1. In accordance with Section 5.8 of the Local Government Act 1995 establishes the Community Safety Committee and endorse the Terms of Reference as provided in Attachment 7.5.1; and
2. In accordance with Section 5.9 and 5.10(1)(a) of the Local Government Act 1995, appointed the following Elected Members, Staff and Other Persons to the Community Safety Committee:

Voting Members:

- Two (2) Elected Member:
 - Cr J E G Williams
 - Cr A J Mencshelyi
- Officer In Charge of the Northam Police Station or nominated representative;
- Officer In Charge of the Wundowie Police Station or nominated representative;

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- One (1) representative of the Northam Roadwise Committee;
- One (1) representative of the Local Drug Action Group;
- One (1) representative of the Northam Chamber of Commerce;
- One (1) representative of the Department of Education;
- One (1) representative of the Department of Local Government, Sport and Cultural Industries;
- One (1) representative of Holyoake;
- One (1) representative of the local youth services
- One (1) representative of the Nyoongar Cultural Advisory Committee;
- Up to two (2) community representatives.

Calls for nominations for community representatives were published via the Shire of Northam website, social media and distributed via email networks. The nomination period was open for two weeks.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

The Community Safety Committee is established in accordance with Section 5.8 of the *Local Government Act 1995*.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

The call for nominations for community representatives on the Community Safety Committee was advertised via social media, the Shire of Northam



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website and via email through community networks from 31 October 2023.

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	That the selected representatives cause damage to the reputation of the Community Safety Committee	Unlikely (2) x Minor (2) + Low (4)	The Committee representatives abide by the committee Terms of Reference.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

One nomination was received by Mrs Elizabeth Hoek. This leaves one vacancy for a Community Representative on this Committee and the Shire will continue to seek nominations as appropriate.

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COMMITTEE DECISION

Minute No: CSC.110

Moved: Attila Mencshelyi
Seconded: Emma Frank

That Community Safety Committee accepts the nomination of Mrs Elizabeth Hoek as a Community Representative on the Shire of Northam Community Safety Committee.

CARRIED 9/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Manger Community Development & Tourism, Ms Jaime Hawkins received an additional nomination prior to the meeting from Ms Mudmee Vigar. The nomination will be followed up with Ms Vigar as the form submitted was for a different Committee.

Committee of Council Nomination Form

1. Complete your contact details:

Title: Mrs

First Name: Elizabeth

Surname: Hoek

2. Which Committee do you wish to nominate for:

SHIRE OF NORTHAM COMMUNITY SAFETY COMMITTEE

3. Have you previously been a member of this Committee or another Committee of Council?

Yes I have been a member of this committee up to the 2023 LGA elections

4. Tell us why you would like to join this Committee and what makes you a good candidate?

I have been on this committee for the past 2 years and feel that i have more to contribute. I have had a great deal of experience with dealing with community matters and have been on boards & committees at all levels of government and know the responsibilities and duties of committees of LGA's.

I have observed that there are many concerns in Northam regarding the safety of the community, and the importance of working together with the various agencies to ensure that programs, issues and actions are aligned or at least known by other agencies in a collaborative approach to safety matters to give strength to each others initiatives. The community representatives have an invaluable role to fulfil by bringing the practical aspects to the table eg, I put forward a question to the police at a recent meeting that people did not know the specific phone numbers to ring for police attendance etc - this resulted in the police creating fridge magnets with relevant numbers on it and distributing them to the public at recent Beyond Blue Day.

I take my committee position seriously as intended, as my contribution to the community.

Since purchasing the "Old Hostel" in 2016, I have seen first hand the impact of negative actions on community safety which can only be addressed by a wholistic approach and this committee provides that avenue of action.

5. Are you a member of any other community or cultural organisation? E.g. Progress Association, Historical Society. If so please list your membership status.

I am currently a member of the following local organisations

- * Avon Valley Arts Society - Committee member
- * Avonvale Primary School P&C Association - member
- * Avonvale Primary School's, School Council - Chairperson
- * Dept Education, Leadership Institutes, Boards & Councils Advisory Group 2023 - member by invitation

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Kellee Walters entered meeting at 11.17am

7.2 Public CCTV

File Reference:	1.3.12.1
Reporting Officer:	Kunal Sarma (Business Systems Coordinator)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To provide the Committee with an update on the outcomes of the independent audit of the public CCTV infrastructure undertaken by CCD-Alliance in 2022.

This report also seeks the Committee's support for the recommendations from the CCTV audit incorporating the policy, strategy and operational guidelines.

ATTACHMENTS

{attachment-list-do-not-remove}

A. BACKGROUND / DETAILS

The Shire appointed an independent consultancy to audit the existing CCTV infrastructure. The audit report is being utilised for seeking grant funds to improve the Shire's CCTV infrastructure.

The consultants conducted interviews with selected stakeholders, obtained feedback, reviewed specific Shire areas, reviewed existing IT infrastructure, network connectivity, and documentation reviews.

The audit identified:

- The existing public CCTV infrastructure is on Point-to-Point wireless network link which has limitations in terms of scalability, with the current load, it is recommended to be reduced.
- The existing cameras and lighting capabilities are not adequate to capture both day and night events.

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- The need for License Plate Recognition (LPR) cameras in certain areas was identified as requirements through stakeholder engagement.
- Consideration to further expand the CCTV presence across the Shire.
- Implementation of governance including the review of:
 - Video Surveillance Policy
 - CCTV Strategy
 - Operational Guidelines.
- Lack of comprehensive and structured approach, limited system visibility and security.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

B.2 Financial / Resource Implications

It is proposed to seek an allocation of \$50,000 through the Shire's 2023/24 budget review process to commence implementation of the recommendations.

B.3 Legislative Compliance

The *Surveillance Devices Act 1998* (WA) (the 'Act') regulates the use of surveillance devices in Western Australia. It also restricts the communication and publication of information obtained through surveillance devices.

Under the Shire of Northam Safety & Crime Prevention Plan, it is the responsibility of the Shire to plan and implement strategies to address crime & safety within the Shire of Northam.

B.4 Policy Implications

To develop and adopt the Shire of Northam Video Surveillance (VS) Policy as proposed on page 13 of the audit report.

B.5 Stakeholder Engagement / Consultation

Consultations were conducted between CCD-Alliance and the following agencies: local Police and Shire of Northam staff.

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B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Needs additional funding through external grants	Almost certain (5) x Insignificant (1) = Moderate (5)	Shire officers to actively pursue external funding to implement new CCTV.
Health & Safety	Lack of CCTV poses a risk to the communities' perception of safety	Possible (3) x Minor (3) = Moderate (6)	Shire officers to actively pursue external funding to implement new CCTV.
Reputation	Lack of CCTV is damaging to the reputation of the Council	Possible (3) x Minor (3) = Moderate (6)	Improve the CCTV network, have better cameras and lighting set up.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The audit report enables the Shire of Northam to apply for grant funding to improve the public CCTV camera infrastructure which will assist local Police in identifying and preventing crimes and incidents.

The Following staged Strategy is outlined on pages 41 of the CCTV Audit.

Stage 1

- Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable including running Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval and

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running Fibre from the Visitor Centre to Bernard Park CCTV, Bridge CCTV cameras and Sound Shell Pole.

- Introduce a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas.
- Improve lighting conditions to better utilization of existing cameras.

Stage 2:

- In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3 & 4:

- Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meeting. Including expansion of the Current System.

COMMITTEE DECISION

Minute No: CSC.111

That the Community Safety Committee endorse the following recommendations being presented to Council:

- 1. Endorse the CCTV Audit Report incorporating the CCTV Strategy, CCTV Policy and Operational Guidelines as presented.**
- 2. Request that Council consider an allocation of \$50,000 at the 2023/24 budget review to commence the implementation of the CCTV Audit Report.**
- 3. Request that the Chief Executive Officer develop a Video Surveillance Policy for the Shire of Northam.**

**Moved: Theresa Lee
Seconded: Attila Mencshelyi**

Carried: 9/0

**Community Safety Committee Minutes
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For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Northam Police representative SSGT Martin Glynn praised the very detailed plan, stating that CCTV is very beneficial with 86% offences solved with CCTV. Mobile CCTV provides the ability to monitor offences as they develop. Previous Christmas event would have been supported by this.

SSGT Glynn, inquired about whether there is a Memorandum of Understanding between the Shire of Northam and Police. Executive Manager Corporate Services, Mr Colin Young informed the Committee members that there is not, and Police had previously said they would look at providing some examples of others that are in place. SSGT Glynn agreed that he will source a Memorandum of Understanding.

The Executive Manager Corporate Services stated that mobile CCTV was recommended by Police and Ranger Services. Without grant funding it is a stretch on the Council budget to implement. He explained that the selected locations came from conversation with SSGT Ross Eastman. Location priorities came from Police and community including the Youth Park.

The Chief Executive Officer informed Committee members that in her previous experience in other local governments, mobile CCTV set up where Police have direct access to the footage is successful.

Northam Police representative, SSGT Martin Glynn further suggested a ring of cameras around Northam for identifying people at particular locations is helpful. He applauds the Shire of Northam for their work in this space and offered that Police are happy to support.

Presiding Member, Cr Julie Williams, asked if the lighting will be picked up during the lighting audit. Manager Community Development & Tourism advised it will.



Shire CCTV Audit incorporating

- CCTV Policy
- CCTV Strategy
- Operational Guidelines

Prepared by
Arthur Barker / Brad Campbell

07/11/2022 R1.2

CCD-Alliance

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Preparation of Document

Revision	Date issued	Description	Prepared	Checked	Approved
Rev 1	13/08/22	Draft	BKC	AJB	BKC
Rev 1.1	19/08/22	Draft	AJB	KJC	KJC
Rev 1.2	07/11/22	Draft	AJB	BKC	BKC
Rev 2	10/08/23	Final		KS	KS
Rev 3	20/09/23	Final		CY	CY
Rev 4	10/10/23	Final		CY	CY

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1. Introduction

This report comprises the response to the project for the development of a Video Surveillance (VS) Strategy, Policy and Operational Guidelines for the Shire of Northam (SoN).

The project has been undertaken by CCD-Alliance. The report has been compiled in a manner to simplify the verification of the items included in the CCD-Alliance submission.

The report has been constructed so that large elements of text and images relevant to deliverables and/or data to display issues identified have been incorporated as Appendices. Where this occurs in the document, the details are explained.

2. Methodology

The methodology employed to develop the SoN's Video Surveillance (VS) Strategy, Policy and Operational Guidelines comprised three stages. These are:

1. Information collection from selected stakeholders, review of 1 selected location, review of existing systems and associated infrastructure;
2. Correlation of collected information; and the
3. Development of a Draft Video Surveillance (VS) Policy, Strategy, and Operational Guidelines.

2.1 Information collection and review of existing infrastructure

During the information collection/review phase, we have also assessed the existing SoN processes, equipment performance and systems configuration.

This has comprised of the following steps:

1. Internal and external stakeholder interviews;
2. Walk through reviews of the specific areas of the SoN;
3. Obtaining feedback from specific stakeholders in relation to:
 - a. Reasons for Video Surveillance (VS) installation in the Townsite; and
 - b. Performance outcomes required for each imaging device in the SoN Townsite system.
4. Independent review (in the form of a Desktop Audit) encompassing archived Video Surveillance (VS) System imagery to determine performance and ability of installed hardware (imaging devices and recorders) to deliver acceptable performance outcomes.
5. Review of available information relating to IT infrastructure:
 - a. IT connectivity;
 - b. Network schematics: and
 - c. Communications infrastructure and transmission media.
6. Documentation:
 - a. Review of current Security Policies and/or Procedures used for procurement of Video Surveillance (VS) systems and associated infrastructure/devices – Not Available.
 - b. Review of available site incident details and WAPOL crime statistics – from CSCPP;

- c. Review of Current Procurement Documentation;
- d. Review of existing specifications or tender documentation containing installation and maintenance requirements;
- e. Review of job completion and commissioning documentation;
- f. Review of internal documentation requesting Video Surveillance (VS) infrastructure for installation; and
- g. Copies of existing inspection and test records for each site – Not Available.
- h. Procedures for After Hours Callouts – Not Available
- i. Complaint Handling Procedure for Video Surveillance (VS) System Applications – Not Available

2.2 Correlation of Collected Information

The information collected above, where the information is available, has been analysed and cross referenced, and subsequently distilled into this report. The information required is contained in the following sections, and this then forms a basis for the development of the Draft Policy, Strategy and associated documentation.

The observations, assumptions and recommendations were based on information gathered by the Consulting team, and/or provided by the SoN during stage 1.

Note: The details of each interview with each stakeholder have been recorded and will be retained by the Consultant. We have summarised the outcomes of each group of stakeholders, and these have been taken into account in the preparation of this report. The most productive method of gathering information is NOT to attribute data gathered to any personality, rather to attribute outcomes to the group.

2.3 Draft Video Surveillance (VS) Strategy, Policy and Operational Guidelines

The draft deliverable document compilation has been based on the correlated information from stages 1 and 2.

This information underpins the development of the following:

1. Video Surveillance (VS) Policy – This a guiding document that is available for display and defines the intention for deployment of Video Surveillance (VS) assets within the SoN and how it will be achieved. The Policy includes, but is not limited to the headings nominated, with the scope of works.
2. Video Surveillance (VS) System Strategy – This document assesses the current status of the selected Video Surveillance (VS) System solution at the SoN and plots a pathway for the solution to move forward in a manner that:
 - a. Optimises the value of the existing infrastructure;
 - b. Provides a methodology to incorporate all the current Video Surveillance (VS) assets, as part of a Shire wide Video Surveillance (VS) solution; and
 - c. Defines a method of procurement to optimise value of the investment Video Surveillance (VS) System assets.

2.4 Video Surveillance (VS) Operational Guidelines

This is a compilation of documents that address:

1. Requests for visual data;
2. Use of Video Surveillance (VS) equipment;
3. Storage and retention/disposal of data including:
 - a. Storage of data; and
 - b. Retention times and disposal of data.
4. Complaints regarding the SoN's Video Surveillance (VS) assets, including:
 - a. Registering a complaint; and
 - b. Dealing with a complaint.

2.5 Additional technical analysis

To achieve the outcomes of items 2.1 to 2.4 above required a detailed analysis of the existing technology solution. The analysis included:

1. A review of the existing infrastructure which includes the:
 - a. The head-end software that is used to manage and monitor the gathered vision;
 - b. The recording apparatus that records the vision;
 - c. The communications network that connects the recording apparatus into the Central management point; and
 - d. The field equipment (cameras) and supporting infrastructure that gathers the vision.
2. A review of the vision of cameras deployed within the nominated SoN site. It should be noted that not all cameras had vision supplied with motion as requested at the time of the review. The analysis includes screen shots of the recorded vision for both day and night conditions as supplied by the Shire. The analysis comments on any deficiencies of each screenshot.
3. An analysis of the Shire of Northam Video Surveillance System when measured against the acquittal documentation utilised and compared to the previous State Video Surveillance (VS) strategy.

3. Data gathered from stakeholder interviews

As part of this commission to develop a Video Surveillance (VS) Strategy for the SoN, there was a need to understand the context of safety and security within the Shire. To achieve this required us to collect data, which is summarised further within this report.

Interview/Reviews conducted

As part of gathering the data to clarify this understanding, the following external organisations and/or areas of the Shire were interviewed and/or reviewed. These included:

1. Western Australian Police (SoN);
2. Shire of Northam CEO, IT Manager/Department;
3. Local Police representatives: Confidential;
4. Northam – Internal and External Stakeholders;

- a. Michelle Blackhurst
 - b. Colin Young
 - c. Jo Metcalf
 - d. Muhammad Iqbal
 - e. Robert Beardsmore
 - f. Shane Moorehead
5. Brief review of the Northam Townsite; and
 6. Brief review of Recreation Centre.

3.1 Context of the information gathered

The data and information gathered from the stakeholders interviewed provide context that informs aspects of the development of the Video Surveillance (VS) Policy and Strategy. These aspects include:

- 1) The threats/crimes that can impact on the safety and security of:
 - a) SoN's assets, which include:
 - i) Human capital – Staff and residents;
 - ii) Human capital – People who work within the SoN;
 - iii) Physical assets – Buildings, vehicles, tools etc. that are used by the SoN in performing their functions as a local Government and which belong to the SoN;
 - iv) Physical assets provided by the SoN to support the community;
 - v) Information both hard and soft copy;
 - b) Commercial organisations that operate within the SoN;
 - c) Government authorities that operate within the SoN;
 - d) Community organisations that provide support to residents of the SoN;
 - e) Sporting organisations that provide services to the SoN;
- 2) Elements of the privacy of the human capital involved in item 1) above; and
- 3) The capital, maintenance, and operational costs of the SoN Video Surveillance (VS) solutions.

3.2 Summary of observations discussed with WAPOL

- 1) Local Police are interested in progressing the Video Surveillance (VS) System strategy and developing a technical solution that will allow the State to consider use of strategic vision from the SoN at some time in the future. The connectivity and method of gaining this vision has yet to be agreed between WAPOL and the SoN;
- 2) When Imagery is available, a large proportion of the prosecutions that are being made by WAPOL within the SoN Shire are as a direct result of available Video Surveillance (VS) System recorded imagery. This is gathered from both the SoN infrastructure located in the Northam Police Station and other private and/or commercial sources;
- 3) The quality of the imagery impacts on the ability to prosecute and/or the success of the prosecution;
- 4) The SoN provides WAPOL with requested vision for incidents that occurred under the view of SoN cameras promptly and efficiently.

Because of the time taken to extract information from the existing system, the data is usually provided via localised recording onto Police mobiles and then Direct upload to WAPOL Evidence Portal or on a thumb drive;

- 5) The quality of vision obtained from the SoN cameras depends on:
 - a) The facility in question;
 - b) The lens setting and/or camera operation in question at the Site/within the facility;
 - c) Available Scene Illumination; and
 - d) The time of day.
- 6) The night vision available is rarely, if ever, satisfactory to assist in the solution of crimes;
- 7) A significant number of criminal acts (by number) occur after dark at the commercial centres within the Shire CBD and Locality (i.e., Main Streets, Hotels, Sound Shell Area, Service Station, Skate Park etc.) and to a lesser degree during daylight hours, however the usefulness of the images produced is lacking, and quality vision at particularly night would be of significant advantage in the solution of crimes and anti-social behaviour;
- 8) There are significant issues attributed to groups in the shire that gravitate to the Skate Park / Oval / Exhibition area, Riverside areas (near walkway over river and various hotels within the main street that present significant issues with drugs / alcohol, and other Antisocial Behaviour (ASB) which impact on the good order of the Shire;

3.3 Summary of Observations with Stakeholder Groups

- 1) The Shire of Northam are particularly interested in ensuring the Video Surveillance (VS) systems can facilitate:
 - a. Assistance to the WA Police Force for both proactive and investigative policing;
 - b. Provide real time ANPR Text streams to be processed by Police Central (Perth)
 - c. The ability to inform situational awareness across the Shire and internal to facilities;
 - d. The ability to facilitate post event investigation for both the town centre and internal to Shire facilities; and
 - e. Data mining and utilisation information to allow analysis of traffic flow, occupancy, pedestrian engagement and hotspot analysis.
- 2) Groups programs
The Shire of Northam promote social engagement throughout the area with periodic attractions in addition to initiatives to activate social areas within the town centre. There is a strong desire to leverage the Video Surveillance (VS) imaging to allow analysis of traffic and pedestrian activity in and around these areas.
- 3) Social centres
As a larger regional centre, the Shire of Northam attracts ongoing community participation in both continuous and seasonal activities. Monitoring and analysis of these areas and associated activities will allow the Shire to better focus and

target resourcing and marketing, along with keeping the local Police informed as to activities to increase efficiency in local law enforcement.

- 4) Social groups staff and volunteers;
The facilities across the Shire of Northam are managed by a cross section of the community ranging from dedicated staff through to organised volunteers. This presents challenges in the management of Video Surveillance (VS) from a regulatory and oversight perspective where footage is used for both live situational awareness and incident management as it requires exposure to persons who may not be bound by the policies and procedures required as part of the control strategy.
- 5) There is no known ongoing interaction between social groups and the SoN safety and security staff, nor with WAPOL.
- 6) Social groups tend not to interact with each other. This tends to inhibit communications and interaction, that has the potential to limit and mitigate threats that can apply to all groups.
- 7) There has never been a threat, vulnerability and risk assessment completed in relation to any of the townsites previously. This is a keystone item both within the CSCPP and the new Australian Standards for Video Surveillance for use in Security Applications (AS/NZS 62676:2020).
- 8) The WA Police Force make extensive use of the installed cameras when they are functioning. As the prime interface with the SoN Video Surveillance (VS) system, as a stakeholder they currently gain the most value from the systems. The prime concern raised over the current installation was the lamentable reliability of the system with the following specific issues:
 - a) PTZ Cameras are OK when properly aimed and controllable, however due to the system reliability issues they were often difficult or impossible to control and as a result provided little value to the system as a whole.
 - b) The lack of reliability of the PTZ cameras and views often have the Police attempting to use digital zoom on cameras that provide insufficient native resolution to achieve a usable outcome and result in reduced effectiveness for the operator.
 - c) The lack of maintenance coupled with the solar power system on several existing poles ensured those cameras dropped offline frequently on days with limited solar input. Additionally, the increased load at night provided by the internal IR illumination ensured the cameras dropped out soon after nightfall.
 - d) Several cameras demonstrated issues with high ambient temperatures and would cease to function.
 - e) The distributed imaging network with centralised recording ensured that any transient wireless networks issues (such as those experienced with heavy inclement weather) ensured that no useful images are recorded from the affected cameras.

- f) The placement and configuration of most of the cameras is such that they provided limited value for any investigation as there is no way to positively identify a person/persons or vehicles in or passing through an area.
- g) The ability to capture and identify vehicles (make, model, colour) and number plates (preferably with an automated recognition system) would be of significant value in addressing some of the drug and alcohol related community incidents.

4. Video Surveillance (VS) Policy

The following is a draft Video Surveillance (VS) Policy utilising the headings that were provided as part of the Proposal.

The Policy will need to be endorsed by the SoN for deployment, we suggest, on the SoN web site, and where possible, displayed in all buildings and/or assets where SoN Video Surveillance (VS) systems are to be deployed.

In populating the clauses, headings provided as part of the Proposal, we believe that the SoN could significantly enhance the Policy by adding clauses on why and how the SoN uses and deploys Video Surveillance (VS). These have been included in the **Draft** Policy (Overleaf).

It is recommended that the Video Surveillance (VS) Policy is no larger than can be displayed on a single A4 page.

Shire of Northam VIDEO SURVEILLANCE (VS) Policy

The Shire of Northam (SoN) will deploy, operate, and manage their Video Surveillance (VS) systems in accordance with the following Policy.

1. *The SoN, as part of its Community Safety and Crime Prevention Plan utilises Video Surveillance (VS) systems to:*
 - a. *Enhance the safety of residents, visitors, staff and officials of the SoN;*
 - b. *Assist in protecting the assets of the SoN;*
 - c. *Deter crimes and antisocial behaviour within the SoN and its assets; and*
 - d. *Provide recorded vision to assist in investigations by the SoN and/or relevant Government Authorities in the solution of committed crimes or anti-social acts.*
2. *The systems deployed by the SoN will be undertaken in accordance with the SoN's' Video Surveillance (VS) Strategy.*
3. *All the SoN's Video Surveillance (VS) solutions shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for the development and implementation of all Video Surveillance (VS) assets, including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.*

4. The SoN's management and staff will operate and manage the Video Surveillance (VS) solution in strict accordance with this Policy. Any Non-Compliance with this Policy will be dealt with in accordance with the SoN's standard disciplinary guidelines.
5. The Video Surveillance (VS) solution will be operated in accord with the SoN's Standard Operating Procedures and Guidelines. These are configured to meet the requirements of the relative Australian Standards AS/NZS 62676:2020 Video Surveillance for use in Security Applications, the Surveillance Devices Act 1998, the General Disposal Authority for Local Government Records DA 2015-001-1 – Status Date 24/10/2017 and the State Records Act 2002.
6. The SoN will provide appropriate Video Surveillance (VS) signage to inform members of the public, at all locations the Shire's cameras systems are deployed.
7. The SoN will ensure that all Video Surveillance (VS) systems and system elements will be appropriately secured to protect the privacy of the data during either transmission and/or storage.
8. It is the SoN's objective that all the Video Surveillance (VS) solutions are all designed, installed, and operated in accordance with the relative applicable:
 - a. Legislation;
 - b. Australian Standards; and
 - c. Current Western Australian Government Strategies and Guidelines.
9. Only the SoN's operator and WALPOL that are authorised and approved by the CEO will be able to access the vision that is generated and stored by the Video Surveillance (VS) solution. This also includes the provision of data to legally authorised entities.

5. Strategy

5.1 Purpose

The purpose of the Video Surveillance (VS) Strategy is to guide the further development of the SoN's Video Surveillance (VS) solution as a complimentary element of the Shire's Community Safety and Crime Prevention Plan (CSACPP), a copy of which is attached in appendix 4.

One of several outcomes of the Shire's comprehensive (CSACPP) is the development of a Video Surveillance (VS) Strategy. There are also several other items including:

- The need to develop interaction between the social groups who are located within the SoN;
- The need to engage in a more formal way (An MOU was suggested) with WAPOL offices located within the SoN;
- The community respondents to a SoN Survey:

- Identifying a need for “increasing” Video Surveillance (VS) Measures; and
- Feeling unsafe around public amenities.

There were other outcomes that were identified within the CSACPP that relate in varying ways for the use of Video Surveillance (VS), as a safety and security tool.

Video Surveillance (VS) also has been identified by Police (Northam) as one of their most valuable tools in the solution of reducing local crimes. In many cases the Video Surveillance (VS) system did not record the actual crime solved but the Video Surveillance (VS) assets were able to confirm movements and travel patterns that assisted in the solution of the crime and subsequent prosecution.

Brief reviews of the more salient facilities in the Shire indicates that the use of Video Surveillance (VS) within these facilities are clearly a valuable tool in the protection of these assets and for their integration into the SoN's CSACPP.

5.2 Objectives

The objective of the use of Video Surveillance (VS) within the SoN is to develop it as an element of the Shire's CSACPP and support the Shire's endeavours to provide a safe and secure environment to the staff, administration, residents, commercial operatives and visitors to the SoN.

The Shire and several of their stakeholders have found that Video Surveillance (VS) can be an invaluable tool in assisting the Shire (and WAPOL) in the solution to reducing crime, as well as the protection of the Shire's assets.

Video Surveillance (VS) is also considered an asset in public spaces in being able to confirm trends and issues applicable to antisocial behaviour.

It is a further objective to ensure that the Video Surveillance (VS) systems deployed by the SoN are readily usable, reliable and that the relevant imaging acquired by the systems of persons, vehicles or scenes will satisfy the criteria and outcomes for which the Video Surveillance (VS) system was procured.

5.3 Corporate Governance

The SoN's Video Surveillance (VS) solution shall be the responsibility of the Chief Executive Officer. The CEO shall delegate responsibilities for development and implementation of all Video Surveillance (VS) assets including the strategies that guide their deployment and the corporate governance that controls their operation and maintenance.

The SoN provides appropriate corporate Governance in the deployment, operation, and management of their Video Surveillance (VS) assets to ensure that they:

1. Are designed, procured, and installed in the most cost-effective manner to deliver the quality of vision for which they are procured;

2. Comply with all applicable Government legislation, regulation and State sponsored Strategies and Guidelines; and
3. In compliance with the SoN's Video Surveillance (VS) Policy.

5.4 Evaluation of requests for Video Surveillance (VS) assets.

Before any investment is made in procuring and installing additional Video Surveillance (VS) solutions within the SoN, the following process needs to be seriously considered.

1. A formalised request is made by some element of the SoN for an additional Video Surveillance (VS) solution to be implemented at some asset of the SoN. This is usually generated because of some criminal act and/or credible threat(s) that was made, and/or occurred.

The Criminal Act and/or credible threat could involve:

- a) The criminal act has been carried out and has been successful;
- b) The threat being an assumed threat, as there is evidence a like criminal act was carried out on a like facility;
- c) A threat has been advised to the SoN, because of intelligence from stakeholders; and/or
- d) Anti-social behaviour is occurring and impacting on the operation of the facility and is likely to escalate.

Regardless of the reason for the request, the formalised request should include the costs the SoN has incurred (or likely to incur) by the criminal acts or threats, as identified being undertaken and/or likely to being successful.

2. The request and criminal act/threat will be analysed and if in the case of the threat deemed credible, a desktop analysis will then be undertaken to define a notional solution and how that might be implemented so that a notional budget can be established.
3. A risk assessment will then be undertaken to determine if the crimes/threat that initiated the call for the system in item 1 above might be mitigated by the implementation of a Video Surveillance (VS) solution. The risk assessment should as a minimum:
 - a) Include cost criteria in the consequence analysis to enable consideration of any economic benefit that might be derived from the implementation of the system; and
 - b) Also consider the intangible benefits that are likely to be achieved, to which "cash return" might not as readily be accorded.

The threat assessment MUST be underpinned by a risk context statement that clearly identifies a holistic approach which includes discussions with pertinent stakeholders that are directly impacted by the crime/threats and the possible risk mitigating technology.

4. If the risk assessment meets the SoN's criteria and the SoN management agrees and approves the project, the Video Surveillance (VS) project can then proceed.

5.4.1 Defining Outcomes required by the Video Surveillance (VS) assets

Once the SoN has approved the project to proceed, a Video Surveillance (VS) system Brief or outcomes solution should be generated. This should include:

1. The outcomes that the Video Surveillance (VS) solution is anticipated as being able to achieve for the SoN;
2. How the system is expected to achieve those outcomes;
3. How the system is to be an integrated element of the SoN's CSACPP; and
4. How the system is to be integrated into the SoN's Shire wide Video Surveillance (VS) solution.

Once the above has been determined and signed off by the relative authority within the SoN, the Video Surveillance (VS) technical planning/pre-planning can proceed.

5.5 Method of procurement

The method of procurement of any of the SoN's Video Surveillance (VS) assets will take into consideration:

1. The technical parameters of the project, and the capabilities/qualifications required of the systems designers;
2. The ability of the delivered system to provide the outcomes as defined in 5.4.1 above;
3. The impact of the new Video Surveillance (VS) systems on the SoN's IT solutions and networking infrastructure; and
4. The most cost-effective method of achieving the delivered solution in capital, operational and ongoing maintenance.

5.6 System planning

Once the outcomes of the system have been agreed, the following solution strategy needs to be considered.

5.6.1 Camera locations and selection

Location of cameras shall be clearly defined in the pre-planning document.

The Video Surveillance (VS) Stage 1 pre-planning document is contained in Appendix 5. Prior to release of any documentation, a review of the proposed placement and location of all Video Surveillance (VS) infrastructure together with the required outcomes for each imaging device should be completed out by a person competent in understanding the requirements associated meeting the outcomes, to ensure the proposed location is fit for purpose.

Camera locations shall ensure an unobstructed view of the target area. They should also:

1. Overlap camera views with sufficient cameras and placement that maximize the continuous recording of a target person moving throughout the site;
2. Avoid back-lit areas and bright or flashing lights in the camera's field of view;
3. Incorporate cameras that achieve Face Identification level of resolution in the system design using optical characteristics, not utilising digital enhancement or digital zoom;
4. Remove or reposition advertising banners, rotating signs and/or other objects that obstruct camera views;
5. Consider 24 hour, all year-round operation to ensure the camera view is not compromised by changing conditions such as landscaping, the changing seasonal position of the sun, car headlights, street and building lights or motion sensor lights; and
6. Optimise Face Identification positions at entries, exits, pinch or choke points and point of sale areas.

Placement of cameras should consider the locations ability to deliver these outcomes together with the ability of the location to prevent damage to or theft of the asset(s).

Fake or Dummy video cameras or housings shall not be used.

Video Surveillance (VS) cameras must not zoom into or pry into any private residence, or otherwise abuse the privacy of the public.

Appropriate signage must be installed advising Video Surveillance (VS) is operational (i.e., In areas where Video Surveillance is in use, on buildings exteriors and internal areas where Video Surveillance (VS) is to operate).

5.6.2 Purpose for each camera (duty statement)

The purpose or required outcomes for each camera will be clearly defined in the design documentation.

The purpose of each camera will be broken down into 4 resolution categories. These are: –

1. Identification;
2. Recognition;
3. Observation; and
4. Detection.

Each resolution category does not rely on purely TV Lines, MM Resolution or Pixels per Meter (PPM), or the outcome based on the ANZPAA test chart. Imaging outcomes will be based on performance criteria defined will consider the following:

- Resolution capability of the camera or imaging device;
- The cameras dynamic response to varying light conditions;

- The cameras' ability to resolve moving targets (Night and Day);
- Scene illumination for low light application; and
- Mounting and Environmental conditions.

General Outcomes per Purpose (to be confirmed through Risk Assessment)

Location	Required Outcome	Pixels Per Meter in Target Area	Recording Frame Rate
Entry / Exit	Identification	303 Pixels Per Meter	25 Images Per Second
Reception Desk	Identification	303 Pixels Per Meter	25 Images Per Second
Waiting Rooms	Recognition	100 Pixels Per Meter	12.5 Images Per Second
Playgrounds	Recognition	160 Pixels Per Meter	12.5 Images Per Second
Corridors	Observation	100 Pixels Per Meter	12.5 Images Per Second
Car Park	Detection	62 Pixels Per Meter	6 Images Per Second
License number Plate Capture	Plate Capture Regardless of Light, Speed of Vehicle to be Specified per Location	303 Pixels Per Meter	12.5 Images Per Second min. May change on location. Pre-Roll to be enabled to ensure sufficient time prior to the event is recorded for LPR

Note: PPM Metrics exceed those listed in AS/NSZ62676:2020 to assist with low light resolutions which suffer in low light conditions. All outcomes are based on the required resolution being achieved in low light applications with motion within the defined target area.

5.6.2.1 Identification

Cameras are required to provide identification use imaging that is required to deliver 303 PPM imaging of the target area, regardless of time of day, scene lighting and motion. These areas typically include:

- Entry / Exit Doors;
- Reception Areas;
- Counters; and
- Chokepoint or other identified locations.

5.6.2.2 Recognition

Cameras are required to provide recognition use imaging that is required to deliver 160 PPM imaging of the target area regardless of time of day, scene lighting with motion.

These areas typically include:

- Waiting Rooms;
- General Circulation areas; and
- Playgrounds.

5.6.2.3 Observation

Cameras are required to provide observation use imaging that is required to deliver 100 PPM imaging of the target area. These areas typically include vehicular / personnel traffic flows.

5.6.2.4 Detection

Cameras are required to provide detection use imaging that is required to deliver situational awareness only 62 PPM imaging of the target area. These areas typically include general internal/external area overviews.

5.6.2.5 Special Applications

Special Application cameras such as License Number Plate Capture (LNPC) cameras are required to deliver identification imaging of the vehicle number plate details, which provides clear resolution of the plate in all lighting conditions. Speed requirements will change depending on location.

5.6.3 Performance testing of proposed equipment

Imaging equipment and recording devices should be tested prior to purchase, to ensure they are fit for purpose and meet all performance-based criteria.

All imaging devices (cameras) should be tested to ensure they are suitable to deliver acceptable imaging under all conditions. Testing regimes and methodology should be developed to facilitate standardised testing regimes and performance outcomes.

Cameras should be tested under various conditions incorporating daytime, night-time, dawn, dusk, under both static and motion conditions with sample imaging gained and stored for later comparison.

Pan, Tilt and Zoom cameras should furthermore be tested to determine the effects of low frequency vibration for pole top mounted units.

Cameras that use technologies which extend times that shutters are held open in low light conditions should have those technologies deactivated or should not be considered.

5.6.3.1 Camera Testing

All cameras shall be upgraded to the latest VMS compatible firmware prior to testing.

Cameras to be tested are to be placed side-by-side with the same field of view (FoV) and connected to the same Video Management System (VMS) which has been configured similarly for all cameras (recording resolution, frame rate, quantitative/compression settings, date time stamping and motion areas) undergoing testing.

The test site/division within the VMS, specifically set up for testing of devices shall be used as is segregated from all but the Admin and Installer users. Minimum shutter speeds shall be manually configured in the camera to 1/30s to eliminate differences between manufacturers slow shutter adjustment under low light.

Settings within each camera are to be optimised for the scene in which it is to be tested. In the event that the camera is to be used in bright, backlight and low light environments, the optimal setting for this camera is to be configured to perform for each scene/role. Records shall be kept of each set of configuration parameters to allow later deployment.

During setup, attention should be paid to the camera performance to identify any abnormalities. In the event that the image quality is substandard, recheck settings and if required contact the manufacturer or manufacturer's representative for clarification.

The cameras are to be subsequently tested in each scene for which they are to be utilised. This includes use of resolution test charts to confirm the required detail resolutions will be achieved.

For example, an entry/exit camera would be tested in low light, harsh light and strong backlight conditions. This would ideally happen on site or in a location that would duplicate actual site conditions.

Nominal test lighting conditions and times to be used:

- Illumination Levels (target area) – 0.1 Lux, 0.5 Lux, 1 Lux, 5 Lux, 10 Lux; and
- Review of Recorded Site Imaging – 1 AM, 5 AM, 6 AM, 12 noon, 1 PM, 5 PM, 7 PM.

Pan, Tilt and Zoom cameras shall (in addition to the above procedure) be tested to verify:

- Maximum Pan and Tilt rotation angles and any intermediate pre-stops within them;
- Blind spots created where PTZ units do not provide full 360° rotation;
- Rotational speed meets requirements for tracking objects, inclusive of speed of calling between pre-set positions; and
- The effects of induced vibration into the PTZ mechanism and how it affects home position. This is especially important when the testing PTZ is being mounted on poles as low-level vibration within poles may cause home positions to move affecting all pre-set positioning programmed within the camera head.

Still images from comparable cameras should be collated side-by-side to provide a direct and simple comparison.

Images from camera testing are to be recorded on the video management system and then reviewed following the completion of the testing. It is strongly recommended to include the SoN Security Technical Officer in the review of all results.

It is recommended to compare and score cameras for the scene performance in relevant areas as per the following criteria:

- Bandwidth utilisation – bright light/low light;
- Quantisation/Compression;
- Detail Resolution performance;
- Image Quality for each scene in both still and motion conditions. Aspects to be considered include:
 - Colour;
 - Saturation;
 - Graininess and the effects of automatic gain control as light levels decrease;
 - Smear and Motion Blur;
 - Ability to handle lighting extremes such as headlights or dusk/dawn sunlight environment looking directly at camera;
 - Optical correctness of dome covering camera lens;
 - Effect of altering camera shutter and frame rates in low light situations while using camera motion detection; and
 - LNPR cameras furthermore shall be tested utilising vehicles fitted with various types of number plates and spotlights.
- The imaging device's ability to trigger motion events on the Video Management System;
- Ease of Use, firmware upgrade;
- Mounting (Mounting Options) – type and cost;
- Ease of setup/maintenance of cameras especially PTZ's on mounting brackets. This includes installation times of each unit tested;
- Availability and cost; and
- Local technical support.

5.6.3.2 Recorders

Network Video Recorders, Servers, Workstations, and Storage Appliances should be tested in operational conditions to ensure adequate functionality. All equipment should have the throughput and bandwidth limitations clearly defined and operate under a load that does not exceed 80% of its rated maximum throughput.

5.6.4 Equipment Installation and locations

All Video Surveillance (VS) equipment and infrastructure should be installed in accordance with the manufacturer's recommendations.

5.6.4.1 Internal Cameras

The position of scheduled identification cameras shall be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height.

Cameras located nearby or providing surveillance of areas with glazing or daylight shall have true wide dynamic response (WDR). Other cameras located in areas with only

artificial lighting that are not subject to rapid significant changes in illumination may have standard dynamic response.

Cameras providing surveillance of corridors, hallways or the like, if greater than 4:3 aspect ratio e.g., 16:9 aspect ratio image shall utilise a 90-degree (corridor) mode to increase coverage. If Cameras are covering entry/exit points or areas that provide access between levels, resolution outcomes in accordance with paragraph 5.7.2 apply.

Cameras shall be mounted in a location that provides an unobscured view of the target area and at a height provides no access without the use of an elevated platform. Camera adjustment should ensure the view does not capture ceilings or lights.

Cameras mounted below a height of 3M above finished floor level (AFFL) shall furthermore have a tamper switch included which is connected to the intruder detection system to generate an alarm event in the event of tampering or theft.

5.6.4.2 External Cameras

Cameras fitted externally on structures and freestanding poles shall not be mounted at such a level that allows ease of access from persons standing on the ground or on nearby fixed / movable objects.

Cameras are to offer true wide/high dynamic response suitable back light compensation for daytime operation.

Cameras are to offer low light capability for night-time operation without employing technologies that extend the shutter open times to achieve low light performance. Cameras are to deliver imaging in designated target areas without automatic gain control increasing graininess or noise within the viewed image.

Cameras are to deliver images from moving targets which are clear and without motion smear.

5.6.4.3 External Assets

Where possible equipment mounted externally to building framework shall be installed in such a way that a tamper circuit is included. The tamper circuit should be connected and configured on a separate area of the installed intruder detection system to provide an alert in the event of attack or theft.

This is also to include tamper protection to Access Covers to Poles or Doors to Termination Cabinets or other Video Surveillance infrastructure containing Communications or Power where an alert is to be generated and communicated to the IT Manager if unauthorised access is detected.

5.6.4.4 Video Surveillance (VS) Network Recorders and Infrastructure

Video Surveillance (VS) recorders and network equipment should be installed in an area

which is secured by either mechanical locking systems or electronic access control which maintains a log of persons entering and leaving the space.
Access to this room should also be monitored by a monitored intruder detection system.

Recorders and network equipment be maintained in an environment that provides positive airflow to the recording device not exceeding 23°C with temperature state monitored by sensors connected to the intruder detection system.

5.6.4.5 Lighting Performance

Cameras installed in areas that are required to provide recognition or identification level imaging are required to deliver that imaging at all hours. In the event, there is insufficient scene lighting available to provide these outcomes, or graininess or noise is evident within the replayed archived images supplementary lighting shall be fitted to maintain compliance.

5.6.4.6 Infra-Red Illumination

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light based on the replay of archived images.
IR enabled cameras or illuminators shall also utilise adaptive power technologies that removes blooming or hotspots within the images.

5.7 Building power solution

All power for the Video Surveillance (VS) infrastructure should be supplied from an essential services power circuit(s).

In the event of two or more devices on the same site providing similar functionality, where possible each separate device should be supplied by a different essential services power circuits. Equipment applicable includes:

- Cameras;
- Network video recorders;
- Workstations; and
- IT infrastructure, as required for transmission of video and control signals.

All equipment should be fed from a double conversion uninterruptible power supply with adequate capacity for the Shire to provide backup power for 30 minutes, in the event of a power failure. The UPS should be monitored for faults and power status, reporting of any failure events to the IT Department and Security Control Room (if available).

5.8 Field equipment connections

All cabling shall be concealed in walls, cavities, raised floors, conduits, ceiling spaces. Cabling should not be attached to ceiling hangers or any other building services supports.

Where jointing of wiring cannot be avoided, wiring should be joined using approved connectors within panels, cabinets and/or field equipment. Jointing of cables external to panels, cabinets and/or field equipment should not be permitted.

Cabling should be installed in compliance with Australian Standards.

All installed infrastructure and cabling should be certified with test data and certification included in the commissioning documentation.

5.9 Networking into SoN system

All Video Surveillance (VS) infrastructure should be connected through the SoN IT infrastructure. The SoN IT Manager should be consulted during the planning and design phases to ensure adequacy of bandwidth (throughput) and suitability of proposed equipment and implementation to mitigate any impact on the SoN network.

All equipment being installed on the SoN network shall be configured to incorporate the appropriate data Security/hardening strategies and policies. This is to include:

- Equipment and Device Infrastructure;
- Network Infrastructure;
- Hardwired Infrastructure;
- Wireless Infrastructure; and
- Mobile Device Infrastructure.

Installation of third-party devices which bypass network security such as 4G,5G dongles (for remote access) should not be permitted at any time.

Contractors should be made aware of IT security requirements during induction.

The IT Department subsequently should be required to sign off upon completion of all works to ensure compliance has been maintained.

5.10 Detailed System Design

The previously developed extensive detailed design document should be utilised for each Video Surveillance (VS) project. This should be reviewed regularly (Every 24 Months) to ensure it does not become outdated.

It should be noted that any lack of appropriate detail in any document may be seen as a possible point of variation by a Security Contractor and may be used to obtain variations to correct issues resultant in details lacking in the detail design documentation.

The detailed design document will incorporate **a complete list of functional outcomes and requirements for each imaging device individually.**

Sample imaging should also be provided for each location, showing the scene to be covered and refer to compliance with minimum performance levels.

Detailed design documentation should also clearly delineate requirements associated with the provision of information relating to the system installed. This should include schematic diagrams, as built drawings, rack layouts, cabling diagrams, serial numbers, warranties, licenses, manuals, etc.

5.11 Resource Requirements

Resources required for the installation and support (present and future) of the proposed Video Surveillance (VS) infrastructure should also be documented, including IT and communications, traffic management, ground works, lighting, lightning protection, maintenance/servicing and other infrastructure associated with the project.

5.12 Impact Statement

An impact statement should be produced outlining potential impacts on WAPOL, Network and IT resources to accompany the above documentation detailing the findings.

5.13 Training Requirements

A training plan should be required by the SoN for all equipment being installed. The plan is to include:

- Definition of training required (Training Needs Analysis may be required) for different functions and elements of the system(s) installed;
- Type and methodology of training to be included including Pre-Commissioning Training;
- Training materials, programmes and documentation; and
- Assessment regime to ensure effectiveness of training.

Training materials should be provided in a repeatable format (to cater for staff changes), incorporating components such as Learner Guides, Video Training Modules and Competency based Assessments.

Training materials should be reviewed every 12 months to ensure currency.

The SoN should approve all proposed training program for systems and equipment, prior to placement of orders.

5.14 Acceptance testing

All Video Surveillance (VS) systems should be subject to comprehensive acceptance testing. This testing regime is recommended to take the form of:

- Factory Acceptance Testing;
- Site Acceptance Testing; and
- User Acceptance Testing.

Records of all testing including sign off at each phase should be maintained and incorporated with the commissioning documentation.

5.15 Commissioning – Compliance Audit and Sign off

Following the successful installation of the approved system, a complete end-to-end compliance audit of the installed equipment shall be completed. The compliance audit shall focus on the outcomes provided by the equipment over a 24-hour period to ensure it meets minimum performance requirements as demonstrated in the Video Surveillance (VS) installation guidelines and all facets of the detailed design documentation.

Image Storage and archiving assessment will be carried out over 7 days and extrapolated to specified retention period to ensure adequacy.

5.16 Provision for external authority connections

Where required, provision for external connections may be granted. External connections, however, should be provided only in the event it will only allow access to authorised parts of the network and not expose other Shire infrastructure to external parties.

A robust access policy should be developed, clearly defining the levels of access which may be granted by defining the authorising officer responsible for granting access.

A Policy should be developed relating to external access by 3rd parties and incorporate hardening strategies to be implemented to prevent access from unauthorised sources.

Wherever possible, the Video Surveillance (VS) infrastructure should be on a stand-alone network or its own VPN separating it from other network traffic.

Network monitoring to detect substitution or unknown devices (such as cameras, switches, PC's, mobile dongles) should be implemented to assist in network security and protection.

5.17 System maintenance

Maintenance and Servicing shall be treated as separate components. These include Defects Liability, Rectification Maintenance and Preventative Maintenance.

1. Defects liability (or warranty failures) - refers to faults (or defects) within the Defect Liability Period (DLP) following installation.
2. Rectification maintenance - refers to faults that may occur out of hours and of an unforeseen nature, following DLP but not classes as preventative maintenance.
3. Preventative maintenance - refers to periodic servicing to ensure system operation is maintained at peak performance.

Clauses in the SLA should be stipulated to enable the SoN to change its maintenance provider(s) in the event of non-performance or for any other legitimate reason.

5.17.1 Defects Liability Period (DLP)

The Security Contractor should provide maintenance for the specified Video Surveillance (VS) system for the full defects liability period. Defects liability periods are usually 12 months commencing from granting of Practical Completion (PC), however equipment warranties can be longer and these need to be written into the DLP period and procurement documentation.

5.17.2 Rectification Maintenance

The Security Contractor should provide all provisions in relation to out of hours callouts, logging, response times and available service personnel, who would be attending site, including programming and service/maintenance.

An approval process (or service level agreement) should also be specified in relation to out-of-hour callouts.

5.17.3 Preventative Maintenance

Security Contractor should provide all provisions covered under a routine maintenance plan.

This should include:

1. Maintenance programs;
2. Quarterly or Biannual visits;
3. Works completed outside normal working hours;
4. Checklists;
5. Available extended remote technical resources (if required);
6. Response timeframes;
7. Fault resolution;
8. Maximum rectification times; and
9. Operational spare parts holding requirements.

5.18 System operation

The SoN's surveillance system is currently operated from the Police office, utilising the SoN IT infrastructure. Authorised Users of the system include the SoN:

1. Manager – IT.

5.19 Future expansion of the system

Purchasing or incorporating equipment and systems that do not interface with the existing Video Surveillance (VS) network infrastructure should not be considered.

The Video Surveillance (VS) system should be able to be expanded through the use of additional hardware assets (cameras, recorders, etc.) and licensing.

5.20 Wearable & Personal Worn Devices

Whilst providing evidentiary assistance in incident management, the ownership of the data should be clearly defined within any Video Surveillance (VS) Policy associated with this technology. Privacy and ethical considerations should also be clearly delineated.

Retention of information gathered should be treated the same as fixed Video Surveillance (VS) infrastructure.

The SoN should develop a Policy Framework for the use and operation of Body Mounted or Wearable Video Surveillance (VS) technology.

A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment and further develop usage policies relating to the SoN intended activities.

Owing to the nature of wearable technology, replacement criteria and considerations should also be clearly defined to cater for damage or loss.

5.21 Vehicle Mounted or Mobile Video Surveillance (VS)

In vehicle and deployable mobile Video Surveillance (VS) assets provides Local Government with an ongoing record of vehicle utilisation and assists in incident management. Deployable Video Surveillance (VS) assets, furthermore, allow enhancement and coverage of events, and may be used to supplement existing fixed Video Surveillance (VS) infrastructure in the event of antisocial behaviour.

The SoN should develop a Policy Framework for the use and operation of in vehicle or mobile Video Surveillance (VS) technology. A comprehensive testing and procurement methodology should be adopted together with a proof-of-concept phase to determine the adequacy of any proposed equipment, and further develop usage policies relating to the SoN intended activities.

Communications, data transfer and Infrastructure overheads (servicing and maintenance) should also be considered in relation to these deployments.

5.22 Performance management

The SoN should employ a process of performance management to ensure outcomes are continued to be met.

Review of all cameras operation within the network should be completed on a regular basis, not exceeding seven days.

Imaging devices should be viewed live, as well as incorporating replay of recorded imaging at Night and Day. Recorded footage should be alternately viewed at Dusk, Dawn, Midday and after dark when traffic is evident. In the event that the cameras cannot resolve the targets, as required, maintenance action should be initiated.

Recorders and network infrastructure should be configured wherever possible, to allow monitoring via SMTP to the SoN's IT Department. Recorder lockups or incidents that affect operation should be monitored and where required; rectification action should be initiated.

The IT Department should also incorporate network monitoring policies, to ensure connection between remote sites and the SoN's IT Department.

6. Operational guidelines

Operational Guidelines relating to the Video Surveillance (VS) policies infrastructure should be developed to delineate the processes associated with Operating, Maintaining, and initiating Repair for installed/failed infrastructure.

6.1 Requests for visual data

The SoN should undertake the requests for visual data in accordance with the following.

The request for visual data can come from various groups. These include the following three groups. In each case, we have detailed the methodology of dealing with the requests:

1. Those Government Authorities that are authorised under Law, that has approval to obtain access to visual data (e.g., WAPOL and AFP etc.). Requests made from these group should:
 - a) Provide the request in writing, depending on the urgency of the request this may have to occur as soon as is practical and after the initial verbal request was made;
 - b) Provide details of the issue(s) for which the visual data is being requested;
 - c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
 - d) The date and window of time of the visual data sought;
 - e) The date and time by when the vision is required;
 - f) What format the visual data is required;
 - g) What medium the visual data is required;
 - h) How the visual data is to be delivered/collected; and
 - i) Any specific criteria relating to the chain of evidence.
2. SoN personnel that have a valid reason to seek access to, for observations for visual data. Requests made from this group should include:
 - a) Provide the request in writing, this can be made to follow up a verbal request, but no later than the vision being provided;

- b) Provide details of the issue for which the visual data is requested;
- c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
- d) The date and window of time of the vision sought;
- e) When the vision is required; and
- f) How the data is to be delivered.

3. Members of the Public that request information to gain access to visual data should do so with a formal request to the SoN. These requests should be made under the freedom of information criteria.

The requests should be formalised under SoN FOI criteria and directed to the CEO for approval. If approved, the request should be accompanied by the following information:

- a) The details of the request to be in writing;
- b) Details of the issue for which the visual data is required;
- c) The Video Surveillance (VS) asset most likely to provide the vision, or the location for which the vision is sought;
- d) The date and window of time of the visual data is sought;
- e) What format the visual data is required.

6.2 Use of Video Surveillance (VS) equipment

The use of Video Surveillance (VS) equipment should be limited to those persons authorized, and familiar with the relevant policies, procedures and data protection Laws. The restriction on the use of Video Surveillance (VS) equipment should apply to servicing Contractors who should be limited to local access at site, or remotely from inside the SoN's internal network. No remote access to Video Surveillance (VS) equipment should be allowed from outside the controlled network, and no third-party remote access devices should be installed.

6.3 Storage and retention/disposal of data.

The storage and disposal of data should be in accordance with the following:

6.3.1 Storage of data

Any data stored and retention from any Video Surveillance (VS) system should be entered into a SoN register with the following minimum details:

1. Who requested the data, including their name, details, and authority;
2. The date it was retrieved;
3. By whom it was retrieved;
4. The purpose for retrieval;
5. The medium on which the data was stored;
6. The method of how the data was identified;
7. The method of how the data was delivered, this includes;
 - a) The SoN's records retention authority;
 - b) The third party to whom the data was provided; and
8. The date and time the data was delivered.

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Any data delivered to a third party should be duplicated and a copy stored with the SoN in accordance with 100.2 of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1

Archived data should be stored in a secure location with limited access. Any access to the stored data should be logged into the evidence register.

6.3.2 Retention times and disposal of data

The disposal of Data stored from the Video Surveillance (VS) solution should be retained in accordance with the General Disposal Authority for Local Government Records DA 2015001-1 – Status Date 24/10/2017

WAPOL indicated that their policy stated a minimum of 31 Days Storage was required for All Imaging Devices with a minimum of 91 days for “Custodial data”. Whilst these are mandated minimums, a general preference for 90 days retention across all imaging devices will significantly enhance any post-event investigation and is a desirable target.

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State Records Office of WA - October 2017 - General Disposal Authority for LG Records DA
2015-001/1

Authority number: 2015-001/1

No	Function/Activity	Description	Disposal Action	Custody
100	SECURITY AND SURVEILLANCE	Management of security of the local government's staff, premises and facilities, equipment, systems and information. NOTE: Images / footage referred to in sections below includes images / footage from any image capture device, such as CCTV, camcorders, cameras, etc. See also related Activities: <ul style="list-style-type: none"> 15. AUDITING / AUDIT 27. COMPLIANCE 33. DATA MANAGEMENT 		
100.1		Records of significant security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required. NOTE: See definition of "Significant" in the Introduction to this GDA.	Required as State archives	Retain 5 years after action completed, then transfer to the SRO.
100.2		<ul style="list-style-type: none"> Records of security incidents / breaches not included in section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required. Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets. 	Destroy	Retain 7 years after action completed, then Destroy.
100.3		Records of security measures or arrangements, including: <ul style="list-style-type: none"> Control of access to property and buildings. Restricted access areas. Approved applications for Aviation Security Identification Cards. Logs / summaries of persons entering / exiting premises. Security signage. Security patrols. 	Destroy	Retain 7 years after security authorisation or arrangement expires, or after action completed, whichever is applicable, then destroy.
100.4		Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> Technology and telecommunications systems. Records, information and data security. User identification, passwords and codes. Staff access passes and authorisations. Emergency services arrangements for provision, including emergency and first aid officers. Unsuccessful / Unapproved Applications for Aviation Security Identification Cards. 	Destroy	Retain 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy.
100.5		Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Overwrite (Destroy)	Retain 31 days after image / footage recorded, then overwrite (destroy)

From the above extract from this document and the below clarifications relating to WA CCTV Arrangements, items 100, 100.1, 100.2, and 100.5. apply to the retention and disposal of Video Surveillance (VS) records. Item 100.1, 100.2 and 100.4 are critical in that any recorded vision that is provided for legal investigations and court proceedings should be retained for the specified minimum period.

The shire should also be aware of the Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1 – LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1 implemented for the WA State CCTV Strategy Amendments on page 190 of the document below:

Revised General Disposal Authority for Local Government Records (GDALG) – Amendment RD 2015001/1
LINKING TABLE – Change to Reference Numbers and Disposal Actions in RD2015001/1
WA State CCTV Strategy Amendments

Changed Retention or Disposal Period		New Entry in Red		Moved Activity	
RD2015001			RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description		
100.1		100.1	SECURITY AND SURVEILLANCE Records of significant security incidents / breaches, including notification, investigation, response, management and reporting. Includes images / footage as required.	Required as State Archives. Retain 5 years after action completed, then transfer to the SRO.	
100.1	SECURITY Summaries of entries / exits to buildings.	100.3	SECURITY AND SURVEILLANCE Records of security measures or arrangements, including: • Logs / summaries of persons entering / exiting premises.	No change	
100.2	SECURITY Security breach reports and investigations, including illegal entry to property whether or not resulting in damage or theft.	100.2	SECURITY AND SURVEILLANCE Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change	
100.3	SECURITY Security patrols and associated records.	100.3	SECURITY AND SURVEILLANCE Records of security measures or arrangements, including: • Security patrols.	No change	
RD2015001			RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description		
100.4.1	SECURITY - Surveillance – Investigations Footage presented by the local government (LG) to the authorities where the LG is not party to the investigation in any further capacity. In these situations, the LG is merely the provider of the footage and the incident does not involve LG staff or assets	100.2	SECURITY AND SURVEILLANCE Images / footage provided by the local government (LG) to other authorities where the LG is not party to the incident / investigation in any further capacity and the incident / investigation does not involve LG staff or assets.	No change	
100.4.2	SECURITY - Surveillance - Investigations Footage concerning incidents involving local government staff or assets, required for investigations.	100.2	SECURITY AND SURVEILLANCE Records of security incidents / breaches not included section 100.1, including notification, investigation, response, management and reporting. Includes images / footage as required.	No change	
100.5.1	SECURITY - Surveillance – No Investigations Surveillance / CCTV footage taken from fixed cameras around public open spaces and public access areas.	100.5	SECURITY AND SURVEILLANCE Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Retention increased from 30 days to 31 days after image / footage recorded, then overwrite (destroy)	
100.5.2	SECURITY - Surveillance – No Investigations Surveillance / CCTV footage taken by mobile cameras or car-based cameras.	100.5	SECURITY AND SURVEILLANCE Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local	Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy)	

RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.5.3	SECURITY - Surveillance – No Investigations Surveillance / CCTV footage taken from fixed cameras around local government buildings and assets with staff in attendance on a regular basis.	100.5	governments hold images / footage for the system determined limit. SECURITY AND SURVEILLANCE Images / footage not included in 100.1 or 100.2. NOTE: Although the minimum retention period is 31 days, it is recommended local governments hold images / footage for the system determined limit.	Retention increased from 7 days to 31 days after image / footage recorded, then overwrite (destroy)
100.6	SECURITY Security / access arrangements, including: <ul style="list-style-type: none"> • issue of passes or keys; • storage; • locks; and • surveillance. 	100.4	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • Staff access passes and authorisations. 	Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy
100.7	SECURITY Access restrictions - technology and communications, including but not limited to the management of security of data (including sensitive records), user IDs, passwords and codes.	100.4	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • Technology and telecommunications systems • Records, information and data security • User identification, passwords and codes 	Retention reduced from 5 to 2 years after authorisation or arrangement expires or is superseded, or after last action, whichever is applicable, then destroy
RD2015001		RD2015001/1		Changes in Retention and Disposal
Reference Number	FUNCTION / Activity / Description	Reference Number	FUNCTION / Activity / Description	
100.8	SECURITY Photo identification records of staff.	100.4	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • User identification, passwords and codes. 	No change
100.9	SECURITY Emergency services - arrangements for provision, including emergency and first aid officers.	100.4	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • Emergency services – arrangements for provision, including emergency and first aid officers. 	No change
100.10	SECURITY Applications for Aviation Security Identification Cards - approved.	100.3	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • Approved applications for Aviation Security Identification Cards 	No change
100.11	SECURITY Applications for Aviation Security Identification Cards - unsuccessful or unapproved.	100.4	SECURITY AND SURVEILLANCE Records of security measures and arrangements incorporating: <ul style="list-style-type: none"> • Unsuccessful / Unapproved Applications for Aviation Security Identification Cards. 	No change

Source: <https://www.wa.gov.au/government/publications/general-disposal-authority-local-government-records>

Data which is no longer required should be destroyed permanently in such a manner as to guarantee retrieval is impossible.

6.4 Complaints regarding the SoN's Video Surveillance (VS) assets

The following is recommended for dealing with complaints made regarding the SoN's Video Surveillance (VS) assets.

6.4.1 Registering of a complaint

Any complaints received from the public or another Government Authority will be recorded in an official register, with a form to be filled in by the person making the complaint.

The receiving staff member will register the complaint in the Video Surveillance (VS) complaints register. The complaint will then be passed to the Manager IT for assessment.

6.4.2 Dealing with a complaint

Depending on the nature of the complaint, the Manager IT will assess the nature and severity of the complaint:

1. **If the complaint is considered minor or frivolous**, the Manager IT will assess and consider the complaint, gathering whatever data is required from the system assets, and/or interview staff members.

After considering the data the Manager will then write a recommendation outlining a course of action and present this to the Complaints Officer for their consideration. The Complaints Officer will confirm and/or alter the outcome and then a written response will be made to the Person making the complaint.

The Complaints Officer will be provided with:

- i) A copy of the original complaint;
- ii) A summary of the Managers data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s).

2. **If the complaint is considered serious with possible ramifications on the SoN**, the IT Manager will brief the Complaints Officer with a summary of the issue and copy of the complaint and seek direction of the course of action to be taken.

The IT Manager will then investigate the complaint considering the any direction of the Complaints Officer following the initial advice and then provide a written report and recommendation of a course of action to the relative Complaints Officer for their further consideration. The Complaints Officer will then confirm and/or alter the outcome, and then a written response will be made to the person making the complaint.

The Complaints Officer will be provided with:

- i) A copy of the original complaint;
- ii) A summary of the Manager's data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s).

3. The register or complaints will be held in accord with the LGA requirements for General Disposal Authority for Local Government Records RD 2015001 – 2015.

4. The visual data relative to the complaint including:

- i) A copy of the original complaint;
- ii) A summary of the Manager's data on which the recommendations were made; and
- iii) A copy of the Manager's recommendation(s)

Will be held in accord with the LGA requirements for records, as defined by the General Disposal Authority for Local Government Records RD 2015001 – 2015

7. Review of the Existing system

7.1 Review of the systems in place

Facilities reviewed as part of this assessment included:

- 29 Cameras Northam Town site Avigilon NVR- Audit;
- 20 Cameras Rec Centre Dahua NVR – Quick View
- 16 Cameras Rec Centre Pool and Surrounds Avigilon NVR – Quick View
- 9 Cameras Wundowie – Avigilon NVR

The SoN has a total of 74 cameras deployed across the Shire.

7.2 Review of the Video Surveillance (VS) system infrastructure

The current Video Surveillance (VS) "infrastructure" is less of an infrastructure and more a general collection of disparate Video Surveillance (VS) systems connected in an ad-hoc fashion. The Video Surveillance (VS) systems have evolved as each site was developed and installed. In most instances a Video Surveillance (VS) system was installed, and a simple request made to get costs and obtain the cheapest quote to tick the box without consideration of outcomes or integration with the existing shire infrastructure. There remains a significant shortfall in documentation relating to understanding what is required to ensure minimum system procurement procedures are followed.

In general, the IT Department has full visibility into the system, what is connected, how it is configured and/or if secured. Most Video Surveillance (VS) systems are connected using the Shire's Wireless "point to point" network installed to facilitate a Video Surveillance (VS) vision transport medium.

This network is under severe throughput restrictions with ongoing issues affecting usability and continuity of service.

Except for the Townsite, Wundowie and Recreation Centre Avigilon Video Surveillance Systems, the other systems Video Surveillance (VS) systems are predominantly Low-Cost NVR solutions using variants of the "Dahua" or "HikVision" standalone NVRs "fitted" into cabinets or imaging devices installed throughout the townsite.

7.2.1 Stand-alone NVRs (Network Video Recorders)

Systems examined at Northam Police and the Recreation Centre were both stand-alone Dahua and Avigilon NVR systems with cameras and video recorder manufactured by HikVision, and Dahua. (The recreation center has 2 VS systems and it is separate from the WAPOL system)

7.2.2 System cabling

Where observed, all cabling was/is generic Cat5e UTP data cable. In all observed instances there did appear to be an overall strategy to the cabling specification or deployment being deployed under the supervision of the IT Manager.

7.2.3 IT Connectivity

Current connectivity to remote sites that are networked is facilitated over the existing SoN IT network infrastructure. This is used to provide remote access to (using manufacturer specific remote connect software) the Video Surveillance (VS) systems, and no other connectivity or monitoring is provided.

The SoN IT infrastructure appears to be well specified, adequately secured and monitored from a network standpoint. A few incidents have been raised whereby the SoN's IT manager was aware or discovered third party 4G Dongles into their system, as installed by Video Surveillance (VS) and/or Security system vendors/installers. These devices are noted to appear not-infrequently and would appear to be installed to mitigate the requirement for the service personnel to attend site for service calls on the systems.

These network devices provide an extensive attack surface to the SoN's IT network, and as such are removed when discovered.

These network entry points directly place the SoN at risk of un-managed release of sensitive visual data, network compromise and the uncontrolled release of confidential and/or secure information.

7.2.4 Storage systems/devices

The installed Video Surveillance (VS) systems fall into one category namely propriety NVRs. These systems store visual data onto Hard Disk. Some of the inspected systems did not utilize any form of storage redundancy and all visual data was stored directly to one or more hard disks.

Most systems are over-provisioned for storage capacity and the Shire typically has no issues with the 31-day visual data retention time.

Most units are fitted with either 3.5" hard disks, configured as stand-alone archive drives, and the systems shuffle visual data around automatically across the archive drives for the 31-day retention period.

The over-provisioning of storage will allow for system expansion in the future, should this be required, however commonly it would be used to provide extended archive retention past the 31-day period.

There is no current program in place to replace the storage media (past three years) as the cost of the standalone recorders typically is cheap enough to replace the whole box instead of just a hard drive.

7.2.5 Viewing solution

The current viewing solution is configured to allow a remote connection into each remote site utilising remote connection software. From there, the appropriate recorder is connected to view live and archive Video Surveillance (VS) visual data.

Because there is such a diverse range of recorders and cameras, differing versions, feature levels and license options, there is currently no simple way to consolidate this viewing architecture into a single workstation without upgrading all NVRs to the current platform. The result is each site has its own Client version with differing operational methodologies and limited homogenous operator interface.

Some systems have a local interface on site to facilitate local viewing, however again, these are not common, and each site has its own idiosyncrasies and associated operational challenges.

7.2.6 Visual Data retrieval and provision

Current visual data retrieval procedures are often undertaken with whatever is the most expedient method to find and archive visual data from the target machine. The methodology changes depending on the specific site, the required quanta of visual data and the reason for export.

There are no defined procedures for the maintenance of a chain of evidence, and archive procedures are not in place to ensure that in the event of an incident, information once downloaded it is stored on USB drive in a safe by the IT Manager.

Depending on the size of the archived visual data files, data may be archived off locally to a USB drive via the network. This ability depends entirely on the archive size versus the available network bandwidth. None of the installed systems are configured to allow remote archiving, and all archive actions are performed via a remote connection over the network, or locally at the system console.

7.3 Review of cameras in place

A desktop review was undertaken of a selected site (Northam Townsite) and the connected cameras within the SoN's Video Surveillance (VS) solution. The method was to review the images available for recorded visual data of the cameras under both day and night conditions.

It should be noted that the quality of the recorded vision can be less than that available from direct vision, as the recorded vision is subject to a lesser frame rate and also can be subject to other technicalities that can degrade the quality of the recording.

To provide background as to how the images have been reviewed, we have included with this document a précis that gives background as to the issues we considered. This has been included in Appendix 2 in this report.

7.3.1 Summary of the technical issues that were identified with received vision

Generally, the imaging from the Video Surveillance (VS) systems is adequate for general viewing only throughout daylight hours. The usability of the system, however, fails to deliver adequate imaging in low light/bright light contrast, low light or for moving targets.

The SoN's existing Video Surveillance (VS) infrastructure Desk Audit revealed several problems common throughout the surveillance systems installed. These include:

- Different Location installations use different versions of the Avigilon Video Management System, and Dahua NVR instead of aggregating all systems under one common head end.
- Recording frame rates from the selected systems met the minimum acceptable 12.5 images per second, required.
- Bandwidth and connectivity issues between the remote camera locations and the Police Station Video Surveillance computer appeared unstable and overloaded with sporadic problems evident with bandwidth aspects relating to image transmission and the review infrastructure. Connectivity problems between the Police Station and connected imaging devices (camera) were evident. This has resulted in a loss of visual data.
- Installation of cameras and the associated outcomes appear to have been left up to the installation Companies to determine the requirements and outcomes for each camera and its associated location. This has resulted in a large percentage of the installed infrastructure being only suitable for a situational awareness environment and **not able to deliver recognition or identification** level resolutions, to support any post incident investigation, in the event of an incident. Furthermore, the reliance on Solar for the Cameras power requirements has impacted functionality due to current draw (load) and the failure of location batteries to provide reliable power to the location.
- Fixed cameras generally are typically unable to handle the dynamic response as required to adjust camera imagery between bright and dark situations. In addition to this, in low light applications the cameras are displaying excessive graininess and noise, which prevents the cameras' ability to provide images

enabling identification of persons within the area whilst also increasing the recording storage requirements during those periods (i.e., even when there is no movement within the cameras field of view, and nothing is occurring).

- Cameras were generally useless in a low light situation, useless where motion is present.
- Several cameras demonstrated problems associated with the camera's view being impinged on by landscaping and other objects.
- The mounting height for many cameras is considered excessive, thereby restricting the ability of the camera to produce identifiable images or profiles, owing to the height of the camera's mounting.
- Many cameras were installed whereby the picture is angled (i.e., or not correctly aligned), thereby reducing the viewing experience and the ability to easily recognise aspects, as the picture is angled on screen.

A complete visual summary of the images for both day and night is incorporated in Appendix 2.

7.3.2 Shire Strategy for Implementing Project

The Shire is planning to implement the following strategic approach to address the gaps in the following stages.

Stage 1: Reduce bandwidth load on existing PTP link for video capture and streaming by running Fibre Optic & power reticulation where practicable. We plan to be able to run Fibre from Northam Rec Centre to the McDonalds CCTV pole across the Oval; run Fibre from the Visitor Centre to Barnard Park CCTV, Bridge CCTV cameras and Sound Shell Pole. This will remove load on the existing Wireless link improving efficiencies across the remaining infrastructure. We will also explore solutions to address solar powered systems, and where possible transition to Western Power poles. Introducing a couple of mobile trailer CCTV cameras to the network for events and check hotspots areas. Improving lighting conditions to better utilization of existing cameras.

Stage 2: In this we plan to look into the physical CCTV cameras in place and improve them through upgrading with new camera hardware and repurpose the existing ones which are fit for purpose. In a few areas where required we can add ANPR cameras to capture vehicle details.

Stage 3: Here we investigate including new cameras to recommended priority areas being identified during the stakeholder engagement meet.

Stage 4: Investigate further expansion of the CCTV network infrastructure.

7.3.3 Additional Locations Identified by the Shire

When considering additional locations, it is strongly recommended the Shire move away from wireless infrastructure for camera image transmission directly back to the police station. The current infrastructure is both overloaded and unstable. By changing the transmission topography from purely wireless to a combination of fibre-optic and distributed recording, overall network loads would significantly reduce allowing higher levels of user operation as well as additional assets to be installed without detriment to the whole of system performance. The following locations have been highlighted as hot spots requiring additional Video Surveillance (VS) assets;



	Location	Functional Outcome
1.	Chidlow Street	Skate Park Recognition
2.	Visitor Centre Bridge	ID of persons using the Bridge
3.	Newcastle Road	License Plate Recognition (LPR)
4.	Wellington St /Gardiner St	Coles Express LPR / Site Overview
5.	Peel Terrace Bridge	License Plate Recognition (LPR)
6.	Yongan Hill Entry / Mitchell Ave	License Plate Recognition (LPR)
7.	Mt. Ommaney Lookout	PTZ Area Situational Awareness
8.	Newcastle Rd / Hutt Street	PTZ provide ID at School
9.	Spencers Brook Rd crossing	Intersection License Plate Capture /Recognition
10.	Nind St/ Fitzgerald St	PTZ Fixed bottle shop entry LPR Fixed Front of Tavern
11.	Fitzgerald St / Ensign Dale Pl	ID of Liquor Barons Entry
12.	Duke St E	Accommodation Entry LPR Hotel Accommodation Entry LPR
13.	Minson Avenue	Thirsty Camel Vehicle Entry License Plate Capture /Recognition

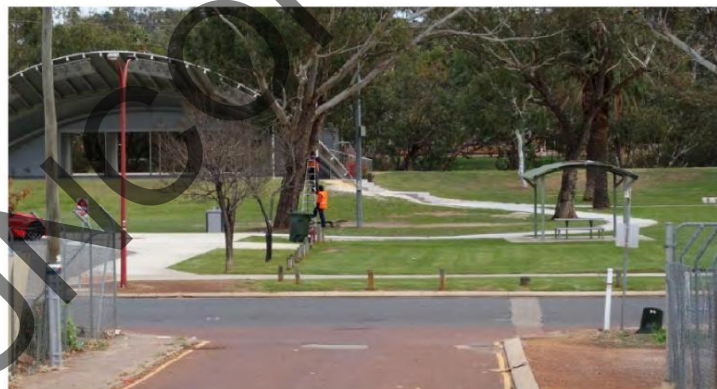
Additional 2 camera's (1 x Pan Tilt and Zoom +1 Fixed camera) located corner of building opposite **Northam Tavern Bottlemart** entry (Nind Street) covering the drive-through as well as front of hotel. (It was indicated that due to the possible redevelopment of this area fibre optic may be feasible to run down the main street. This would also enable the cameras located in the Mall and possibly Beaufort corner to be hardwired thereby removing them from the radio network.



Suggest Terraspan vertical inlaid fibre be considered for this function.



In addition to the above, it would also be possible to provide inexpensive hardwired connection from the sound shell pole to this connection point near the hotel.



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- **Beaurepairs Corner**
Additional camera located



- **Thirsty Camel Bottle Shop**
Additional camera located (Minson Ave)
across the road to provide identification of
vehicles exiting site.



- **Intersection Spencer Brook Road
crossing to Burlong Road**
License Number Plate Capture camera to
obtain intelligence of vehicles entering by
the Road



- **Dukes INN accommodation and hotel**

License Number Plate Capture camera to obtain intelligence of Vehicles / Persons entering by the Access points



- **Coles Express**

Additional camera to obtain intelligence of Vehicles / Persons



8. Appendices

The following appendices are attached to this report.

Appendix 1 – Précis of the Desktop Issues

Appendix 2 - Day and night camera screenshot review

Appendix 3 - Contractor Experience and Knowledge Guidelines Dec 2021

Appendix 4 - Community Safety and Crime Prevention Plan (CSACPP)

Appendix 5 – Northam Network Restructure

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1. Appendix 1 – Precis of the Desktop issues

1.1 Overview

Typically a high percentage of crime or antisocial behaviour happens after hours. The goals or outcomes for any system or device needs be determined and stated established beforehand.

Typical goals of a video surveillance system could be stated thus:

- To reduce crime or to reduce the fear of crime.
- To improve public safety.
- To improve property security.
- To create a safe and vibrant place for the leisure and pleasure of the people of, and visitors to, the public space.
- To ensure that persons such as the elderly, the disabled, women and indigenous peoples, can use the public space safely.

Each of these goals are typically tied to resolution and performance outcomes that must be delivered, and as such is essential that any imaging system produces images that meet in those outcomes in all conditions.

The ability of any video surveillance (VS) system to produce imaging should be based on the recorded or archived footage that is recalled from the storage or recording device and take into account actual lighting conditions reflecting bright light (midday), low light (night) and high contrast (traffic, club) lighting and movement of targets under those conditions. It is in these times cameras will actually show their suitability to perform any task.

A review of the outcomes derived from the Shire of Northam installation under the defunct WA Video Surveillance State strategy has been incorporated in Appendix 2 – Day and Night video surveillance (VS) Desktop review was to explain the conclusions derived on the Desktop Audit we have provided sample imaging and explanations relating to various aspects of system performance that have been taken into account during the audit process.

Camera ID	Location	Resolution	Frame Rate	Image Quality	Audio	Storage	System Health	Notes	Sample Images
1
2
3
4
5
6
7
8
9
10

(Information may be repeated in the Video Surveillance Installation Guidelines).

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Appendix 1

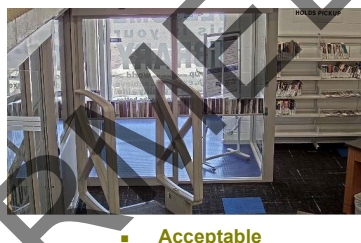
1.2 Explanation of common imaging problems

1.2.1 Dynamic Range



Dynamic range refers to the Video Surveillance cameras ability to interpret and display images in varying light conditions.

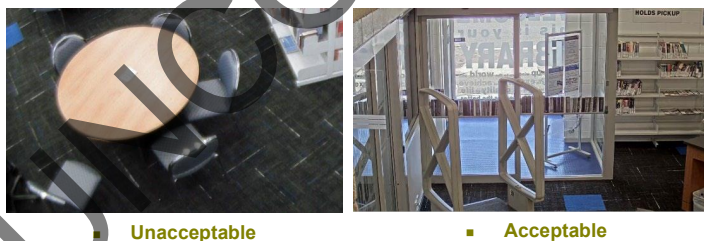
The higher the dynamic range, the better the cameras ability to cater for variances within lighting conditions including highlight and low light aspects.



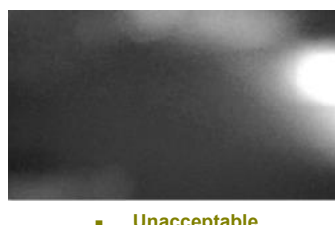
Note:

It is important to understand that manufacturer data sheets and supporting documentation only relate to the capability of the camera and not to the functional outcomes that is achieved by the device once installed. This is due to the varying environmental and site conditions in which the cameras are installed and subsequently required to operate. As such a proper testing regime is essential prior to the purchase and installation of any equipment.

1.2.2 Focus



Camera Lenses have not been focused correctly to produce a crisp image. Cameras may also be in-focus throughout the day but go out of focus at night. This is a result of poor installation practices whereby the cameras have not been configured for the (1) available scene lighting, (2) back-focused correctly, or (3) configured to operate with the optics associated with a dome camera's bubble.



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Appendix 1

1.2.3 Exposure

1.2.3.1 Overexposed or Flaring



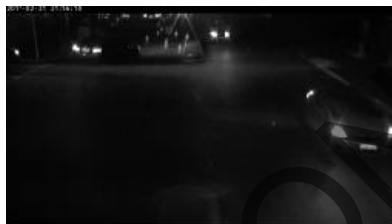
■ Unacceptable



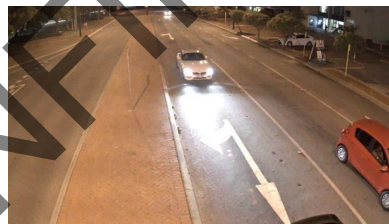
■ Acceptable

Images can be described as overexposed when the amount of light allowed entering through the lens is greater than intended, which results in a brighter photo image. The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

1.2.3.2 Underexposed



■ Unacceptable



■ Acceptable

Underexposed refers to the amount of allowed light through the cameras lens is not sufficient to produce acceptable images and will be darker than the overexposed or correctly exposed picture.

The correct selection, installation and commissioning processes associated with close circuit television infrastructure will correct this issue.

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Appendix 1

1.2.4 Graininess and Noise



Poor Dynamic Response – unable to cater for highlight and low light conditions as well as generating excessive noise.

Unacceptable

The Graininess is caused by the automatic gain control within the camera trying to compensate for low light conditions it cannot handle. As the camera amplifies the picture to try and get a good image it also amplifies the noise (graininess).

Owing to the way images are compressed within modern Video Surveillance systems, in systems containing

Hi-Definition cameras, this noise can result in the storage required increasing by up to 900% (above daytime storage levels) in low light conditions (when nothing is happening).

1.2.5 Smear



Incorrect camera selection or configuration combined with motion and lighting may cause loss of resolution in moving targets.

Known as motion smearing and occurs when the camera amplifies noise which degrades the image.

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Appendix 1

1.2.6 License Number Plate Capture

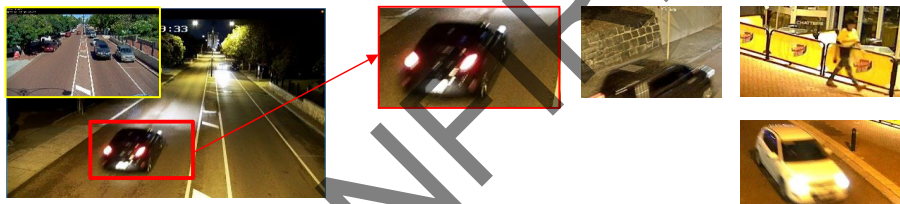


Acceptable

Unacceptable

Cameras designated to capture number plates should complete this function regardless of the speed of the vehicle and lighting condition of the scene

1.2.7 Slow Shutter Speed & the Inability to Capture Moving Targets at Night Time



Unacceptable

Whilst most camera images look good through the day (insert), it is during lowlight or harsh light conditions when the failings of the camera and its ability to produce acceptable imaging is demonstrated.

Camera manufacturers frequently used techniques which involve extending the time that the shutter remains open to enable the camera to produce images in low light conditions. The resultant effect is that background remains crisp and in focus, whilst moving targets become nothing more than a blur. This renders the camera unsuitable for producing night-time images where any detail is required on a moving target to provide identification or trying to resolve what has happened.

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Appendix 1

1.2.8 Lack of Resolution

Simply put, resolution refers to the number of pixels on the target. The greater the amount of pixels on a subject, the greater the ability to define detail (in a perfect world).

The problem is that the clarity of the image may be affected by other conditions as such resolution or detail on target may be caused by (*main ones*):

- Poor dynamic range (1) – Edge Detail being compromised due to light,
- Lens Selection (2) – trying to cover too much in one picture.

Poor Dynamic Range



Lens Selection - Same Camera/ Different Lens Adjustment

PPM refers to Horizontal Pixels Per Meter on the target.

At each level this image is the approximate outcome you can expect at further-most point in the picture. e.g. at the furthestmost point of each levels colour.

The wider the cameras view, the less detail is captured

The more you try to cover the picture at distance.

Note: Cameras and imaging devices produce differing results depending on the amount of light available.

Resolution - Pixels on target for IDENTIFICATION under ANZPAA Guidelines

When installing Video Surveillance systems, the outcomes related for the imaging device should be based on night-time or harsh light reproduction and not solely on daytime imaging.

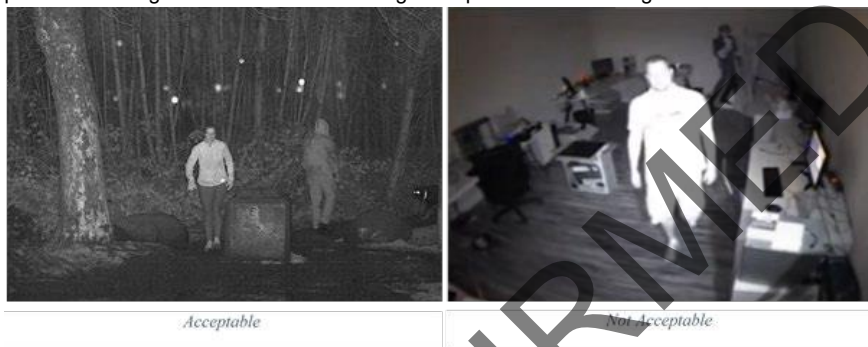
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Appendix 1

1.2.8.1 Integral Infrared Illumination and IR Cameras

Cameras incorporating inbuilt infrared illumination shall not demonstrate any reflection from the IR light blocks within the lens or picture. The cameras IR shall provide images free of graininess or artefacts within the target area through times of low or no light.

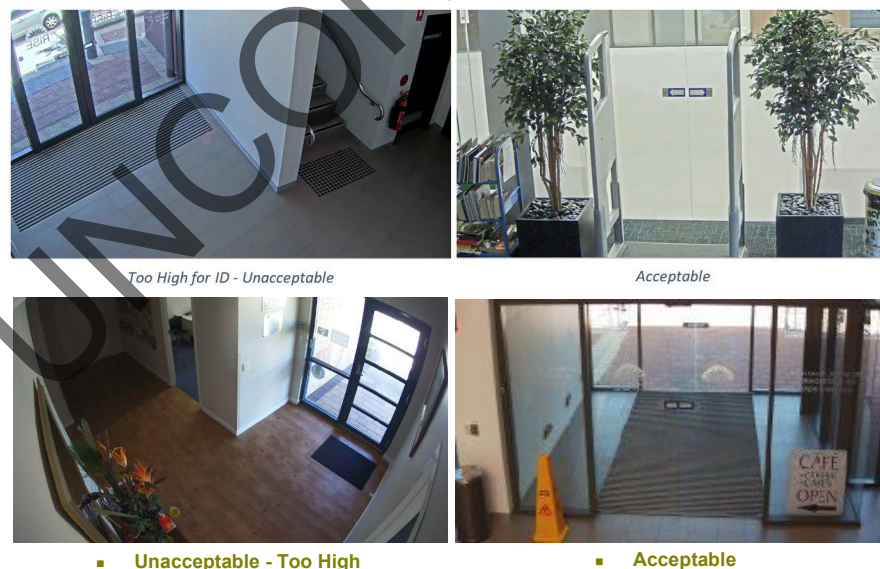
Infra-Red (IR) Cameras or IR illuminators – where used cameras are to provide an image that does not produce graininess in the target area. IR cameras shall also utilise adaptive power technologies that removes blooming / hotspots within the images.



1.2.9 Incorrect Positioning and Adjustment

1.2.9.1 Entries

The position of scheduled identification cameras should be such that the camera is no more than 15° above the horizontal plane of 1.8 m target height. When entry cameras are too high all you will see is heads or hats.



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Appendix 1

1.2.9.2 Mounting Height

Mounting heights of Video Surveillance infrastructure should be low enough as to provide recognition or Identification of an event.

Views looking at Walls or Lights provide no benefit except to reduce resolution on the target and in the case of lighting, may affect the cameras ability to produce acceptable pictures.



■ Field of view too wide, looking at walls

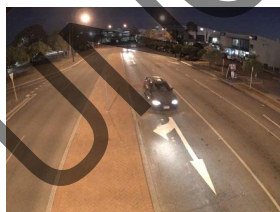


■ Unacceptable - Too

1.2.9.3 Looking at Sky or Lights

Looking at Lights or the sky is unproductive. Apart from wasting the possible additional surveillance of a target or area, the cameras also have to cater for the flair and dynamic range of lighting as well as darker scenes away from the lights.

Unless there is a special requirement, it is bad practice to set cameras up in this way.



■ Looking at sky and street lights



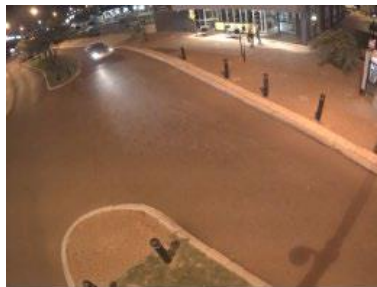
■ Unacceptable - Sky filling 50% of

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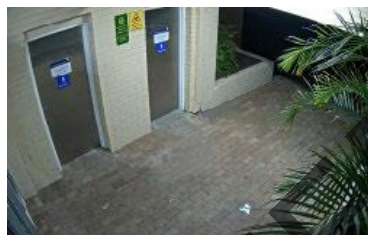
Appendix 1

1.2.9.4 Alignment

Although not technically incorrect, straightening of images wherever possible ensures a better viewing experience.



■ Image not straight



■ Image not straight

1.2.9.5 Environmental Conditions

1.2.9.5.1 Landscaping and Obstructions



Installation of Video Surveillance infrastructure should take in to account the environment in which it is being installed.

Landscaping presents ongoing challenges to the ongoing effectiveness of any imaging system. Remedial maintenance programs should be put in place to ensure ongoing outcomes or the cameras should be relocated to a different location

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Appendix 2

Shire of Northam Video Surveillance Desktop Screenshot Review																
Serial	IP Address	Device Type	Serial Number	Camera Resolution	Camera Model	Camera Make	Property	Location	Camera Manufacturer	Camera Type	Image Quality	Access to Location Area	Purpose by CCAPP	Target Area of Coverage	Maintenance Requirements	Visual Evidence
14	192.168.1.1	P2P Camera	18C121212121	1920 x 1080	2MP	HIKVISION	Northam P2P	Northam	HIKVISION	P2P	High	Public Area	Public Area	Public Area	Public Area	Public Area
14	192.168.1.1	P2P Camera	18C121212121	1920 x 1080	2MP	HIKVISION	Northam P2P	Northam	HIKVISION	P2P	High	Public Area	Public Area	Public Area	Public Area	Public Area

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1.0 Video Surveillance Systems (CCTV) Hardware, Systems and Networks

Scope of Services

The purpose of this category is to provide information relating to Video Surveillance Systems (VSS) AS/NZS 62676:2020:

- Local Government/Stakeholders shall understand that
 - Video Surveillance Infrastructure is not just including Image Capture and Recording, but now may include/incorporate Intruder Detection Systems and Access Control Systems.
 - The WA CCTV State Strategy is Defunct effective 2019.
 - AS/NZS 62676:2020 has replaced AS4806:2006 effective April 2020.
 - Video Surveillance Systems (VSS) replaces previous Closed-Circuit Television (CCTV) Terminology.
 - Stakeholders should undergo training to provide understanding of CCTV Technology and Methodology in Local Government.
 - Tender Documentation should be Detailed and Specific to the use, application and outcomes related to the proposed infrastructure and incorporate all aspects listed below.
- Video Surveillance Systems (VSS) now include a whole-of-system approach that outcomes based and agnostic to product. This includes:
 - **Video Surveillance System's are now Graded** (based on Risk and Functionality). Completed in conjunction with ISO31000:2009.
 - **Outcome based design for each Image location** (24/7) regardless of Motion, Lighting, Environmental Conditions.
 - **Interoperability** – Non-Manufacturer Specific allowing ease of migration between Equipment and Systems without loss of functionality
 - **VSS Functionality** – Common Interconnections, Storage, Archiving and backup, Alarm Related Information, System Logs, Backups and Restoral, Failure Notifications, Image handling, and PSU Monitoring, Image Buffer Times, Monitoring of interconnections, Tamper Detection, Authorisation codes, Time Synchronisation, Data Authentication, Data labelling and Authentication.
 - **Whole of System Approach includes** – Imaging Outcomes, Recording, Image Storage and Export, Lighting, Interconnections, Image Handling Equipment, Image Presentation, Video Performance, Data Transmission (including security), Communications Latency, Redundancy, Control Room Configurations, Test planning, Pre-Installation Documentation, System Installation and Commissioning, Final Documentation and Maintenance
 - **Transmission of Information** – Web Services Framework, IP Configuration, Device Discovery, Device Management, Device IO, Display Devices, Imaging and Media, Real Time Streaming, Event Handling, PTZ Control, Video Analytics, Video Analytic Devices, Recording Search and Control and Data Security



Competencies	Qualifications / Certifications and Technical Standards	Legal/regulatory compliance	Metadata
<p>Knowledge and experience such as:</p> <ul style="list-style-type: none"> Comprehensive Working Knowledge and experience in implementing the recommendations contained in the listed standards for Video Surveillance, Security and Access Control Standards. Sound Working Knowledge and experience in application of Security Based Risk Assessments and in particular Risk management guidelines: Compliance with Legislation with respect to State and National Licensing Requirements. Sound working Knowledge of Open Network Industry Forum (ONVIF) and its Application within the Australian Standards for Video Surveillance Systems. 	<p>Mandated:</p> <p>Risk Assessments</p> <ul style="list-style-type: none"> Persons Completing Risk Assessments as defined in AS/NZS 62676:2020 should be certified competent in application Risk Management Guidelines. <p>Security, Access, and Video Surveillance System Consulting & Installation</p> <ul style="list-style-type: none"> Company to Hold current WA Security Agents License. ALL Persons Consulting to Hold Class 2 WA Security Consultants License. All Persons Installing Equipment to hold Class 2 WA Security Installers License. 	<p>Working knowledge and ability to inform and guide compliance to the following Australian Standards and Legislative Requirements for delivery of services within this category:</p> <p>Risk Management</p> <ul style="list-style-type: none"> ISO31000:2018 Risk Management Guidelines HB167:2006 Security Risk Management <p>AS/NZS 2201.1:2007 Intruder alarm systems Client's premises - Design, installation, commissioning and maintenance.</p> <ul style="list-style-type: none"> AS 2201.2:2004 Intruder alarm systems— Monitoring centres. AS 2201.3:1991 Intruder alarm systems— Detection devices for internal use AS 2201.4:1990 Intruder alarm systems— Wire-free systems installed in client's premises. AS/NZS 2201.5:2008 Intruder alarm systems—Alarm transmission systems plus AS 2201.4-1990/Amdt 1-1990. <p><i>NOTE: Updated Standards are to be released through 2022-2023. Local Government should check versions prior to tendering.</i></p>	<p>Metadata</p> <ul style="list-style-type: none"> Closed Circuit Television CCTV Video Surveillance Systems VSS Risk Management Risk Management Guidelines Security Licensing Security Agent Security Consultant Security installer

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<ul style="list-style-type: none"> • Understanding of how companies that appear on Banned Entity List are affected in relation to ONVIF Certification. • Experience with working with public utilities and services. E.g., Main Roads WA, Public Transport Authority, Power and Gas Utilities and Local Government. • Coordination and management of the Sub-Contractors if required. • Management day to day on-site security and Workplace Health and Safety Principles. • Determine the location and type of underground services. • Knowledge and experience in communications infrastructure and suitability for Installation environments. • Ensure consistency in design and support the vision of the Local Government Security Policy and Guidelines. 	<p>Australian Communications and Media Authority</p> <ul style="list-style-type: none"> • All Persons Installing or relocating Cabling Infrastructure shall hold Australian Communications and Media Authority Licenses E.G Open Registration with Endorsements. <p>Insurances</p> <ul style="list-style-type: none"> • Persons providing services to Local Government shall have in addition to Products/Public Liability insurances, Errors and Omissions Extensions for works being completed or Professional Indemnity Insurance <p>Desirable:</p> <ul style="list-style-type: none"> • Company is a member of a recognised Industry Association. • Certification works by a professional consultant or engineer in the relevant discipline who has appropriate experience and 	<p>AS/NZS 62676 series Video Surveillance Systems for use in Security Applications</p> <ul style="list-style-type: none"> • AS/NZS 62676-1-1 Video System Requirements. • AS/NZS 62676-1-2 Video Transmission – General Video Transmission – Requirements. • AS/NZS 62676-2-1 Video Transmission Protocols – General Requirements. • AS/NZS 62676-2-2 Video Transmission Protocols – IP Interoperability implementation based on HTTP and REST services. • AS/NZS IEC 62676.2.31:2020 Video surveillance systems for use in security applications Live streaming and control based on web services. • AS/NZS IEC 62676.2.32:2020 Video surveillance systems for use in security applications Recording control and replay based on web services. • AS/NZS 62676-3 Analog and Digital Video Interfaces. AS/NZS 62676-4 Application guidelines • AS/NZS 62676-5 Data specifications and image quality performance for camera devices. 	
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<ul style="list-style-type: none"> • Experience in applying industry standards and guidelines. • Experience in the use of software such as Autodesk or similar. • Experience in the use of CCTV 3D Design software. • Experience in Generating relevant Training Materials including - Creation of Training Materials, Providing Onsite Training, Providing Video Record of Training. 	<p>competence in the relevant field.</p> <ul style="list-style-type: none"> • Consultants have demonstrated experience as having acted as an Integrator or has been involved in installing similar systems. • Contractor to show ongoing CPD for Installation and Technical Staff for maintain currency with latest developments within industry. • Contractors Consultants and Commissioning staff to have sound knowledge of Wired and Wireless Networks utilising Layer 2/3 topographies and an understanding of Cyber Security risk mitigation. • Contractors Staff to be Manufacturer Certified in the Design and Implementation of Technical Solutions. Certificated to be Requested Showing Completion. Refresher training maximum time of 48 months separation. 	<p>Access Control</p> <ul style="list-style-type: none"> • AS/NZS IEC 60839.11.1:2019 Alarm and electronic security systems Electronic access control systems - System and components requirements. • AS/NZS IEC 60839.11.2:2019 Alarm and electronic security systems Electronic access control systems - Application guidelines. • AS/NZS IEC 60839.11.31:2020 Alarm and electronic security systems Electronic access control systems - Core interoperability protocol based on Webservices. <p>Other Standards</p> <ul style="list-style-type: none"> • The Building Code of Australia (BCA). • The Local Electricity Supply Authority Regulations. • Workplace Health and Safety Electrical Safety Office Workers' Compensation Regulator - Work health and safety (WHS) and Electrical Safety (ES) laws. • AS/ACIFS009 Installation requirements for customer cabling. • AS/NZS 4801 – OHS Management 	
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Member Engagement

Specific services requested under this Contract may include, but are not limited to:

- Assistance in Determining Required outcomes for all aspects of the Proposed System.
- Administration and supervision of Asset and Risk Assessment Process.
- Assistance with determining Grade of System to be installed.
- Assistance with Confirmation of Information Technology requirements.
- Formulation of Procurement Documents and Technical Specification based around Outcomes Based Design
- Consultation with Local Government Stakeholders, Other Stakeholders, Community Groups regarding desired outcomes.
- Assessment of Local Government outcomes against Intruder Detection, Access, and Video Surveillance System (formerly CCTV) Standards.
- Assistance with determining suitability of Equipment and/or Tender Responses to ensure Required Outcomes are met.
- Assessment of Environmental, Landscaping, and other conditions which may impact continued ability to maintain required outcomes.
- Provide necessary direction and clarification of the scope and monitor the execution of the works as specified on site.
- Documenting compliance with Grant funding applications.



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INTRODUCTION

The Shire of Northam's vision for the future is to be a vibrant growing community that is safe, caring, and inclusive. Over recent years the Shire has experienced significant growth with a number of new private and public developments, offering the community several new and improved experiences including shopping, dining, entertainment, culture, play and relaxation. With more on offer than ever, one of the Shire's biggest challenges remains its perception of safety.

The Shire recognises that partnership based strategies are the key to improving Community Safety outcomes. Community safety and crime prevention is a complex issue with multiple social and environmental drivers impacting on both actual crime rates and perceived crime. Many aspects of community safety and crime prevention fall outside the control of the Shire of Northam. Therefore, the Shire works in partnership with government, stakeholders, and the community to deliver initiatives of the Shire of Northam Community Safety and Crime Prevention Plan. A partnership approach is viewed by the Shire of Northam as particularly important to deal effectively with the variety of factors that influence Community Safety.

PURPOSE OF THE PLAN

The Shire of Northam Community Safety and Crime Prevention Plan 2022 – 2026 is a four year strategic outlook for the Shire that aims to map the issues of primary concern to the community and document the strategies and partnerships to deal with these issues. This plan replaces the Shire of Northam Community Safety Plan 2017 – 2021.

The Community Safety and Crime Prevention Plan considers the perception of crime as well as the actual crime. A safe community is one where community members are able to

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pursue the fullest life possible without fear or hindrance from crime and disorder, making their feelings of safety as important as their actual level of safety.

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

The Community Safety and Crime Prevention Plan relates to the following strategic direction identified within the Shire of Northam's Strategic Community Plan 2017 – 2027.

SAFETY & SECURITY: A community without fear of crime or antisocial behaviour.
OUTCOME: Shire of Northam residents are able to pursue the fullest life possible without fear of or hindrance from crime and disorder.

- OBJECTIVES:**
- Plan and implement strategies to address crime and safety within the Shire of Northam
 - Increase community participation in identifying and reporting of crime
 - Increase community awareness and understanding of how to prevent crime and improve community safety
 - Work with key stakeholders and community groups to plan and implement community safety and crime prevention initiatives
 - Engage with all segments of our population to understand their challenges and coordinate services to meet those challenges
 - Inform community of long term crime trends and comparisons

KEY INDICATOR OF SUCCESS: A continuous downward trend in crime and antisocial behaviour, and concern about these issues, as evidenced by crime statistics and shire community surveys.

THE SHIRE'S ROLE IN COMMUNITY SAFETY AND CRIME PREVENTION

Local government has an important role to play in ensuring residents feel safe to live a quality life. The Shire of Northam provides direct service delivery and support within a range of areas relating to the community's safety, such as:

- Emergency management
- Ranger services
- Environmental health
- Road safety
- Risk management
- Community health
- Crime prevention

The Shire of Northam coordinates a Community Safety Committee that includes representatives from the Shire of Northam, WA Police, state government agencies, youth service providers, key stakeholder groups and community representatives. Members of the committee share a commitment to improving the actual and perceived safety of the community. This committee is a formally appointed committee of Council.

DEVELOPING THE PLAN

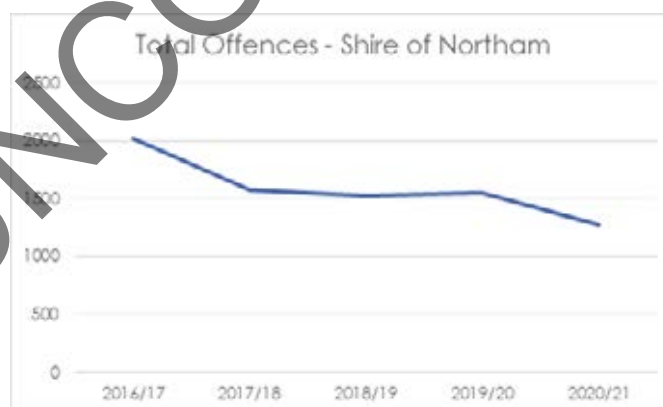
To develop the actions in this plan the Shire engaged in a process of building a picture of the Shire of Northam to understand the key crime and safety issues. This involved the analysis of crime statistics, community and stakeholder engagement, and research, including best practice in local government.



CRIME STATISTICS

The following WA Police Statistics show the reported offences across the Shire of Northam over the past 5 years.

Type of Offence	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Homicide	0	1	2	0	0
Sexual Offence	27	32	32	123	41
Assault (family)	166	136	122	167	166
Assault (non-family)	90	123	102	99	105
Threatening Behaviour (family)	15	22	23	39	28
Threatening Behaviour (non-family)	43	43	27	36	29
Deprivation of Liberty	3	5	1	3	1
Robbery	7	4	3	1	2
Dwelling Burglary	244	85	115	95	66
Non-Dwelling Burglary	73	55	49	56	25
Motor Vehicle Theft	25	19	35	14	18
Stealing	411	358	331	283	236
Property Damage	383	304	238	242	211
Arson	19	8	5	12	7
Drug Offences	323	257	225	180	192
Graffiti	28	7	22	17	4
Fraud & Related Offences	176	55	62	64	71
Breach of Violence Restraining Orders	159	60	111	117	74
Total Offences	2022	1573	1520	1548	1276



The statistics show an overall downward trend in crime over the past 5 years.

The most problematic crime categories within the Shire are assaults (predominantly family related), burglaries, stealing, property damage and drug offences.

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COMMUNITY ENGAGEMENT

In May 2021 the Shire conducted the biennial Community Perceptions Survey to gauge the opinions of the community about issues that they perceive to be affecting them. The results of this survey identified safety and crime prevention as the highest community priority.

Markyt Shire of Northam Community Scorecard – priorities identified by the Shire of Northam Community (in order)

Priorities		Safety and crime prevention
		Local roads
		Streetscapes and verges
		Economic development
		Footpaths, trails and cycleways
		Seniors' services and care
		Festivals, events, art and culture
		River and waterways
		Youth services and facilities
		Housing

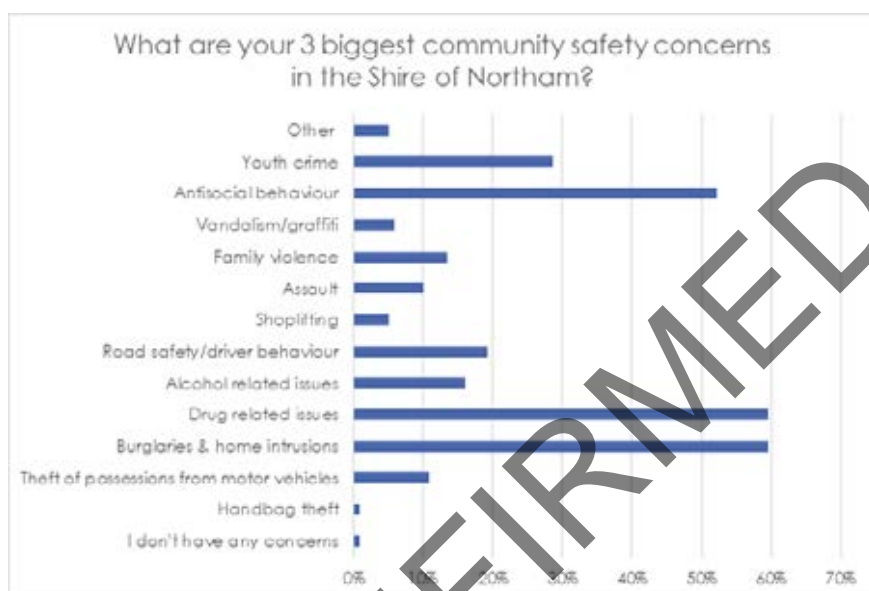
To obtain a clearer picture of the community's safety and crime prevention concerns a more detailed and specific community safety survey was subsequently undertaken during August and September 2021. The survey measured how safe people feel in the Shire of



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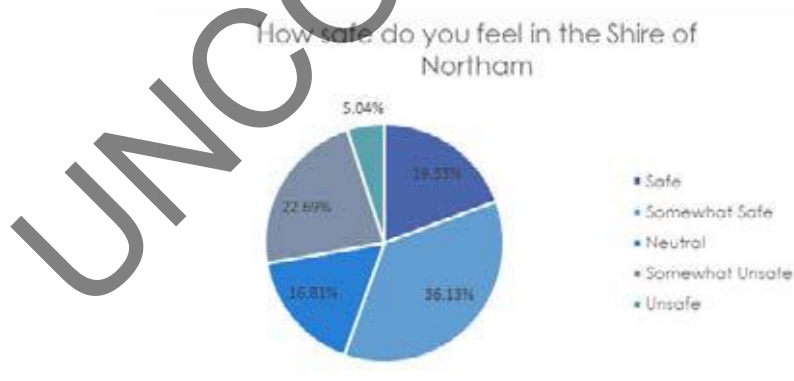
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Northam and asked for input regarding what could be done to make the Shire of Northam safer. The survey was promoted through a variety of channels including the Shire website, social media and community facilities. A total of 119 responses to the Community Safety and Crime Prevention Survey were received and are summarised below.



The top three community safety concerns were identified as

- Burglaries & home intrusions
- Drug related issues
- Antisocial behaviour



More people feel safe or somewhat safe, than feel unsafe.

The places where people feel most unsafe are:

- Poorly lit streets at night
- Shopping centre carparks & entries
- Northam CBD

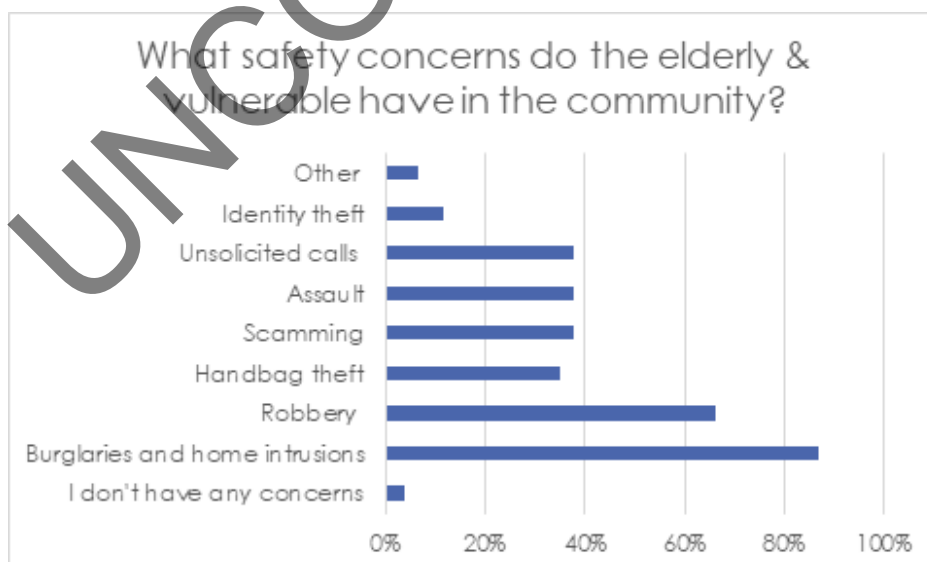
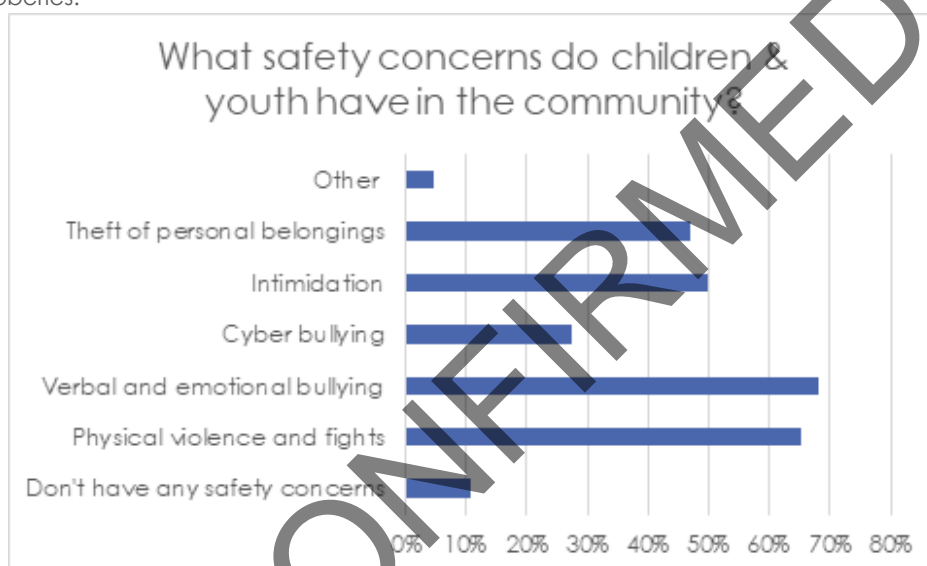
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To improve community safety the top suggestions were:

- More police patrols
- Increased lighting
- Increased CCTV

The survey also tried to gauge how safe children and youth, and the elderly and vulnerable feel within the Shire. The responses indicate that these groups feel slightly more unsafe than the general population. For children and youth their biggest safety concerns as seen below are verbal and emotional bullying, physical violence and fights, and intimidation. For the elderly and vulnerable the biggest concerns are burglaries and home intrusions, and robberies.



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UNDERSTANDING THE PLAN

To reach our vision, the plan will concentrate on four focus areas:

- 1. Building Partnerships & Internal Capacity**
This includes the governance and functioning of the committee, maintaining relationships with the Police and key stakeholders.
- 2. Safer Places & Spaces**
This includes Crime Prevention Through Environmental Design (CPTED), infrastructure such as CCTV, lighting, footpaths, and improving the perception of crime in an area.
- 3. Community Education & Awareness**
This area is about the key messaging and increasing community engagement in community safety, such as reporting of crime and target hardening.
- 4. Addressing or Combatting Anti-social Behaviour**
This area focuses on reducing antisocial behaviour and youth crime and supporting initiatives that help reduce drug and alcohol use in the community.

A series of objectives sit under each of the focus areas. These objectives have been developed based upon the data and consultation. Each objective has a series of actions describing the approach the shire will take in practical terms to achieve the objective.

The Community Safety & Crime Prevention Action Plan is summarised on the following page.

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AIM: To reduce crime and antisocial behaviour, and concern about these issues in the Shire of Northam.



COMMUNITY ISSUES

Alcohol & Other Drugs	X	X	X	X
Antisocial Behaviour	X	X	X	X
Vandalism & Graffiti	X	X	X	X
Assault	X	X	X	X
Road Safety/Driver Behaviour	X		X	
Burglary	X	X	X	
Shoplifting	X	X	X	
Family & Domestic Violence	X		X	X
Perception of Crime	X	X	X	

OBJECTIVES

1.1 Work with WA Police Force & key stakeholders to share knowledge resources, plan & implement community safety & crime prevention initiatives.	2.1 Reduce opportunities for crime 2.2 Improve the perception of crime in the Shire of Northam	3.1 Encourage community participation & awareness 3.2 Increase awareness of home safety 3.3 Educate the community on scams, identity theft, cyber bullying & online criminal behaviour 3.4 Improve road safety on Shire of Northam roads	4.1 Support youth engagement to reduce crime and antisocial behaviour 4.2 Improve community wellbeing
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ACTION PLAN

1. BUILDING PARTNERSHIPS & INTERNAL CAPACITY

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
1.1: Work with WA Police Force & key stakeholders to share knowledge, resources, plan & implement community safety & crime prevention initiatives	Committee to maintain representation from Shire of Northam Elected Members, Staff, Northam and Wundowie Police and the most relevant representation in the area of crime prevention and community safety.	Shire of Northam Office of the CEO & Community Development	Shire of Northam Council All of Community Safety Committee
	Yearly schedule of committee meetings is established in advance ensuring the Community Safety Committee meets at least 4 times per year (quarterly) to monitor the implementation of the Community Safety & Crime Prevention Plan 2022 – 2026.	Shire of Northam Community Development	All of Community Safety Committee
	The committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.	Shire of Northam Community Development Northam & Wundowie Police	All of Community Safety Committee WALGA Crime Statistics
	Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).	Shire of Northam Community Development	All of Community Safety Committee
	Where no key networking or advisory group exists, identify the key stakeholders for the area of concern and establish working groups or partnerships to initiate action.	Shire of Northam Community Development	All of Community Safety Committee
	Support and enable Council Plan Objectives, 1: Play our role in promoting a safe and crime free community 2: Provide accessible and safe public spaces.	Shire of Northam Community Development	Shire of Northam Council All of community Visitors to the Shire of Northam



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2. SAFER PLACES & SPACES

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.1: Reduce opportunities for crime	Attend at least one business focused meeting per year to promote measures businesses can take to improve their security and minimise crime related risk.	Shire of Northam Community Development Northam Chamber of Commerce	Business & shop owners/operators Northam Chamber of Commerce WA Police Force
	Promote the registration of private and business CCTV with the WA Police Cam-Map initiative.	Shire of Northam Community Development Northam Chamber of Commerce Northam & Wundowie Police	WA Police Force Shire of Northam Information Technology Northam Chamber of Commerce
	Embed Crime Prevention Through Environmental Design (CPTED) principles within planning and development process.	Shire of Northam Planning, Engineering & Parks & Gardens	Shire of Northam Development Services & Engineering Services Private Developers & Builders
	Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology solutions.	Shire of Northam ICT	Shire of Northam ICT & Building Maintenance
	Conduct lighting audit of Shire's priority public places and spaces (e.g. parks, carparks).	Shire of Northam Building Maintenance	Shire of Northam Engineering Services, Building Maintenance

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
2.2: Improve the community perception of crime in the Shire of Northam	Promote positive communications across relevant external platforms to address the negative perceptions.	Shire of Northam Community Development & Communications	Shire of Northam Communications Northam Advertiser Northam Town Team Community & Progress Associations Espin Capital (El Cabello Digital Billboard)
	Promote the importance of reporting graffiti, its cost to the community and aim to remove the graffiti within 5 days of it being reported or 3 days if it is offensive.	Shire of Northam Community Development, Communications & Parks & Gardens Northam & Wundawie Police	Shire of Northam Community Development, Communications & Media, Ranger Services and Parks & Gardens WA Police Force – local Police & Graffiti Team
	Facilitate and support targeted place activations and projects across the Shire based on intelligence from the Committee.	Shire of Northam Community Development & Events	All of Community Safety Committee
	Reduce the perception of crime in the area by maintaining tidy surroundings reducing litter, removing abandoned vehicles within 24 hours of them being reported, reporting abandoned shopping trolleys, regularly mowing grass and verges in public spaces, and educate private owners to do the same Removing graffiti within 5 days of it being reported Promote and encourage community participation in Clean Up Australia Day and Adopt a Spot Programs.	Shire of Northam Parks & Gardens, Ranger Services & Community Development	Shire of Northam Communications & Media, Events, Ranger Services and Parks & Gardens All Shire residents WA Police Force - Graffiti Team Northam Share & Care Avon Valley Environmental Society Local volunteer maintenance groups such as STRYKA, Bridgeley Northam Town Team Keep Australia Beautiful Clean Up Australia

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Attachment 7.2.1

3. COMMUNITY EDUCATION & AWARENESS

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness	Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.	Shire of Northam Community Development & Communications	Shire of Northam Communications Northam Advertiser Espin Capital (El Cabello Digital Billboard) WA Police Force – local Police Crimestoppers WA
	Provide at least one community safety & crime prevention forum in the Spring each year with local police, Council and Committee members to listen to the community issues and concerns around safety & crime prevention, answer questions and inform them of the initiatives of the committee.	Shire of Northam Community Development Northam & Wundowie Police	All of Community Safety Committee Shire of Northam Council Residents and community members
	Actively promote the need for the reporting of crime and suspicious activity through Crimestoppers, calling 131 444 where assistance is required and other official channels rather than on social media or not at all.	Shire of Northam Community Development & Communications Northam & Wundowie Police	Shire of Northam Community Development, and Communications WA Police Force Crimestoppers WA
	Promote Crime Stoppers WA initiatives, such as Bikeline and Dob in a Dealer.	Shire of Northam Community Development & Communications Northam & Wundowie Police	Shire of Northam Community Development, and Communications
	Promote positive perceptions of minority groups within the community to improve social cohesion.	Shire of Northam Community Development, & BKB Coordinator Nyoongar Cultural Advisory Committee	Aboriginal Elders and community Nyoongar Cultural Advisory Committee Bilya Koort Boodja Centre WA Police Force – local Police NACHA – Northam Multicultural Heritage Festival

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Attachment 7.2.1



OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDER
3.1: Encourage community participation & awareness (CONT.)	Promote the use of the Snap Send Solve App to report safety concerns.	Shire of Northam Community Development & Communications	Shire of Northam
	Support local Police to implement quarterly Coffee with a Cop sessions at venues throughout the Shire including those specifically targeting key groups (e.g. senior citizens).	Northam & Wundowie Police Northam Chamber of Commerce	Shire of Northam Community Development WA Police Force – local Police Northam Chamber of Commerce Senior Citizens Groups
	Promote the inclusion of specific community safety messaging at all Shire events	Shire of Northam Community Development & Events	Shire of Northam Events, and Communications
	Attend at least one community event or activity, such as the Northam Agricultural Show, Wundowie Iron Festival or Bilya Festival annually based on priority demographic audience to promote community safety and crime prevention initiatives.	Shire of Northam Community Development & Events	Shire of Northam Events, and Community Development Event Organisers & Community Groups WA Police Force – local Police
	Promote the programs that are being offered by other service providers and community groups that offer programs aiding in community safety and crime prevention.	Shire of Northam Community Development & Communications	All of Community Safety Committee Community Service Providers Shire of Northam Community Development, and Communications

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.2: Increase awareness of home safety	Provide and promote up to date home safety and security information and online resources via the Shire of Northam website.	Shire of Northam Community Development & Communications	Shire of Northam Community Development, and Communications WA Police Force
	Develop initiatives in collaboration with local Police that increase home safety awareness and target hardening for vulnerable residents.	Shire of Northam Community Development Northam & Wundowie Police	Shire of Northam Community Development, and Seniors & Disability Services WA Police Force – local Police Senior Citizens Groups Disability Support Services Northam Share & Care WA Seniors Card Seniors Security Rebate Volunteer maintenance groups, e.g. STRYKA, Bridgeley
	Implement a "Get to Know Your Neighbour" campaign to encourage neighbourhood community connections to reduce the level of burglaries and increase awareness and support amongst neighbours.	Shire of Northam Community Development	Shire of Northam Community Development, and Events Residents and ratepayers



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Attachment 7.2.1



OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.3: Educate the community on scams, identity theft, cyber bullying & online criminal behaviour	Facilitate the promotion of services and tools that provide community education, particularly targeting the vulnerable on protecting themselves against scammers and identity theft.	Shire of Northam Library Services	Shire of Northam Community Development, Library, Seniors & Disability Services, and Communications WA Police Force Senior Citizens Groups Disability Support Services
	Include a cyber safety information stall at the Back to School event and workshop at the library to complement existing school based education on the subject.	Shire of Northam Recreation & Youth, & Library Department of Education	Shire of Northam Community Development All local primary schools and high schools Department of Education Northam PCYC Avon Community Services

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Attachment 7.2.1

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
3.4: Improve road safety on Shire of Northam roads	Support and enable initiatives of the Northam RoadWise Committee towards the aspirational goal of reducing killed and serious injury road crashes in the Shire of Northam.	Shire of Northam Engineering & Community Development RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services
	Partner with local Police, Northam RoadWise and relevant stakeholders to promote safe and considerate road use.	Shire of Northam Community Development, Communications & Engineering Northam & Wundowie Police RoadWise Committee	Shire of Northam RoadWise Committee, Engineering, Works, and Technical Services WA Police Force – local police
	Ensure road safety outcomes are accounted for in the Council Plan or Public Health Plan.	Shire of Northam Office of the CEO & Environmental Health	Shire of Northam RoadWise Committee, Engineering, Works, Technical Services, and Environmental Health
	Advocate for Safe System road safety improvements and traffic calming infrastructure.	Shire of Northam Engineering	Shire of Northam Engineering, Works, Technical Services, and Community Development RoadWise Committee Main Roads WA All road users within the Shire of Northam



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Attachment 7.2.1

4. ANTISOCIAL BEHAVIOUR

OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour	Support and promote initiatives to increase parental/ carer responsibility for ensuring that their children do not participate in antisocial or criminal behaviour.	Shire of Northam Recreation & Youth Northam PCYC Northam & Wundowie Police	Shire of Northam Community Development, Recreation & Youth WA Police – local Police Department for Communities – Child Protection Department of Education Department of Justice – Youth Justice Northam PCYC WANSLEA Avon Community Services Northam Youth Wellbeing Plan Wheatbelt District Leadership Group
	Establish or partner with existing working groups comprising of appropriate staff and volunteers working with young people to develop practical initiatives to re-engage at risk youth and their families.	Shire of Northam Recreation & Youth Northam PCYC Bridgeley Youth Group	Shire of Northam Community Development, Recreation & Youth Wheatbelt District Leadership Group WA Police – local Police Department for Communities – Child Protection Department of Education Department of Justice – Youth Justice Northam PCYC WANSLEA Avon Community Services Northam Youth Wellbeing Plan

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.1: Support youth engagement to reduce crime and anti-social behaviour (CONT)	Partner with the Northam Chamber of Commerce to drive the "Keeping Kids in School" program.	Shire of Northam Community Development Northam Chamber of Commerce	Shire of Northam Community Development Northam Chamber of Commerce WA Police Force Retail outlets
	Integrate and align with the priority objectives within the Northam Youth Wellbeing Plan	Northam Youth Wellbeing Plan Representative Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services, and Community Development Northam Youth Wellbeing Plan Committee
	Identify and deliver collaborative youth diversionary initiatives across the Shire, such as: <ul style="list-style-type: none"> Urban art projects that make young people feel a part of their community and contribute positively Interagency coordination of school holiday activity programs for children and youth each school holidays. 	Shire of Northam Recreation & Youth, & Community Development Northam PCYC	Shire of Northam Recreation & Youth Services, Community Development, and Events Northam PCYC Avon Community Services Northam Youth Wellbeing Plan Committee
	Establish partnerships to deliver and/or support early intervention initiatives.	Shire of Northam Recreation & Youth Northam PCYC Northam Youth Wellbeing Plan Representative	Local primary and secondary schools WA Police Force – Youth Crime Intervention Officers
	Promote the Department of Local Government, Sport & Cultural Industries Kids Sport Program and investigate additional measures to engage at risk children and youth in sport.	DLGSC Shire of Northam Recreation & Youth	Shire of Northam Recreation & Youth Services Department of Local Government, Sport & Cultural Industries
	Seek opportunities for young people in outlying communities to access transport to participate in youth events in Northam.	Shire of Northam Recreation & Youth, & Community Development	Shire of Northam Recreation & Youth Services, Community Development, and Events

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OBJECTIVE	ACTIONS	RESPONSIBILITY	STAKEHOLDERS
4.2: Improve community wellbeing	Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health and suicide prevention, such as "Turn Up in Blue Day".	Shire of Northam Community Development Local Drug Action Group Holyoake	Shire of Northam Community Development Local Drug Action Group Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health
	Continue to provide & maintain secure sharps disposal units in public places and educate the community on safe removal and reporting of needles in public places (e.g. parks and playgrounds).	Shire of Northam Building Maintenance, Health & Community Development	Shire of Northam Building Maintenance Officer, Environmental Health, Community Development, and Communications
	Support and enable the Shire's Public Health Plan, including alcohol & other drug prevention, mental health & suicide prevention.	Shire of Northam Health & Community Development	Shire of Northam Environmental Health, and Community Development Holyoake Wheatbelt Suicide Prevention Coordinator Wheatbelt Mental Health Local Drug Action Group
	Proactively support the Northam Liquor Accord amongst all licensed premises to ensure responsible service of alcohol within Shire of Northam.	Shire of Northam Community Development	WA Police – Liquor Enforcement Unit Shire of Northam licensed venues
	Promote the Good Sports Program to local sporting clubs and associations. Work with clubs to reduce alcohol consumption.	Shire of Northam Club Development Officer Holyoake	Shire of Northam Club Development Officer Good Sports Holyoake Dept. Local Government, Sport and Cultural Industries

COMMS-PL-08-Shire of Northam Community Safety & Crime Prevention Plan 2022-2026_V4

REVIEWING THE PLAN & MONITORING PROGRESS

The Shire of Northam Community Safety Committee will have primary responsibility for the monitoring and review of the plan. The desired outcomes of the plan will be delivered in partnership with key stakeholders. The outcomes of actions within the plan will be reviewed and measured annually in line with Councils Corporate Business Plan.

It is to be noted that the plan is a living document and as such additional strategies may be added, and further stakeholders seconded to assist with the implementation of these strategies.

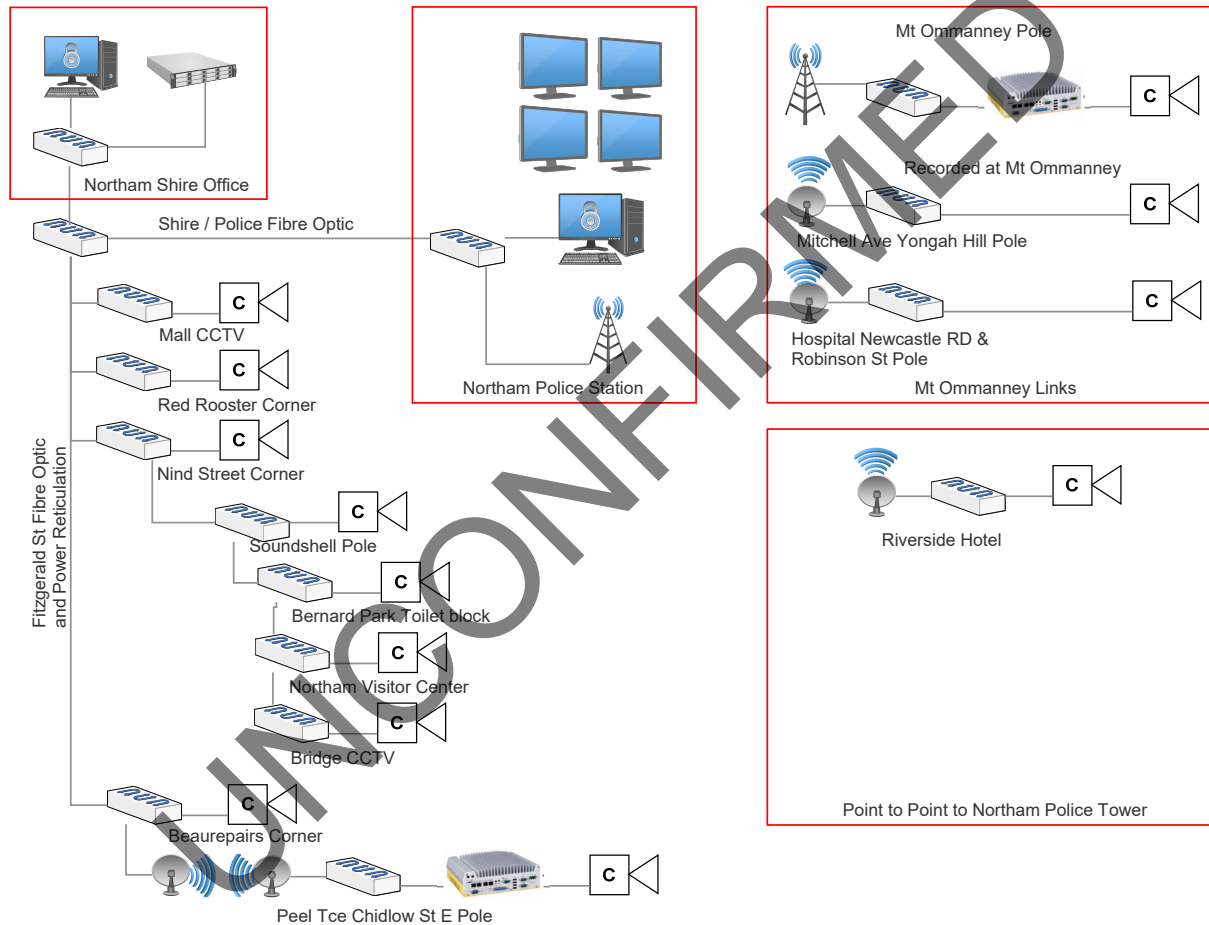
Any financial requirements for implementing the plan will be sought through Councils annual operating budget process with external funding for specific projects also to be pursued.

FURTHER INFORMATION

For further information regarding the Shire of Northam Community Safety & Crime Prevention Plan 2022 – 2026 please contact the Shire of Northam Community Development Officer on telephone (08) 6608 0234 or email records@northam.wa.gov.au



Concept Northam - Network Restructure



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7.3 Community Safety & Crime Prevention Plan Update

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

{attachment-list-do-not-remove}

A. BACKGROUND / DETAILS

This Committee Report aligns with the four focus areas of the Community Safety & Crime Prevention Plan 2022 – 2026.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action 1.1.1: Advocate for greater visibility by Police and Youth Officers in known hotspots.

Priority Action 1.1.2: Provide a program to deliver youth diversionary initiatives across the Shire on an annual basis.

Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

Priority Action 1.1.5: Provide communications to our community to promote safety and crime prevention information, services and programs.

Priority Action 1.1.6: Develop internal service level agreement for the

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management and timely removal of graffiti on council owned assets.
Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action 1.2.2: Undertake lighting audits in priority areas.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.1: Actively engage with young people to understand and meet their needs.

Priority Action 2.1.3: Provide Youth Sport Support program of \$10,000 per year to enable at risk youth to participate in multiple sports per year.

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.

Priority Action 2.2.1: Liaise with Department of Communities to understand local needs for short term crisis accommodation, counselling and support services.

B.2 Financial / Resource Implications

There is a 2023/2024 Council Budget allocation of \$6,800 for Community Safety Initiatives

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

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



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B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Community Safety Initiatives run over budget	Possible (3) x Insignificant (1) = Low (3)	Check budget regularly and check expenditure. Apply for increased budget allocation if likely to require additional funds.
Health & Safety	Crime rates increase & the plan does not improve community safety.	Possible (3) x Minor (2) = Moderate (6)	The Committee & Shire staff work in close partnership with local Police and other agencies to implement targeted strategies to reduce crime & anti-social behaviour.
Reputation	Community safety is an area of public concern. The Community Safety & Crime Prevention Plan is not deemed to improve safety.	Possible (3) x Medium (3) = Moderate (9)	Cross agency Community Safety and Crime committee work together to implement strategies to reduce community crime and anti-social behaviour.
Service Interruption	Nil	Nil	Nil
Compliance	Nil	Nil	Nil
Property	Nil	Nil	Nil
Environment	Nil	Nil	Nil

B.7 Natural Environment Considerations

Nil

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C. OFFICER'S COMMENT

Focus Area 1: Building Partnerships & Internal Capacity

- Objective 1.1. Action 3: The Committee is to be informed of the latest crime statistics and trends to ensure they maintain an up to date understanding of the issues within the Shire of Northam and to identify areas of concern.
 - Shire of Northam crime statistics for July – October 2023 are provided in the attachment.
 - Monthly figures on the reports of crime within the Shire of Northam boundaries are compiled and supplied to the Shire by the WA Local Government Association (WALGA) based on the figures received from the WA Police. Data excludes family and domestic assaults.
 - Assaults and disorderly conduct offences are down from the previous year to date. Transport offences have risen, however as updated by WA Police representatives at the previous Committee meeting, traffic policing has been a local focus recently, which may attribute to the increase.
 - An update is to provided in Item 7.6 from the Northam & Wundowie Police Stations.
- Objective 1.1. Action 4: Identify relevant existing networking or advisory groups and connect with these to collaborate on activities to target specific issues (for example youth offending).
 - The Northam Community Wellbeing Plan meeting is scheduled for 29 November part of the process is to determine the focus of a new wellbeing plan, which may become a sub-group of this Committee.
 - The Northam Youth Engagement group held a meeting on 2 November 2023. An update will be provided in Item 7.6.

Focus Area 2: Safer Places & Spaces

- Objective 2.1 Action 4: Implement additional CCTV infrastructure in line with the Shire of Northam CCTV Needs Analysis and adopt innovative technology.
 - CCTV Needs Analysis to be presented at Item 7.2.

Focus Area 3: Community Education & Awareness

- Objective 3.1, Action 1: Implement annual program of communications and messaging regarding community safety & crime prevention informed by data and yearly events, such as a targeted campaign on home burglary and theft prevention around the Christmas / New Year holiday period.
 - There have been no Community Safety Corner articles submitted to the Northam Advertiser since July due to lack of content and time capacity of Shire Officers to produce these. Shire Officers are

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seeking input and collaboration from the members of the Committee to develop the Community Safety Corner each month, whether this be through volunteers or a designated roster. The Community Safety Corner article is designed to be an informative and positive news piece, between 300 – 400 words, that could cover a range of community safety and wellbeing topics.

Focus Area 4: Antisocial Behaviour

- Objective 4.2, Action 1: Support campaigns that promote alcohol & other drugs prevention and harm minimisation, and raise awareness of mental health & suicide prevention, such as Turn Up in Blue Day.
 - Turn Up in Blue Day 2023 was held on Thursday 12 October 2023 at Bernard Park Northam. The event was a successful collaboration of agencies led by Holyoake, raising awareness of mental health, and providing useful tools for all the community.

<p>COMMITTEE DECISION</p> <p>Minute No: CSC.112</p> <p>That the Committee accepts the Community Safety & Crime Prevention Plan update as provided.</p> <p>Moved: Cliff Simpson Seconded: Elizabeth Hoek</p> <p style="text-align: right;">CARRIED: 9/0</p>
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For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, E Draper, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Northam Police SSGT Martin Glynn queried how the Police can contribute to the Community Safety Corner newspaper column.

Presiding Chair Cr Julie Williams, responded to contact the Manager of Community Development & Tourism, Jaime Hawkins.

Ms Jaime Hawkins, confirmed that an email will be sent to Committee members to seek contributions.

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The Chief Executive Officer suggested once the CCTV report is adopted an article should be included on CCTV.

Presiding Chair Cr Julie Williams stated that at Turn Up in Blue Day the fridge magnets were very popular and if resources allowed, more should be ordered.

UNCONFIRMED

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Attachment 7.3.1

Crime Category	Crime Type	Jul-23	Aug-23	Sep-23	Oct-23
Arson	Cause bushfire	0	1	0	2
Arson	Cause damage by fire	0	1	0	2
Arson	Other fire related offences	0	0	0	0
Assault	Non-family	7	3	10	8
Burglary	Dwelling	5	6	2	4
Burglary	Non-Dwelling	2	4	5	6
Deprivation of Liberty	Deprivation of Liberty	0	0	2	0
Deprivation of Liberty	Kidnapping / Child Stealing	0	0	0	0
Disorderly Conduct	Disorderly behaviour	1	5	7	2
Disorderly Conduct	Disorderly gathering	0	0	0	0
Drug Offences	Cultivate or manufacture drugs	1	1	1	0
Drug Offences	Drug dealing	1	0	4	0
Drug Offences	Drug possession	8	13	12	14
Drug Offences	Possession of drug paraphernalia	9	14	14	7
Drug Offences	Other drug offences	0	3	3	0
Graffiti	Graffiti	0	0	0	0
Homicide	Murder	0	0	0	0
Liquor Offences	Liquor Offences (Licensee)	0	0	0	0
Liquor Offences	Liquor Offences (other)	0	0	0	0
Offences Against Animals	Offences Against Animals	0	0	0	0
Property Damage	Criminal Damage	11	9	8	9
Property Damage	Damage	6	8	14	10
Robbery	Business	0	0	0	0
Robbery	Non-business	0	0	0	0
Sexual Offences	Historical sexual offences	1	0	0	1
Sexual Offences	Recent sexual offences	0	0	1	1
Stealing	From dwelling	8	2	5	5
Stealing	From motor vehicle (contents or parts)	2	10	2	7
Stealing	From retail premises or place (shoplift)	15	17	15	14
Stealing	From other premises or place	10	5	10	8
Stealing of Motor Vehicle	Stealing of Motor Vehicle	1	1	1	3
Transport Offences	Driving Causing Bodily Harm	1	0	0	1
Transport Offences	Drunk/Drug Driving	2	2	0	0
Transport Offences	Driver's Licence Offences	4	2	2	1
Transport Offences	Fail to stop or give way	0	0	1	0
Transport Offences	Unsafe Driving	2	1	3	5
Transport Offences	Vehicle licence offences	0	2	0	1
Transport Offences	Seatbelt/Helmet Offences	2	0	0	0
Transport Offences	Non-vehicle Offences	0	0	0	0
Transport Offences	Fail to Assist (Accident)	0	0	1	2
TOTAL (No. of counts)		99	109	123	113

Year to Date Comparison 2022 - 2023

OFFENCE CATEGORY	PREVIOUS YTD	CURRENT YTD	PERCENTAGE CHANGE
Arson	5	6	20.0%
Assault (excludes family)	44	28	-36.4%
Burglary	40	34	-15.0%
Deprivation of Liberty	1	2	100.0%
Disorderly Conduct	25	15	-40.0%
Drug Offences	100	105	5.0%
Graffiti	2	0	-100.0%
Homicide	0	0	0.0%
Liquor Offences	0	0	0.0%
Offences Against Animals	1	0	-100.0%
Property Damage	74	75	1.4%
Robbery	1	0	-100.0%
Sexual Offences	4	4	0.0%
Stealing	125	115	-8.0%
Stealing of Motor Vehicle	3	6	100.0%
Transport Offences	20	35	75.0%

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DLGSC Regional Officer Emma Draper left meeting at 11:54am.

7.4 Review of Community Safety Actions in Council Plan

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To seek input from the Committee on the Council Plan regarding:

- Targeted place activations and projects
- Hosting of a 'Community Safety and Crime Prevention Forum'.

To ensure priority actions and their outcomes continue to align with the community's need and are achievable within the Council Plan timeframes and budget.

ATTACHMENTS

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A. BACKGROUND / DETAILS

The Shire of Northam Council Plan was implemented in 2022, Outcome 1 within the plan addresses the aims and priority action in providing 'a safe community'.

These actions were aligned within the 'Community Safety & Crime Prevention Plan.'

Officers are seeking input from the Committee to deliver the following Council Plan priority actions in 2023/24:

1.1.3. Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.



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1.1.7. Provide an annual community safety and crime prevention forum.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action 1.1.3: Develop a program to facilitate and support targeted place activations and projects across the Shire on an annual basis, based on intelligence from the Community Safety and Crime Prevention Committee.

Priority Action 1.1.7: Provide an annual community safety and crime prevention forum.

B.2 Financial / Resource Implications

There is a Council Budget allocation of \$6,800 for Community Safety Plan Initiatives

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Community consultation was undertaken for the development of the Council Plan and the Community Safety & Crime Prevention Plan.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Implementing these actions will place pressure on the budget for community safety	Likely (4) x Medium (3) = High (12)	Committee to consider and prioritise actions.
Health & Safety	No identifying appropriate areas for targeted	Possible (3) x Minor (2)	Undertaking engagement



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	activations or community need can reduce the successfulness of the overall outcome.		=Moderate (6)	at this committee will assist in positive and successful outcomes.
Reputation	N/A	N/A	N/A	
Service Interruption	N/A	N/A	N/A	
Compliance	N/A	N/A	N/A	
Property	N/A	N/A	N/A	
Environment	N/A	N/A	N/A	

B.7 Natural Environment Considerations
Nil

C. OFFICER'S COMMENT

The above-mentioned actions were identified for inclusion in the Council Plan following community & stakeholder consultation. With a current budget of \$6,800 and limited staff time and resources, Officers do not believe it is achievable to deliver on both actions in the current financial year. Input is sought from the Committee to identify the priorities and feasibility of hosting a Community Safety Forum in the future.

Action 1.1.3 was included in the plan based upon the premise that 'activation' of a place will encourage more people to be in and around that area and will increase passive surveillance of anti-social behaviour and could lead to a decrease in its occurrence.

Shire Officers seek the following input from the Committee:

- What are the top four areas/locations that are priority for activations?
Examples: Bernard Park, Youth Precinct, Recreation Centre, Village Green, outer Northam, such as West Northam & Avonvale, and outlying communities like Wundowie & Bakers Hill.
- What types of activations would the Committee like to focus on within the program?
Examples: public art, community gardens, play equipment, targeted activities based around sport and recreation, mental health and

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wellbeing, and for specific groups or ages i.e., youth, early childhood development activities.

Officers also seek Committee input into whether an annual community safety forum is still required (Action 1.1.7) or would another method of information delivery be more suitable?

Previous attempts to hold a forum have been unsuccessful due to scheduling conflicts with other events, and collaboration with other agencies has not been successful due to competing priorities, resources and timing.

COMMITTEE DECISION:

Minute No: CSC.113

That the Committee suspend the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi
Seconded: Elizabeth Hoek**

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.114

That the Committee resume the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi
Seconded: Elizabeth Hoek**

CARRIED: 8/0

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For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.115

That the Community Safety Committee provides input at the February 2024 meeting on the priority areas/locations and targeted programs, and the feasibility of delivering a Community Safety & Crime Prevention Forum in future years to guide the Shire's approach to delivering on these initiatives.

Moved: Mr Cliff Simpson
Seconded: Ms Theresa Lee

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION

Youth Agency representative (PCYC) Ms Jane Atterby suggested that the Town Teams are very proactive and should be contacted.

Community representative Mrs Elizabeth Hoek suggested creating sub communities in townsite, e.g. Avonvale, and this can provide pride and ownership. She spoke of them being able to receive Quick Response Grants from the Shire.

Senior Ranger Ms Kellee Walters suggested focusing on pinpointing vulnerable members of the community, such as seniors. Safety Forum for seniors with buses from Wundowie etc. however avoid Seniors Week when a lot of other events are happening.

Northam Roadwise Committee representative, Mr Cliff Simpson informed the Committee about an event he previously organised with the Shire of York. It was a full day, one off event with RAC, Worksafe, Police, and businesses in the Shire of York which was very successful. He agreed with the activation of

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suburbs and suggested to give it to residents, such as a street party with safety component.

Chief Executive Officer stated it was a good idea, however we need to be cognisant that public funds need to be administered appropriately.

Mr Cliff Simpson suggested giving it to Rotary, Lions, Men's Shed. Those groups that have the capacity to administer a community grant. He also highlighted that Road Safety Grants come out in January.

SSGT Martin Glynn said Police are happy to be involved with forum, noting it is hard to attract the community in the evenings.

Manager Community Development and Tourism Ms Jaime Hawkins called for the Committee to contact her before the meeting in February with ideas and suggestions.

7.5 2024 Meeting Schedule

File Reference:	1.3.12.1
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To determine the schedule of meetings of the Community Safety & Crime Prevention Plan for 2024.

ATTACHMENTS

{attachment-list-do-not-remove}

A. BACKGROUND / DETAILS

The Shire of Northam Community Safety & Crime Prevention Plan 2022 - 2026 Objective 1.1, Action 2 is that a schedule of yearly meetings is established in advance, ensuring that the Committee meets at least 4 times per year.

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Meetings generally take place on the third Tuesday of the relevant month, which was previously aligned to follow immediately after the Roadwise Committee meeting as a few members sat on both Committees. Due to a change in the way in which the Roadwise Program is being delivered by the WA Local Government Association, the Roadwise Committee has been disbanded. The Shire is currently considering becoming a Roadwise Council under the new approach.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

B.2 Financial / Resource Implications

There is a budget allocation of \$6,800 for Community Safety Plan Initiatives.

B.3 Legislative Compliance

Nil.

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
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Financial	There is a small cost associated with catering for committee meetings	Likely (4) x Insignificant (1) = Low (4)	There is budget provision for the community safety committee.
Health & Safety	N/A	N/A	N/A
Reputation	Meeting at an unsuitable time will result in failure to reach the quorum	Possible (3) x Medium (3) = Moderate (6)	Set meeting schedule with calendar reminders 1 year in advance. Publish meeting schedule. Review meeting schedule if required.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

It is recommended that a quarterly meeting schedule be determined for 2024, with additional meetings to be held on an as needs basis. Officers will investigate meetings to be held outside Northam, as previously suggested by members of the Committee.

Meetings will be held on the third Tuesday of each month. Meetings would commence at 11am at the venue to be advised, with a light lunch to be provided, unless otherwise advised.

The proposed meeting schedule is as follows:

- 20 February 2024
- 21 May 2024
- 20 August 2024
- 19 November 2024

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COMMITTEE DECISION:

Minute No: CSC.116

That the Community Safety Committee adopts the following meeting schedule for 2024:

- 20 February 2024
- 21 May 2024
- 20 August 2024
- 19 November 2024.

Moved: Ms Jane Atterby

Seconded: Ms Amanda Marshall

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

DISCUSSION:

Question from Presiding Member, Cr Julie Williams asking if going to other locations in Shire of Northam is going to cause a problem for agencies to attend.

All agencies agreed that it would be difficult.

Presiding Member Cr Julie Williams sought clarification if additional meetings can be held. The Manager Community Development & Tourism responded they can however there is a requirement for the Shire to promote dates of meetings of Committees of Council that are open to the public.

Given the feedback from the agencies meetings will be kept in Northam.

7.6 Agency Updates

File Reference:	1.3.12.1
Reporting Officer:	Alison Quin (Community Development Administration Officer)
Responsible Officer:	David Emery (Acting Executive Manager Community Services)

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Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

NIL

{attachment-list-do-not-remove}

A. BACKGROUND / DETAILS

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

Relevant external groups and agencies may present pertinent matters of discussion related to the area of community safety and crime prevention, as well as any other programs or activities relating to external groups/agencies.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 1: A safe community.

Objective 1.1: Play our role in promoting a safe and crime free community.

Priority Action: Nil.

Performance Area: People.

Outcome 1: A safe community.

Objective 1.2: Provide accessible and safe public spaces.

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

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Nil.

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	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

NIL.

C. OFFICER'S COMMENT

The following update has been provided by Jessica Daniels from Holyoake who was an apology for this meeting:

- Older Adults Social Prescribing Event is organised to run on 11 December in Toodyay.
- Northam Local Drug Action Team meetings are not running for the remainder of the year due to capacity. These will commence in the New Year and activities will be organized in the first part of the year.
- Northam Community Wellbeing Plan meeting is 29 November. A new CWP is being developed, so this meeting is in person only.



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- Yirra Koorl is our prevention newsletter, an edition was released in October, it can be viewed here: [Yirra Koorl - Email Final.pdf \(holyoake.org.au\)](#)
- Holyoake is in the process of looking at how we can further roll out naloxone in the Wheatbelt.

COMMITTEE DECISION:

Minute No: CSC.117

That the Committee suspend the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Elizabeth Hoek
Seconded: Attila Mencshelyi**

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

COMMITTEE DECISION:

Minute No: CSC.118

That the Committee resume the following Standing Orders:

- **8.5 - members to indicate their intention to speak (requirement to stand); and**
- **8.9 - speaking twice.**

**Moved: Attila Mencshelyi
Seconded: Elizabeth Hoek**

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

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COMMITTEE DECISION:

Minute No: CSC.119

That the Community Safety Committee endorses the following recommendation being presented to Council:

That Council receives the agency updates as provided.

Moved: Elizabeth Hoek

Seconded: Jane Atterby

CARRIED: 8/0

For: Cr J Williams, Cr A Mencshelyi, SSGT M Glynn, C Simpson, A Marshall, J Atterby, T Lee, E Hoek.

Against: Nil

Northam Roadwise Committee Mr Cliff Simpson

- WALGA Roadwise have made changes to work closer with local government.
- Northam will receive road safety support five days a quarter.
- Road inspection and policy may be a focus.

Northam Police SSGT Martin Glynn

- Business as usual. Busy time of year.
- Working on District outside Northam on coast.
- Targeting shoplifting and stealing motor vehicles.
- New District Superintendent Gene Pears starting soon.

Youth Agency Representative - PCYC Ms Jane Atterby

- Blue Light Events.
- Bakers Hill Silent Disco, Bakers Hill Christmas Fair, Carols on Fitzgerald Northam



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- Blue Light Disco Northam Aquatic Centre Friday evening next year. Ages 10 and up.
- Night Hoops.
- Back to School Event Bernard Park 30 January 2024.
- Limited summer school holiday program working with Liz Osborne from Shire of Northam.
- 16 Days in WA BBQ on 11 November.

WA Country Health Service – Wheatbelt Ms Danielle MacTaggart

- Social economic pressure on families
- Masks are being worn in hospitals again due to spike in Covid cases.

Senior Ranger Ms Kellee Walters

- Swans nested. Two cygnets hatched, one died.
- Last year's cygnet attacked by dog.
- Increase in dogs roaming. No microchip, not sterilized. Owners not coming forward due to impound fee.
- Muresk Vet Nurse students offering free microchipping at Muresk on 12 December.
- Rangers are participating in community engagement with giveaways and responsible pet ownership information.

Department of Education Ms Amanda Marshall

- Visiting District High School with career paths for Year 10's.
- Transitioning Year 6 to Year 7.
- Back to School Packs. Schools now apply for amount and delivered to schools.

Acting Community Services Manager Mr David Emery

- Shire of Northam working with Police to engage children and promote positive behaviours. Events with PCYC & agencies Youth Drop in Zone over January School holidays.
- Markets, Shop Local day, Movie night, Australia Day preparations.

Northam Chamber of Commerce Ms Theresa Lee

- Working towards Carols on Fitzgerald.
- Shop Local Campaign.
- Early stages of planning Wheatbelt Futures Forum 2024 in Northam.
- Held AGM Tuesday 14 November.
- Received letter from Mia Davies MLA regarding anti-social behaviour at Village Square Shopping Complex. Letter read to the Committee.

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In response to the letter, Department of Communities (Housing Authority) representative Ms Christine Franks asked if power points are available for phone charging and can the Shire look at this.

The Chief Executive Officer responded that we would have to consider suitable locations as we may encounter pushback from the community. Can consider in consultation with Police.

Manager Community Development & Tourism will investigate if charging stations are still available at seating in the Avon Mall.

Deputy Presiding Member Cr Attila Mencshelyi

Share & Care are playing a leading role in 16 Days in WA.

Department of Communities – Housing Authority Christine Franks

Department of Communities 16 Days in WA working with Share & Care in Northam Boulevard Shopping Centre is the same day as PCYC.

PCYC's Ms Jane Atterby responded that they are happy to look at combining and will contact Share & Care and other agencies involved.

8 URGENT BUSINESS APPROVED BY DECISION

Nil.

Acting Executive Manager Community Services Dave Emery left meeting at 12.44pm

10 DECLARATION OF CLOSURE

There being no further business the Presiding Member, Cr Julie Williams declared the meeting closed at 12.45pm.

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"I certify that the Minutes of the Community Safety Committee Meeting held on Tuesday 21 November 2023 have been confirmed as true and correct record."

_____ Presiding Member

_____ Date

UNCONFIRMED

**12.4 AUDIT & RISK MANAGEMENT COMMITTEE MEETING HELD ON 11
DECEMBER 2023**

Agenda item 12.4 Audit & Risk Management Committee Meeting held on 11 December 2023 will be added as a late item after the Council Forum Meeting.

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 A 8.5 Property Management (Leases & Licences) Policy

File Reference:	A14320
Reporting Officer:	Britt Hadlow (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

Legal advice has been received pertaining to Policy A 8.5 Property Management (Leases & Licences). A Lessor is unable to recoup costs for the development of a lease created under the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

Due to this, the Property Management (Leases & Licences) Policy has been amended to reflect the obligations of the Lessor.

ATTACHMENTS

1. C S- POLIC Y-08 A 8.5 Property Management (Leases Licences)_ V 3 - Unmarked [13.1.1.1 - 11 pages]
2. C S- POLIC Y-08 A 8.5 Property Management (Leases Licences)_ V 3 - Marked [13.1.1.2 - 11 pages]

A. BACKGROUND / DETAILS

When developing any lease, Officers are required to adhere to Council Policy A 8.5 Property Management (Leases & Licences).

If a lease is being created that is of a commercial nature, items stipulated in clause 8.3 of this Policy are required to be included in the lease.

Section 8.3, *Outgoings payable by tenant* clause (b) states:

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.

Advice from McLeod's Lawyers states that pursuant to section 14B of the *Commercial Tenancy (Retail Shops) Agreements Act 1985*, the Shire will be unable to claim from the Lessee its legal costs in the negotiation, preparation, and execution of the lease.

Given this advice, the Property Management (Leases & Licences) Policy has been amended to ensure alignment with current legislation.

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

Council will be unable to request reimbursement for the cost of developing the lease from a lessee if the lease is developed under the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

The Act does allow for reimbursement of fees if it is an assignment of the lease or a sublease.

B.3 Legislative Compliance

Commercial Tenancy (Retail Shops) Agreements Act 1985 – (s)14B

14B. Landlord's legal costs of lease etc. not claimable from tenant

- (1) A landlord under a retail shop lease is not able to claim from any person (including the tenant) the landlord's legal or other expenses relating to —
 - (a) the negotiation, preparation or execution of —
 - (i) the lease; or
 - (ii) a renewal of the lease; or
 - (iii) an extension of the lease;
 - or
 - (b) obtaining the consent of a mortgagee to the lease; or
 - (c) the landlord's compliance with this Act.

- (2) Subsection (1) does not prevent the landlord from claiming the reasonable legal or other expenses incurred by the landlord in connection with an assignment of the lease or a sub-lease, including investigating a proposed assignee or sub-lessee and obtaining any necessary consents to the assignment or sub-lease.

B.4 Policy Implications

A 8.5 Property Management (Leases and Licences) – section 8.3 Commercial Lease or Licence / Subsidised Community Lease or Licence.

B.5 Stakeholder Engagement / Consultation

The Policy was workshopped with Council Members on 8 November 2023.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Unbudgeted expense for the development of a lease under the Act.	Possible (3) x Medium (3) = Moderate (9)	Include provision in the budget to allow for lease development.
Health & Safety	N/A	N/A	N/A
Reputation	Council illegally request reimbursement for legal fees in the development of a lease leaving Council open to legal action.	Possible (3) x Medium (3) = Moderate (9)	Amend Council policy to avoid future occurrences.
Service Interruption	N/A	N/A	N/A
Compliance	Council is noncompliant with relevant legislation.	Possible (3) x Medium (3) = Moderate (9)	Amend Council policy.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

N/A

C. OFFICER'S COMMENT

Council is bound by law to make the proposed amendment to Policy A 8.5 Property Management (Leases & Licences) to align with the provisions of the *Commercial Tenancy (Retail Shops) Agreements Act 1985*.

A "marked" and "unmarked" version of the Policy has been included in the attachments for ease of reading.

This Policy was workshopped on 8 November 2023 and there were no requests for any changes or inclusions, however the Manager of Planning & Environment advised that there were some minor amendments required. These include:

- Page 3 – Updates to wording and examples included in clause 3 "Planning, Consent & Approvals".
- Page 11 – Updates to the definition of "Development Approvals" to be in line with the *Planning & Development Act 2005*.

These additional amendments are track changed in blue, while the original amendments considered at the Policy Workshop are track changed in red.

RECOMMENDATION

That Council:

1. **Adopt the reviewed Policy - A 8.5 Property Management (Leases and Licences) as per Attachment 13.1.1.1.**
2. **Authorise the Chief Executive Officer to adjust the Policy Manual to include Policy amendments.**



ADMINISTRATION

A 8.5 Property Management (Leases and Licences)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<p><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></p>

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.



*Shire of Northam Policy Manual (Section I)
Policy
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.
 - 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.



6. Variations

- 6.1 The Shire will consider variation requests on a case-by-case basis. All requests must be received 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:
- a. The size of the Property
 - b. The location of Property
 - c. The value of Property
 - d. The expected rental return
 - e. The likelihood of multiple interested users
 - f. Ensure the Lessee delivers specific services
 - g. 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"> 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. b. Lessees or Licensees will be responsible for minor maintenance obligations. <ol style="list-style-type: none"> 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. b. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement.



Shire of Northam Policy Manual (Section I)
Policy
A 8.5 Property Management (Leases and Licences)

	<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 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 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.
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 carry out any corrective works and recoup the full cost from the Lessee or Licensee.</p>



Shire of Northam Policy Manual (Section I)
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	<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	<p>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.</p> <p>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.</p>
Responsibilities of the Shire	<p>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.</p>
Outgoings payable by tenant	<p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p> <p>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).</p>
Tenancy Fee	<p>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.</p> <p>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:</p> <ol 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
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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.

8.5 Pop Up Shop Lease or Licence



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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.
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).



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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.
Development Approval	Means an approval under the local planning scheme for development as defined by the <i>Planning & Development Act 2005</i> .



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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).



ADMINISTRATION

A 8.5 Property Management (Leases and Licences)

<i>Responsible Department</i>	Corporate Services
<i>Resolution Number</i>	C.4699
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2024/25
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s3.58 Local Government Act 1995 s9.49A(2)&(4) Local Government (Functions and General) Regulations 1996 Reg 30(2)(b)

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.

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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 ~~Planning Development~~ Approval ~~(if required)~~ 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:
- a. The size of the Property
 - b. The location of Property
 - c. The value of Property
 - d. The expected rental return
 - e. The likelihood of multiple interested users
 - f. Ensure the Lessee delivers specific services
 - g. 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"> 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. b. Lessees or Licensees will be responsible for minor maintenance obligations. <ol style="list-style-type: none"> 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. b. 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 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 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.
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

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Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<p>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.</p> <p>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.</p>
Responsibilities of the Shire	<p>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.</p>
Outgoings payable by tenant	<p>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.</p> <p>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.</p> <p>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.</p> <p>e-d. <u>Clause (c) is excluded if the lease is created under the Commercial Tenancy (Retail Shops) Agreements Act 1985 14B (and is not an assignment or sub-lease).</u></p> <p>e-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).</p>
Tenancy Fee	<p>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.</p> <p>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</p>

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	<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, personal gain or other benefit of its members or third parties

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#) Page 9 of 11



Shire of Northam Policy Manual (Section I)
Policy
A 8.5 Property Management (Leases and Licences)

	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 range of factors to determine the current market rental value of a Property.

[CS-POLICY-08 A 8.5 Property Management \(Leases Licences\) V3](#)
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V3](#)
[CS-POLICY-08 A 8.5 Property Management \(Leases & Licences\) V2](#)Page 10 of 11



Shire of Northam Policy Manual (Section I)
Policy
A 8.5 Property Management (Leases and Licences)

Minimum Rate	The rate set annually by Council in its absolute discretion as the minimum rate chargeable for rateable Property.
Development Approval Planning Scheme Consent	Means an approval under the local planning scheme for development as defined by the <i>Planning & Development Act 2005</i>. Local Planning Approval requirement if proposing to change a land use, develop or use any land including the erection, construction or alteration of any building, excavation or other works on any land.
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).

13.1.2 G 1.14 Gratuity and Gifts Policy

File Reference:	2.3.1.2
Reporting Officer:	Britt Hadlow (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

Policy G 1.14 Gratuity and Gifts has been reviewed and is being tabled for Council consideration. It is being recommended to change the name to “Gratuity, Gifts and Service Milestones Policy” and include a reward system for staff service milestones.

ATTACHMENTS

1. CEO POLICY G 1.14 Gratuity, Gifts and Service Milestones_V3 - Unmarked [13.1.2.1 - 3 pages]
2. CEO POLICY G 1.14 Gratuity, Gifts and Service Milestones_V3 - Marked [13.1.2.2 - 3 pages]

A. BACKGROUND / DETAILS

Policy G 1.14 currently provides direction on gratuities and gifts provided to Council Members and staff where relevant. It is proposed to amend the Policy to include the introduction of staff service milestones to recognise 5, 10, 15, 20 and 25+ years of service to the Shire of Northam. The purpose of introducing this category into Gratuity and Gifts Policy is to foster a culture of meaningful recognition of staff service and contribution to the Shire and is aligned to an employee attraction and retention strategy.

Proposed changes to the Gratuity and Gifts Policy were workshopped with Council Members on 8 November 2023.

Officers are seeking endorsement from Council to include the reviewed Policy in the Shire of Northam Policy Manual.

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 12: Excellence in organisational performance and customer service.

Objective 12.4: Have a happy, competent and committed workforce that lives local.

Priority Action 12.4.1: Provide an appropriate Attraction & Retention Strategy with consideration for the employee brand, flexible work, career development, diversity and entry/exit feedback.

B.2 Financial / Resource Implications

It has been identified that there are currently 28 staff eligible for service milestone recognition and \$7,750 in unbudgeted expenditure will be required.

There are sufficient savings in employee costs for the 2023/24 year to allow consideration for this item in the mid-year budget review should the Policy be endorsed.

It is proposed post 2023/24 that an allowance will be included in the annual budget to cover expenditure associated with recognising and rewarding staff service milestones.

B.3 Legislative Compliance

There is a requirement for there to be a Council-endorsed Policy as the service milestone monetary reward component is outside of staff contracted remuneration.

B.4 Policy Implications

CEO Policy G 1.14 Gratuity and Gifts

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	Unbudgeted expenditure for service milestones.	Almost certain (5) x Medium (2) = High (15)	Include in mind year budget review & provide provision in future

			financial years for staff service milestones.
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	Non-compliance with staff contracted remuneration.	Possible (3) x Major (4) = High (12)	Amend Policy to ensure monetary rewards for staff are allowed outside of contracted remuneration.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Feedback from the Policy Workshop has been included in revised Policy G 1.14. This feedback included:

- Changing the title of the Policy to remove reference to staff as the Policy also applies to Council Members for the gifts component.
- Inclusion of reference within the Policy to clarify that only service with the Shire of Northam is applicable.
- Inclusion of reference in the service milestones section to gift cards for 25 years+ service (as per the other service milestones).

A “marked” and “unmarked” version of the Policy has been included in the attachments for ease of reading.

RECOMMENDATION

That Council:

- 1. Adopt the reviewed Policy - G 1.14 Gratuity, Gifts and Service Milestones as per attachment 13.1.2.1.**
- 2. Authorise the Chief Executive Officer to adjust the Shire of Northam's Policy Manual to include Policy amendments.**



GOVERNANCE

G 1.14 Gratuity, Gifts and Service Milestones

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4839
<i>Resolution Date</i>	16/08/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

OBJECTIVE

- To ensure the public is informed of any such gratuity payments to elected members and employees and informs the legislative requirements regarding gratuities, gifts and departing employees.
- To recognise and reward employee contribution, commitment and long-term continuous service to the Shire of Northam.

SCOPE

This policy will apply to current elected members and permanent employees.

POLICY

1 Gifts & Gratuity Payments - Employees

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

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



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

Redundancy payments will be made in line with current legislation under the Local Government Industry Award (LGIA) 2020 award.

2 Gratuity Payments & Gifts – Value Limits – Departing Employees

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

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

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

3 Gifts – Value Limits – Elected Members and Permanent Employees

The Shire of Northam values their elected members and employees and wishes to recognise key milestones in their lives. These may be, but not limited to:

- a. Birth of a child
- b. Hospitalisation
- c. Exceptional Circumstances

Flowers/donations and an acknowledgment will be sent up to the value of \$100.

5 Service Milestones

This component of the policy aims to:

- Foster a culture of recognition.
- Motivate high performance.
- Recognise long-term continuous service.
- Ensure that rewards and recognition are meaningful to recipients.

Continuous service will be recognised as follows:

- Recognition of service milestones applies to all full time and part time employees except any employee who is subject to performance management or disciplinary processes.
- Benefits to part time employees are on a pro-rata basis according to average standard hours worked.



- Where an employee who has reached a service milestone is ceasing employment with the Shire only one monetary benefit, ie service milestone award or departing gift will apply.

Service Milestone	Service Recognition
Five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$150.00)
Ten years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)
Fifteen years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$350.00)
Twenty years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$500)
Twenty five years	Presentation of a Certificate of Service, Shire pin and Gift Card (Value \$1,000)
Subsequent increments of five years	Presentation of a Certificate of Service, Shire pin and Gift Card (\$250.00)

The Chief Executive Officer (CEO) will present the service award and gift (where applicable) to employees eligible for 5, 10 and 15 years' service awards.

For employees eligible for 20 years or longer service awards, the employee and their partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and presentation of the certificate and gift at the beginning of the Council meeting. The employee may elect not to attend.

5 Exercise of discretion

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



GOVERNANCE

G 1.14 ~~Staff~~ Gratuity, Gifts and Service Milestones ~~Gratuity and Gifts~~

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4839
<i>Resolution Date</i>	16/08/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	Nil
<i>Related Legislation</i>	<i>Pursuant to s 5.50 of the Local Government Act 1995 Local Government Regulations – Reg 19A – Restrictions on Gratuity Payments to Employees</i>

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<u>Twenty years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (\$500)</u>
<u>Twenty five years</u>	<u>Presentation of a Certificate of Service, Shire pin and Gift Card (Value \$1,000)</u>
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For employees eligible for 20 years or longer service awards, the employee and their partner will be invited to join the Shire President and Elected Members at an Ordinary Council meeting dinner and presentation of the certificate and gift at the beginning of the Council meeting. The employee may elect not to attend.

5 Exercise of discretion

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

13.2 ENGINEERING SERVICES

13.2.1 RFQ 15 of 2023 - 2023-2024 Road Program

Agenda item 13.2.1 RFQ 15 of 2023 – 2023-2024 Road Program will be added as a late item after the Council Forum Meeting.

13.3 DEVELOPMENT SERVICES

13.3.1 Request to Relinquish Management Order - 19 May Street, Northam

Address:	19 May Street, Northam
Owner:	State of WA
Applicant:	Department of Communities
File Reference:	A10334
Reporting Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

A request has been received from the Department of Communities for the Shire to relinquish the management order over 19 May Street, Northam to facilitate their purchase of the land for a social housing development.

ATTACHMENTS

1. Location Plan - 19 May St, Northam [**13.3.1.1** - 1 page]

A. BACKGROUND / DETAILS

The Department of Communities has identified the need for singles, seniors and family accommodation in Northam and in consultation with Shire Officers, 19 May Street was identified as a suitable site that was excess to the Shire's needs.

Currently the site is vacant and has an area of 1663m². It is reserved for Public Purposes – Kindergarten (reflecting the former use) and is located adjacent to the Killara Respite Centre.

The site will need to be rezoned to Residential R30/40 to facilitate the development, which can be undertaken as part of the current review of the Local Planning Strategy and Scheme.

If the Shire agrees to relinquish the management order, the Department of Communities planning staff have advised that the social housing development, likely to be accommodation for seniors or singles, could in the interim be progressed under the current reservation.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

Outcome 7: Urban and rural communities are sensibly planned and developed.

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action 7.1.2: Provide a review of the Land Rationalisation Strategy including retention or sale/disposal/transfer of landholding or conversion to freehold (or from freehold to reserve).

Performance Area: Place.

Outcome 7: Urban and rural communities are sensibly planned and developed.

Objective 7.2: Ensure community access to safe and diverse housing options.

Priority Action 7.2.2: Advocate for the Housing Authority to provide improved social housing across the Shire.

B.2 Financial / Resource Implications

There are no financial or resource implications associated with this proposal for the Shire.

B.3 Legislative Compliance

The Department of Communities would be responsible for any legislative requirements.

B.4 Policy Implications

The property is identified in the Shire's Land Rationalisation Strategy to retain reflecting the use of the site at the time, which was as the May Street Pre-Primary. However, since this time the use has ceased and the building has been demolished, and therefore the disposal of the land is

consistent with the objectives of the Strategy, which is to reduce the Shire's liabilities resulting from excess landholdings.

In addition, the Shire's Housing Strategy identifies the need for the State Government to update their social housing stock through the construction of new quality housing.

B.5 Stakeholder Engagement / Consultation

There are no stakeholder engagement or consultation requirements for the Shire associated with this proposal.

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	Some community members may not agree with developing the site for social housing.	Minor (2) x Unlikely (2) = Low (4)	Communicate the positive impacts for the community of the proposal.
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

The site does contain some large trees, which may be removed as part of the development of the site, which may occur as part of the development of the site for any purpose.

C. OFFICER'S COMMENT

The site adjoins Killara Respite Centre and could be used for future expansion of the centre, however considering that Council have recently resolved to lease a portion of the centre to an external party, it is unlikely that the land is required and therefore it makes sense to dispose of it.

The Department of Communities has identified the site as a suitable location for the proposed development intended to provide accommodation for

seniors or singles and have requested the Shire relinquish the management order to enable them to acquire the land from the State.

Due to concerns regarding the amount of social housing and potential for anti-social behaviour in a location that is adjacent to the Killara Respite Centre, Officers recommend that support be provided to relinquish the management order subject to the land being developed for social housing for seniors. It is also considered beneficial to have seniors housing in close proximity to the services offered through the Killara Respite Centre.

Once the land transactions are completed, the Department of Communities propose to develop the land.

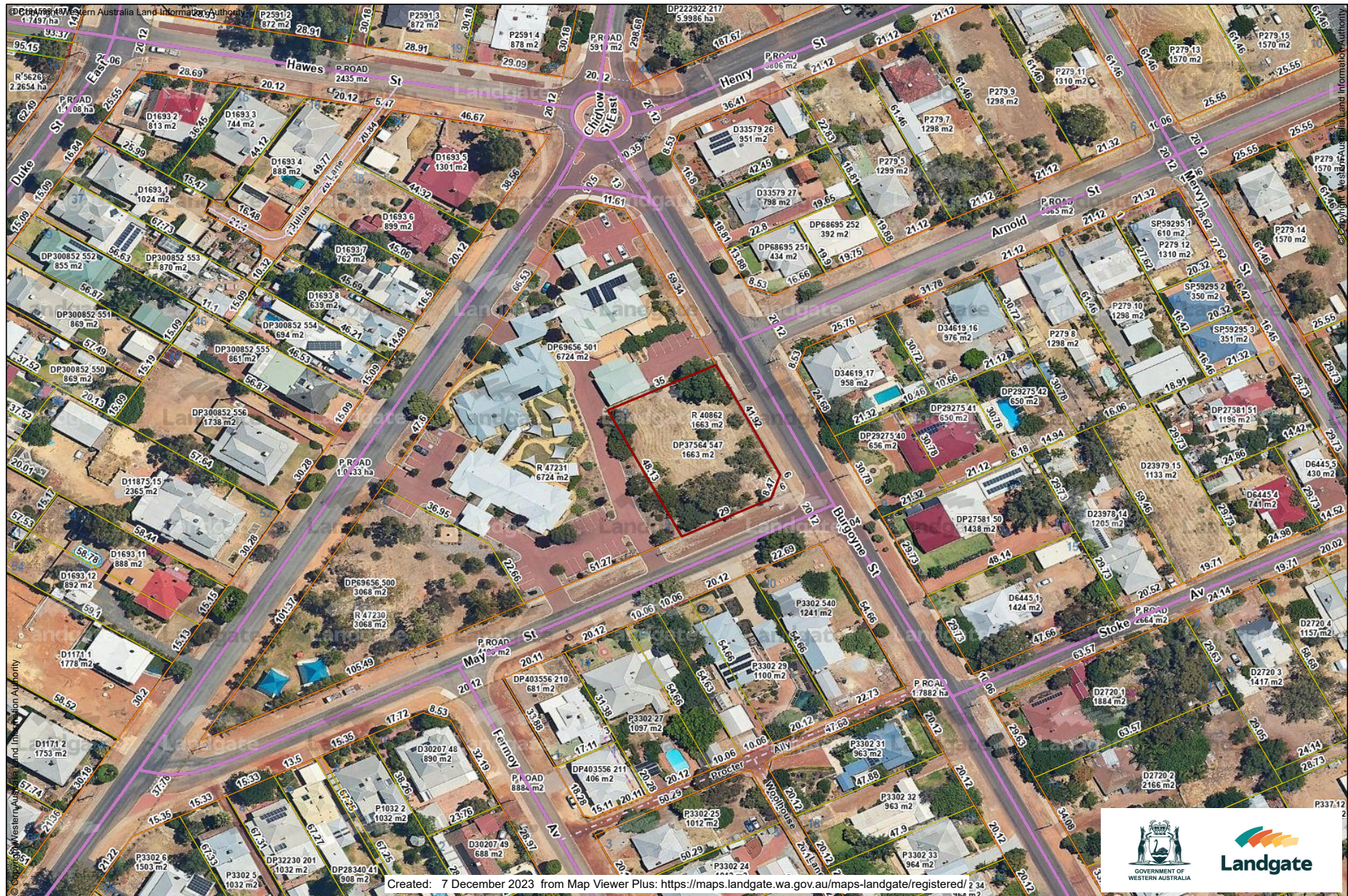
Concurrently, the rezoning of the land to Residential R30/40 can be progressed through the Shire's current review of its Local Planning Strategy and Scheme.

RECOMMENDATION

That Council:

- 1. Agrees to relinquish the Management Order of 19 May Street, Northam for the purposes of the Department of Communities' acquisition and development of social housing for seniors.**
- 2. Advise the Department of Communities and the Minister for Lands that the Shire agrees to relinquish the Management Order for the purposes of the development of social housing for seniors.**

19 May Street, Northam



Created: 7 December 2023 from Map Viewer Plus: <https://maps.landgate.wa.gov.au/maps-landgate/registered/234>



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13.3.2 Proposed Partial Road Closure - Clackline-Toodyay Road, Clackline

Address:	Adjacent to 190 Clackline-Toodyay Road, Clackline
Owner:	State of WA
Applicant:	RM Surveys on behalf of Val Cooper
File Reference:	6.1.1.209 / A605
Reporting Officer:	Jacky Jurmann (Acting Executive Manager Development Services)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

A request has been received on behalf of the landowner of 190 Clackline-Toodyay Road, Clackline to close a portion of the road reserve of Clackline-Toodyay Road to rectify old historic encroachments of the landowner's improvements as shown in the attached plans.

ATTACHMENTS

1. Application cover letter - COOP - CTR - Proposed Road Closure - Sgnd [13.3.2.1 - 1 page]
2. COO P- CT R- D W-002 - Road closure - Sheets 1 & 2 Final [13.3.2.2 - 2 pages]

A. BACKGROUND / DETAILS

Landgate aerial photographs indicate that the encroachments associated with the use of the applicant's property were present prior to 1995 (earliest available), however it is believed that at least the original homestead is much older.

As can be seen from the plans submitted, there are also a number of sheds located within the road reserve, which is believed to be the alignment of an old railway line that no longer exists.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Place.

Outcome 7: Urban and rural communities are sensibly planned and developed.

Objective 7.1: Provide sufficient land and development opportunities to enable local communities to grow.

Priority Action: Nil.

Performance Area: Place.

Outcome 9: Safe roads and greater use of sustainable transport options.

Objective 9.1: Maintain a safe, efficient road network and supporting infrastructure.

Priority Action: Nil.

B.2 Financial / Resource Implications

There are no financial implications for the Shire associated with this proposal.

B.3 Legislative Compliance

The road closure processes must comply with the requirements of the Land Administration Act 1997.

B.4 Policy Implications

There are no policy implications associated with this proposal.

B.5 Stakeholder Engagement / Consultation

The Land Administration Act 1997 outlines the requirements for stakeholders and community consultation, which includes a minimum of advertising period of 35 days.

Internal consultation has occurred prior to presenting the proposal to Council and no issues have been identified.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.
Compliance	Road closure process is delayed.	Medium (3) x Unlikely (2) = Moderate (6)	Ensure correct process is followed.

Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

The proposed boundary minimises the removal of vegetation should a new fence be erected.

C. OFFICER'S COMMENT

The proposal closure of the subject portion of the road reserve for acquisition and amalgamation into the applicant's property will rectify the historical encroachments of numerous buildings, including the original homestead.

Following completion of the consultation period, any submissions will be considered in the final recommendation to Council.

RECOMMENDATION

That Council authorise the Chief Executive Officer to commence the processes to formally close the subject portion of Clackline-Toodyay Road, Clackline for acquisition and amalgamation into 190 Clackline-Toodyay Road, Clackline in accordance with the provisions of the Land Administration Act 1997.



28 November 2023
Our ref: COOP-CTR

Manager Planning & Environment
Shire of Northam
395 Fitzgerald Street, Northam WA 6401

Attention: Jacky Jurmann

Dear Jacky,

**PROPOSED PART ROAD CLOSURE OF CLACKLINE-TOODYAY ROAD, CLACKLINE:
190 Clackline – Toodyay Road, Clackline - Lot 1531 on DP 253796 C/T 1665-148**

The landowner of Lot 1531 on DP 253796 is wishing to close part of the Clackline – Toodyay Road as illustrated in the attached plan.

A large part of this road reserve was established in the vicinity of 100 years ago to include an old rail line that no longer exists.

It is largely like a boundary rationalization, in order to rectify old historic encroachments of the landowners improvements as shown in the attached plan. This proposal if approved will tidy up the southern part of the Clackline – Toodyay road reserve. The adjoining Lot 8108 is also owned by the same landowner.

Look forward to receiving the Shire of Northam's support for this proposed road closure.

Thank you for your assistance, and please contact me if you require any further information.

Yours sincerely,

A handwritten signature in blue ink that reads 'A. Kalotay'.

Digitally signed by Andrew Kalotay
DN: c=AU,
E=andrew.kalotay@rmsurveys.com.au,
O=RM Surveys, OU=Cadastral
Department, CN=Andrew Kalotay
Date: 2023.11.28 17:27:29+08'00'

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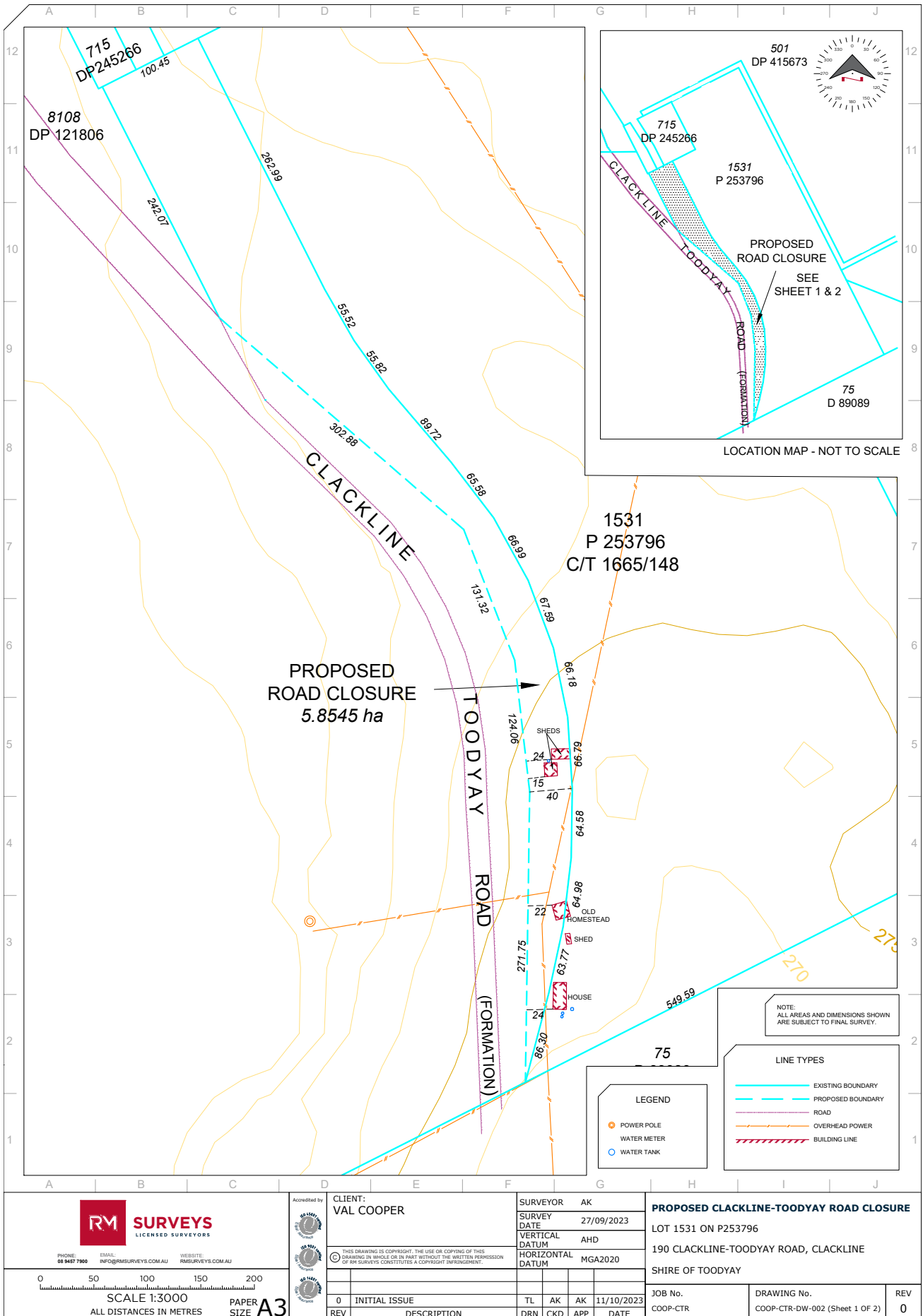
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WEBSITE:
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CLIENT: VAL COOPER

SURVEYOR AK

DATE 27/09/2023

VERTICAL AHD

DATUM MGA2020

HORIZONTAL DATUM

PROPOSED CLACKLINE-TOODYAY ROAD CLOSURE

LOT 1531 ON P253796

190 CLACKLINE-TOODYAY ROAD, CLACKLINE

SHIRE OF TOODYAY

JOB No.

COOP-CTR

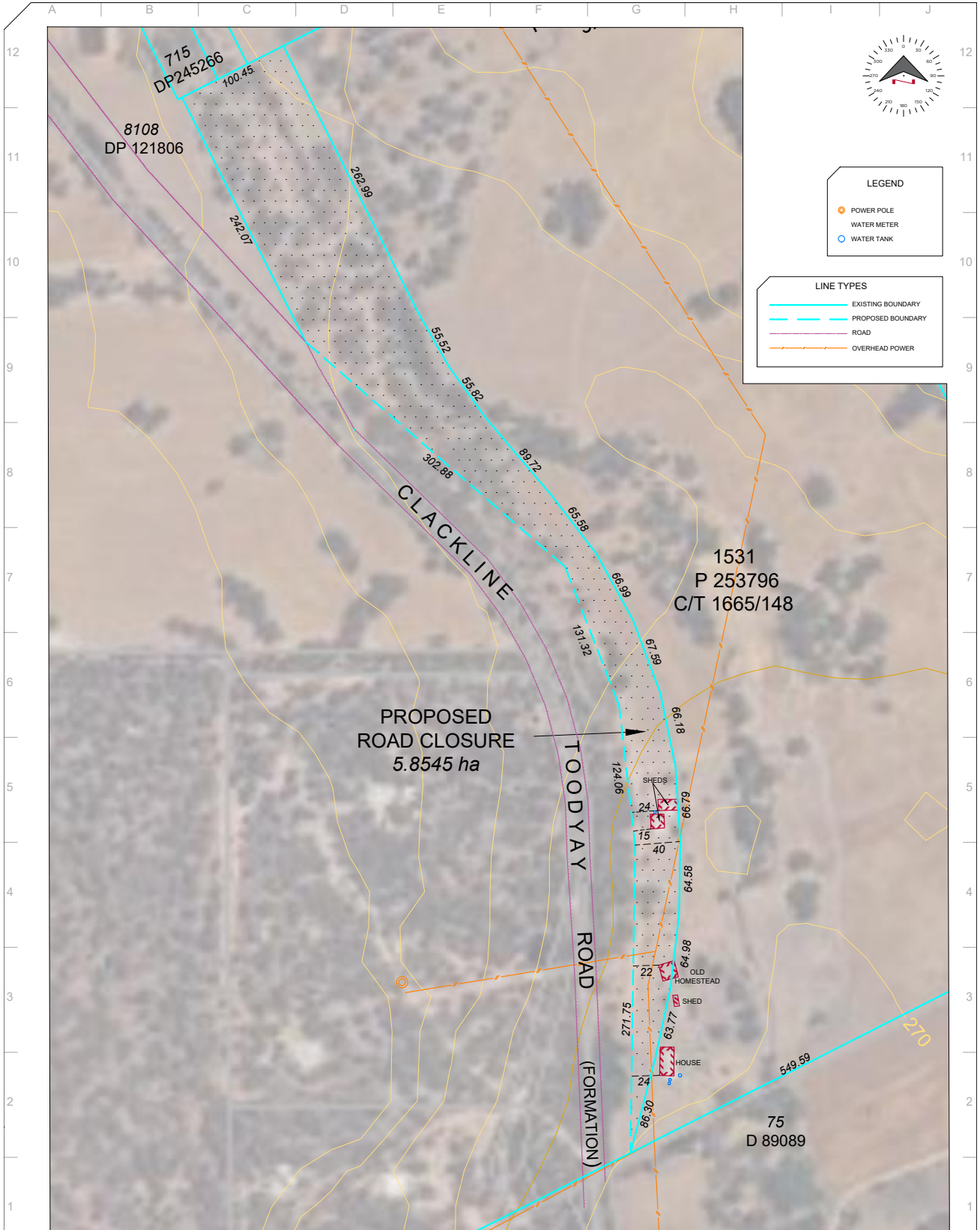
DRAWING No.

COOP-CTR-DW-002 (Sheet 1 OF 2)

REV

0

REV	DESCRIPTION	TL	AK	AK	11/10/2023
DRN	CKD	APP	DATE		
0	INITIAL ISSUE				



 PHONE: 08 9467 7300 EMAIL: INFO@RMSURVEYS.COM.AU WEBSITE: RMSURVEYS.COM.AU	Accredited by 	CLIENT: VAL COOPER	SURVEYOR AK	PROPOSED CLACKLINE-TOODYAY ROAD CLOSURE		
	THIS DRAWING IS COPYRIGHT. THE USE OR COPYING OF THIS DRAWING IN WHOLE OR IN PART WITHOUT THE WRITTEN PERMISSION OF RM SURVEYS CONSTITUTES A COPYRIGHT INFRINGEMENT.	SURVEY DATE 27/09/2023	SURVEY DATE 27/09/2023	VERTICAL DATUM AHD	LOT 1531 ON P253796 190 CLACKLINE-TOODYAY ROAD, CLACKLINE SHIRE OF TOODYAY	
SCALE 1:3000 ALL DISTANCES IN METRES	PAPER SIZE A3	HORIZONTAL DATUM MGA2020	JOB No. COOP-CTR	DRAWING No. COOP-CTR-DW-002 (Sheet 2 OF 2)	DATE 11/10/2023	REV 0
0 50 100 150 200		0 INITIAL ISSUE REV DESCRIPTION	TL AK AK DRN CKD APP	DATE 11/10/2023		

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statement of Accounts - November 2023

File Reference:	2.1.3.4
Reporting Officer:	Louise Harris (Creditors Officer), Kristy Hopkins (Procurement Coordinator)
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 to 30 November 2023.

ATTACHMENTS

1. Accounts & Statement of Accounts - NOVEMBER 2023 [**13.4.1.1** - 69 pages]
2. Declaration November 2023 (3) [**13.4.1.2** - 8 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 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 2023/24 budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Not applicable.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

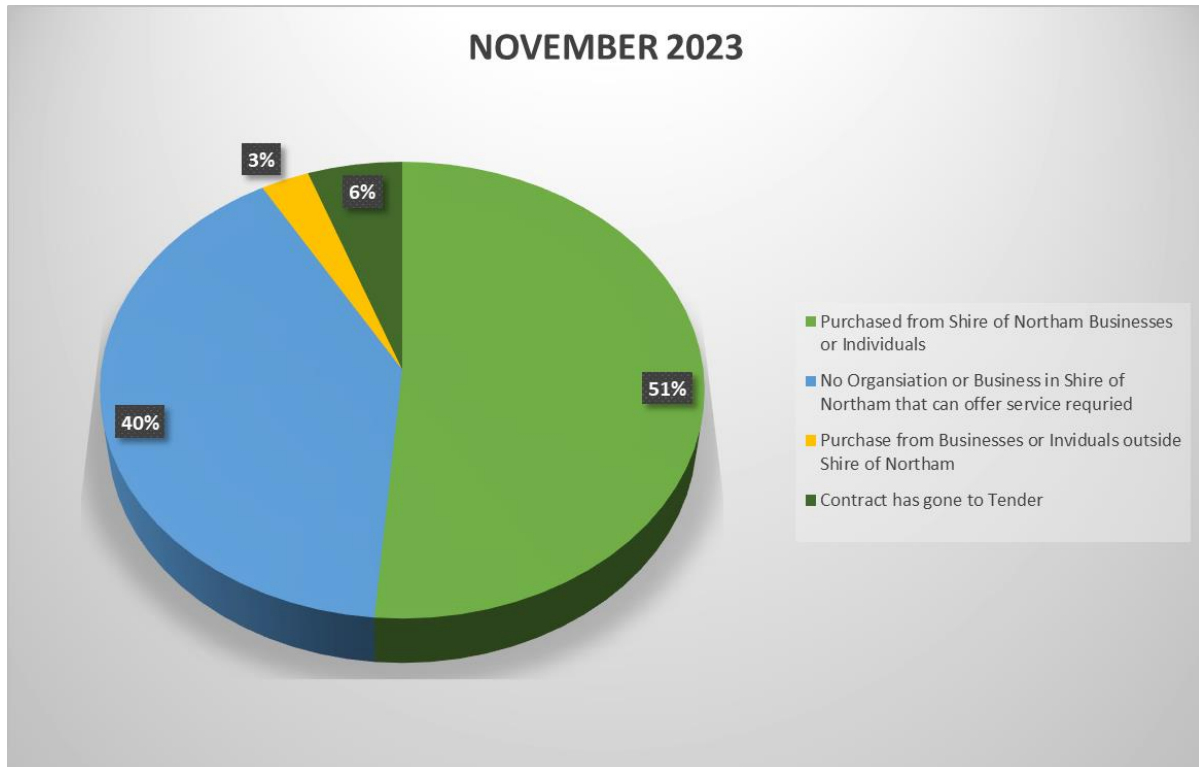
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Council seeks to support local businesses and to provide an insight on the purchasing patterns of the Shire of Northam. The following graph summarises the payments made locally for the month of November 2023:



RECOMMENDATION

That Council receive the payments for the period 1 to 30 November 2023, as listed:

- Municipal Fund payment cheque numbers 35611 to 35617 Total \$48,195.42.
- Municipal Fund EFT49037 to EFT49406 Total \$2,507,365.26.
- Direct Debits Total \$106,162.63.
- Payroll Total \$570,488.72.

TOTAL: \$3,232,212.03

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

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35611	09/11/2023	PETTY CASH	PETTY CASH RECOUP - ADMIN - APRIL 2023 TO AUGUST 2023	1		697.75
INV ADMIN03	03/11/2023	PETTY CASH	PETTY CASH RECOUP - ADMIN - APRIL 2023 TO AUGUST 2023	1	497.75	
INV ML 07.107	07/11/2023	PETTY CASH	CASH FLOAT FOR WUNDOWIE POOL	1	200.00	
35612	09/11/2023	SHIRE OF NORTHAM	C.202223-09 - STORAGE SHEDS BERT HAWKE COMPLEX 50% RETENTION EXP 04/10/2024	1		6,149.28
INV RET 3524	24/10/2023	SHIRE OF NORTHAM	C.202223-09 - STORAGE SHEDS BERT HAWKE COMPLEX 50% RETENTION EXP 04/10/2024	1	6,149.28	
35613	15/11/2023	SHIRE OF NORTHAM	LEAVING GIFT FOR ADMIN / LICENSING OFFICER	1		2,500.00
INV CY 13.113	13/11/2023	SHIRE OF NORTHAM	LEAVING GIFT FOR ADMIN / LICENSING OFFICER	1	2,500.00	
35614	15/11/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1		129.75
INV T1079	08/11/2023	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1	24.75	
INV T1080	15/11/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1	105.00	
35615	15/11/2023	WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 14/09/2023 to 08/11/2023	1		23,853.13
INV 900790102	102/11/2023	WATER CORPORATION	9007901179 MORRELL PARK - 01/09/2023 to 31/10/2023		260.90	
INV 900794502	502/11/2023	WATER CORPORATION	9007945104 KATRINE TOILETS - 04/09/2023 to 31/10/2023		37.27	
INV 901115402	115402/11/2023	WATER CORPORATION	9011154743 COMMONAGE - 04/09/2023 to 31/10/2023		1,304.49	
INV 900790106	106/11/2023	WATER CORPORATION	9007901603 RAILWAY MUSEUM - 05/09/2023 to 02/11/2023		167.24	
INV 900790106	106/11/2023	WATER CORPORATION	9007901750 PURSLOWE PARK - 08/09/2023 to 02/11/2023		521.79	
INV 900872906	72906/11/2023	WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 05/09/2023 to 02/11/2023		579.99	
INV 900789907	89907/11/2023	WATER CORPORATION	9007899961 GIRL GUIDES HALL - 07/09/2023 to 05/11/2023		75.55	
INV 900790307	307/11/2023	WATER CORPORATION	9007903799 TOWN & LESSER HALL - 11/09/2023 to 05/11/2023		177.94	

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INV 900790408/11/2023		WATER CORPORATION	9007904003 MEMORIAL HALL - 12/09/2023 to 06/11/2023		270.40	
INV 900790408/11/2023		WATER CORPORATION	9007904062 OLD TOWN BUILDING - 12/09/2023 to 06/11/2023		529.27	
INV 900790408/11/2023		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 12/09/2023 to 06/11/2023		279.10	
INV 900790708/11/2023		WATER CORPORATION	9007907431 BERNARD PARK - 12/09/2023 to 06/11/2023		3,753.03	
INV 900790708/11/2023		WATER CORPORATION	9007907458 BERNARD PARK - 12/09/2023 to 06/11/2023		94.89	
INV 900792908/11/2023		WATER CORPORATION	9007929497 AVON MALL - 12/09/2023 to 06/11/2023		885.90	
INV 900872908/11/2023		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 12/09/2023 to 06/11/2023		880.25	
INV 900790308/11/2023		WATER CORPORATION	9007903879 108 WELLINGTON ST - ST JOHN PUBLIC OPEN SPACE - 12/09/2023 to 06/11/2023		464.45	
INV 901264208/11/2023		WATER CORPORATION	9012642722 STREET TREES FITZGERALD ST FROM PEEL TCE TO NIND ST - 12/09/2023 to 06/11/2023		120.41	
INV 900790308/11/2023		WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 12/09/2023 to 06/11/2023		503.99	
INV 900790308/11/2023		WATER CORPORATION	9007903991 ST JOHNS HALL - 12/09/2023 to 06/11/2023		151.49	
INV 900791310/11/2023		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 14/09/2023 to 08/11/2023		6,367.61	
INV 900790610/11/2023		WATER CORPORATION	9007906746 MEN'S SHED / OLD FIRE STATION - 13/09/2023 to 08/11/2023		310.64	
INV 900790610/11/2023		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 13/09/2023 to 08/11/2023		82.02	
INV 900790810/11/2023		WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 13/09/2023 to 08/11/2023		287.71	
INV 900790810/11/2023		WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 13/09/2023 to 08/11/2023		72.68	
INV 900790810/11/2023		WATER CORPORATION	9007908143 MEDIAN STRIP NEWCASTLE RD - 13/09/2023 to 08/11/2023		43.01	
INV 900790810/11/2023		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 13/09/2023 to 08/11/2023		1,766.68	
INV 900790910/11/2023		WATER CORPORATION	9007909752 YOUTH PRECINCT / SES BUILDING - 13/09/2023 to 08/11/2023		848.63	
INV 900790910/11/2023		WATER CORPORATION	9007909787 JUBILEE OVAL - 13/09/2023 to 08/11/2023		714.54	
INV 900791310/11/2023		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 14/09/2023 to 08/11/2023		572.17	

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INV 900791310/11/2023		WATER CORPORATION	9007913567 NORTHAM DEPOT - PEEL ST - 14/09/2023 to 08/11/2023		415.72	
INV 900792313/11/2023		WATER CORPORATION	9007923407 APEX PARK TOILETS - 14/09/2023 to 09/11/2023		1,313.37	
35616	24/11/2023	SHIRE OF NORTHAM	BUILDING PERMIT - BA 23220 - HENRY ST OVAL AFL GOAL BARRIERS	1		314.65
INV 1TNU4820/06/2023		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TNU484 -01/08/2023-31/07/2024		25.30	
INV 1TNU4820/06/2023		SHIRE OF NORTHAM	REVERSAL OF REGISTRATION 1TNU484 - NO LONGER OWNED BY SoN	1	-25.30	
INV DE 08.108/11/2023		SHIRE OF NORTHAM	BUILDING PERMIT - BA 23220 - HENRY ST OVAL AFL GOAL BARRIERS	1	171.65	
INV T1080	23/11/2023	SHIRE OF NORTHAM	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023.	1	110.00	
INV T1079	23/11/2023	SHIRE OF NORTHAM	PAYMENT FOR COLLECTION OF BCITF FEES ON BEHALF OF THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023	1	33.00	
35617	24/11/2023	WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2023 to 12/11/2023	1		12,879.58
INV 900790914/11/2023		WATER CORPORATION	9007909760 RECREATION PRECINCT - 15/09/2023 to 12/11/2023		6,544.49	
INV 900791514/11/2023		WATER CORPORATION	9007915503 AIRPORT - 18/09/2023 to 12/11/2023		1,833.84	
INV 900791615/11/2023		WATER CORPORATION	9007916629 MORBY COTTAGE - 19/09/2023 to 13/11/2023		47.10	
INV 900791715/11/2023		WATER CORPORATION	9007917058 CEMETERY - 19/09/2023 to 13/11/2023		1,892.22	
INV 901247515/11/2023		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 19/09/2023 to 13/11/2023		50.05	
INV 902205316/11/2023		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 19/09/2023 to 14/11/2023		312.82	
INV 900791716/11/2023		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 19/09/2023 to 14/11/2023		458.72	
INV 900792516/11/2023		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/09/2023 to 14/11/2023		220.76	
INV 900792616/11/2023		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 20/09/2023 to 14/11/2023		163.42	

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INV 900792716/11/2023		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 20/09/2023 to 14/11/2023		71.68	
INV 900791817/11/2023		WATER CORPORATION	9007918464 PERINA PARK - 22/09/2023 to 15/11/2023		668.01	
INV 900792517/11/2023		WATER CORPORATION	9007925904 RESERVE - NEWCASTLE RD NORTHAM LOT 28472 RES 32386 - 22/09/2023 to 15/11/2023		616.47	
35618	30/11/2023	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2023/2024	1		323.00
INV 28817	19/07/2023	SHIRE OF NORTHAM	KILLARA FOOD BUSINESS REGISTRATION HIGH RISK 2023/2024	1	323.00	
35619	30/11/2023	WATER CORPORATION	9010596320 GEORGE NUICH PARK - 26/09/2023 to 19/11/2023	1		1,348.28
INV 900792320/11/2023		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 22/09/2023 to 16/11/2023		25.80	
INV 900792320/11/2023		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 22/09/2023 to 16/11/2023		331.00	
INV 901059621/11/2023		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 26/09/2023 to 19/11/2023		785.56	
INV 902149922/11/2023		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 22/09/2023 to 16/11/2023		205.92	
EFT49037	03/11/2023	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY FOR JULY TO SEPTEMBER 2023	1		13,438.99
INV CY311031/10/2023		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DWER QUARTERLY FOR JULY TO SEPTEMBER 2023	1	13,438.99	
EFT49038	08/11/2023	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,410.53
INV OCT 2031/10/2023		ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,410.53	
EFT49039	08/11/2023	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		500.00
INV OCT 2031/10/2023		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	500.00	
EFT49040	08/11/2023	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		6,090.76
INV OCT 2031/10/2023		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	6,090.76	
EFT49041	08/11/2023	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		706.62

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INV OCT 2031/10/2023		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	706.62	
EFT49042	08/11/2023	DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,460.28
INV OCT 2031/10/2023		DAVID JAMES GALLOWAY	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,460.28	
EFT49043	08/11/2023	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49044	08/11/2023	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49045	08/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49046	08/11/2023	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,031.53
INV OCT 2031/10/2023		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,031.53	
EFT49047	08/11/2023	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,905.73
INV OCT 2031/10/2023		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,905.73	
EFT49048	08/11/2023	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		2,522.17
INV OCT 2031/10/2023		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	2,522.17	
EFT49049	08/11/2023	ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1		1,253.08
INV OCT 2031/10/2023		ROBERT WAYNE TINETTI	COUNCILLOR PAYMENTS FOR OCTOBER 2023	1	1,253.08	
EFT49050	09/11/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BLOWER REPAIRS	1		1,089.70
INV 360100	16/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BLOWER REPAIRS	1	515.09	
INV 361125	27/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 111 S/N 528 808 222 , GENERAL SERVICE INC NEW FILTERS	1	157.91	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 361126	27/10/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	FS 260 S/N 190 005 362 , GENERAL SERVICE INC NEW FILTERS ETC, FIT NEW THROTTLE CABLE	1	255.90	
INV 361571	02/11/2023	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	BRUSHCUTTER ES-27 SERVICE AND REPLACE FIXCUT HEAD	1	160.80	
EFT49051	09/11/2023	ALAN EMRYS MARSON	INFRASTRUCTURE BOND REFUND - BA22052 - T1642 - RECEIPT # 153808 - 58 TUCKER GROVE, BAKERS HILL WA 6562	1		1,020.00
INV T1642	08/11/2023	ALAN EMRYS MARSON	INFRASTRUCTURE BOND REFUND - BA22052 - T1642 - RECEIPT # 153808 - 58 TUCKER GROVE, BAKERS HILL WA 6562	1	1,020.00	
EFT49052	09/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	HYDRAULIC HOSE	1		100.76
INV SI-000103	11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	HYDRAULIC HOSE	1	100.76	
EFT49053	09/11/2023	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. 8 X PUMP OUT AROCC TOILETS DURING BALOONING FESTIVAL AND NEW TOILET BUILD. 29/04/2023 - 27/06/2023	1		13,739.00
INV A19600	25/07/2023	ANDY'S PLUMBING SERVICE	AERODROME TOILETS. 8 X PUMP OUT AROCC TOILETS DURING BALOONING FESTIVAL AND NEW TOILET BUILD. 29/04/2023 - 27/06/2023	1	6,380.00	
INV A19607	31/07/2023	ANDY'S PLUMBING SERVICE	AROC TOILET. REPAIRS TO SEPTIC STORAGE TANK AS OVERFLOWING.	1	858.00	
INV A19651	20/10/2023	ANDY'S PLUMBING SERVICE	WUNDOWIE OVAL AND PAVILION. REPLACE LEAKING 100MM RPZ VALVE.	1	4,620.00	
INV A19671	26/10/2023	ANDY'S PLUMBING SERVICE	VISITORS CENTRE. REPAIR RUNNING CISTERN AND CHECK ALL OTHERS.	1	1,496.00	
INV A19670	26/10/2023	ANDY'S PLUMBING SERVICE	OLD NORTHAM POOL. REPAIR WATER LEAK UNDER CONCRETE FLOOR IN KIOSK.	1	385.00	
EFT49054	09/11/2023	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FUEL HOSE & CLAMPS	1		38.88
INV 718823428	07/2023	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	FUEL HOSE & CLAMPS	1	38.88	
EFT49055	09/11/2023	AUTOPRO NORTHAM	TRAILER PLUG CONNECTION	1		17.85
INV 110131303	11/2023	AUTOPRO NORTHAM	TRAILER PLUG CONNECTION	1	17.85	

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EFT49056	09/11/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP FOR NORTHAM ART PRIZE 2023	1		7,167.86
INV 1058	27/06/2023	AVON VALLEY ARTS SOCIETY (INC)	VISITOR CENTRE - ASSORTED CRAFTWORK SALES	1	485.81	
INV 1070	23/10/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SPONSORSHIP FOR NORTHAM ART PRIZE 2023	1	2,700.00	
INV 1071	23/10/2023	AVON VALLEY ARTS SOCIETY (INC)	ANNUAL SUBSIDY FOR DELIVERY OF LOCAL ART EVENTS AND PROGRAMS 23/24	1	2,700.00	
INV 1072	28/10/2023	AVON VALLEY ARTS SOCIETY (INC)	VISITOR CENTRE - ASSORTED CRAFTWORK SALES	1	1,282.05	
EFT49057	09/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1		1,020.13
INV T1079	08/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF SEPTEMBER 2023	1	1,020.13	
EFT49058	09/11/2023	BUNNINGS BUILDING SUPPLIES P/L	9VOLT BATTERIES, DISPOSABLE GLOVES, PVC FITTINGS	1		781.95
INV 2182/00.12/09/2023		BUNNINGS BUILDING SUPPLIES P/L	KEYS CUT / PRIMER	1	54.76	
INV 2182/00.16/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE WASTE WATER SHED. SUPPLY NEW CODED PADLOCK.	1	44.16	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	NUTS & BOLTS	1	11.12	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	INKPEN TIP. SUPPLY PADLOCKS FOR REAR GATE.	1	49.00	
INV 2182/00.17/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WATERING CANS	1	13.64	
INV 2182/00.18/10/2023		BUNNINGS BUILDING SUPPLIES P/L	9VOLT BATTERIES, DISPOSABLE GLOVES, PVC FITTINGS	1	155.16	
INV 2182/00.19/10/2023		BUNNINGS BUILDING SUPPLIES P/L	DANGER TAPE	1	27.51	
INV 2182/00.23/10/2023		BUNNINGS BUILDING SUPPLIES P/L	RETIC FITTINGS	1	64.23	
INV 2182/00.23/10/2023		BUNNINGS BUILDING SUPPLIES P/L	REFLECTIVE TAPE, STEEL WOOL, SPRAY BOTTLE	1	21.97	
INV 2182/00.24/10/2023		BUNNINGS BUILDING SUPPLIES P/L	ROSE PRUNERS	1	54.16	
INV 2182/00.24/10/2023		BUNNINGS BUILDING SUPPLIES P/L	POLY RETIC FITTINGS	1	22.25	
INV 2182/00.25/10/2023		BUNNINGS BUILDING SUPPLIES P/L	CUTTING DISKS	1	35.16	
INV 2182/00.26/10/2023		BUNNINGS BUILDING SUPPLIES P/L	WETTA SOIL	1	78.34	

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INV 2182/0026/10/2023		BUNNINGS BUILDING SUPPLIES P/L	SLEDGE HAMMER / GYMPI HAMMER / SPRAY PAINT	1	137.33	
INV 2182/0027/10/2023		BUNNINGS BUILDING SUPPLIES P/L	SILICONE	1	13.16	
EFT49059	09/11/2023	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL- NORTHAM WWTP CHLORINE STORE EVACUATION ACCESS	1		2,140.00
INV 1596	03/11/2023	CLACKLINE FENCING CONTRACTORS	SUPPLY & INSTALL- NORTHAM WWTP CHLORINE STORE EVACUATION ACCESS	1	2,140.00	
EFT49060	09/11/2023	COMBINED TYRES PTY LTD	PN1706 - SUPPLY AND FIT GRADER TYRE INCLUDING DISPOSAL	1		1,237.50
INV INV-39426/10/2023		COMBINED TYRES PTY LTD	PN1706 - SUPPLY AND FIT GRADER TYRE INCLUDING DISPOSAL	1	1,237.50	
EFT49061	09/11/2023	COMPLETE APPROVALS	WITHDRAWN APPLICATION REFUND - P23103 - RECEIPT # 168881	1		147.00
INV GT 30.130/10/2023		COMPLETE APPROVALS	ADDRESS: 20 WITHERS ST, NORTHAM WA 6401 WITHDRAWN APPLICATION REFUND - P23103 - RECEIPT # 168881	1	147.00	
EFT49062	09/11/2023	COUNTRYSIDE PEST CONTROL	REIMBURSEMENT FOR TYRE REPLACEMENT	1		425.00
INV 000047430/10/2023		COUNTRYSIDE PEST CONTROL	REIMBURSEMENT FOR TYRE REPLACEMENT	1	425.00	
EFT49063	09/11/2023	COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1		150.00
INV ACC00224/10/2023		COUNTRYWIDE GROUP	WHIPPER SNIPPER CORD	1	150.00	
EFT49064	09/11/2023	DAMIAN'S PLUMBING	3X STAINLESS STEEL FORD CLAMP TO REPAIR MAIN LINE BURST	1		1,457.50
INV 9449	01/11/2023	DAMIAN'S PLUMBING	3X STAINLESS STEEL FORD CLAMP TO REPAIR MAIN LINE BURST	1	1,155.00	
INV 9566	02/11/2023	DAMIAN'S PLUMBING	EMERGENCY REPAIRS TO WATER PLAYGROUND AT BERNARD PARK	1	302.50	
EFT49065	09/11/2023	DEBORAH TERELINCK	REPAYMENT OF FUEL COST FOR COMPANY VEHICLE - COMPANY FUEL CARD WAS DISABLED AND FEE WAS PAID ON PERSONAL CARD	1		107.98

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INV 165358704/11/2023		DEBORAH TERELINCK	REPAYMENT OF FUEL COST FOR COMPANY VEHICLE - COMPANY FUEL CARD WAS DISABLED AND FEE WAS PAID ON PERSONAL CARD	1	107.98	
EFT49066	09/11/2023	DEPARTMENT OF DEFENCE	2018-2020 - FEES FOR ACCESS FOR THE MOTOCROSS CLUB TO PROPERTY 2018-2020	1		1,105.48
INV 180077501/03/2018		DEPARTMENT OF DEFENCE	2018-2020 - FEES FOR ACCESS FOR THE MOTOCROSS CLUB TO PROPERTY 2018-2020	1	1,105.48	
EFT49067	09/11/2023	DOUG DALLIMORE	DUPLICATE FIREBREAK INFRINGEMENT - PAID TWICE - REFUND OF WITHDRAWN INFRINGEMENT F22035	1		377.80
INV JJ 20.0920/09/2023		DOUG DALLIMORE	DUPLICATE FIREBREAK INFRINGEMENT - PAID TWICE - REFUND OF WITHDRAWN INFRINGEMENT F22035	1	377.80	
EFT49068	09/11/2023	GRAFTON ELECTRICS	NORTHAM RESTORE (TIP SHOP) INSTALL DOUBLE GPO TO BETWEEN ROLLER DOORS FOR ELECTRIC MOTORS.	1		517.72
INV 9789	23/10/2023	GRAFTON ELECTRICS	MORRELL PARK. REPLACE BROKEN CONDUIT TO METER BOARD POLE.	1	220.94	
INV 9807	30/10/2023	GRAFTON ELECTRICS	NORTHAM RESTORE (TIP SHOP) INSTALL DOUBLE GPO TO BETWEEN ROLLER DOORS FOR ELECTRIC MOTORS.	1	296.78	
EFT49069	09/11/2023	INTRINSIC PROJECT PTY LTD	INFRASTRUCTURE BOND REFUND - BA 21117 - T 1505 - RECEIPT # 144624 - 18 LYON STREET, NORTHAM	1		1,000.00
INV T1505	08/11/2023	INTRINSIC PROJECT PTY LTD	INFRASTRUCTURE BOND REFUND - BA 21117 - T 1505 - RECEIPT # 144624 - 18 LYON STREET, NORTHAM	1	1,000.00	
EFT49070	09/11/2023	JLO DESIGNS	SCHOOL HOLIDAY PROGRAM FLYER DESIGN	1		65.00
INV 542	03/11/2023	JLO DESIGNS	SCHOOL HOLIDAY PROGRAM FLYER DESIGN	1	65.00	
EFT49071	09/11/2023	JS TECHNOLOGY & DIGITAL PTY LTD	PURCHASE OF A PHONE CASE COVER	1		35.00
INV INV271027/10/2023		JS TECHNOLOGY & DIGITAL PTY LTD	PURCHASE OF A PHONE CASE COVER	1	35.00	
EFT49072	09/11/2023	KARLKA FENCEWRIGHT WA PTY LTD	C.202223-07 NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL NEW FENCING DROP GATES WITH ASSOCIATED CONTROLS AND REMOTES - PROGRESS CLAIM TWO	1		71,662.25

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INV 26170	30/08/2023	KARLKA FENCEWRIGHT WA PTY LTD	C.202223-07 NORTHAM DEPOT REDEVELOPMENT. SUPPLY AND INSTALL NEW FENCING DROP GATES WITH ASSOCIATED CONTROLS AND REMOTES - PROGRESS CLAIM TWO	1	71,662.25	
EFT49073	09/11/2023	KIM MARIE MURCUTT	FOOD SAFETY SKILL SET HEALTH & COMMUNITY / FOOD SAFETY SUPERVISOR COURSE	1		159.00
INV 110728	23/10/2023	KIM MARIE MURCUTT	FOOD SAFETY SKILL SET HEALTH & COMMUNITY / FOOD SAFETY SUPERVISOR COURSE	1	159.00	
EFT49074	09/11/2023	KITCO BUILDERS	INFRASTRUCTURE BOND REFUND - BA22213 - T1715 - RECEIPT # 158668 - 86 BODEGUERO WAY, WUNDOWIE	1		1,020.00
INV T1715	08/11/2023	KITCO BUILDERS	INFRASTRUCTURE BOND REFUND - BA22213 - T1715 - RECEIPT # 158668 - 86 BODEGUERO WAY, WUNDOWIE	1	1,020.00	
EFT49075	09/11/2023	LIGHT APPLICATION PTY LTD	LIGHTING DESIGN - BERT HAWKE RESERVE	1		2,200.00
INV 87352	29/08/2023	LIGHT APPLICATION PTY LTD	LIGHTING DESIGN - BERT HAWKE RESERVE	1	2,200.00	
EFT49076	09/11/2023	MATHEW JOSEPH HOULIHAN	WITHDRAWN APPLICATION REFUND - BA23205 - 20 FORREST ST, NORTHAM	1		171.65
INV GT 30.130/10/2023		MATHEW JOSEPH HOULIHAN	WITHDRAWN APPLICATION REFUND - BA23205 - 20 FORREST ST, NORTHAM	1	171.65	
EFT49077	09/11/2023	MENZA CONCEPTS PTY LTD	REMOVE EXISTING LOGO,PRINT & LAMINATE 3 SHIRE LOGOS & APPLY TO FRONT DOORS OF BUSHFIRE MITIGATION COORDINATORS VEHICLE	1		528.00
INV 000062	24/10/2023	MENZA CONCEPTS PTY LTD	REMOVE EXISTING LOGO,PRINT & LAMINATE 3 SHIRE LOGOS & APPLY TO FRONT DOORS OF BUSHFIRE MITIGATION COORDINATORS VEHICLE	1	528.00	
EFT49078	09/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 16/10 - 22/10/2023	1		7,801.20
INV N 0218	30/10/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 16/10 - 22/10/2023	1	3,900.60	
INV N 0219	30/10/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 23/10 - 29/10/2023	1	3,900.60	
EFT49079	09/11/2023	MM ELECTRICAL MERCHANDISING	CRIMPING TOOL RJ45	1		109.96
INV 204855-26/10/2023		MM ELECTRICAL MERCHANDISING	CRIMPING TOOL RJ45	1	109.96	

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EFT49080	09/11/2023	MORRIS PEST & WEED CONTROL	OLD GIRLS SCHOOL. FIX BIRD MESH AND INSTALL WIRES ON AC UNITS, AND BAITING PROGRAM TO GET RID OF PIGEONS DUE TO HEALTH CONCERNS.	1		2,967.25
INV INV-34430/10/2023		MORRIS PEST & WEED CONTROL	OLD GIRLS SCHOOL. FIX BIRD MESH AND INSTALL WIRES ON AC UNITS, AND BAITING PROGRAM TO GET RID OF PIGEONS DUE TO HEALTH CONCERNS.	1	2,967.25	
EFT49081	09/11/2023	NORTHAM BETTA HOME LIVING	HUB USB / USB SERVER	1		119.80
INV 200100517/10/2023		NORTHAM BETTA HOME LIVING	HUB USB / USB SERVER	1	94.85	
INV 200100526/10/2023		NORTHAM BETTA HOME LIVING	CHARGING CABLE	1	24.95	
EFT49082	09/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - J HAMPEL, D DINKA, P ROUSE	1		300.00
INV 7523	24/10/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - J HAMPEL, D DINKA, P ROUSE	1	300.00	
EFT49083	09/11/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARD FOR WINNER OF THE SHOP WINDOW COMPETITION FOR WOMEN'S WORLD BALLOONING CHAMPIONSHIP	1		550.00
INV 1941	26/10/2023	NORTHAM CHAMBER OF COMMERCE	NORTHAM CHAMBER OF COMMERCE GIFT CARD	1	250.00	
INV 1940	26/10/2023	NORTHAM CHAMBER OF COMMERCE	GIFT CARD FOR WINNER OF THE SHOP WINDOW COMPETITION FOR WOMEN'S WORLD BALLOONING CHAMPIONSHIP	1	300.00	
EFT49084	09/11/2023	NORTHAM FEED & HIRE	2 X JERKY	1		191.00
INV 000051219/10/2023		NORTHAM FEED & HIRE	2 X JERKY	1	50.00	
INV 000051220/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051223/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051325/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051327/10/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051330/10/2023		NORTHAM FEED & HIRE	2 X PREMIX	1	47.00	
EFT49085	09/11/2023	NORTHAM FLORIST	FLOWERS (IAN KIELY)	1		220.00

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INV 28066	24/10/2023	NORTHAM FLORIST	FLOWERS FOR CHADD HUNT - HOSPITAL VISIT	1	100.00	
INV 28077	26/10/2023	NORTHAM FLORIST	FLOWERS (IAN KIELY)	1	120.00	
EFT49086	09/11/2023	NUTRIEN AG SOLUTIONS LIMITED	ADAM STADIUM TURF 10L	1		1,044.56
INV 909674905/10/2023		NUTRIEN AG SOLUTIONS LIMITED	ADAM STADIUM TURF 10L	1	528.00	
INV 909712012/10/2023		NUTRIEN AG SOLUTIONS LIMITED	REPLACEMENT GAS BOTTLE FOR FORKLIFT	1	68.20	
INV 909783825/10/2023		NUTRIEN AG SOLUTIONS LIMITED	PARA CHEM RESPIRATOR & CARTRIDGE KIT	1	63.36	
INV 909801627/10/2023		NUTRIEN AG SOLUTIONS LIMITED	UNAG FLEDBAG ORIGINAL	1	385.00	
EFT49087	09/11/2023	OXTER SERVICES	CARTON OF 16 COMMERCIAL PAPER ROLLS	1		83.95
INV 28095	30/10/2023	OXTER SERVICES	CARTON OF 16 COMMERCIAL PAPER ROLLS	1	83.95	
EFT49088	09/11/2023	P&M HODGSON STEEL FABRICATION	SLASHER WEAR PLATES REPLACEMENT AND RE-FIT SLASHER HAMMER MOUNT	1		1,320.00
INV 5994	01/11/2023	P&M HODGSON STEEL FABRICATION	SLASHER WEAR PLATES REPLACEMENT AND RE-FIT SLASHER HAMMER MOUNT	1	1,320.00	
EFT49089	09/11/2023	PAT DAVIS	GUIDED TOUR - WELCOME TO COUNTRY - 26.10.2023	1		330.00
INV 30	29/10/2023	PAT DAVIS	GUIDED TOUR - WELCOME TO COUNTRY - 26.10.2023	1	330.00	
EFT49090	09/11/2023	PFD FOOD SERVICES PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES	1		1,959.80
INV LI9586825/10/2023		PFD FOOD SERVICES PTY LTD	NORTHAM AQUATIC CENTRE - KIOSK SUPPLIES	1	1,959.80	
EFT49091	09/11/2023	PILA GROUP PTY LTD	BERNARD PARK SOUND SHELL. - SUPPLY AND DELIVER 3 X 6M FLAGPOLES	1		3,333.00
INV 30589	12/10/2023	PILA GROUP PTY LTD	BERNARD PARK SOUND SHELL. - SUPPLY AND DELIVER 3 X 6M FLAGPOLES	1	3,333.00	
EFT49092	09/11/2023	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - REWIRE ETHERNET CABLE FOR CCTV	1		300.00
INV INV-00015/10/2023		PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE POOL - REWIRE ETHERNET CABLE FOR CCTV	1	300.00	
EFT49093	09/11/2023	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - E ROBINSON	1		99.00

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INV 008998504/10/2023		REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS FUNDING - E ROBINSON	1	99.00	
EFT49094	09/11/2023	SLATER-GARTRELL SPORTS	ULTRA BLACK LINEMARKING PAINT	1		528.00
INV 60278/004/09/2023		SLATER-GARTRELL SPORTS	ULTRA BLACK LINEMARKING PAINT	1	528.00	
EFT49095	09/11/2023	SMOKE & MIRRORS AUDIO VISUAL	SUPPLY SOUND & LIGHTING FORE BERNARD PARK EVENT 02/09/2023	1		10,283.00
INV INV-31604/09/2023		SMOKE & MIRRORS AUDIO VISUAL	SUPPLY SOUND & LIGHTING FORE BERNARD PARK EVENT 02/09/2023	1	10,283.00	
EFT49096	09/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE - W/E 03.11.2023	1		42,194.30
INV 4197	27/10/2023	SPECIALISED TREE SERVICE	REMOVAL OF LARGE TREE BRANCH - OPPOSITE BMX TRACK	1	400.00	
INV 4198	30/10/2023	SPECIALISED TREE SERVICE	MORBY COTTAGE - TREE PRUNING	1	2,629.60	
INV 4204	03/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE - W/E 03.11.2023	1	25,602.50	
INV 4203	03/11/2023	SPECIALISED TREE SERVICE	INFORMATION BAY HOOPER PARK BAKERS HILL - TREE REMOVAL	1	5,931.80	
INV 4201	03/11/2023	SPECIALISED TREE SERVICE	FICUS TREES FORREST ST NORTHAM - TREE PRUNING	1	7,630.40	
EFT49097	09/11/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT BATTERY FOR DEFIBRILLATOR MACHINE	1		365.00
INV FAINV005/10/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT BATTERY FOR DEFIBRILLATOR MACHINE	1	295.00	
INV FAINV025/10/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	STANDARD VEHICLE FIRST AID KIT	1	70.00	
EFT49098	09/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA 21292 - T1618 - RECEIPT # 151469 - 1 GILLET ROAD, NORTHAM	1		1,020.00
INV T1618	08/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	INFRASTRUCTURE BOND REFUND - BA 21292 - T1618 - RECEIPT # 151469 - 1 GILLET ROAD, NORTHAM	1	1,020.00	
EFT49099	09/11/2023	SYNERGY	361669310 RECREATION PRECINCT - 13/09/2023 to 11/10/2023	1		20,277.69

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INV 357548017/10/2023		SYNERGY	357548080 DOG POUND COLEBATCH RD - 28/07/2023 to 22/09/2023		399.19	
INV 361669318/10/2023		SYNERGY	361669310 RECREATION PRECINCT - 13/09/2023 to 11/10/2023		10,618.76	
INV 293110718/10/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 13/09/2023 to 11/10/2023		656.59	
INV 420847619/10/2023		SYNERGY	DISCONNECTION AT EAST ST - HENRY ST OVAL	1	518.10	
INV 361669524/10/2023		SYNERGY	361669500 OXIDATION PONDS - 19/09/2023 to 17/10/2023		1,537.17	
INV 332273625/10/2023		SYNERGY	332273630 CLACKLINE POST OFFICE - 30/08/2023 to 18/10/2023		326.92	
INV 335820925/10/2023		SYNERGY	335820940 CREATE 298 - 20/09/2023 to 18/10/2023		377.20	
INV 164007730/10/2023		SYNERGY	164007710 WUNDOWIE DEPOT - 30/08/2023 to 27/10/2023		253.76	
INV 288626730/10/2023		SYNERGY	288626740 CLACKLINE HALL - 29/08/2023 to 26/10/2023		127.56	
INV 361473930/10/2023		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/09/2023 to 19/10/2023		194.39	
INV 158509730/10/2023		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 29/08/2023 to 26/10/2023		116.35	
INV 142275930/10/2023		SYNERGY	142275950 WUNDOWIE OVAL - 30/08/2023 to 27/10/2023		752.68	
INV 153902530/10/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 02/08/2023 to 11/10/2023		1,238.34	
INV 916822730/10/2023		SYNERGY	916822750 WUNDOWIE TENNIS CLUB - 30/08/2023 to 27/10/2023		116.35	
INV 444997330/10/2023		SYNERGY	444997300 WUNDOWIE LIBRARY & GARDENS - 30/08/2023 to 27/10/2023		293.06	
INV 300677001/11/2023		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 01/09/2023 to 30/10/2023		356.15	
INV 305307601/11/2023		SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 01/09/2023 to 30/10/2023		107.87	
INV 962642901/11/2023		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 01/09/2023 to 30/10/2023		118.32	
INV 370639201/11/2023		SYNERGY	370639230 WUNDOWIE TOWN HALL - 01/09/2023 to 30/10/2023		293.55	
INV 981292501/11/2023		SYNERGY	981292570 BAKERS HILL REC CENTRE - 31/08/2023 to 30/10/2023		1,158.51	

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INV 487964001	11/2023	SYNERGY	487964040 WUNDOWIE YAK SHACK - 01/09/2023 to 30/10/2023		342.95	
INV 353464102	11/2023	SYNERGY	035346410 HOOPER PARK - 02/09/2023 to 30/10/2023		178.02	
INV 361473903	11/2023	SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 21/09/2023 to 19/10/2023		195.90	
EFT49100	09/11/2023	TAYCE SIMCOCK-BAILEY	REIMBURSEMENT OF POLICE CLEARANCE TAYCE SIMCOCK-BAILEY (CSO-LICENSING OFFICER)	1		58.70
INV 5EA57724	10/2023	TAYCE SIMCOCK-BAILEY	REIMBURSEMENT OF POLICE CLEARANCE TAYCE SIMCOCK-BAILEY (CSO-LICENSING OFFICER)	1	58.70	
EFT49101	09/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - HEALTH - 6.10.2023	1		93.06
INV 0607-S315	10/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL CHARGES - HEALTH - 6.10.2023	1	93.06	
EFT49102	09/11/2023	TERRA FORM CONTRACTING	ROADSIDE VEGETATION MAINTENANCE - EADINE / CARTER ROAD	1		16,500.00
INV 000000125	10/2023	TERRA FORM CONTRACTING	ROADSIDE VEGETATION MAINTENANCE - EADINE / CARTER ROAD	1	16,500.00	
EFT49103	09/11/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 09/10/2023 - 29/10/2023	1		1,155.00
INV 000051027	10/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 09/10/2023 - 29/10/2023	1	1,155.00	
EFT49104	09/11/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN - PENS / LABELS / BINDERS	1		296.50
INV 73113	27/10/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN	1	136.60	
INV 73233	27/10/2023	WARRICKS NEWSAGENCY	STATIONARY - ADMIN - PENS / LABELS / BINDERS	1	159.90	
EFT49105	09/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 REGO N642 - REMOVE AND REPLACE STARTER MOTOR IN MULTI ROLLER	1		2,251.00
INV INV-16324	10/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2103 REGO N.15204 - JET RODDER, DIAGNOSE AND REPLACE LOW LEVEL FLOAT SENSOR	1	848.50	
INV INV-16224	10/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1608 REGO N642 - REMOVE AND REPLACE STARTER MOTOR IN MULTI ROLLER	1	1,402.50	
EFT49106	09/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1		1,279.80

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INV 217764	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - C3730 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	70.75	
INV 217823	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - C3730 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	207.25	
INV 217826	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	BILYA KOORT BOODJA - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	53.35	
INV 217827	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	187.03	
INV 217828	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3830 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	90.23	
INV 217831	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	650.79	
INV 10282	23/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT ADMIN. SUPPLY 3 X PACKS OF MAGNETS AND 3 X CLIPBOARDS.	1	20.40	
EFT49107	15/11/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING ON SITE AT RECREATION CENTRE 22/02/2023. 3 X DEPOT STAFF	1		1,900.00
INV I40605	22/02/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS TRAINING ON SITE AT RECREATION CENTRE 22/02/2023. 3 X DEPOT STAFF	1	1,900.00	
INV I40605	22/02/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	REVERSE INVOICE - INCORRECT GST ENTRY	1	-1,900.00	
INV I43157	31/10/2023	ACCESS UNLIMITED INTERNATIONAL PTY LTD	BREATHING APPARATUS COURSE. TUESDAY 31/10/2023	1	1,900.00	
EFT49108	15/11/2023	ALLMARK & ASSOCIATES PTY LTD	PLAQUE FOR CR POULTON	1		175.45
INV IN0040508	11/2023	ALLMARK & ASSOCIATES PTY LTD	PLAQUE FOR CR POULTON	1	175.45	
EFT49109	15/11/2023	ALPHATEAM PTY LTD	SITE VISIT TO DIAGNOSE SOFTWARE AND TEST CONNECTIONS ON PLC AND SCADA SYSTEM	1		6,545.00
INV NTM2002	11/2023	ALPHATEAM PTY LTD	SITE VISIT TO DIAGNOSE SOFTWARE AND TEST CONNECTIONS ON PLC AND SCADA SYSTEM	1	6,545.00	
EFT49110	15/11/2023	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 31 OCTOBER 2023 - INVOICE 101178	1		2,865.25
INV 101178	31/10/2023	AMPAC DEBT RECOVERY (WA) P/L	DEBT RECOVERY FOR PERIOD ENDING 31 OCTOBER 2023 - INVOICE 101178	1	2,865.25	
EFT49111	15/11/2023	ANDY'S PLUMBING SERVICE	AERODROME. INSTALL NEW WATER FEED TO THE END OF LOT 42 AS PER QUOTE.	1		6,831.00

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INV A19668	26/10/2023	ANDY'S PLUMBING SERVICE	AERODROME. INSTALL NEW WATER FEED TO THE END OF LOT 42 AS PER QUOTE.	1	6,182.00	
INV A19675	06/11/2023	ANDY'S PLUMBING SERVICE	TOWN HALL. UNBLOCK TOILET IN LADIES TOILET AND MAKE SURE WORKING PROPERLY.	1	649.00	
EFT49112	15/11/2023	AQUARIUS TECHNOLOGIES PTY LTD	Sim Card and Annual Contract for WEB	1		275.00
INV IN5097208	11/2023	AQUARIUS TECHNOLOGIES PTY LTD	Sim Card and Annual Contract for WEB	1	275.00	
EFT49113	15/11/2023	ARISE COFFEE	WHOLESALE COFFEE / ASSORTED FOR VISITORS CENTRE	1		166.25
INV 000004129	10/2023	ARISE COFFEE	WHOLESALE COFFEE / ASSORTED FOR VISITORS CENTRE	1	166.25	
EFT49114	15/11/2023	AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2023	1		3,063.58
INV 101281203	11/2023	AUSTRALIA POST	AUSTRALIA POST CHARGES - OCTOBER 2023	1	3,063.58	
EFT49115	15/11/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - CONTRACTUAL RISK MANAGEMENT FOR BUILDING SURVEYORS - GORDON TESTER	1		294.00
INV 46003	30/08/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - CONTRACTUAL RISK MANAGEMENT FOR BUILDING SURVEYORS - GORDON TESTER	1	154.00	
INV 46470	20/09/2023	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	VIDEO CONFERENCE - MECHANICAL FIRE & SMOKE SYSTEMS - GORDON TESTER	1	140.00	
EFT49116	15/11/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/11/2023	1		88,293.76
INV PAYG 0'09/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 07/11/2023	1	87,765.76	
INV PAYG 0'10/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR INTERIM PAY WEEK ENDING 07/11/2023	1	528.00	
EFT49117	15/11/2023	AVON VALLEY ARTS SOCIETY (INC)	STOCK FOR VISITORS CENTRE	1		3,509.70
INV 1073	09/11/2023	AVON VALLEY ARTS SOCIETY (INC)	STOCK FOR VISITORS CENTRE	1	3,509.70	
EFT49118	15/11/2023	AVON VALLEY BAKERY	HOT DOG ROLLS	1		26.60
INV INV-15106	11/2023	AVON VALLEY BAKERY	HOT DOG ROLLS	1	26.60	

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EFT49119	15/11/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	PEA STRAW	1		186.15
INV 000002408/11/2023	15/11/2023	AVON VALLEY STOCKFEED & LANDSCAPING SUPPLIES - TJ CROYMANS & KJ WESOLOWSKI T/AS	PEA STRAW	1	186.15	
EFT49120	15/11/2023	AVON VALLEY TOYOTA	PURCHASE OF NEW 2022 ISUZU D-MAX CREW CAB CHASSIS SX AUTOMATIC AS PER QUOTE 4786 AND CESM VEHICLE SPECIFICATION SHEET.	1		81,779.40
INV RI1160026/10/2023	15/11/2023	AVON VALLEY TOYOTA	PURCHASE OF NEW 2022 ISUZU D-MAX CREW CAB CHASSIS SX AUTOMATIC AS PER QUOTE 4786 AND CESM VEHICLE SPECIFICATION SHEET.	1	81,779.40	
EFT49121	15/11/2023	AVON WASTE	SUPPLY OF EVENTS BIN FOR WHEATBELTS GOT TALENT @ BERNARD PARK ON SATURDAY THE 4TH NOVEMBER 2023	1		110.00
INV 000590806/11/2023	15/11/2023	AVON WASTE	SUPPLY OF EVENTS BIN FOR WHEATBELTS GOT TALENT @ BERNARD PARK ON SATURDAY THE 4TH NOVEMBER 2023	1	110.00	
EFT49122	15/11/2023	AVON-MIDLAND ZONE - WA LOCAL GOVERNMENT ASSOCIATION	AVON MIDLAND COUNTRY ZONE MEMBERSHIP 2023-2024	1		2,420.00
INV 000003831/10/2023	15/11/2023	AVON-MIDLAND ZONE - WA LOCAL GOVERNMENT ASSOCIATION	AVON MIDLAND COUNTRY ZONE MEMBERSHIP 2023-2024	1	2,420.00	
EFT49123	15/11/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	COMMUNITY CHRISTMAS FAIR GRANT 2023 - FIRST INSTALLMENT	1		9,173.48
INV 1	25/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	CHRISTMAS FAIR / AUSTRALIA DAY BREAKFAST GRANT - FINAL PAYMENT 2022/23	1	1,174.28	
INV 1	26/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	COMMUNITY CHRISTMAS FAIR GRANT 2023 - FIRST INSTALLMENT	1	6,930.00	
INV 1	26/10/2023	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	AUSTRALIA DAY BREAKFAST 2024 GRANT - FIRST INSTALLMENT	1	1,069.20	
EFT49124	15/11/2023	BDSS PTY LTD	NEW DEPOT ADMIN. SUPPLY DESKS WITH UNDER DESK SOFTWIRING AND PINUP BOARDS	1		4,851.83
INV 000073913/10/2023	15/11/2023	BDSS PTY LTD	NEW DEPOT ADMIN. SUPPLY DESKS WITH UNDER DESK SOFTWIRING AND PINUP BOARDS	1	4,851.83	

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EFT49125	15/11/2023	BERNADETTE HORRELL (BH GRAPHIC DESIGN)	GRAPHIC DESIGN - NORTHAM ANNUAL REPORT	1		2,910.05
INV 080199	02/11/2023	BERNADETTE HORRELL (BH GRAPHIC DESIGN)	GRAPHIC DESIGN - NORTHAM ANNUAL REPORT	1	2,910.05	
EFT49126	15/11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	AG SHOW SHED. REPLACE BROKEN WATER PIPE / INSTALL COPPER STAND WITH ANTI -VANDAL TAP.	1		574.20
INV INV-29404	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	AG SHOW SHED. REPLACE BROKEN WATER PIPE / INSTALL COPPER STAND WITH ANTI -VANDAL TAP.	1	344.30	
INV INV-29406	11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	ADMIN REAR DONGA. REPAIR BROKEN TAP TO WATER COOLER.	1	229.90	
EFT49127	15/11/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28.09.2023 TO 28.10.2023	1		76.08
INV 403522829	10/2023	BOC LIMITED	11 X 400C OXYGEN MEDICAL C SIZE RENTAL 28.09.2023 TO 28.10.2023	1	76.08	
EFT49128	15/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1		1,934.31
INV T1080	15/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF SEPTEMBER 2023	1	1,934.31	
EFT49129	15/11/2023	BUNNINGS BUILDING SUPPLIES P/L	WEED N FEED & BUG KILLER SUPPLIES FOR KILLARA	1		100.99
INV 2182/00.16	10/2023	BUNNINGS BUILDING SUPPLIES P/L	WEED N FEED & BUG KILLER SUPPLIES FOR KILLARA	1	84.05	
INV 2182/00.18	10/2023	BUNNINGS BUILDING SUPPLIES P/L	CLEAR PACKING TAPE & DISPENSOR	1	16.94	
EFT49130	15/11/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2023	1		2,697.09
INV 370415431	10/2023	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR OCTOBER 2023	1	2,697.09	
EFT49131	15/11/2023	CADD'S FASHIONS	HI VIZ REFLECTIVE VESTS ORANGE FOR DEPOT	1		298.00
INV 23-000107	11/2023	CADD'S FASHIONS	HI VIZ REFLECTIVE VESTS ORANGE FOR DEPOT	1	298.00	
EFT49132	15/11/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1		115.47
INV 107	31/10/2023	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1	115.47	

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EFT49133	15/11/2023	CARRINGTONS TRAFFIC SERVICES	1X TRAFFIC CONTROLLER AND UTE FOR TRAFFIC MANAGEMENT ON EADINE ROAD, CLACKLINE FOR 10 DAYS	1		4,960.45
INV 000464826/10/2023		CARRINGTONS TRAFFIC SERVICES	1X TRAFFIC CONTROLLER AND UTE FOR TRAFFIC MANAGEMENT ON EADINE ROAD, CLACKLINE FOR 10 DAYS	1	3,310.45	
INV 000464726/10/2023		CARRINGTONS TRAFFIC SERVICES	HIRE OF A TOW BEHIND ROAD BROOM 16/10/2023 TO 20/10/2023	1	1,375.00	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	HIRE OF A TOW BEHIND ROAD BROOM 23/10/2023	1	275.00	
EFT49134	15/11/2023	CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT PN1314 GRADER FROM NORTHAM DEPOT TO SLATTERY'S AUTOCIONEERS AT 96 POOLE STREET, WELSHPOOL	1		1,017.50
INV 000045306/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	FLOAT PN1314 GRADER FROM NORTHAM DEPOT TO SLATTERY'S AUTOCIONEERS AT 96 POOLE STREET, WELSHPOOL	1	1,017.50	
EFT49135	15/11/2023	CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 18.09.2023 - 22.10.2023	1		11,568.65
INV 000363022/10/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 18.09.2023 - 22.10.2023	1	11,568.65	
EFT49136	15/11/2023	CHRISTOPHER ANTONIO	CHRISTOPHER ANTONIO PRESIDENT CANDIDATE REFUNDS 2023	1		100.00
INV T1773	15/11/2023	CHRISTOPHER ANTONIO	CHRISTOPHER ANTONIO PRESIDENT CANDIDATE REFUNDS 2023	1	100.00	
EFT49137	15/11/2023	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2023 FOR CHRIS MARRIS	1		833.37
INV AE 091109/11/2023		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT FOR OCTOBER 2023 FOR CHRIS MARRIS	1	833.37	
EFT49138	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1		200.00
INV T1771	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	
INV T1772	15/11/2023	CHRISTOPHER POULTON	CHRISTOPHER POULTON PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	

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EFT49139	15/11/2023	CLACKLINE FENCING CONTRACTORS	TOWN HALL. SUPPLY AND INSTALL DIVIDING FENCE	1		3,940.00
INV 1597	03/11/2023	CLACKLINE FENCING CONTRACTORS	TOWN HALL. SUPPLY AND INSTALL DIVIDING FENCE	1	3,940.00	
EFT49140	15/11/2023	CLASSIC IT SUPPORT	INTEL NUC i7 - 1260P 12TH GEN 8/256gb WINDOWS 11 FOR WUNDOWIE LIBRARY	1		1,986.00
INV 9437	18/10/2023	CLASSIC IT SUPPORT	WESTERN DIGITAL WD 2TB PURPLE SURVEILLANCE HARD DRIVE WD23PURZ	1	145.00	
INV 9438	18/10/2023	CLASSIC IT SUPPORT	INTEL NUC I5, 8GB MEMORY, 250 GB NVME SSD REF ADMIN DONGA MEETING ROOM	1	500.00	
INV 9454	31/10/2023	CLASSIC IT SUPPORT	INTEL NUC i7 - 1260P 12TH GEN 8/256gb WINDOWS 11 FOR WUNDOWIE LIBRARY	1	1,341.00	
EFT49141	15/11/2023	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL OCTOBER 2023	1		1,054.68
INV 223052931/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL HOOPER PARK PARK PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE OCT 2023	1	186.12	
INV 223053031/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL SERVICE OCTOBER 2023	1	248.16	
INV 223053131/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK PUBLIC TOILETS X 4 SHARPS DISPOSAL OCTOBER 2023	1	372.24	
INV 223053231/10/2023		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS X 2 SHARPS DISPOSAL SERVICE OCTOBER 2023	1	248.16	
EFT49142	15/11/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - SEPTEMBER 2023 (INV 4569)	1		542.01
INV 4569	29/09/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - SEPTEMBER 2023 (INV 4569)	1	322.01	
INV 4651	31/10/2023	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - CLOUD PAYMENT GROUP - OCTOBER 2023 (INV 4651)	1	220.00	
EFT49143	15/11/2023	COMMON GROUND TRAILS PTY LTD	VO-01 - C.202223-12 - STAGE 4 - CONCEPT PLANNING - MOUNT OMMANNEY	1		3,287.79
INV INV-18123/10/2023		COMMON GROUND TRAILS PTY LTD	VO-01 - C.202223-12 - STAGE 4 - CONCEPT PLANNING - MOUNT OMMANNEY	1	3,287.79	
EFT49144	15/11/2023	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESS SEPTEMBER 2023	1		4,786.10
INV INV80531/10/2023		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	DELIVERY OF MATTRESS SEPTEMBER 2023	1	4,786.10	

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EFT49145	15/11/2023	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	2000 - DL WINDOW FACED PEEL N SEAL ENVELOPES	1		541.00
INV 111559231	10/2023	CRYSTAL PRINTING SOLUTIONS PTY LTD T/A WORLWIDE EAST PERTH	2000 - DL WINDOW FACED PEEL N SEAL ENVELOPES	1	541.00	
EFT49146	15/11/2023	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/09/2022 - 30/09/2022	1		687.69
INV CINS31.15	08/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.15	08/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/09/2022 - 30/09/2022	1	637.87	
INV CINS31.16	09/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.16	09/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/10/2022 - 31/10/2022	1	637.87	
INV CINS31.21	10/2022	CTI SECURITY SERVICES PTY LTD	CREDIT PROCESSED - INVOICE POSTED TO INCORRECT PURCHASE ORDER - REPOSTED TO PO 66820	1	-637.87	
INV CINS31.21	10/2022	CTI SECURITY SERVICES PTY LTD	SHIRE OF NORTHAM - SECURITY ALARM MONITORING FROM 01/11/2022 - 30/11/2022	1	637.87	
INV CINS31.19	10/2023	CTI SECURITY SERVICES PTY LTD	NEW DEPOT SECURITY ALARM MONITERING FROM 01/10/2023-30/10/2023	1	49.82	
INV CINS31.19	10/2023	CTI SECURITY SERVICES PTY LTD	ALARM MONITORING FOR SHIRE FACILIITIES	1	637.87	
EFT49147	15/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	BKB STOCK	1		410.56
INV 002	26/09/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	BKB STOCK	1	410.56	
EFT49148	15/11/2023	DANIELLE FLEUR COUSIN	INFRASTRUCTURE BOND REFUND - BA21270 - T1609 - RECEIPT # 150772 LOT 820 COOK ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1609	15/11/2023	DANIELLE FLEUR COUSIN	INFRASTRUCTURE BOND REFUND - BA21270 - T1609 - RECEIPT # 150772 LOT 820 COOK ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49149	15/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPAIRS AT REC CENTRE KITCHEN - WHEEL & DUCT DOOR	1		473.00

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INV 1086	02/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REPAIRS AT REC CENTRE KITCHEN - WHEEL & DUCT DOOR	1	473.00	
EFT49150	15/11/2023	DMC CLEANING	C.202021-05 - CLEANING SHIRE OF NORTHAM FACILITIES - OCTOBER 2023	1		10,815.57
INV SON21331/10/2023		DMC CLEANING	C.202021-05 - CLEANING SHIRE OF NORTHAM FACILITIES - OCTOBER 2023	1	10,815.57	
EFT49151	15/11/2023	DRY KIRKNESS (AUDIT) PTY LTD	AUDIT GRANT ACQUITALS R2R	1		1,650.00
INV DK224130/10/2023		DRY KIRKNESS (AUDIT) PTY LTD	AUDIT GRANT ACQUITALS R2R	1	1,650.00	
EFT49152	15/11/2023	DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1		46,279.54
INV OCTOB31/10/2023		DUN DIRECT PTY LTD	FUEL CHARGES FOR OCTOBER 2023	1	46,279.54	
EFT49153	15/11/2023	E FIRE & SAFETY	REC CENTRE. REPLACE ALL DEFECTIVE COMPONENTS IDENTIFIED AND QUOTED IN ANNUAL MAINTENANCE REPORT CRO513.	1		6,152.85
INV 596941	25/10/2023	E FIRE & SAFETY	REC CENTRE. REPLACE OUT OF DATE BATTERIES	1	1,369.50	
INV 597026	27/10/2023	E FIRE & SAFETY	KILLARA ADULT RESPITE CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	422.40	
INV 597241	31/10/2023	E FIRE & SAFETY	REC CENTRE. REPLACE ALL DEFECTIVE COMPONENTS IDENTIFIED AND QUOTED IN ANNUAL MAINTENANCE REPORT CRO513.	1	3,943.50	
INV 597299	31/10/2023	E FIRE & SAFETY	TOWN/LESSER HALL CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	162.80	
INV 597291	31/10/2023	E FIRE & SAFETY	RECREATION CENTRE MONTHLY SERVICING OF FIRE EQUIPMENT - OCTOBER 2023	1	254.65	
EFT49154	15/11/2023	ECHO NEWSPAPER	14X3 WOMEN'S WORLD AD IN ECHO NEWSPAPER	1		495.00
INV 000328718/08/2023		ECHO NEWSPAPER	14X3 WOMEN'S WORLD AD IN ECHO NEWSPAPER	1	495.00	
EFT49155	15/11/2023	FIRE MITIGATION SERVICES	C.202324-04 - FIRE MITIGATION SERVICES - MAF 2023/2024 - ROUND - 1 - TREATMENTS - 23220 & 23221	1		36,572.80
INV 000007931/10/2023		FIRE MITIGATION SERVICES	C.202324-04 - FIRE MITIGATION SERVICES - MAF 2023/2024 - ROUND - 1 - TREATMENTS - 23220 & 23221	1	36,572.80	

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EFT49156	15/11/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CRECHE, NORTHAM RECREATION CENTRE	1		632.50
INV 002748	18/09/2023	FORMBYS LAWYERS	DEED OF RENEWAL - CRECHE, NORTHAM RECREATION CENTRE	1	632.50	
EFT49157	15/11/2023	FRESH TRADING CO OPS PTY LTD	CATERING FOR TRAINING	1		214.05
INV INV-15024/10/2023		FRESH TRADING CO OPS PTY LTD	CATERING FOR TRAINING	1	214.05	
EFT49158	15/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM ANNUAL FLEET SERVICING	1		14,129.28
INV 79669	19/09/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	NORTHAM ANNUAL FLEET SERVICING	1	14,129.28	
EFT49159	15/11/2023	FULTON HOGAN INDUSTRIES PTY LTD	IBC'S OF EMULSION	1		4,290.00
INV 183169431/10/2023		FULTON HOGAN INDUSTRIES PTY LTD	IBC'S OF EMULSION	1	4,290.00	
EFT49160	15/11/2023	GRAFTON ELECTRICS	REPAIR POWER POINT @ AQUATIC CENTRE	1		162.58
INV 9808	08/11/2023	GRAFTON ELECTRICS	REPAIR POWER POINT @ AQUATIC CENTRE	1	162.58	
EFT49161	15/11/2023	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER / DOCS ON TAP ANNUAL SUNSCRIPTION FEE RENEWAL - 1 DECEMBER 2023 - 30 NOVEMBER 2024	1		14,943.50
INV 2312	19/10/2023	HARBOUR SOFTWARE PTY LTD	DOC ASSEMBLER / DOCS ON TAP ANNUAL SUNSCRIPTION FEE RENEWAL - 1 DECEMBER 2023 - 30 NOVEMBER 2024	1	14,943.50	
EFT49162	15/11/2023	HERSEY'S SAFETY PTY LTD	LENS WIPES, GLOVES & OUT OF SERVICE TAGS	1		511.99
INV S47988	01/11/2023	HERSEY'S SAFETY PTY LTD	LENS WIPES, GLOVES & OUT OF SERVICE TAGS	1	511.99	
EFT49163	15/11/2023	INSTRUCT CONSULTING ENGINEERS	INSPECTION AND CERTIFICATION OR SHADE STRUCTURES FOR PROPOSED RE-USE	1		1,320.00
INV 231102	06/11/2023	INSTRUCT CONSULTING ENGINEERS	INSPECTION AND CERTIFICATION OR SHADE STRUCTURES FOR PROPOSED RE-USE	1	1,320.00	
EFT49164	15/11/2023	INTERNATIONAL QUADRATICS PTY LTD	PAVEMENT CUSTOM PRINT	1		1,567.50
INV SINV-1426/10/2023		INTERNATIONAL QUADRATICS PTY LTD	PAVEMENT CUSTOM PRINT	1	1,567.50	

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EFT49165	15/11/2023	IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY & WASTE WATER TREATMENT PLANT OCT 2023	1		545.24
INV 673317831/10/2023		IXOM OPERATIONS PTY LTD	CHLORINE MONTHLY SERVICE FEE FOR NORTHAM AQUATIC FACILITY & WASTE WATER TREATMENT PLANT OCT 2023	1	545.24	
EFT49166	15/11/2023	J & A BUILDING PTY LTD	C.202021-08 - VARIATION 2 - DEPOT REDEVELOPMENT - MACHINERY AND STORAGE SHEDS	1		44,081.47
INV 3591	09/11/2023	J & A BUILDING PTY LTD	C.202021-08.SUPPLY & CONSTRUCT - GARDENING SHED / GREEN HOUSE - PROGRESS CLAIM 10	1	13,093.04	
INV 3591	09/11/2023	J & A BUILDING PTY LTD	C.202021-08 - VARIATION 2 - DEPOT REDEVELOPMENT - MACHINERY AND STORAGE SHEDS	1	30,988.43	
EFT49167	15/11/2023	JANET KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1		150.00
INV 32	09/11/2023	JANET KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1	150.00	
EFT49168	15/11/2023	JH COMPUTER SERVICES WA PTY LTD	PROVIDE MONTHLY SUPPORT PACKAGES / PROTECTIONS / LICENCES - OCTOBER 2023	1		8,262.65
INV 001137-20/10/2023		JH COMPUTER SERVICES WA PTY LTD	PROVIDE 5 1/2 hr SUPPORT FOR INTERNET ISSUES AT NORTHAM LIBRARY & CREATE 298	1	968.00	
INV 001229-31/10/2023		JH COMPUTER SERVICES WA PTY LTD	PROVIDE MONTHLY SUPPORT PACKAGES / PROTECTIONS / LICENCES - OCTOBER 2023	1	7,294.65	
EFT49169	15/11/2023	JUANA PAYNTER	REIMBURSEMENT OF SUPPLIES PURCHASED FOR TOWNS TEAM PROJECT (RAC GRANT)	1		179.50
INV DE 7/1107/11/2023		JUANA PAYNTER	REIMBURSEMENT OF SUPPLIES PURCHASED FOR TOWNS TEAM PROJECT (RAC GRANT)	1	179.50	
EFT49170	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	REIMBURSEMENT FOR FOOD ON THE 18TH 19TH & 20TH OCTOBER AT THE WALGA CONFERENCE 2023	1		320.00
INV 0431	20/09/2023	JULIE ELLEN GREENFIELD WILLIAMS	REIMBURSEMENT FOR FOOD ON THE 18TH 19TH & 20TH OCTOBER AT THE WALGA CONFERENCE 2023	1	120.00	
INV T1775	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	JULIE WILLIAMS PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	
INV T1769	15/11/2023	JULIE ELLEN GREENFIELD WILLIAMS	JULIE WILLIAMS PRESIDENT AND EAST WARD COUNCILLOR CANDIDATE REFUNDS 2023	1	100.00	

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EFT49171	15/11/2023	KAVANAGH BALLOONS AUSTRALIA PTY LTD	MODEL HOT AIR BALLOON FREIGHT - SYDNEY-NORTHAM-SYDNEY	1		200.00
INV 030508505/10/2023		KAVANAGH BALLOONS AUSTRALIA PTY LTD	MODEL HOT AIR BALLOON FREIGHT - SYDNEY-NORTHAM-SYDNEY	1	200.00	
EFT49172	15/11/2023	KAYLA JAMES	WASHING CAR	1		20.20
INV 001509002/11/2023		KAYLA JAMES	WASHING CAR	1	20.20	
EFT49173	15/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 30.10.2023	1		9,897.90
INV 221875324/10/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 24/10/2023	1	3,706.69	
INV 221905230/10/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 30.10.2023	1	6,191.21	
EFT49174	15/11/2023	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2023/12 - DATE: 16/09/2023 TO 29/09/2023	1		270.21
INV 388123	19/10/2023	LANDGATE	RURAL UV'S CHARGEABLE SCHEDULE:R2023/12 - DATE: 16/09/2023 TO 29/09/2023	1	183.20	
INV 388194	24/10/2023	LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE NO: G2023/10 - DATED 02/09/2023 TO 29/09/2023	1	87.01	
EFT49175	15/11/2023	LISA CHARMAINE BIGLIN	WEST WARD CANDIDATE NOMINATION 2023 REFUND	1		80.00
INV T1746	15/11/2023	LISA CHARMAINE BIGLIN	WEST WARD CANDIDATE NOMINATION 2023 REFUND	1	80.00	
EFT49176	15/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMTELLIGENCE 2023 FORUM - ELIJAH MOORHEAD	1		380.00
INV 37629	25/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMTELLIGENCE 2023 FORUM - ELIJAH MOORHEAD	1	380.00	
EFT49177	15/11/2023	MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/11/2023-30/11/2023	1		1,237.50
INV 000007926/10/2023		MALINOWSKI HOLDINGS PTY LTD	RENT 174 FITZGERALD ST NORTHAM (AVON MALL) - 01/11/2023-30/11/2023	1	1,237.50	
EFT49178	15/11/2023	MARIA IRENE GIRAK	MARIA GIRAK EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1		100.00
INV T1774	15/11/2023	MARIA IRENE GIRAK	MARIA GIRAK EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1	100.00	

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EFT49179	15/11/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 01/10/2023 - 30/10/2023	1		11,660.00
INV 84527	31/10/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF A GRADER FOR 30/10/2023 - 31/10/2023	1	1,980.00	
INV 84526	31/10/2023	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	DRY HIRE OF WATER TRUCK 01/10/2023 - 30/10/2023	1	9,680.00	
EFT49180	15/11/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA CRESCENT WUNDOWIE	1		393.80
INV 132693	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	ONGOING LEGAL COSTS - 4 HOVEA CRESCENT WUNDOWIE	1	393.80	
EFT49181	15/11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1		4,400.00
INV INV - 0112/10/2023		MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER	1	4,400.00	
EFT49182	15/11/2023	NAVMAN WIRELESS PTY LTD	NAVMAN MONTHLY SUBSCRIPTION 15.10.2023 - 14.11.2023	1		761.92
INV 929149515/10/2023		NAVMAN WIRELESS PTY LTD	NAVMAN MONTHLY SUBSCRIPTION 15.10.2023 - 14.11.2023	1	761.92	
EFT49183	15/11/2023	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PURCHASE OF 1 X CX9 GT FWD WAGON, AUTO, PETROL, WINDOW TINT, FLOOR MATS FRONT & REAR, SLIMLINE WEATHER SHEILDS, FIRE EXTINGUISHER AS PER QUOTE	1		18,978.00
INV 110189713/11/2023		NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PURCHASE OF 1 X CX9 GT FWD WAGON, AUTO, PETROL, WINDOW TINT, FLOOR MATS FRONT & REAR, SLIMLINE WEATHER SHEILDS, FIRE EXTINGUISHER AS PER QUOTE	1	18,978.00	
EFT49184	15/11/2023	NORTHAM BETTA HOME LIVING	LG 60CM QUADWASH DISHWASHER - WHITE FOR KILLARA KITCHEN	1		899.00
INV 200100526/10/2023		NORTHAM BETTA HOME LIVING	LG 60CM QUADWASH DISHWASHER - WHITE FOR KILLARA KITCHEN	1	899.00	
EFT49185	15/11/2023	NORTHAM CHAMBER OF COMMERCE	FULL PAGE IN THE NOVEMEBR ADVERTISER - ELECTION PROMOTION	1		594.00
INV 1923	25/10/2023	NORTHAM CHAMBER OF COMMERCE	FULL PAGE IN THE NOVEMEBR ADVERTISER - ELECTION PROMOTION	1	594.00	
EFT49186	15/11/2023	NORTHAM FLORIST	FLOWERS FOR D.BEER	1		100.00

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INV 28091	30/10/2023	NORTHAM FLORIST	FLOWERS FOR D.BEER	1	100.00	
EFT49187	15/11/2023	NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION 2023/24 NORTHAM PRIMARY	1		100.00
INV INV-00109/11/2023		NORTHAM PRIMARY SCHOOL PARENT & CITIZENS ASSOCIATION INC	EDUCATIONAL PRIZES & DONATIONS ANNUAL ALLOCATION 2023/24 NORTHAM PRIMARY	1	100.00	
EFT49188	15/11/2023	NORTHAM TOWING SERVICE	COLLECT FORD RANGER FROM WESTWIDE AUTOELECTRICS AND DELIVER TO VALLEY FORD ON TUESDAY AFTERNOON 24/10/2023	1		88.00
INV 212846	26/10/2023	NORTHAM TOWING SERVICE	COLLECT FORD RANGER FROM WESTWIDE AUTOELECTRICS AND DELIVER TO VALLEY FORD ON TUESDAY AFTERNOON 24/10/2023	1	88.00	
EFT49189	15/11/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE FOR OCTOBER.	1		722.38
INV 62727	27/10/2023	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY. 6 MONTHLY LIFT SERVICE FOR OCTOBER.	1	722.38	
EFT49190	15/11/2023	OFFICEWORKS SUPERSTORES PTY LTD	COMSOL HDMI MALE TO DVI MALE CABLE 1M - INCLUDING FREIGHT	1		194.13
INV 610025912/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	OTTO SELFIE STICK & TRIPOD WITH REMOTE - OTBTSPD - INCLUDING FREIGHT	1	46.95	
INV 610161419/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	COMSOL HDMI MALE TO DVI MALE CABLE 1M - INCLUDING FREIGHT	1	79.87	
INV 610286627/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	PPS WINDOW FACED DL WHITE ENVELOPES 500PK X 2 INCLUDING FREIGHT	1	67.31	
EFT49191	15/11/2023	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NEWS PAPER AD - DEATH NOTICE FOR BERT LLEWELLYN (10/10/2023)	1		240.08
INV 167566231/10/2023		OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	NEWS PAPER AD - DEATH NOTICE FOR BERT LLEWELLYN (10/10/2023)	1	240.08	
EFT49192	15/11/2023	P&M HODGSON STEEL FABRICATION	PN1413 - REPAIR LOADING RAMPS TO MOWER TRAILER	1		165.00
INV 6000	08/11/2023	P&M HODGSON STEEL FABRICATION	PN1413 - REPAIR LOADING RAMPS TO MOWER TRAILER	1	165.00	
EFT49193	15/11/2023	POOLSHOP ONLINE PTY LTD	10KG DRY CHLORINE	1		1,430.00
INV INV-16630/10/2023		POOLSHOP ONLINE PTY LTD	10KG DRY CHLORINE	1	1,430.00	

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EFT49194	15/11/2023	PROGRAMME ELECTRICAL MAINTENANCE	INKPEN GATEHOUSE. REPLACE 12 VOLT WATER PUMP WITH 240 VOLT AND HOOK UP TO MAINS BATTER POWER.	1		1,802.90
INV INV-00031/10/2023	10/2023	PROGRAMME ELECTRICAL MAINTENANCE	INKPEN GATEHOUSE. REPLACE 12 VOLT WATER PUMP WITH 240 VOLT AND HOOK UP TO MAINS BATTER POWER.	1	1,472.90	
INV INV-00031/10/2023	10/2023	PROGRAMME ELECTRICAL MAINTENANCE	WUNDOWIE HALL. INSTALL 3 PHASE POWER POINT	1	330.00	
EFT49195	15/11/2023	QUALITY PUBLISHING AUSTRALIA	TOURIST MAPS / GUIDE BOOKS / POSTERS	1		380.01
INV 000493128/09/2023	09/2023	QUALITY PUBLISHING AUSTRALIA	TOURIST MAPS / GUIDE BOOKS / POSTERS	1	380.01	
EFT49196	15/11/2023	RED DOT STORE	ASSORTED ITEMS FOR KILLARA DAY CENTRE	1		104.98
INV 110134424/10/2023	10/2023	RED DOT STORE	ASSORTED ITEMS FOR KILLARA DAY CENTRE	1	104.98	
EFT49197	15/11/2023	RUDEEZ - PJ & JA MORTON T/AS	WORKBOOT ALLOWANCE - IAN DHU	1		179.99
INV NOVEM16/11/2023	11/2023	RUDEEZ - PJ & JA MORTON T/AS	WORKBOOT ALLOWANCE - IAN DHU	1	179.99	
EFT49198	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,000) MOBILE PHONE PLAN (\$58.00) TRAVEL COSTS (\$49.40) - SEPTEMBER 2023: INVOICE 1438.	1		1,267.40
INV 200083103/01/2023	01/2023	SHIRE OF TOODYAY	REVERSAL OF INV 992: POSTED INCORRECTLY - SHOULD BE T957 AROC TRUST	1	-674.00	
INV 993	11/03/2023	SHIRE OF TOODYAY	REVERSAL OF INVOICE 993: INCORRECT POSTING - SHOULD BE T957 AROC TRUST	1	-1,017.90	
INV T957	31/03/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR DECEMBER 2022 - JANUARY 2023 - \$500.00: MOBILE PHONE NOVEMBER 2022 TO JANUARY 2023 - \$174.00 (INC GST) = \$674.00 INVOICE - 992	1	674.00	
INV T957	31/03/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE WAGES FOR FEBRUARY 2023 - \$750.00: MOBILE PHONE FEBRUARY 2023 - \$58.00(INC GST) ANNUAL ZOOM SUBSCRIPTION - \$209.90 (INC GST) = \$1,017.90 INVOICE - 993	1	1,017.90	
INV T957	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$1,000) MOBILE PHONE PLAN (\$58.00) TRAVEL COSTS (\$49.40) - SEPTEMBER 2023: INVOICE 1438.	1	1,107.40	

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INV T957	15/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY (\$110.00) & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS (\$50.00) 30/08/2023 - 26/09/2023 - \$160.00: INVOICE - 1439	1	160.00	
EFT49199	15/11/2023	SHRED-X PTY LTD	EMPTYING OF DEPOT SHREDDER BIN: ADMIN & DEPOT	1		13.00
INV 021311331/10/0023		SHRED-X PTY LTD	ADMIN - SHREDDER CONTAINER RENTAL AND SWAP OVER 2023/24	1	13.00	
INV 020932731/08/2023		SHRED-X PTY LTD	EMPTYING OF DEPOT SHREDDER BIN: ADMIN & DEPOT	1	172.95	
INV 020932731/08/2023		SHRED-X PTY LTD	REVERSAL - BATCH ISSUE 19631	1	-172.95	
EFT49200	15/11/2023	SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS 2/10/23 - 31/10/23	1		2,631.20
INV 715557131/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	ONGOING RADIO ADS 2/10/23 - 31/10/23	1	1,355.20	
INV 715557031/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	28 X LIVE READS - CITIZEN OF THE YEAR 2024 23/10/2023 - 31/10/2023	1	1,078.00	
INV 715557031/10/2023		SOUTHERN CROSS AUSTEREO PTY LTD	0024 X AROUND THE TOWN INTERVIEWS	1	198.00	
EFT49201	15/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1		38,403.75
INV 4210	13/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1	38,403.75	
EFT49202	15/11/2023	SPENCERS BROOK PROGRESS ASSOCIATION	ANNUAL ALLOCATION FUNDING COMMUNITY ENGAGEMENTS 2023/2024 FIRST PAYMENT	1		2,700.00
INV 1011	11/11/2023	SPENCERS BROOK PROGRESS ASSOCIATION	ANNUAL ALLOCATION FUNDING COMMUNITY ENGAGEMENTS 2023/2024 FIRST PAYMENT	1	2,700.00	
EFT49203	15/11/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHED EXTENSION - PROGRESS CLAIM 2	1		49,007.05
INV 2351	31/10/2023	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11 - INKPEN FIRE SHED EXTENSION - PROGRESS CLAIM 2	1	49,007.05	
EFT49204	15/11/2023	STEWART & HEATON CLOTHING CO.PTY LTD	PLEASE SUPPLY PPE / CLOTHING ITEMS ON QUOTE:SQN-1015343	1		828.95
INV SIN-38101/11/2023		STEWART & HEATON CLOTHING CO.PTY LTD	PLEASE SUPPLY PPE / CLOTHING ITEMS ON QUOTE:SQN-1015343	1	828.95	

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EFT49205	15/11/2023	SYNERGY	153902510 OLD NORTHAM DEPOT - 12/10/2023 to 08/11/2023	1		1,630.37
INV 160396130/10/2023		SYNERGY	160396120 CLACKLINE FIRE SHED - 29/08/2023 to 27/10/2023		180.59	
INV 915241601/11/2023		SYNERGY	915241640 AUXILLARY LIGHTING - 28/09/2023 to 27/10/2023		143.99	
INV 153902509/11/2023		SYNERGY	153902510 OLD NORTHAM DEPOT - 12/10/2023 to 08/11/2023		559.53	
INV 361333410/11/2023		SYNERGY	361333420 AVON MALL - 12/09/2023 to 09/11/2023		531.39	
INV 357703910/11/2023		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 12/10/2023 to 08/11/2023		214.87	
EFT49206	15/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - DEPOT - OCTOBER 2023	1		423.15
INV 0608-S322/10/2023		TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - DEPOT - OCTOBER 2023	1	423.15	
EFT49207	15/11/2023	THE WATERSHED	10054152 IRRITROL VALVE - 216B-M - ANGLE OR GLOBE - 40MM	1		1,185.93
INV 102406810/11/2023		THE WATERSHED	10054152 IRRITROL VALVE - 216B-M - ANGLE OR GLOBE - 40MM	1	1,185.93	
EFT49208	15/11/2023	TOTALLY WORKWEAR MALAGA	130CM CREAM APRON STRAPS	1		19.80
INV 750019215/08/2023		TOTALLY WORKWEAR MALAGA	130CM CREAM APRON STRAPS	1	19.80	
EFT49209	15/11/2023	TPG NETWORK PTY LTD	TPG CHARGES - HARVEST BAN - OCTOBER 2023	1		1,528.74
INV 100094531/10/2023		TPG NETWORK PTY LTD	TPG CHARGES - HARVEST BAN - OCTOBER 2023	1	1,528.74	
EFT49210	15/11/2023	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - OCTOBER 2023	1		5,964.03
INV 200005001/11/2023		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - OCTOBER 2023	1	5,964.03	
EFT49211	15/11/2023	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - OCTOBER 2023	1		705.52
INV 200005401/11/2023		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - OCTOBER 2023	1	705.52	
EFT49212	15/11/2023	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	4970 TONNE OF 19MM GRAVEL - SMITH ROAD	1		89,428.45
INV INV-42831/10/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	10.08 TONNE COLD MIX - SUMMER GRADE	1	2,533.61	

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INV INV-41931/10/2023		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	4970 TONNE OF 19MM GRAVEL - SMITH ROAD	1	86,894.84	
EFT49213	15/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT NOV 2023	1		50.00
INV 25	08/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT NOV 2023	1	50.00	
EFT49214	15/11/2023	TYREPOWER LTD	SUPPLY 4 X 225/55R18 TOYO TYRES, INCLUDING FITTING, BALANCING, WHEEL ALIGNMENT AND DISPOSAL OF OF OLD TYRES	1		1,383.89
INV 8265.1502/11/2023		TYREPOWER LTD	SUPPLY 4 X 225/55R18 TOYO TYRES, INCLUDING FITTING, BALANCING, WHEEL ALIGNMENT AND DISPOSAL OF OF OLD TYRES	1	1,383.89	
EFT49215	15/11/2023	WA DISTRIBUTORS PTY LTD	ASSORTED CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1		660.15
INV 895646	26/10/2023	WA DISTRIBUTORS PTY LTD	ASSORTED CONFECTIONARY FOR AQUATIC FACILITY KIOSK	1	660.15	
EFT49216	15/11/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT IN LOCAL GOVERNMENT - THE BASICS (E-LEARNING) - CR H J APPLETON	1		242.00
INV SI-007731/10/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT IN LOCAL GOVERNMENT - THE BASICS (E-LEARNING) - CR H J APPLETON	1	242.00	
EFT49217	15/11/2023	WESTWATER ENTERPRISES PTY LTD	NORTHAM BUMP TESTER SERVICE	1		4,378.00
INV WS095506/11/2023		WESTWATER ENTERPRISES PTY LTD	NORTHAM BUMP TESTER SERVICE	1	4,378.00	
EFT49218	15/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 REGO N10759 - REPLACE BEACONS TO HINO DRAINAGE TRUCK	1		895.00
INV INV-16231/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1804 REGO N10759 - REPLACE BEACONS TO HINO DRAINAGE TRUCK	1	807.50	
INV INV-15831/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REPLACE LEFT SIDE HEADLIGHT GLOBE, REMOVE BATTERY TO GAIN ACCESS	1	87.50	
EFT49219	15/11/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY 10/10/2023 to 19/10/2023	1		3,697.08
INV 003015324/10/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY 10/10/2023 to 19/10/2023	1	3,697.08	

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EFT49220	15/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		1,900.42
INV 217825	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES CO-LOCATION - C3530 - PRINTER SERVICE & METER READING 07/09/2023-10/10/2023	1	31.46	
INV 217737	10/10/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	MONTHLY PHOTO COPIER READING FOR CREATE 298 07/09/2023-10/10/2023	1	39.38	
INV 218170	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	211.31	
INV 218172	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - C3530 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	204.85	
INV 218174	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	22.16	
INV 218175	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	103.80	
INV 218177	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - C3830 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	133.64	
INV 218179	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	941.09	
INV 218273	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	MONTHLY PHOTO COPIER READING FOR CREATE 298 10/10/2023 to 01/11/2023	1	6.53	
INV 10778	08/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ASSORTED STATIONARY FOR REC CENTRE	1	117.20	
INV 10814	09/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	FUJIFILM A4 PAPER	1	89.00	
EFT49221	15/11/2023	WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN LT - 1GBO744 - B SERVICE	1		4,737.83
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	INKPEN LT - 1GBO744 - B SERVICE	1	1,585.05	
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	BAKERS HILL LT - 1EFJ949 - B SERVICE	1	1,585.05	
INV INV-03917/10/2023		WHEATBELT PRECISION SERVICES - JEFFREY ROBERTS T/AS	WUNDOWIE LT - N.4633- B SERVICE	1	1,567.73	
EFT49222	15/11/2023	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - OCTOBER 2023	1		3,182.32
INV ST-041301/11/2023		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - OCTOBER 2023	1	3,182.32	

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EFT49223	15/11/2023	WUNDOWIE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION BUDGET ALLOCATION 2023/2024 AUSTRALIA DAY 2024 1ST PAYMENT INSTALLMENT	1		4,500.00
INV 000001107/09/2023		WUNDOWIE PROGRESS ASSOCIATION	PROGRESS ASSOCIATION BUDGET ALLOCATION 2023/2024 AUSTRALIA DAY 2024 1ST PAYMENT INSTALLMENT	1	4,500.00	
EFT49224	15/11/2023	YVONNE KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1		150.00
INV 32	09/11/2023	YVONNE KICKETT	STORY TELLING AT BKB - 9/11/23 - ST JOES	1	150.00	
EFT49225	15/11/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	1		159.00
INV DEDUC07/11/2023		AUSTRALIAN SERVICES UNION	Payroll deductions		159.00	
EFT49226	15/11/2023	CHILD SUPPORT AGENCY	Payroll deductions	1		1,449.90
INV DEDUC07/11/2023		CHILD SUPPORT AGENCY	Payroll deductions		1,449.90	
EFT49227	15/11/2023	EASIFLEET	Payroll deductions	1		619.53
INV DEDUC07/11/2023		EASIFLEET	Payroll deductions		320.53	
INV DEDUC07/11/2023		EASIFLEET	Payroll deductions		299.00	
EFT49228	15/11/2023	LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2023/2024	1		498,625.08
INV 100-15501/10/2023		LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2023/2024		353,408.72	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - BRIDGE 4109 - WONGAMINE CREEK		54,494.55	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - KILLARA		84,427.56	
INV 100-15501/10/2023		LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2023/2024 - SOUND SHELL - BERNARD PARK		10,440.10	
INV 100-15616/10/2023		LGIS WA	CREDIT NOTE FOR ACTUAL WAGES ADJUSTMENT FOR THE PERIOD 30/06/2022 - 30/06/2023	1	-4,145.85	
EFT49229	23/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	RECIPROCATING SAW & BATTERY FOR DEPOT	1		640.20

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INV SI-000131/10/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	RECIPROCATING SAW & BATTERY FOR DEPOT	1	640.20	
EFT49230	23/11/2023	AUSTRALIAN BALLOONING COMPANY PTY LTD T-AS WINWARD BALLOONING	2 TICKETS FOR A BALLOON RIDE, PRIZE FOR THE NORTHAM FESTIVAL OF BALLOONING 2023	1		500.00
INV 202309119/09/2023		AUSTRALIAN BALLOONING COMPANY PTY LTD T-AS WINWARD BALLOONING	2 TICKETS FOR A BALLOON RIDE, PRIZE FOR THE NORTHAM FESTIVAL OF BALLOONING 2023	1	500.00	
EFT49231	23/11/2023	AUSTRALIAN SERVICES UNION	Payroll deductions	1		159.00
INV DEDUC21/11/2023		AUSTRALIAN SERVICES UNION	Payroll deductions		159.00	
EFT49232	23/11/2023	AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL / WASTE TRANSFER STATION AND TIPSHOP / INKPEN LANDFILL - OCTOBER 2023	1		160,337.45
INV 58997	20/10/2023	AVON WASTE	DOMESTIC / WEEKLY RUBBISH COLLECTION - FORTNIGHT 20.10.2023	1	41,225.43	
INV 000590020/10/2023		AVON WASTE	C.202122-04 MANAGEMENT OF OLD QUARRY ROAD LANDFILL / WASTE TRANSFER STATION AND TIPSHOP / INKPEN LANDFILL - OCTOBER 2023	1	104,262.02	
INV 000590231/10/2023		AVON WASTE	DELIVERY AND SUPPLY FOR 30 WEIGHTED BASE BINS FOR STREET BIN REPLACEMENT	1	14,850.00	
EFT49233	23/11/2023	AVONVALE EDUCATION SUPPORT CENTRE	ANNUAL BUDGET ALLOCATION EDUCATIONAL PRIZES & DONATIONS 2023	1		200.00
INV 33	22/09/2023	AVONVALE EDUCATION SUPPORT CENTRE	ANNUAL BUDGET ALLOCATION EDUCATIONAL PRIZES & DONATIONS 2023	1	200.00	
EFT49234	23/11/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1		64.35
INV 303616	30/10/2023	BOLINDA PUBLISHING PTY LTD	LARGE PRINT BOOKS FOR LOCAL STOCK REQUESTS	1	64.35	
EFT49235	23/11/2023	BOOTH PRINT	DOG REGISTRATION FORMS- A4, DOUBLE SIDED, 100GSM, COLOUR, PERFORATED X 1000	1		407.00
INV 9556	16/10/2023	BOOTH PRINT	DOG REGISTRATION FORMS- A4, DOUBLE SIDED, 100GSM, COLOUR, PERFORATED X 1000	1	407.00	
EFT49236	23/11/2023	BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	DRUM BUND SPILL PALLETS X 3	1		2,471.04
INV 935407405/09/2023		BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	DRUM BUND SPILL PALLETS X 3	1	2,471.04	

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EFT49237	23/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023	1		4,549.59
INV T1080	23/11/2023	BUILDING & ENERGY	MONTHLY BSL FEES COLLECTED FOR THE BUILDING COMMISSION FOR THE MONTH OF OCTOBER 2023	1	4,549.59	
EFT49238	23/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023.	1		1,268.42
INV T1079	23/11/2023	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	MONTHLY BCITF FEES COLLECTED FOR THE CONSTRUCTION TRAINING FUND FOR THE MONTH OF OCTOBER 2023.	1	1,268.42	
EFT49239	23/11/2023	BUNNINGS BUILDING SUPPLIES P/L	INFLATABLE XMAS DECORATIONS	1		2,550.98
INV 2440/9931/10/2023		BUNNINGS BUILDING SUPPLIES P/L	INFLATABLE XMAS DECORATIONS	1	2,363.30	
INV 2182/9903/11/2023		BUNNINGS BUILDING SUPPLIES P/L	100L HEAVY DUTY STORAGE CONTAINER WITH CLIP LID	1	109.45	
INV 2182/0003/11/2023		BUNNINGS BUILDING SUPPLIES P/L	EXTENSION LEAD & WATERING CANS FOR DEPOT	1	69.25	
INV 2182/0003/11/2023		BUNNINGS BUILDING SUPPLIES P/L	PLANT STAKES & TIES	1	8.98	
EFT49240	23/11/2023	CADD'S FASHIONS	ASSORTED PPE FOR DEPOT STAFF	1		6,131.10
INV 23-000107/11/2023		CADD'S FASHIONS	ASSORTED PPE FOR DEPOT STAFF	1	5,206.50	
INV 23-000107/11/2023		CADD'S FASHIONS	UNIFORMS / PPE FOR DEPOT STAFF	1	869.40	
INV 23-000109/11/2023		CADD'S FASHIONS	DEPOT STAFF PPE / UNIFORMS	1	55.20	
EFT49241	23/11/2023	CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 01/11/2023 TO 03/11/2023	1		5,222.80
INV 000465531/10/2023		CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 31/10.2023	1	1,045.00	
INV 000465808/11/2023		CARRINGTONS TRAFFIC SERVICES	2 TRAFFIC CONTROLLERS FOR BEERING ROAD 01/11/2023 TO 03/11/2023	1	3,520.00	
INV 000465808/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR CARTER ROAD THROSSELL, 03/11/2023	1	657.80	
EFT49242	23/11/2023	CHILD SUPPORT AGENCY	Payroll deductions	1		1,474.72
INV DEDUC21/11/2023		CHILD SUPPORT AGENCY	Payroll deductions		1,474.72	

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EFT49243	23/11/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2023	1		2,033.84
INV 196	31/10/2023	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - OCTOBER 2023	1	2,033.84	
EFT49244	23/11/2023	COMBINED TYRES PTY LTD	PN1706 REGO N.001 - SUPPLY AND FIT GRADER TYRE, INCLUDING DISPOSAL	1		3,001.56
INV INV-40215/11/2023		COMBINED TYRES PTY LTD	PN1807 REGO N.4013 - SUPPLY AND FIT 2 X STEERERS	1	781.98	
INV INV-40215/11/2023		COMBINED TYRES PTY LTD	PN1305 REGO 1GZQ718 - 4 X 195/75R16C MAXXIS MCV3+ INCLUDING STRIP/FIT/BALANCE AND DISPOSAL	1	1,070.08	
INV INV-40316/11/2023		COMBINED TYRES PTY LTD	PN1706 REGO N.001 - SUPPLY AND FIT GRADER TYRE, INCLUDING DISPOSAL	1	1,149.50	
EFT49245	23/11/2023	COUNTRYWIDE GROUP	REPAIRS TO ATOM EDGER	1		494.68
INV ACC00206/11/2023		COUNTRYWIDE GROUP	AQUAPRO LIQUID POOL CHLORINE	1	90.00	
INV ACC00206/11/2023		COUNTRYWIDE GROUP	REPAIRS TO ATOM EDGER	1	344.69	
INV ACC00207/11/2023		COUNTRYWIDE GROUP	WHIPPER SNIPPER ES-47, INSPECTION TO QUOTE FOR REPAIRS	1	59.99	
EFT49246	23/11/2023	DAMIAN'S PLUMBING	REPAIR BURST RETIC MAIN LINE AT BERT HAWKE OVAL	1		3,746.33
INV 9610	14/11/2023	DAMIAN'S PLUMBING	UPGRADE BACKFLOW AT WWTP; NEW PIPING, TAP ETC	1	609.40	
INV 9501	17/11/2023	DAMIAN'S PLUMBING	REPAIR BURST RETIC MAIN LINE AT BERT HAWKE OVAL	1	3,136.93	
EFT49247	23/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	INSTALLATION OF GOAL BARRIERS - HENRY ST OVAL	1		27,462.00
INV 1090	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	TRENCHING @ BERT HAWKE FOR ELECTRICAL CABLE & TILE REPAIR @ POOL EDGE	1	666.00	
INV 1089	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	INSTALLATION OF GOAL BARRIERS - HENRY ST OVAL	1	24,189.00	
INV 1091	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	DIG TRENCH FOR FOOTINGS / REROUTE SOAKWELL AT HENRY STREET OVAL	1	2,607.00	
EFT49248	23/11/2023	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WL6977/AMEND 2 - APPLICATION FOR CATEGORY 57 FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1		2,176.00
INV WL697717/11/2023		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	WL6977/AMEND 2 - APPLICATION FOR CATEGORY 57 FOR OLD QUARRY ROAD WASTE MANAGEMENT FACILITY	1	2,176.00	

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EFT49249	23/11/2023	DNA TYRE RECOVERY	COLLECTION OF TYRES - OLD QUARRY WASTE MANAGMENT FACILITY	1		3,257.38
INV 0524	25/10/2023	DNA TYRE RECOVERY	COLLECTION OF TYRES - OLD QUARRY WASTE MANAGMENT FACILITY	1	3,257.38	
EFT49250	23/11/2023	EASIFLEET	Payroll deductions	1		619.53
INV DEDUC21/11/2023		EASIFLEET	Payroll deductions		320.53	
INV DEDUC21/11/2023		EASIFLEET	Payroll deductions		299.00	
EFT49251	23/11/2023	ELIZABETH BENNING	VARIETY OF PAINTINGS FOR BKB STOCK	1		108.00
INV 11	14/11/2023	ELIZABETH BENNING	VARIETY OF PAINTINGS FOR BKB STOCK	1	108.00	
EFT49252	23/11/2023	FRESH TRADING CO OPS PTY LTD	CATERING - DEPOT TRAINING - 21.11.2023	1		382.25
INV INV-15317/11/2023		FRESH TRADING CO OPS PTY LTD	CATERING - DEPOT TRAINING - 21.11.2023	1	382.25	
EFT49253	23/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	ARMTEX 25/30B - ARMTEX 25MM X 30M FIRE HOSE	1		291.72
INV 79812	06/10/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	ARMTEX 25/30B - ARMTEX 25MM X 30M FIRE HOSE	1	291.72	
EFT49254	23/11/2023	GRAFTON ELECTRICS	SUPPLY/INSTALL POWERPOINTS & LIGHTS TO HOCKEY STORAGE SHED	1		5,225.00
INV 9799	30/10/2023	GRAFTON ELECTRICS	REPAIR FAULT TO NORTHAM POOL CHANGE ROOM LIGHTS	1	473.00	
INV 9824	09/11/2023	GRAFTON ELECTRICS	SUPPLY/INSTALL POWERPOINTS & LIGHTS TO HOCKEY STORAGE SHED	1	4,752.00	
EFT49255	23/11/2023	HONNUN & CO	WITHDRAWN APPLICATIONS REFUND BA23189 & P23101 - RECEIPTS # 167834 & 168121- ADDRESS: 86 BODEGUERO WAY WUNDOWIE WA 6560	1		318.65
INV JJ 16.11.16/11/2023		HONNUN & CO	WITHDRAWN APPLICATIONS REFUND BA23189 & P23101 - RECEIPTS # 167834 & 168121- ADDRESS: 86 BODEGUERO WAY WUNDOWIE WA 6560	1	318.65	
EFT49256	23/11/2023	IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2023-2024	1		770.00
INV 000009210/07/2023		IT VISION USER GROUP (INC)	IT VISION USER GROUP MEMBERSHIP 2023-2024	1	770.00	

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EFT49257	23/11/2023	J & A BUILDING PTY LTD	WITHDRAWN APPLICATION REFUND P23106 - RECEIPT # 169369 - ADDRESS: 7 SELICK DRIVE, WUNDOWIE WA	1		167.66
INV JJ 13.11.13/11/2023		J & A BUILDING PTY LTD	WITHDRAWN APPLICATION REFUND P23106 - RECEIPT # 169369 - ADDRESS: 7 SELICK DRIVE, WUNDOWIE WA	1	167.66	
EFT49258	23/11/2023	JANET KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1		150.00
INV 31	06/11/2023	JANET KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1	150.00	
EFT49259	23/11/2023	JASMINE MOLICKI	REIMBURSEMENT OF POLICE CLEARANCE - JASMINE MOLICKI - LIFEGUARD/POOL ATTENDANT	1		54.90
INV 817325	30/10/2023	JASMINE MOLICKI	REIMBURSEMENT OF POLICE CLEARANCE - JASMINE MOLICKI - LIFEGUARD/POOL ATTENDANT	1	54.90	
EFT49260	23/11/2023	JASON SIGNMAKERS	CUSTOM WARNING SIGNS - GRAVEL ROAD AHEAD	1		224.93
INV 34074	09/11/2023	JASON SIGNMAKERS	CUSTOM WARNING SIGNS - GRAVEL ROAD AHEAD	1	224.93	
EFT49261	23/11/2023	KENNARDS HIRE PTY LTD	EQUIPMENT HIRE FOR THE NORTHAM FARMERS SHOW - 09/09/2023	1		5,696.00
INV 253904711/09/2023		KENNARDS HIRE PTY LTD	EQUIPMENT HIRE FOR THE NORTHAM FARMERS SHOW - 09/09/2023	1	5,696.00	
EFT49262	23/11/2023	KIM MARIE MURCUTT	REIMBURSE POLICE CLEARANCE	1		58.70
INV 82589C	10/11/2023	KIM MARIE MURCUTT	REIMBURSE POLICE CLEARANCE	1	58.70	
EFT49263	23/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 16.11.2023	1		11,768.82
INV 221946809/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 09/11/2023	1	5,309.49	
INV 221975616/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATERS DELIVERED 16.11.2023	1	6,459.33	
EFT49264	23/11/2023	KRISTY HOPKINS	WOOLWORTHS AT WORK ACCOUNT CARD CAN NOT BE USED TO PURCHASE GIFT CARDS. USED PERSONAL CARD TO MAKE PAYMENT	1		108.70
INV CY 16.116/11/2023		KRISTY HOPKINS	WOOLWORTHS AT WORK ACCOUNT CARD CAN NOT BE USED TO PURCHASE GIFT CARDS. USED PERSONAL CARD TO MAKE PAYMENT	1	108.70	

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EFT49265	23/11/2023	KUNAL SARMA	ACCOMMODATION, PARKING & FOOD FOR TRAINING 12-15 NOVEMBER 2023	1		784.65
INV CY 16.116	11/2023	KUNAL SARMA	ACCOMMODATION, PARKING & FOOD FOR TRAINING 12-15 NOVEMBER 2023	1	784.65	
EFT49266	23/11/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB	1		518.85
INV INV-22201	11/2023	LEMON MYRTLE FRAGRANCES	STOCK FOR BKB	1	518.85	
EFT49267	23/11/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LEADERSHIP PERSPECTIVE SESSION - 29/11/23 - JAN BYERS	1		70.00
INV 37640	25/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LEADERSHIP PERSPECTIVE SESSION - 29/11/23 - JAN BYERS	1	70.00	
EFT49268	23/11/2023	MARIE ANNE UNGVARY	REIMBURSEMENT OF POLICE CLEARANCE	1		47.00
INV 943480010	11/2023	MARIE ANNE UNGVARY	REIMBURSEMENT OF POLICE CLEARANCE	1	47.00	
EFT49269	23/11/2023	MCLEODS BARRISTERS & SOLICITORS	STATE ADMINISTRATION TRIBUNAL APPEAL FOR 3 JESSUP TERRACE	1		5,164.50
INV 132695	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	STATE ADMINISTRATION TRIBUNAL APPEAL FOR 3 JESSUP TERRACE	1	2,900.15	
INV 132331	31/10/2023	MCLEODS BARRISTERS & SOLICITORS	DEVELOPMENT OF LEASE FOR 2 GREY STREET NORTHAM	1	2,264.35	
EFT49270	23/11/2023	MEGAN RUDDY	REIMBURSEMENT OF POLICE CLEARANCE - MEGAN RUDDY - PLANT OPERATOR/GENERAL MAINTENANCE	1		58.70
INV 66727E21	11/2023	MEGAN RUDDY	REIMBURSEMENT OF POLICE CLEARANCE - MEGAN RUDDY - PLANT OPERATOR/GENERAL MAINTENANCE	1	58.70	
EFT49271	23/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 06.11.2023 TO 12.11.2023	1		7,801.20
INV N 0230	13/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 06.11.2023 TO 12.11.2023	1	3,900.60	
INV N 0229	13/11/2023	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING - 30.10.2023 TO 05.11.2023	1	3,900.60	
EFT49272	23/11/2023	MORRIS PEST & WEED CONTROL	SUPPLY AND APPLY PESTICIDE SPRAY TO VARIOUS PARKS AND OVALS	1		9,278.50

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INV INV-34224/10/2023		MORRIS PEST & WEED CONTROL	TARGET SPOT SPRAY OF WEEDS FROM THE NORTHAM RV PARK TO DRAINAGE LINE AT THE END OF JESSOP TCE	1	968.00	
INV INV-35012/11/2023		MORRIS PEST & WEED CONTROL	SUPPLY AND APPLY PESTICIDE SPRAY TO VARIOUS PARKS AND OVALS	1	8,310.50	
EFT49273	23/11/2023	MUDMEE VIGAR	MUDMEE VIGAR EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1		100.00
INV T1770	23/11/2023	MUDMEE VIGAR	MUDMEE VIGAR EAST WARD COUNCILLOR CANDIDATE REFUND 2023	1	100.00	
EFT49274	23/11/2023	NAVMAN WIRELESS PTY LTD	NAVMAN SATELLITE FEE 05.11.2023 - 04.12.2023	1		340.73
INV 929317105/11/2023		NAVMAN WIRELESS PTY LTD	NAVMAN SATELLITE FEE 05.11.2023 - 04.12.2023	1	340.73	
EFT49275	23/11/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER OCTOBER 2023	1		484.00
INV 1730	30/08/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER SEPTEMBER 2023 - RATE INCREASE	1	44.00	
INV 1989	30/10/2023	NORTHAM CHAMBER OF COMMERCE	SHIRE OF NORTHAM FULL PAGE INCLUSION IN THE NORTHAM ADVERTISER OCTOBER 2023	1	440.00	
EFT49276	23/11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1		94.00
INV 000051501/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051503/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051508/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051510/11/2023		NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
EFT49277	23/11/2023	NORTHAM VETERINARY CENTRE	VET TREATMENT, FLY BLOWN DOG "DIESEL"	1		241.20
INV 105664	13/10/2023	NORTHAM VETERINARY CENTRE	VET TREATMENT, FLY BLOWN DOG "DIESEL"	1	241.20	
EFT49278	23/11/2023	OFFICEWORKS SUPERSTORES PTY LTD	SAMSUNG GALAXY S23 FE 128GB GRAPHITE - REQUIRED FOR NEW CEO	1		1,004.95
INV 610027912/10/2023		OFFICEWORKS SUPERSTORES PTY LTD	SAMSUNG GALAXY S23 FE 128GB GRAPHITE - REQUIRED FOR NEW CEO	1	1,004.95	

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EFT49279	23/11/2023	OSMOSE	BOND REFUND FOR STANDPIPE CARD	1		50.00
INV JJ 22.11.22/11/2023		OSMOSE	BOND REFUND FOR STANDPIPE CARD	1	50.00	
EFT49280	23/11/2023	PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	REPRINT OF AVON VALLEY BROCHURE - 7,500 COPIES - 1/5 CONTRIBUTION	1		1,518.00
INV INV-10009/10/2023		PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	REPRINT OF AVON VALLEY BROCHURE - 7,500 COPIES - 1/5 CONTRIBUTION	1	1,518.00	
EFT49281	23/11/2023	PLUNKETT HOMES (1903) PTY LTD	WITHDRAWN APPLICATION REFUND - P23114 - RECEIPT # 169841	1		1,909.81
INV JJ 16.11.16/11/2023		PLUNKETT HOMES (1903) PTY LTD	ADDRESS: LOT 22 CHITTY ROAD, BAKERS HILL WA 6562 WITHDRAWN APPLICATION REFUND - P23114 - RECEIPT # 169841 ADDRESS: LOT 22 CHITTY ROAD, BAKERS HILL WA 6562	1	1,909.81	
EFT49282	23/11/2023	PUBLIC TRANSPORT AUTHORITY	CREDIT REFUND	1		390.00
INV A12445 22/11/2023		PUBLIC TRANSPORT AUTHORITY	CREDIT REFUND		390.00	
EFT49283	23/11/2023	REGAL SPORTSWEAR PTY LTD T/AS YARN	STOCK FOR BKB	1		434.45
INV 485405 03/10/2023		REGAL SPORTSWEAR PTY LTD T/AS YARN	STOCK FOR BKB	1	434.45	
EFT49284	23/11/2023	RINGA CIVIL	532 TONNE GRAVEL DELIVERED TO INKPEN WASTE FACILITY TO 30.10.2023	1		7,027.68
INV INV-13203/11/2023		RINGA CIVIL	532 TONNE GRAVEL DELIVERED TO INKPEN WASTE FACILITY TO 30.10.2023	1	7,027.68	
EFT49285	23/11/2023	S & L ENGINEERING (WA) PTY LTD	INSPECTION AND SERVICE OF AIR COMPRESSORS ON SITE, SHIRE DEPOT, NORTHAM	1		2,120.64
INV INV-05206/11/2023		S & L ENGINEERING (WA) PTY LTD	INSPECTION AND SERVICE OF AIR COMPRESSORS ON SITE, SHIRE DEPOT, NORTHAM	1	2,120.64	
EFT49286	23/11/2023	SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$350.00) MOBILE PHONE PLAN (\$63.80) OCTOBER 2023: INVOICE 1481.	1		469.80
INV T957 23/11/2023		SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER COMPULSORY (\$38.50) & ADDITIONAL EMPLOYER SUPER CONTRIBUTIONS (\$17.50) 27/09/2023 - 26/10/2023 - \$56.00: INVOICE - 1482	1	56.00	
INV T957 23/11/2023		SHIRE OF TOODYAY	AROC - EXECUTIVE OFFICER WAGES (\$350.00) MOBILE PHONE PLAN (\$63.80) OCTOBER 2023: INVOICE 1481.	1	413.80	

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EFT49287	23/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1		45,836.75
INV 4216	18/11/2023	SPECIALISED TREE SERVICE	TREE PRUNING SPENCERS BROOK ROAD SLK 12.06- 12.69	1	3,762.00	
INV 4218	18/11/2023	SPECIALISED TREE SERVICE	VARIOUS LOCATIONS - STUMP GRINDING X 28	1	2,375.00	
INV 4215	18/11/2023	SPECIALISED TREE SERVICE	PURSLOWE PARK - DISMANTLE & REMOVE DEAD TREE	1	648.00	
INV 4217	18/11/2023	SPECIALISED TREE SERVICE	33 PERINA WAY - REMOVE LIMB FROM STREET TREE	1	648.00	
INV 4219	20/11/2023	SPECIALISED TREE SERVICE	C.202324-02 - ANNUAL PRUNNING - NORTHAM TOWNSITE	1	38,403.75	
EFT49288	23/11/2023	SYNERGY	168614990 STREETLIGHTING - 25/08/2023 to 24/09/2023	1		54,085.60
INV 168614908	11/2023	SYNERGY	168614990 STREETLIGHTING - 25/08/2023 to 24/09/2023	1	53,695.08	
INV 361990014	11/2023	SYNERGY	361990030 WUNDOWIE OVAL - 29/08/2023 to 26/10/2023	1	234.86	
INV 357547716	11/2023	SYNERGY	357547710 MOUNT OMMANNEY - CCTV - 13/09/2023 to 15/11/2023		155.66	
EFT49289	23/11/2023	TARA MARIE MELING	INFRASTRUCTURE BOND REFUND - BA 22087 - T1655 - RECEIPT # 154471	1		1,020.00
INV T1655	23/11/2023	TARA MARIE MELING	ADDRESS: 125 TAMMA ROAD, BAKERS HILL WA 6562 INFRASTRUCTURE BOND REFUND - BA 22087 - T1655 - RECEIPT # 154471 ADDRESS: 125 TAMMA ROAD, BAKERS HILL WA 6562	1	1,020.00	
EFT49290	23/11/2023	TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1		3,222.19
INV 272600910	11/2023	TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1	364.19	
INV 272600810	11/2023	TELSTRA LIMITED	TELSTRA CHARGES - OCTOBER 2023	1	2,858.00	
EFT49291	23/11/2023	TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1		2,467.89
INV 920016116	11/2023	TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1	1,401.99	
INV 920016117	11/2023	TENNANT AUSTRALIA	SERVICE SCRUBBER - T1B-10754251	1	457.60	
INV 920016117	11/2023	TENNANT AUSTRALIA	SERVICE SCRUBBER - T7-30127095	1	608.30	
EFT49292	23/11/2023	TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 1-3/11/2023	1		19,800.00

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INV 000000107/11/2023		TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 1-3/11/2023	1	9,900.00	
INV 000000113/11/2023		TERRA FORM CONTRACTING	VERGE MAINTENANCE FOR BEERING ROAD 7TH-10TH NOVEMBER 2023	1	7,480.00	
INV 000000113/11/2023		TERRA FORM CONTRACTING	ROADSIDE VERGE CONTOURING FOR BEERING ROAD 7TH-10TH NOVEMBER 2023	1	2,420.00	
EFT49293	23/11/2023	THE GEOFFREY FOSTER CAMPBELL FAMILY TRUST T/A ABC CONTAINERS	PURCHASE OF 20FT SEA CONTAINER FOR INKPEN WASTE MANAGEMENT FACILITY	1		6,941.00
INV 55833	01/11/2023	THE GEOFFREY FOSTER CAMPBELL FAMILY TRUST T/A ABC CONTAINERS	PURCHASE OF 20FT SEA CONTAINER FOR INKPEN WASTE MANAGEMENT FACILITY	1	6,941.00	
EFT49294	23/11/2023	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	LINEMARKING - ATHLETICS MARKING	1		963.99
INV 5320	03/11/2023	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	LINEMARKING - ATHLETICS MARKING	1	963.99	
EFT49295	23/11/2023	TOTAL GREEN RECYCLING PTY LTD	TRANSPORT & RECYCLING COSTS - OLD QUARRY WASTE MANAGEMENT FACILITY	1		2,524.85
INV INV14531/10/2023		TOTAL GREEN RECYCLING PTY LTD	TRANSPORT & RECYCLING COSTS - OLD QUARRY WASTE MANAGEMENT FACILITY	1	2,524.85	
EFT49296	23/11/2023	TPG NETWORK PTY LTD	TPG CHARGES - SEPTEMBER 2023 - HARVEST BAN	1		382.07
INV INV03630/09/2023		TPG NETWORK PTY LTD	TPG CHARGES - SEPTEMBER 2023 - HARVEST BAN	1	382.07	
EFT49297	23/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR POWER SWITCH AT BAKERS HILL RECREATION CENTRE	1		328.57
INV 98370	20/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR LIGHT SWITCH AT BILYA KOORT BOODJA	1	121.00	
INV 98369	20/11/2023	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	REPAIR POWER SWITCH AT BAKERS HILL RECREATION CENTRE	1	207.57	
EFT49298	23/11/2023	WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 30/10/2023 - 12/11/2023	1		770.00
INV 000051514/11/2023		WA CONTRACT RANGER SERVICES	C.202324-01 - MANAGEMENT OF NORTHAM POUND FACILITY 30/10/2023 - 12/11/2023	1	770.00	
EFT49299	23/11/2023	WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2023	1		244.59

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INV SN00 0131/10/2023		WARRICKS NEWSAGENCY	LIBRARY - MAGAZINE & NEWSPAPER SUBSCRIPTIONS OCTOBER 2023	1	244.59	
EFT49300	23/11/2023	WAY SIGNS	WHITE REFLECTIVE 75MM NUMBERS FOR RURAL SIGNAGE	1		308.00
INV INV-32416/11/2023		WAY SIGNS	WHITE REFLECTIVE 75MM NUMBERS FOR RURAL SIGNAGE	1	308.00	
EFT49301	23/11/2023	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND - BA 21290 - T 1616 - RECEIPT # 151418 ADDRESS: 27 EBANO RISE, WUNDOWIE WA 6560	1		1,020.00
INV T1616	23/11/2023	WBS MODULAR PTY LTD T/AS EVOKE LIVING HOMES	INFRASTRUCTURE BOND REFUND - BA 21290 - T 1616 - RECEIPT # 151418 ADDRESS: 27 EBANO RISE, WUNDOWIE WA 6560	1	1,020.00	
EFT49302	23/11/2023	WESTERN AUSTRALIAN ELECTORAL COMMISSION	EXTRAORDINARY ELECTION - 16 MARCH 2023 (WEST WARD)	1		8,627.90
INV 3508	07/06/2023	WESTERN AUSTRALIAN ELECTORAL COMMISSION	EXTRAORDINARY ELECTION - 16 MARCH 2023 (WEST WARD)	1	8,627.90	
EFT49303	23/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1810 REGO N254 - ISUZU WATER TRUCK, REPLACE TWO BATTERIES	1		1,380.12
INV INV-15801/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	TRI AXLE TRAILER PLUG REPAIRS	1	152.50	
INV INV-16002/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2014 REGO N9166 - BEACON REPAIRS FOR STEEL DRUM ROLLER	1	416.00	
INV INV-16316/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1810 REGO N254 - ISUZU WATER TRUCK, REPLACE TWO BATTERIES	1	811.62	
EFT49304	23/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		97.92
INV 218171	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - C330 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	26.39	
INV 218176	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - C3730 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	71.53	
EFT49305	23/11/2023	WILD-CARD.ORG	STOCK FOR VISITORS CENTRE - CARDS	1		57.20
INV 000071623/02/2023		WILD-CARD.ORG	STOCK FOR VISITORS CENTRE - CARDS	1	57.20	

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EFT49306	23/11/2023	YVONNE KICKETT	BKB - SALE OF ARTWORK	1		1,300.00
INV 31	06/11/2023	YVONNE KICKETT	STORY TELLING FOR THE 6.11.2023 - WOOROLOO PRIMARY	1	150.00	
INV 32	14/11/2023	YVONNE KICKETT	BKB - SALE OF ARTWORK	1	1,150.00	
EFT49307	30/11/2023	ABBOTTS FORGE	FABRICATE ROAD GATES	1		760.00
INV 000058324/11/2023		ABBOTTS FORGE	FABRICATE ROAD GATES	1	760.00	
EFT49308	30/11/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1213 - TRACTOR - PTO SHAFT PARTS	1		1,000.38
INV 278728815/11/2023		AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1213 - TRACTOR - PTO SHAFT PARTS	1	533.34	
INV 278714015/11/2023		AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1513 - JD ZTRAK, REPLACE BLADE & ROUNDED BLADE BOLT	1	467.04	
EFT49309	30/11/2023	ALL PARTS WA - RONLIEEH PTY LTD T/AS	100R2-06 TAIPAN 2 WIRE HOSE 3/8 - 5000PSI & HOSE 3/8 X JIC F 3/4	1		41.45
INV SI-0001:14/11/2023		ALL PARTS WA - RONLIEEH PTY LTD T/AS	100R2-06 TAIPAN 2 WIRE HOSE 3/8 - 5000PSI & HOSE 3/8 X JIC F 3/4	1	41.45	
EFT49310	30/11/2023	ALLMARK & ASSOCIATES PTY LTD	NAME BADGE - COUNCILLOR CHRISTOPHER POULTON & 4 EMPLOYEE BADGES	1		101.75
INV IN0040408/11/2023		ALLMARK & ASSOCIATES PTY LTD	NAME BADGE - COUNCILLOR CHRISTOPHER POULTON & 4 EMPLOYEE BADGES	1	101.75	
EFT49311	30/11/2023	ALLSTRONG OUTDOOR GARAGE DOORS	TIP SHOP. SUPPLY AND INSTALL 2 X MOTORS TO THE EXISTING ROLLER DOORS.	1		2,200.00
INV 000015002/11/2023		ALLSTRONG OUTDOOR GARAGE DOORS	TIP SHOP. SUPPLY AND INSTALL 2 X MOTORS TO THE EXISTING ROLLER DOORS.	1	2,200.00	
EFT49312	30/11/2023	ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23182 - RECEIPT # 169805 - 48 FORREST ST, NORTHAM WA 6401	1		3,035.45
INV T1079	30/11/2023	ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23183 - RECEIPT # 169806: 48 FORREST ST, NORTHAM WA 6401	1	806.31	
INV JJ 16.11.30/11/2023		ALPHA PROJECTS WA PTY LTD	DUPLICATE PAYMENT OF FEE'S - BA23182 - RECEIPT # 169805 - 48 FORREST ST, NORTHAM WA 6401	1	2,229.14	
EFT49313	30/11/2023	AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY STREET SCOREBOARD - 50% ADVANCE PAYMENT	1		54,648.55

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INV INV-53614/11/2023		AUSSPORT SCOREBOARDS - FUEL 4 BUSINESS PTY LTD	HENRY STREET SCOREBOARD - 50% ADVANCE PAYMENT	1	54,648.55	
EFT49314	30/11/2023	AUSTRALIAN SAFETY ENGINEERS (WA)	BA CYLINDER REFILL	1		16.50
INV 016048416/11/2023		AUSTRALIAN SAFETY ENGINEERS (WA)	BA CYLINDER REFILL	1	16.50	
EFT49315	30/11/2023	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 21/11/2023	1		86,643.02
INV PAYG 223/11/2023		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 21/11/2023	1	86,643.02	
EFT49316	30/11/2023	AUTOPRO NORTHAM	SEAT CANVAS SEAT COVERS FOR BUSHFIRE MITIGATION VEHICLE	1		108.13
INV 110379816/11/2023		AUTOPRO NORTHAM	SEAT CANVAS SEAT COVERS FOR BUSHFIRE MITIGATION VEHICLE	1	69.63	
INV 110494822/11/2023		AUTOPRO NORTHAM	2 X TRAILER PLUG ADAPTORS	1	38.50	
EFT49317	30/11/2023	AVON COMMUNITY DEVELOPMENT FOUNDATION INC	SPONSORSHIP TO AVON COMMUNITY DEVELOPMENT FOUNDATION INC FROM 1/7/2023 - 30/6/2024	1		1,100.00
INV 000013	30/09/2023	AVON COMMUNITY DEVELOPMENT FOUNDATION INC	SPONSORSHIP TO AVON COMMUNITY DEVELOPMENT FOUNDATION INC FROM 1/7/2023 - 30/6/2024	1	1,100.00	
EFT49318	30/11/2023	AVON CONCRETE	REPLACE SOUTHERN BROOK CULVERT RCB	1		40,080.70
INV 2030	22/11/2023	AVON CONCRETE	REPLACE SOUTHERN BROOK CULVERT RCB	1	40,080.70	
EFT49319	30/11/2023	AVON VALLEY ARTS SOCIETY (INC)	SHIRE OF NORTHAM ART PRIZE BY LOCAL ARTIST #85 NICOLA COWIE - COME TO REST WATERCOLOUR AND INK	1		1,907.88
INV 1075	15/11/2023	AVON VALLEY ARTS SOCIETY (INC)	NORTHAM VISITORS CENTRE - SALE OF MERCHANDISE	1	907.88	
INV 1076	22/11/2023	AVON VALLEY ARTS SOCIETY (INC)	SHIRE OF NORTHAM ART PRIZE BY LOCAL ARTIST #85 NICOLA COWIE - COME TO REST WATERCOLOUR AND INK	1	1,000.00	
EFT49320	30/11/2023	AVON VALLEY GLASS	GRASS VALLEY FIRE SHED. ROLLER SHUTTER REPAIRED	1		209.40
INV 000136625/10/2023		AVON VALLEY GLASS	GRASS VALLEY FIRE SHED. ROLLER SHUTTER REPAIRED	1	209.40	

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EFT49321	30/11/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1623 - N11469 - DIAGNOSE & REPORT. TIMING BELT & ASSOCIATED REPAIRS	1		1,178.73
INV 355021	16/11/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN1623 - N11469 - DIAGNOSE & REPORT. TIMING BELT & ASSOCIATED REPAIRS	1	1,178.73	
EFT49322	30/11/2023	AVON VALLEY TOYOTA	PN2018 - N10938 - 40,000 KM SERVICE INCLUDING ROTATION OF TYRES ON 15/11/2023	1		693.40
INV JC1401315/11/2023		AVON VALLEY TOYOTA	PN2018 - N10938 - 40,000 KM SERVICE INCLUDING ROTATION OF TYRES ON 15/11/2023	1	693.40	
EFT49323	30/11/2023	BILYA DJINDA - MOLLY WEST T/AS	DIGITAL ARTWORK - ENTRANCE STATEMENT - RECREATION CENTRE	1		500.00
INV 11.09.2011/09/2023		BILYA DJINDA - MOLLY WEST T/AS	DIGITAL ARTWORK - ENTRANCE STATEMENT - RECREATION CENTRE	1	500.00	
EFT49324	30/11/2023	BLACKWELL PLUMBING AND GAS PTY LTD	JUBILEE OVAL, REMOVE REDUNDANT 100MM WATER METER AND ASSOCIATED WORKS	1		4,444.00
INV INV-29515/11/2023		BLACKWELL PLUMBING AND GAS PTY LTD	INSPECT AND REPAIR MENS OUTSIDE URINAL AT NORTHAM SHIRE DEPOT	1	121.00	
INV INV-29622/11/2023		BLACKWELL PLUMBING AND GAS PTY LTD	BERT HAWKE PAVILION. REPLACE BROKEN VALVE TO REAR OF PAVILION	1	209.00	
INV INV-29622/11/2023		BLACKWELL PLUMBING AND GAS PTY LTD	WUNDOWIE POOL & NORTHAM REC CENTRE - PLUMBING CHECK AND REPLACE BROKEN TOILET SEATS.	1	495.00	
INV INV-29623/11/2023		BLACKWELL PLUMBING AND GAS PTY LTD	JUBILEE OVAL, REMOVE REDUNDANT 100MM WATER METER AND ASSOCIATED WORKS	1	3,619.00	
EFT49325	30/11/2023	BOFFINS BOOKS	BOOKS FOR BKB STOCK	1		1,175.24
INV INV01804/10/2023		BOFFINS BOOKS	BOOKS FOR BKB STOCK	1	1,175.24	
EFT49326	30/11/2023	BOULEVARD FINE JEWELLERS	KILLARA MANAGER - DEPARTING GIFT	1		495.00
INV 161120216/11/2023		BOULEVARD FINE JEWELLERS	KILLARA MANAGER - DEPARTING GIFT	1	495.00	
EFT49327	30/11/2023	BOUNCY FUN CASTLES	HIRE & OPERATION OF PIRATE SHIP BOUNCY CASTLE ON THE VILLAGE GREEN ON SUNDAY THE 27TH NOV, FROM 10AM TILL 2PM	1		910.00

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INV 2332	24/10/2023	BOUNCY FUN CASTLES	HIRE & OPERATION OF PIRATE SHIP BOUNCY CASTLE ON THE VILLAGE GREEN ON SUNDAY THE 27TH NOV, FROM 10AM TILL 2PM	1	910.00	
EFT49328	30/11/2023	BUCCI HOLDINGS PTY LTD T-AS VISIMAX	CAT/POSSUM TRAPS	1		2,580.62
INV INV-09809/11/2023		BUCCI HOLDINGS PTY LTD T-AS VISIMAX	CAT/POSSUM TRAPS	1	2,580.62	
EFT49329	30/11/2023	BUILDING CERTIFICATION SERVICES PTY LTD	CERTIFICATE OF DESIGN - SHADE STRUCTURES	1		891.00
INV BCS02624/11/2023		BUILDING CERTIFICATION SERVICES PTY LTD	CERTIFICATE OF DESIGN - SHADE STRUCTURES	1	891.00	
EFT49330	30/11/2023	BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1		1,828.12
INV 2182/0030/10/2023		BUNNINGS BUILDING SUPPLIES P/L	POOL BRUSH X 2	1	25.98	
INV 2182/0001/11/2023		BUNNINGS BUILDING SUPPLIES P/L	T BAR, WRECKING BAR	1	34.15	
INV 2182/0002/11/2023		BUNNINGS BUILDING SUPPLIES P/L	PALLET OF RAPID SET	1	586.80	
INV 2440/0004/11/2023		BUNNINGS BUILDING SUPPLIES P/L	MISCELLANEOUS CLEANING & HOSE SUPPLIES FOR REC CENTRE	1	170.53	
INV 2182/9907/11/2023		BUNNINGS BUILDING SUPPLIES P/L	POOL SCOOP X 2	1	29.78	
INV 2182/0007/11/2023		BUNNINGS BUILDING SUPPLIES P/L	ABSCO SHED - DOUBLE DOOR GARDEN SHED & CLEANING PAD FOR REC CENTRE	1	521.85	
INV 2182/0008/11/2023		BUNNINGS BUILDING SUPPLIES P/L	DEGREASER & ABRASIVE DISCS	1	56.45	
INV 2182/0009/11/2023		BUNNINGS BUILDING SUPPLIES P/L	MATTOCK	1	34.87	
INV 2182/0014/11/2023		BUNNINGS BUILDING SUPPLIES P/L	POLY RETIC FITTINGS	1	45.40	
INV 2182/0020/11/2023		BUNNINGS BUILDING SUPPLIES P/L	DEPOT ADMIN. SUPPLY WALL MATES, PICTURE HOOKS AND SCREWS.	1	37.31	
INV 2182/9923/11/2023		BUNNINGS BUILDING SUPPLIES P/L	STAHL HEAVY DUTY CABLE PROTECTOR	1	285.00	
EFT49331	30/11/2023	BURGESS RAWSON (WA) PTY LTD	VALUATION OF EQUESTRIAN PARK BUILDINGS FOR INSURANCE PURPOSES	1		2,200.00
INV 57887-630/10/2023		BURGESS RAWSON (WA) PTY LTD	VALUATION OF EQUESTRIAN PARK BUILDINGS FOR INSURANCE PURPOSES	1	2,200.00	
EFT49332	30/11/2023	CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD	1		12,083.92

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INV 000464418/10/2023		CARRINGTONS TRAFFIC SERVICES	REVERSE INVOICE - INCORRECT PURCHASE ORDER	1	-6,269.95	
INV 000464418/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD	1	6,269.95	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR CARTER ROAD 23 OCTOBER 2023	1	700.70	
INV 000465231/10/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC MANAGEMENT FOR SMITH ROAD 23.10.2023	1	1,270.50	
INV 000466214/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR BEERING ROAD 6TH - 10TH NOVEMBER 2023	1	5,509.22	
INV 000466421/11/2023		CARRINGTONS TRAFFIC SERVICES	TRAFFIC CONTROL FOR BEERING ROAD COMMENCING 14TH - 17TH NOVEMBER 2023	1	4,603.50	
EFT49333	30/11/2023	CELEBRATION EVENTS HIRE	HIRE OF LOW TABLE COMBINATION FOR SUNDAY SHOPDAY ON SUNDAY THE 26TH NOVEMBER 2023 ON THE VILLAGE GREEN	1		1,050.00
INV INV-00201/11/2023		CELEBRATION EVENTS HIRE	HIRE OF LOW TABLE COMBINATION FOR SUNDAY SHOPDAY ON SUNDAY THE 26TH NOVEMBER 2023 ON THE VILLAGE GREEN	1	1,050.00	
EFT49334	30/11/2023	CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 REGO N11865 - STEEL DRUM ROLLER SERVICE 4630HRS. INVESTIGATE RADIATOR HOSE LEAK	1		5,933.30
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1610 REGO N.003 - HINO DUAL CAB SERVICE 85,000KMS	1	1,035.27	
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 REGO N.4012 - FUSO RESPONSE TRUCK SERVICE 90,000KM.	1	1,134.32	
INV 000045422/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1608 REGO N642 - MULTI ROLLER SERVICE 3050HRS	1	1,284.25	
INV 000045322/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1006 REGO N11865 - STEEL DRUM ROLLER SERVICE 4630HRS. INVESTIGATE RADIATOR HOSE LEAK	1	1,516.41	
INV 000045427/11/2023		CENTRAL MOBILE MECHANICAL REPAIRS	PN1807 REGO N.4013 - CANTER DRAINAGE TRUCK SERVICE 65,000KM.	1	963.05	
EFT49335	30/11/2023	CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1		12,114.43
INV 000363820/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1	9,754.58	
INV 000363820/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING OF SHIRE OF NORTHAM FACILITIES - 23/10/2023 TO 19/11/2023	1	1,734.17	
INV 000364220/11/2023		CHARLES SERVICE COMPANY	C.202122-004 - CLEANING CONSUMABLES FOR SHIRE OF NORTHAM FACILITIES - 08/11/2023	1	625.68	

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EFT49336	30/11/2023	CHEM-DRY BETTA FINISH	SES BUILDING. CLEAN ALL CARPETS AREAS	1		473.00
INV 26010	21/10/2023	CHEM-DRY BETTA FINISH	SES BUILDING. CLEAN ALL CARPETS AREAS	1	473.00	
EFT49337	30/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	STOCK FOR BKB	1		611.80
INV 001	01/11/2023	CULTURAL DESIGNZ - TOILA HARRISON T/AS	STOCK FOR BKB	1	611.80	
EFT49338	30/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REINSTATE 38M CHAINMESH FENCING STOLEN FROM INKPEN TIP	1		4,251.50
INV 1092	19/11/2023	DCM CARPENTRY AND MAINTENANCE PTY LTD	REINSTATE 38M CHAINMESH FENCING STOLEN FROM INKPEN TIP	1	4,251.50	
EFT49339	30/11/2023	DMC CLEANING	C.202021-05 - CLEANING OF SHIRE OF NORTHAM FACILITIES 01/07/2023 - 31/07/2023	1		8,694.41
INV SON21230/07/2023		DMC CLEANING	C.202021-05 - CLEANING OF SHIRE OF NORTHAM FACILITIES 01/07/2023 - 31/07/2023	1	8,694.41	
EFT49340	30/11/2023	DRACO AIR PTY LTD	KURINGAL VILLAGE - REPLACE OLD FAULTY AIR CONDITIONER	1		3,447.36
INV 16119	17/11/2023	DRACO AIR PTY LTD	GIRL GUIDES HALL, NORTHAM DOG POUND, TOY LIBRARY & WUNDOWIE POOL KIOSK - AIR CON SERVICE	1	312.40	
INV 16111	17/11/2023	DRACO AIR PTY LTD	KURINGAL VILLAGE - REPLACE OLD FAULTY AIR CONDITIONER	1	3,134.96	
EFT49341	30/11/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN	1		459.70
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY TO SOVEREIGN POOL SYSTEMS	1	37.95	
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM FULTON HOGAN	1	380.00	
INV 6228	31/10/2023	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	DELIVERY FROM AUSTRLIAN SAFETY ENGINEERS	1	41.75	
EFT49342	30/11/2023	E FIRE & SAFETY	ADMIN BUILDING - RECORDS OFFICE. - INSTALL NEW FIRE EXTINGUISHER	1		396.00
INV 597758	31/10/2023	E FIRE & SAFETY	NEW DEPOT ADMIN BUILDING. INSTALL NEW FIRE EXTINGUISHER OUTSIDE CRIBROOM MAIN DOORS	1	187.00	

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INV 597804	31/10/2023	E FIRE & SAFETY	ADMIN BUILDING - RECORDS OFFICE. - INSTALL NEW FIRE EXTINGUISHER	1	209.00	
EFT49343	30/11/2023	EMERG SOLUTIONS PTY LTD	RENEW DFES ANNUAL BART LICENCES X 230 / ANNUAL FEE BFB SMS NUMBERS 16.10.2023-15.10.2024	1		5,330.00
INV INV-21711/09/2023		EMERG SOLUTIONS PTY LTD	RENEW DFES ANNUAL BART LICENCES X 230 / ANNUAL FEE BFB SMS NUMBERS 16.10.2023-15.10.2024	1	5,330.00	
EFT49344	30/11/2023	ENVIRO PIPES PTY LTD	SUPPLY & DELIVER 18 X CORRUGATED PIPES (6M) & O-RINGS	1		7,015.80
INV 61081	09/11/2023	ENVIRO PIPES PTY LTD	SUPPLY & DELIVER 18 X CORRUGATED PIPES (6M) & O-RINGS	1	7,015.80	
EFT49345	30/11/2023	EVERLASTINGS ON FITZGERALD	KILLARA MANAGER - DEPARTING GIFT	1		320.70
INV 80	16/11/2023	EVERLASTINGS ON FITZGERALD	KILLARA MANAGER - DEPARTING GIFT	1	320.70	
EFT49346	30/11/2023	FENNER COUNTRY AND SCHOOL SPORT	SCHOOL HOLIDAY PROGRAM - BAKERS HILL TENNIS CLINIC	1		282.00
INV 12/11/2312/11/2023		FENNER COUNTRY AND SCHOOL SPORT	SCHOOL HOLIDAY PROGRAM - BAKERS HILL TENNIS CLINIC	1	282.00	
EFT49347	30/11/2023	FIRE AND SAFETY WA	KESTREL 3000 POCKET WEATHER METER	1		1,236.40
INV 42143	07/11/2023	FIRE AND SAFETY WA	KESTREL 3000 POCKET WEATHER METER	1	940.50	
INV 42220	16/11/2023	FIRE AND SAFETY WA	PPE KIT BAG CANVAS 670L X 330W X 330D	1	295.90	
EFT49348	30/11/2023	FORMBYS LAWYERS	PREPARATION OF LEASE LOT 29 WELD STREET, NORTHAM AND LOT 50 SUBURBAN ROAD, NORTHAM - NORTHAM EQUESTRIAN PARK	1		1,009.20
INV 002842	17/11/2023	FORMBYS LAWYERS	PREPARATION OF LEASE LOT 29 WELD STREET, NORTHAM AND LOT 50 SUBURBAN ROAD, NORTHAM - NORTHAM EQUESTRIAN PARK	1	1,009.20	
EFT49349	30/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES X 40	1		2,762.32
INV 80097	31/10/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	FIREWALKER GLOVES X 40	1	1,563.32	
INV 80172	08/11/2023	FRONTLINE FIRE & RESCUE EQUIPMENT	REPAIR WORK TO FIRE TRUCKS	1	1,199.00	

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EFT49350	30/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	VINTAGE CAR CLUB. REPLACE WESTERN EXTERIOR DOOR AND INSTALL STEP.	1		3,300.00
INV 461	06/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK TOILETS. INSTALL 2 X SUPPLIED TOILET ROLL HOLDERS TO THE LAST 2 FEMALE TOILETS.	1	132.00	
INV 460	06/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	BKB. REPAIR DOORS, PUT TOGETHER GLASS CASE AND OTHER MAINTENANCE WORKS.	1	572.00	
INV 466	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	VINTAGE CAR CLUB. REPLACE WESTERN EXTERIOR DOOR AND INSTALL STEP.	1	1,628.00	
INV 467	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM/ WUNDOWIE LIBRARY. INSTALL CASH DRAWER AS PROVIDED.	1	429.00	
INV 464	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	TOWN/LESSER HALL. REPLACE FAULTY FLURO TUBES.	1	198.00	
INV 463	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	TOWN HALL. REPLACE BROKEN FRONT DOOR CABIN HOOKS.	1	165.00	
INV 462	20/11/2023	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING. REPAIR/REPLACE DOOR CLOSER TO REAR ENTRY GATE.	1	176.00	
EFT49351	30/11/2023	GDR CIVIL CONTRACTING PTY LTD	NORTHAM CEMETERY EXPANSION - CONSTRUCT NEW CELL	1		73,716.50
INV 2292	11/11/2023	GDR CIVIL CONTRACTING PTY LTD	NORTHAM CEMETERY EXPANSION - CONSTRUCT NEW CELL	1	73,716.50	
EFT49352	30/11/2023	GRAFTON ELECTRICS	DISCONNECT POWER TO OLD POOL HOUSE	1		231.00
INV 9844	20/11/2023	GRAFTON ELECTRICS	DISCONNECT POWER TO OLD POOL HOUSE	1	231.00	
EFT49353	30/11/2023	HEPBURN CONTRACTING - NEIL HEPBURN T/AS	FROM THE NORTHAM-PITHARA ROAD TURNOFF ONTO YARRAMONY ROAD AND DOWN TO THE FIRST RAIL CROSSING, APPROXIMATELY 2.3 KM OF ROADSIDE SLASHING, INCLUDING BOTH SIDES OF THE ROAD.	1		8,800.00
INV 000000422	11/2023	HEPBURN CONTRACTING - NEIL HEPBURN T/AS	FROM THE NORTHAM-PITHARA ROAD TURNOFF ONTO YARRAMONY ROAD AND DOWN TO THE FIRST RAIL CROSSING, APPROXIMATELY 2.3 KM OF ROADSIDE SLASHING, INCLUDING BOTH SIDES OF THE ROAD.	1	8,800.00	
EFT49354	30/11/2023	JAGRD WOOD FIRED PTY LTD T/A MRS'SIPPY BBQ	FOOD AND DRINKS FOR THE FIRE BRIGADE - 04.11.2023	1		684.00
INV 833	04/11/2023	JAGRD WOOD FIRED PTY LTD T/A MRS'SIPPY BBQ	FOOD AND DRINKS FOR THE FIRE BRIGADE - 04.11.2023	1	684.00	

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EFT49355	30/11/2023	JILLIAN TAYLOR	MAKING KANGAROO & DAMPER - BKB - 13.9.23	1		200.00
INV 2	12/09/2023	JILLIAN TAYLOR	MAKING KANGAROO & DAMPER - BKB - 13.9.23	1	200.00	
EFT49356	30/11/2023	KATELYN ABBOTT	REFUND OF MICROCHIPPING SERVICE - OWNER MOVED OUT OF NORTHAM	1		55.00
INV CH 28.128/11/2023		KATELYN ABBOTT	REFUND OF MICROCHIPPING SERVICE - OWNER MOVED OUT OF NORTHAM	1	55.00	
EFT49357	30/11/2023	KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATING DELIVERED 23.11.2023	1		3,813.14
INV 454961701/11/2023		KLEENHEAT GAS	ANNUAL EQUIPMENT SERVICE CHARGE FOR 2023-24 SEASON	1	1,435.50	
INV 222003423/11/2023		KLEENHEAT GAS	GAS FOR NORTHAM SWIMMING POOL HEATING DELIVERED 23.11.2023	1	2,377.64	
EFT49358	30/11/2023	KLEENWEST	ASSORTED CLEANING PRODUCTS FOR REC CENTRE	1		1,107.93
INV 000873908/11/2023		KLEENWEST	ASSORTED CLEANING PRODUCTS FOR KILLARA	1	488.79	
INV 000876922/11/2023		KLEENWEST	ASSORTED CLEANING PRODUCTS FOR REC CENTRE	1	619.14	
EFT49359	30/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 4/11 & 5/11/2023	1		2,251.00
INV 3034	02/08/2023	LUCY'S TEAROOMS	BACON AND EGG ROLLS - DEPOT STAFF TRAINING/TOOLBOX MEETING	1	370.00	
INV 3166	17/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 26/10/2023	1	140.00	
INV 3172	17/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 4/11 & 5/11/2023	1	1,286.00	
INV 3176	17/11/2023	LUCY'S TEAROOMS	CATERING FOR COUNCIL FORUM - 08/11/2023	1	270.00	
INV 3186	22/11/2023	LUCY'S TEAROOMS	VOLUNTEER FIREFIGHTERS CATERING - ASSORTED ROLLS / DRINKS - 17/11/2023	1	185.00	
EFT49360	30/11/2023	LUME BRASSERIE - MADEELA PL T/AS	CATERING FOR ORDINARY COUNCIL MEETING - 15 NOVEMBER 23	1		540.00
INV 73558	22/11/2023	LUME BRASSERIE - MADEELA PL T/AS	CATERING FOR ORDINARY COUNCIL MEETING - 15 NOVEMBER 23	1	540.00	

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EFT49361	30/11/2023	MAYBERRY HAMMOND & CO	LEASE RENEWAL AGREEMENT - HANGAR SITE 20	1		638.00
INV 45391	17/11/2023	MAYBERRY HAMMOND & CO	LEASE RENEWAL AGREEMENT - HANGAR SITE 20	1	638.00	
EFT49362	30/11/2023	MCINTOSH & SON	PARTS FOR PN1619 CASE TR270 SKID STEER	1		3,255.28
INV 186481020	20/11/2023	MCINTOSH & SON	PARTS FOR PN1619 CASE TR270 SKID STEER	1	3,255.28	
EFT49363	30/11/2023	MEGAN BAZLEY	FACE PAINTING AT SUNDAY SHOPDAY & MARKETS - 26.11.2023	1		400.00
INV 7566	28/11/2023	MEGAN BAZLEY	FACE PAINTING AT SUNDAY SHOPDAY & MARKETS - 26.11.2023	1	400.00	
EFT49364	30/11/2023	MIDALIA STEEL	STEEL MESH, DEFORMED BAR & BUILDERS FILM	1		261.80
INV 644103321	11/2023	MIDALIA STEEL	STEEL MESH, DEFORMED BAR & BUILDERS FILM	1	261.80	
EFT49365	30/11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - OCTOBER 2023	1		6,523.55
INV INV-01414	11/2023	MILBRIDGE PTY LTD AS TRUSTEE FOR MX MAV TRUST	RELIEF TOWN PLANNER - OCTOBER 2023	1	6,523.55	
EFT49366	30/11/2023	MJB INDUSTRIES PTY LTD	SUPPLY & DELIVER 12 X PIPE HEADWALLS	1		9,967.10
INV 000125413	11/2023	MJB INDUSTRIES PTY LTD	SUPPLY & DELIVER 12 X PIPE HEADWALLS	1	9,967.10	
EFT49367	30/11/2023	MORRIS PEST & WEED CONTROL	FIRE STATIONS - . SPRAY FOR SPIDERS AND PESTS.	1		1,500.00
INV INV-35112	11/2023	MORRIS PEST & WEED CONTROL	FIRE STATIONS - . SPRAY FOR SPIDERS AND PESTS.	1	1,500.00	
EFT49368	30/11/2023	MOVAT PTY LTD ATF MOVAT TRUST	MOVAT SOFTWARE HOSTING FOR 2023	1		50.00
INV 1045	02/11/2023	MOVAT PTY LTD ATF MOVAT TRUST	MOVAT SOFTWARE HOSTING FOR 2023	1	50.00	
EFT49369	30/11/2023	MURRAY RIVER NORTH PTY LTD T/A TR HOMES	INFRASTRUCTURE BOND REFUND - BA22197 - T 1708 - RECEIPT # 157755 - 54 REDCOURTE ROAD, BAKERS HILL WA 6562	1		1,020.00
INV T1708	30/11/2023	MURRAY RIVER NORTH PTY LTD T/A TR HOMES	INFRASTRUCTURE BOND REFUND - BA22197 - T 1708 - RECEIPT # 157755 - 54 REDCOURTE ROAD, BAKERS HILL WA 6562	1	1,020.00	

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EFT49370	30/11/2023	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/11/2023 TO 14/12/2023	1		761.92
INV 929378915	11/2023	NAVMAN WIRELESS PTY LTD	MONTHLY SUBSCRIPTION SERVICE FEE FOR NAVTRAC SYSTEM 15/11/2023 TO 14/12/2023	1	761.92	
EFT49371	30/11/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 4	1		28,575.80
INV 114144230	10/2023	NEWGROUND WATER SERVICES PTY LTD	SUPPLY AND INSTALL COLOURBOND TANK AND INFRASTRUCTURE - PROGRESS CLAIM 4	1	28,575.80	
EFT49372	30/11/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORTS FUNDING - KEN DEW	1		90.91
INV 261123126	11/2023	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORTS FUNDING - KEN DEW	1	90.91	
EFT49373	30/11/2023	NORTHAM BETTA HOME LIVING	CESM - ANDROID SMART TV WITH BRACKET	1		384.95
INV 200100622	11/2023	NORTHAM BETTA HOME LIVING	CESM - ANDROID SMART TV WITH BRACKET	1	384.95	
EFT49374	30/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - GRAHAM GREGORY	1		100.00
INV 7529	28/11/2023	NORTHAM BOWLING CLUB INC	SENIOR SPORTS FUNDING - GRAHAM GREGORY	1	100.00	
EFT49375	30/11/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - P OLIVER & PJ CUTMORE	1		200.00
INV 5331	21/11/2023	NORTHAM COUNTRY CLUB INC	SENIOR SPORT FUNDING - P OLIVER & PJ CUTMORE	1	200.00	
EFT49376	30/11/2023	NORTHAM FEED & HIRE	2 X PREMIX	1		141.00
INV 000051615	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051717	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051720	11/2023	NORTHAM FEED & HIRE	2 X PREMIX	1	47.00	
INV 000051724	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
INV 000051827	11/2023	NORTHAM FEED & HIRE	1 X PREMIX	1	23.50	
EFT49377	30/11/2023	NORTHAM FLORIST	KILLARA MANAGER DEPARTING GIFT/FLOWERS	1		100.00
INV 28229	21/11/2023	NORTHAM FLORIST	KILLARA MANAGER DEPARTING GIFT/FLOWERS	1	100.00	

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EFT49378	30/11/2023	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS FUNDING - VARIOUS SENIORS	1		1,600.00
INV 231120223/11/2023		NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS FUNDING - VARIOUS SENIORS	1	1,600.00	
EFT49379	30/11/2023	NORTHAM TOWING SERVICE	PN1623 REGO N11469 - PICK UP UTE FROM BEERING ROAD AND DELIVER TO SHIRE DEPOT	1		150.00
INV 212894	04/11/2023	NORTHAM TOWING SERVICE	PN1623 REGO N11469 - PICK UP UTE FROM BEERING ROAD AND DELIVER TO SHIRE DEPOT	1	150.00	
EFT49380	30/11/2023	NORTHAM TRAILER & EXHAUST	MINI EXCAVATOR HIRE 15/11/2023	1		500.00
INV 3279	14/11/2023	NORTHAM TRAILER & EXHAUST	MINI EXCAVATOR HIRE 15/11/2023	1	500.00	
EFT49381	30/11/2023	OXTER SERVICES	C.202223-13 - BURIALS - NEW GRAVES FOR ERIC FOX & TERESA FIELD INCLUDING GRAVE CERTICATION	1		3,278.00
INV 28081	27/10/2023	OXTER SERVICES	C.202223-13 - BURIALS - NEW GRAVES FOR ERIC FOX & TERESA FIELD INCLUDING GRAVE CERTICATION	1	3,278.00	
EFT49382	30/11/2023	PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1		1,334.40
INV LJ3286010/11/2023		PFD FOOD SERVICES PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1	1,334.40	
EFT49383	30/11/2023	POOL AND PUMP SERVICE AND REPAIRS	SUPPLY & INSTALL NEW MAIN RECIRCULATION PUMP AT WATERPARK	1		1,997.05
INV PPS01227/11/2023		POOL AND PUMP SERVICE AND REPAIRS	SUPPLY & INSTALL NEW MAIN RECIRCULATION PUMP AT WATERPARK	1	1,997.05	
EFT49384	30/11/2023	POOLSHOP ONLINE PTY LTD	SODA ASH & TEST TUBES FOR NORTHAM AQUATIC FACILITY	1		720.50
INV INV-17013/11/2023		POOLSHOP ONLINE PTY LTD	SODA ASH & TEST TUBES FOR NORTHAM AQUATIC FACILITY	1	720.50	
EFT49385	30/11/2023	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY CHLORINE GAS CYLINDER	1		1,452.00
INV 000339220/11/2023		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	DELIVERY CHLORINE GAS CYLINDER	1	1,452.00	
EFT49386	30/11/2023	RED DOT STORE	VARIETY OF LOLLIES / XMAS DECORATIONS	1		150.96
INV 113326814/11/2023		RED DOT STORE	A3 PICTURE FRAMES X 4	1	40.00	

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INV 114402121/11/2023		RED DOT STORE	VARIETY OF LOLLIES / XMAS DECORATIONS	1	110.96	
EFT49387	30/11/2023	RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR BETTER BEGINNINGS TRAINING MONDAY 20/11/2023.	1		17.16
INV 10878	20/11/2023	RENEE D'HERVILLE	PARKING AT STATE LIBRARY FOR BETTER BEGINNINGS TRAINING MONDAY 20/11/2023.	1	17.16	
EFT49388	30/11/2023	SPECIALISED TREE SERVICE	TREE REMOVAL AND PRUNING - CLARKE ST NORTHAM	1		3,870.19
INV 4224	27/11/2023	SPECIALISED TREE SERVICE	DRY HIRE OF TRAILER MOUNTED EWP	1	1,100.00	
INV 4223	27/11/2023	SPECIALISED TREE SERVICE	TREE REMOVAL AND PRUNING - CLARKE ST NORTHAM	1	2,770.19	
EFT49389	30/11/2023	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SERVICE OF ALL FIRST AID KITS FOR NORTHAM DEPOT	1		1,516.19
INV FAINV008/11/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	SERVICE OF ALL FIRST AID KITS FOR NORTHAM DEPOT	1	1,241.19	
INV FAINV015/11/2023		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	REPLACEMENT PHILIPS HEARTSTART BATTERY M5070A	1	275.00	
EFT49390	30/11/2023	SUN ROAD FOOD & BEVERAGE	STOCK FOR AQUATIC CENTER KIOSK	1		1,052.28
INV 128421730/10/2023		SUN ROAD FOOD & BEVERAGE	STOCK FOR AQUATIC CENTER KIOSK	1	1,052.28	
EFT49391	30/11/2023	SYNERGY	361669310 RECREATION PRECINCT - 12/10/2023 to 08/11/2023	1		24,996.38
INV 792176603/03/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 21.12.2022 - 23.02.2023	1	394.00	
INV 792176605/09/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 29.06.2023 - 25.08.2023	1	327.12	
INV 796841326/10/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 21/09/2023 TO 19/10/2023	1	680.31	
INV 811029426/10/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 21/09/2023 TO 19/10/2023	1	213.97	
INV 136537726/10/2023		SYNERGY	1366537740 AIRPORT - 21/09/2023 TO 19/10/2023	1	1,201.01	
INV 357549626/10/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 21/09/2023 - 19/10/2023	1	951.30	
INV 361670226/10/2023		SYNERGY	361670250 NORTHAM LIBRARY - 21/09/2023 TO 19/10/2023	1	338.13	
INV 792176603/11/2023		SYNERGY	BAKERS HILL FIRE STATION FOR 26.08.2023 - 25.10.2023	1	338.69	

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INV 293110715/11/2023		SYNERGY	293110730 BILYA KOORT BOODJA - 12/10/2023 to 08/11/2023		783.43	
INV 361669315/11/2023		SYNERGY	361669310 RECREATION PRECINCT - 12/10/2023 to 08/11/2023		11,038.21	
INV 357704317/11/2023		SYNERGY	357704360 BROOME TCE PUMP - 19/09/2023 to 16/11/2023		166.88	
INV 357704617/11/2023		SYNERGY	357704600 PERINA PARK - 16/09/2023 to 15/11/2023		120.60	
INV 357704817/11/2023		SYNERGY	357704840 ROTARY WHEEL - 19/09/2023 to 16/11/2023		116.35	
INV 357701817/11/2023		SYNERGY	357701820 BROOME TCE PUMP - 19/09/2023 to 16/11/2023		153.91	
INV 357702017/11/2023		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 19/09/2023 to 16/11/2023		116.35	
INV 357704917/11/2023		SYNERGY	357704980 CLARKE ST PUMP - 19/09/2023 to 16/11/2023		1,393.18	
INV 941453220/11/2023		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 19/09/2023 to 16/11/2023		326.87	
INV 929125220/11/2023		SYNERGY	092912520 GRASS VALLEY OVAL - 19/09/2023 to 16/11/2023		115.01	
INV 398065120/11/2023		SYNERGY	398065110 GRASS VALLEY HALL - 19/09/2023 to 16/11/2023		262.72	
INV 357547420/11/2023		SYNERGY	357547470 MORBY COTTAGE - 20/09/2023 to 17/11/2023		122.75	
INV 357703121/11/2023		SYNERGY	357703180 STORMWATER DAM PUMP - 19/09/2023 to 17/11/2023		118.32	
INV 357547321/11/2023		SYNERGY	357547330 APEX PARK TOILETS - 19/09/2023 to 17/11/2023		170.18	
INV 361333121/11/2023		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 19/09/2023 to 17/11/2023		299.07	
INV 335820922/11/2023		SYNERGY	335820940 CREATE 298 - 19/10/2023 to 15/11/2023		390.25	
INV 796841323/11/2023		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 20/10/2023 TO 16/11/2023	1	723.79	
INV 811029423/11/2023		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 20/10/2023 TO 16/11/2023	1	1,374.94	
INV 136537723/11/2023		SYNERGY	1366537740 AIRPORT - 20/10/2023 TO 16/11/2023	1	1,085.41	
INV 357549623/11/2023		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 20/10/2023 - 16/11/2023	1	801.96	
INV 361670223/11/2023		SYNERGY	361670250 NORTHAM LIBRARY - 20/10/2023 TO 16/11/2023	1	328.47	
INV 357547623/11/2023		SYNERGY	357547660 RUSHTON PARK - 19/09/2023 to 22/11/2023		169.61	

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INV 380523824	11/2023	SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/09/2023 to 23/11/2023		373.59	
EFT49392	30/11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1		9,220.99
INV 0609-S329	10/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1	2,540.62	
INV 0610-S305	11/2023	TEAM GLOBAL EXPRESS PTY LTD	TOLL FREIGHT CHARGES - OCTOBER 2023	1	6,680.37	
EFT49393	30/11/2023	TENNANT AUSTRALIA	L-222280 T125 LOCAL BATTERY	1		1,159.99
INV 919972531	10/2023	TENNANT AUSTRALIA	L-222280 T125 LOCAL BATTERY	1	1,159.99	
EFT49394	30/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - NOVEMBER 2023	1		50.00
INV 26	23/11/2023	TREVOR EASTWELL	WUNDOWIE TO NORTHAM COMMUNITY TRANSPORT - NOVEMBER 2023	1	50.00	
EFT49395	30/11/2023	VINCELEC	VISITORS CENTRE. REPAIR REPLACE FLICKERING LIGHT ABOVE THROSSELL PAINTING.	1		1,566.67
INV IV1933	01/11/2023	VINCELEC	VISITORS CENTRE. REPAIR/REPLACE FLICKERING LIGHT IN AVAS EXIBITION.	1	177.31	
INV IV1959	15/11/2023	VINCELEC	DEPOT ADMIN. ATTEND TO SMOKE DETECTOR GOING OFF AND TROUBLE SHOOT.	1	170.00	
INV IV1956	15/11/2023	VINCELEC	MORBY COTTAGE. REPAIR LIGHT IN MACHINERY SHED.	1	573.08	
INV IV1965	21/11/2023	VINCELEC	VISITORS CENTRE. REPAIR REPLACE FLICKERING LIGHT ABOVE THROSSELL PAINTING.	1	646.28	
EFT49396	30/11/2023	WA DISTRIBUTORS PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1		702.55
INV 902581	16/11/2023	WA DISTRIBUTORS PTY LTD	STOCK FOR AQUATIC FACILITY KIOSK	1	606.30	
INV 903990	23/11/2023	WA DISTRIBUTORS PTY LTD	LOLLIES FOR CHILDREN AT STAFF CHRISTMAS PARTY 2023	1	96.25	
EFT49397	30/11/2023	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 921 MODEL: XJC740R-ZKTTJQ3 INCLUDING TRADE IN - HINO 300 SERIES	1		60,240.55
INV F4604	21/11/2023	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 921 MODEL: XJC740R-ZKTTJQ3 INCLUDING TRADE IN - HINO 300 SERIES	1	60,240.55	

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EFT49398	30/11/2023	WARRICKS NEWSAGENCY	NEWSPAPER FOR KILLARA - OCTOBER 2023	1		44.00
INV SN00 0131/10/2023		WARRICKS NEWSAGENCY	NEWSPAPER FOR KILLARA - OCTOBER 2023	1	44.00	
EFT49399	30/11/2023	WB PARTY HIRE AND EVENTS	SUPPLY & OPERATE GAMES AT SUNDAY SHOPDAY & CHRISTMAS MARKETS ON THE VILLAGE GREEN. SUNDAY THE 26TH NOVEMBER 2023 FROM 10AM TILL 2PM	1		228.00
INV INV03724/11/2023		WB PARTY HIRE AND EVENTS	SUPPLY & OPERATE GAMES AT SUNDAY SHOPDAY & CHRISTMAS MARKETS ON THE VILLAGE GREEN. SUNDAY THE 26TH NOVEMBER 2023 FROM 10AM TILL 2PM	1	228.00	
EFT49400	30/11/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR POULTON	1		1,402.50
INV SI-0078:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR POULTON	1	484.00	
INV SI-0078:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	ELECTED MEMBER TRAINING - UNDERSTANDING LOCAL GOVERNMENT / CONFLICTS OF INTEREST - CR WILLIAMS	1	484.00	
INV SI-0079:15/11/2023		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILLOR TRAINING - THE ROLE OF MAYORS AND PRESIDENTS - CR C ANTONIO	1	434.50	
EFT49401	30/11/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1		12,302.77
INV GFEE J30/06/2023		WESTERN AUSTRALIAN TREASURY CORPORATION	REVERSAL OF GUARANTEE FEE PROCESSED IN JUNE - INCORRECT DATE / PERIOD USED	1	-18,936.89	
INV GFEE J24/07/2023		WESTERN AUSTRALIAN TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE FOR THE PERIOD ENDING 30/06/2023	1	18,936.89	
INV 219A	30/11/2023	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 219A INTEREST PAYMENT - BOWLING CLUB DEVELOPMENT 2016			12,302.77
EFT49402	30/11/2023	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 REGO 1GZQ718 - AIR CON REPAIRS AND SERVICE AS REQUIRED, REPLACE EVAPORATOR	1		3,746.00
INV INV-15926/07/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	RE-WIRE BCDC TO OPERATE CORRECTLY (BLUE VOLTAGE SENSING WIRE HAD BEEN LEFT OFF ON INSTALL AT BODY BUILDER)	1	152.50	
INV INV-15801/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2304 REGO N11164 - SUPPLY AND INSTALL REVERSE CAMERA	1	400.00	

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INV INV-15931/10/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2003 - DIAGNOSE AND REPAIR FRONT CAMERA TO FOOTPATH SWEEPER	1	692.50	
INV INV-16526/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2206 - REPAIR TRAILER BRAKES AS REQUIRED	1	500.00	
INV INV-16426/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1305 REGO 1GZQ718 - AIR CON REPAIRS AND SERVICE AS REQUIRED, REPLACE EVAPORATOR	1	1,406.00	
INV INV-16426/11/2023		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1003 REGO N.3856 - LOADER, REPLACE UHF ON SITE, BEERING RD	1	595.00	
EFT49403	30/11/2023	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 17/11/2023	1		7,799.92
INV 003015309/11/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 09/11/2023	1	3,441.58	
INV 003015320/11/2023		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - MAINTENANCE OF NORTHAM CEMETERY - FORTNIGHT ENDING 17/11/2023	1	4,358.34	
EFT49404	30/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICE CO LOCATION - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1		421.71
INV 218178	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	67.72	
INV 218173	01/11/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICE CO LOCATION - C7565 - PRINTER SERVICE & METER READING 10/10/2023-01/11/2023	1	353.99	
EFT49405	30/11/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTON OF COMPOSTABLE DOG WASTE BAGS	1		917.40
INV 6043	15/11/2023	WOODLANDS DISTRIBUTORS PTY LTD	CARTON OF COMPOSTABLE DOG WASTE BAGS	1	917.40	
EFT49406	30/11/2023	ZABRINA CANTATORE	BKB STOCK - EMU EGG / CHEESEBOARDS	1		500.00
INV 20	23/11/2023	ZABRINA CANTATORE	BKB STOCK - EMU EGG / CHEESEBOARDS	1	500.00	
DD19894.1	07/11/2023	AWARE SUPER	Payroll deductions	1		32,401.46
INV SUPER	07/11/2023	AWARE SUPER	Superannuation contributions	1	28,555.67	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	2,584.83	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	46.96	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	46.96	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	700.00	

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INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	103.61	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	156.17	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	83.84	
INV DEDUC07/11/2023		AWARE SUPER	Payroll deductions	1	123.42	
DD19894.2	07/11/2023	PLUM SUPERANNUATION FUND	Payroll deductions	1		591.91
INV SUPER	07/11/2023	PLUM SUPERANNUATION FUND	Superannuation contributions	1	450.98	
INV DEDUC07/11/2023		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.93	
DD19894.3	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		327.05
INV SUPER	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	327.05	
DD19894.4	07/11/2023	HESTA SUPER FUND	Superannuation contributions	1		790.00
INV SUPER	07/11/2023	HESTA SUPER FUND	Superannuation contributions	1	790.00	
DD19894.5	07/11/2023	QSUPER	Payroll deductions	1		781.77
INV SUPER	07/11/2023	QSUPER	Superannuation contributions	1	610.08	
INV DEDUC07/11/2023		QSUPER	Payroll deductions	1	171.69	
DD19894.6	07/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		121.38
INV SUPER	07/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	121.38	
DD19894.7	07/11/2023	HOSTPLUS SUPER	Payroll deductions	1		1,062.97
INV SUPER	07/11/2023	HOSTPLUS SUPER	Superannuation contributions	1	789.77	
INV DEDUC07/11/2023		HOSTPLUS SUPER	Payroll deductions	1	50.00	
INV DEDUC07/11/2023		HOSTPLUS SUPER	Payroll deductions	1	223.20	
DD19894.8	07/11/2023	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER	07/11/2023	YKC SUPERFUND	Superannuation contributions	1	700.40	

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INV DEDUC07/11/2023		YKC SUPERFUND	Payroll deductions	1	247.20	
DD19894.9	07/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1		284.48
INV SUPER 07/11/2023		MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	284.48	
DD19898.1	07/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		284.48
INV SUPER 10/11/2023		COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	284.48	
DD19948.1	03/11/2023	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOV 2023	1		573.75
INV NOV 2003/11/2023		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT NOV 2023	1	573.75	
DD19966.1	21/11/2023	AWARE SUPER	Payroll deductions	1		30,198.48
INV SUPER 21/11/2023		AWARE SUPER	Superannuation contributions	1	26,270.50	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	2,721.50	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	42.29	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	42.29	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	700.00	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	106.36	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	120.34	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	72.15	
INV DEDUC21/11/2023		AWARE SUPER	Payroll deductions	1	123.05	
DD19966.2	21/11/2023	PLUM SUPERANNUATION FUND	Payroll deductions	1		591.91
INV SUPER 21/11/2023		PLUM SUPERANNUATION FUND	Superannuation contributions	1	450.98	
INV DEDUC21/11/2023		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.93	
DD19966.3	21/11/2023	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		611.53
INV SUPER 21/11/2023		COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	611.53	

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DD19966.4	21/11/2023	HESTA SUPER FUND	Superannuation contributions	1		743.05
INV SUPER	21/11/2023	HESTA SUPER FUND	Superannuation contributions	1	743.05	
DD19966.5	21/11/2023	QSUPER	Payroll deductions	1		780.66
INV SUPER	21/11/2023	QSUPER	Superannuation contributions	1	608.97	
INV DEDUC21	11/2023	QSUPER	Payroll deductions	1	171.69	
DD19966.6	21/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		156.31
INV SUPER	21/11/2023	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	156.31	
DD19966.7	21/11/2023	HOSTPLUS SUPER	Payroll deductions	1		1,145.14
INV SUPER	21/11/2023	HOSTPLUS SUPER	Superannuation contributions	1	871.94	
INV DEDUC21	11/2023	HOSTPLUS SUPER	Payroll deductions	1	50.00	
INV DEDUC21	11/2023	HOSTPLUS SUPER	Payroll deductions	1	223.20	
DD19966.8	21/11/2023	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER	21/11/2023	YKC SUPERFUND	Superannuation contributions	1	700.40	
INV DEDUC21	11/2023	YKC SUPERFUND	Payroll deductions	1	247.20	
DD19966.9	21/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1		284.48
INV SUPER	21/11/2023	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	284.48	
DD20030.1	25/11/2023	BANKWEST	J.WHITEAKER 22.09.23-23.10.23 CREDIT	1		5,613.53
INV A.ESPE25	11/2023	BANKWEST	A.ESPEY 22.09.23-23.10.23	1	2,561.07	
INV C.YOUNG25	11/2023	BANKWEST	C.YOUNG 22.09.23 TO 23.10.23	1	1,596.16	
INV P.DEVC25	11/2023	BANKWEST	P.DEVCIC 22.09.23-23.10.23	1	395.85	
INV D.EMEE25	11/2023	BANKWEST	D.EMERY 22.09.23-23.10.23	1	1,258.02	
INV INTERE25	11/2023	BANKWEST	INTEREST & OTHER CHARGES 22.09.23-23.10.23	1	13.43	
INV J.WHIT25	11/2023	BANKWEST	J.WHITEAKER 22.09.23-23.10.23 CREDIT	1	-211.00	

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DD20036.1	25/11/2023	BANKWEST	C.HUNT 22.09.23-23.10.23	1		1,291.95
INV C.HUNT	25/11/2023	BANKWEST	C.HUNT 22.09.23-23.10.23	1	1,291.95	
DD20040.1	25/11/2023	BUNNINGS BUILDING SUPPLIES P/L	C.HUNT 22.09.23-23.10.23 ENTERED TWICE	1		-1,291.95
INV C.HUNT	25/11/2023	BUNNINGS BUILDING SUPPLIES P/L	C.HUNT 22.09.23-23.10.23	1	1,291.95	
DD19894.10	07/11/2023	MTAA SUPERFUND	Superannuation contributions	1		239.99
INV SUPER	07/11/2023	MTAA SUPERFUND	Superannuation contributions	1	239.99	
DD19894.11	07/11/2023	VANGUARD SUPER PTY LTD	Superannuation contributions	1		109.78
INV SUPER	07/11/2023	VANGUARD SUPER PTY LTD	Superannuation contributions	1	109.78	
DD19894.12	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		5,492.19
INV SUPER	07/11/2023	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,952.48	
INV DEDUC	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	389.71	
INV DEDUC	07/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
DD19894.13	07/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER	07/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD19894.14	07/11/2023	FIRST SUPER	Superannuation contributions	1		110.71
INV SUPER	07/11/2023	FIRST SUPER	Superannuation contributions	1	110.71	
DD19894.15	07/11/2023	TWUSUPER	Superannuation contributions	1		269.74
INV SUPER	07/11/2023	TWUSUPER	Superannuation contributions	1	269.74	
DD19894.16	07/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82
INV SUPER	07/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD19894.17	07/11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		706.18

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INV SUPER 07/11/2023		ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	521.96	
INV DEDUC07/11/2023		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	184.22	
DD19894.18 07/11/2023		REST INDUSTRY SUPER	Superannuation contributions	1		2,899.34
INV DEDUC07/11/2023		REST INDUSTRY SUPER	Payroll deductions	1	423.30	
INV SUPER 07/11/2023		REST INDUSTRY SUPER	Superannuation contributions	1	2,476.04	
DD19894.19 07/11/2023		UNISUPER	Superannuation contributions	1		1,104.55
INV DEDUC07/11/2023		UNISUPER	Payroll deductions	1	137.05	
INV DEDUC07/11/2023		UNISUPER	Payroll deductions	1	460.00	
INV SUPER 07/11/2023		UNISUPER	Superannuation contributions	1	507.50	
DD19894.20 07/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		875.05
INV SUPER 07/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	875.05	
DD19894.21 07/11/2023		AMP LIFE LIMITED	Superannuation contributions	1		258.44
INV SUPER 07/11/2023		AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD19894.22 07/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		309.63
INV SUPER 07/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	309.63	
DD19894.23 07/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		129.71
INV SUPER 07/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	129.71	
DD19966.10 21/11/2023		MTAA SUPERFUND	Superannuation contributions	1		254.60
INV SUPER 21/11/2023		MTAA SUPERFUND	Superannuation contributions	1	254.60	
DD19966.11 21/11/2023		VANGUARD SUPER PTY LTD	Superannuation contributions	1		85.80
INV SUPER 21/11/2023		VANGUARD SUPER PTY LTD	Superannuation contributions	1	85.80	

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DD19966.12	21/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		5,492.80
INV SUPER	21/11/2023	AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,950.66	
INV DEDUC21	21/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	392.14	
INV DEDUC21	21/11/2023	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
DD19966.13	21/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER	21/11/2023	MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD19966.14	21/11/2023	FIRST SUPER	Superannuation contributions	1		118.21
INV SUPER	21/11/2023	FIRST SUPER	Superannuation contributions	1	118.21	
DD19966.15	21/11/2023	TWUSUPER	Superannuation contributions	1		271.93
INV SUPER	21/11/2023	TWUSUPER	Superannuation contributions	1	271.93	
DD19966.16	21/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82
INV SUPER	21/11/2023	MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD19966.17	21/11/2023	SLATE SUPER	Superannuation contributions	1		204.55
INV SUPER	21/11/2023	SLATE SUPER	Superannuation contributions	1	204.55	
DD19966.18	21/11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		752.79
INV SUPER	21/11/2023	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	556.41	
INV DEDUC21	21/11/2023	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	196.38	
DD19966.19	21/11/2023	REST INDUSTRY SUPER	Superannuation contributions	1		2,965.37
INV DEDUC21	21/11/2023	REST INDUSTRY SUPER	Payroll deductions	1	408.77	
INV SUPER	21/11/2023	REST INDUSTRY SUPER	Superannuation contributions	1	2,556.60	
DD19966.20	21/11/2023	UNISUPER	Superannuation contributions	1		1,141.08
INV DEDUC21	21/11/2023	UNISUPER	Payroll deductions	1	137.05	

**Ordinary Council Meeting Agenda
20 December 2023**

Attachment 13.4.1.1

Date: 08/12/2023
Time: 1:08:05PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 69

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV DEDUC21/11/2023		UNISUPER	Payroll deductions	1	460.00	
INV SUPER 21/11/2023		UNISUPER	Superannuation contributions	1	544.03	
DD19966.21 21/11/2023		AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1		1,027.92
INV SUPER 21/11/2023		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	888.56	
INV DEDUC21/11/2023		AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1	139.36	
DD19966.22 21/11/2023		AMP LIFE LIMITED	Superannuation contributions	1		258.44
INV SUPER 21/11/2023		AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD19966.23 21/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		309.63
INV SUPER 21/11/2023		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	309.63	
DD19966.24 21/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		131.38
INV SUPER 21/11/2023		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	131.38	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,661,723.31
TOTAL		2,661,723.31

Payment dates 1st November 2023 – 30th November 2023

- Municipal Fund payment cheque numbers 35611 to 35617 Total \$48,195.42.

Electronic Funds Transfer

- Municipal Fund EFT49037 to EFT49406 Total \$2,507,365.26
- Direct Debits Total \$100,549.10.

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

(table of accounts)

Month	Cheques 2023/2024	EFT Payments 2023/2024	Direct Debits 2023/2024	Payroll 2023/2024	Total Payments 2023/2024
July	\$ 31,823.37	\$ 1,139,770.48	\$ 88,946.08	\$ 472,296.12	\$ 1,732,836.05
August	\$ 21,279.17	\$ 2,223,525.24	\$ 148,550.54	\$ 758,309.11	\$ 3,151,664.06
September	\$ 12,934.99	\$ 1,993,268.12	\$ 102,751.41	\$ 583,310.22	\$ 2,692,264.74
October	\$ 174,102.94	\$ 2,106,936.68	\$ 107,815.93	\$ 557,118.03	\$ 2,945,973.58
November	\$ 48,195.42	\$ 2,507,365.26	\$ 106,162.63	\$ 570,488.72	\$ 3,232,212.03
December					\$ -
January					\$ -
February					\$ -
March					\$ -
April					\$ -
May					\$ -
June					\$ -
Total	\$ 288,335.89	\$ 9,970,865.78	\$ 554,226.59	\$ 2,941,522.20	\$ 13,754,950.46

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20030.1 \$5,613.53 & DD20036.1-\$1,291.95

Summary Credit Card Payments	\$	Total
CEO		
23/08/2023-EVENT & CONFRENCES-CREDIT ONLY	-211.00	
		-\$ 211.00
Executive Manager of Corporate Services		
22/09/2023-SHIRE OF NORTHAM-NEW REGISTRATION N11254	383.05	
22/09/2023-AMAYSIM MOBILE PTY LTD- LIBRARY LIFT PHONE DATA	10.00	

28/09/2023-STARLINK AUSTRALIA-STARLINK KIT+SHIPPING & HANDLING	629.00
4/10/2023 -STARLINK AUSTRALIA-REGIONAL SUBSCRIPTION 04.10.23-03.11.23	174.00
13/10/2023-ROSES ONLY PTY LTD-ROSES FOR EMPLOYEE AFTER OPERATION	99.90
14/10/2023-ADOBE SYSTEMS PTY LTD-MONTHLY FEES	225.96
17/10/2023-ROSES ONLY PTY LTD-CREDIT	-89.95
20/10/2023-DOMINOS NORTHAM-FOOD FOR ELECTION NIGHT	92.00
20/10/2023-AMAYSIM MOBILE PTY LTD-LIBRARY LIFT PHONE DATA	10.00
22/09/2023-SHIRE OF NORTHAM-NUMBER PLATE SWAP FROM N11254 TO 1HZO607	31.10
28/09/2023-SHIRE OF NORTHAM-NUMBER PLATE SWAP FROM N141206 TO N12059	31.10
	\$ 1,596.16
Executive Manager of Development Services	
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	6.90
OTH GOV - Civic Functions, Refreshments & Receptions GEN	16.30
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	31.10
KILLARA HYUNDAI VF2 I40 2.0 AUTO WAGON (KILLARA3) PN1311	6.90
AGED OTHER - Plant & Equipment (Capital) GEN	408.25
PN1901 HOLDEN COLORADO CREW CAB (N10721) MG ENGINEERING	31.10
PLANT - Plant & Equipment (Capital) GEN	393.90
PLANT - Plant & Equipment (Capital) GEN	366.00
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	68.60
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	-68.20
Isuzu D-Max Dual Cab 4x4 Auto Diesel (CESM)	31.10
	\$ 1,291.95
Community Emergency Services Manager	
28/09/2023-DUNNINGS NORTHAM-FUEL FOR VP000-VICTORIA PLAINS LOAN VEHICLE	262.11
29/09/202-SUBWAY NORTHAM-CATERING FOR BUSHFIRE SAFETY AWARENESS COURSE	86.30

30/09/2023-FORMSTACK FORMS-MONTHLY CHARGE- 30/09/23 TO 29/10/23	91.98	
03/10/23-DUNNINGS NORTHAM-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	227.26	
04/10/2023-ZMF PTY LTD-LUNCH FOR CBFCO FOLLOWING MEETING AT COCKBURN DFES	38.80	
6/10/2023-BUNNINGS- AAA, AA BATTERIES FOR ALL STATIONS(HELMET TORCH BATTERIES)	161.63	
10/10/2023-NIGHTOWL BELLEVUE-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	261.31	
11/10/2023-FRESH TRADING CO-NORTHAM-CATERING FOR INCIDENT	365.70	
17/10/2023-DOMINOS NORTHAM -CATERING FOR INCIDENT	129.00	
17/10/2023 -RED ROOSTER NORTHAM-CATERING FOR INCIDENT	360.00	
17/10/2023-DUNNINGS NORTHAM-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	75.34	
17/10/2023-COLES-DRINKS FOR INCIDENT	82.50	
18/10/2023-BEYOND POWER-FUEL FOR VP000- VICTORIA PLAINS LOAN VEHICLE	259.14	
18/10/2023-LUCY'S TEAROOMS-CATERING FOR INCIDENT	160.00	
		\$ 2,561.07
Executive Manager Engineering Services		
19/10/2023-INSTITUTE OF PUBLIC WORKS MEMBERSHIP	395.85	
		\$ 395.85
Acting Executive Manager Community Services		
27/09/2023-FACEBK Z4PUTP7B2-BOOST FOR JOB ADVERT	5.97	
4/10/2023 -NEW NORCIA MUESEUM-WORKSHOP FOR LIBRARY MANAGER	100.00	
27/09/2023-FACEBK SBM8NTP7B2-BOOST FOR JOB ADVERT	34.44	
09/10/2023-FACEBK WPJLGUK7B2-BOOST FOR JOB ADVERT	322.61	
11/10/2023-AAA HEADSETS-TELEPHONE HEADSETS FOR DAVID/MADDISON/LIZ	795.00	
		\$ 1,258.02

Interest & Other Charges	
27.09.23-FOREIGN TRANSACTION FEE	0.18
30.09.23-FOREIGN TRANSACTION FEE	2.71
09.10.23-FOREIGN TRANSACTION FEE	1.02
09.10.23-FOREIGN TRANSACTION FEE	9.52
	\$ 13.43
Total Credit Card Expenditure	\$ 6,905.48

The following table presents payment made by Council for the Coles Card Account – October 2023. Paid on 23rd November 2023 by EFT49243 - \$2033.84

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	HR ASSISTANT		
19/10/2023	GIFT FROM HR TO CORP SERVICES	30.85	
			\$ 30.85
	COMMUNITY SERVICES ADMIN OFFICER		
2/10/2023	REFRESHMENTS/SNACKS - BALLOONING FESTIVAL PERFORMERS / VIP FUNCTION	9.20	
9/10/2023	OFFICE SUPPLIES	60.20	
18/10/2023	OFFICE SUPPLIES	18.60	
27/10/2023	OFFICE SUPPLIES	19.55	
			\$ 107.55
	ENGINEERING - ADMIN OFFICER		
2/10/2023	OFFICE SUPPLIES	76.85	
5/10/2023	OFFICE SUPPLIES	27.40	
12/10/2023	OFFICE SUPPLIES	12.60	
27/10/2023	OFFICE SUPPLIES	17.30	
			\$ 134.15
	ENGINEERING - ADMIN COORDINATOR		
20/10/2023	MILK FOR DEPOT	11.20	
			\$ 11.20
	KILLARA CO-ORDINATOR		
11/10/2023	MEALS FOR DAYCENTRE	77.30	
18/10/2023	MEALS FOR DAYCENTRE	13.80	
19/10/2023	MEALS FOR DAYCENTRE	13.20	
25/10/2023	MEALS FOR DAYCENTRE	46.80	
			\$ 151.10

	RECREATION SERVICES COORDINATOR		
6/10/2023	KIOSK STOCK	373.50	
			\$ 373.50
	KILLARA MANAGER		
4/10/2023	MORNING TEA FOR DAYCARE CENTRE	7.00	
			\$ 7.00
	DEVELOPMENT SERVICES ADMIN OFFICER		
11/10/2023	OFFICE SUPPLIES	268.60	
24/10/2023	OFFICE SUPPLIES	251.65	
			\$ 520.25
	GOVERNANCE OFFICER		
11/10/2023	COUNCILLOR SUPPLIES	38.50	
	OFFICE SUPPLIES & SENIOR LICENSING OFFICER	31.49	
13/10/2023	FAREWELL GIFT		
25/10/2023	COUNCILLOR SUPPLIES	80.90	
			\$ 150.89
	MANAGER COMMUNITY DEVELOPMENT & TOURISM		
5/10/2023	FTRENOOR TEA FAREWELL	61.75	
16/10/2023	SUPPLIES VISITORS CENTRE & BKB	31.60	
			\$ 93.35
	MANAGER RECREATION & YOUTH SERVICES		
19/10/2023	CLEANING SUPPLIES	81.25	
19/10/2023	KIOSK STOCK	372.75	
			\$ 454.00
Total Coles Card Expenditure			\$ 2,033.84

The following table presents payment made by Council for the Woolworths Card Account – October 2023. Paid on 15th November 2023 by EFT 49222 - \$3,182.32

DATE	SUMMARY WOOLWORTHS CARD PAYMENTS	\$	TOTAL
	MANAGER COMMUNITY DEVELOPMENT & TOURISM		
2/10/2023	SUPPLIES VISITORS CENTRE & BKB	2.95	
10/10/2023	SUPPLIES VISITORS CENTRE & BKB	23.25	
16/10/2023	SUPPLIES VISITORS CENTRE & BKB	74.73	
17/10/2023	SUPPLIES VISITORS CENTRE & BKB	22.05	

19/10/2023	SUPPLIES VISITORS CENTRE & BKB	21.00	
24/10/2023	SUPPLIES VISITORS CENTRE & BKB	2.95	
25/10/2023	SUPPLIES VISITORS CENTRE & BKB	19.45	
			\$ 166.38
	DEVELOPMENT SERVICES ADMIN OFFICER		
4/10/2023	SUPPLIES FOR RANGER SERVICES	42.25	
			\$ 42.25
	KILLARA CO-ORDINATOR		
	MEALS FOR KILLARA DAYCENTRE CLIENTS	378.95	
4/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	318.46	
11/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	351.21	
18/10/2023	MEALS FOR KILLARA DAYCENTRE CLIENTS	348.04	
25/10/2023			\$ 1,396.66
	RECREATION SERVICES COORDINATOR		
2/10/2023	KIOSK SUPPLIES	283.90	
5/10/2023	KIOSK SUPPLIES	248.70	
6/10/2023	KIOSK SUPPLIES	503.60	
10/10/2023	PARTY SUPPLIES	23.98	
11/10/2023	OFFICE SUPPLIES	38.70	
30/10/2023	OFFICE/KIOSK SUPPLIES	375.90	
			\$ 1,474.78
	PROCUREMENT COORDINATOR		
5/10/2023	KITCHEN SUPPLIES	23.10	
24/10/2023	KITCHEN SUPPLIES	75.30	
			\$ 98.40
	LIBRARY MANAGER		
25/10/2023	OFFICE SUPPLIES	3.85	
			\$ 3.85
	Total Woolworths Card Expenditure		\$ 3,182.32

The following table presents payment made by Council for Fuel Purchases / Products – October 2023.

Payment to Dun Direct on 15th November 2023 by EFT49152 - \$46,279.54

Payment to Caltex Starcard on 15th November 2023 by EFT49132 - \$115.47

Payment to Business Fuel Card on 15th November 2023 by EFT49130 - \$2,697.09

Total Fuel Payment - \$49,092.10

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Oct-23	PN1310	FUEL PURCHASES	\$164.00
Oct-23	PN1808	FUEL PURCHASES	\$132.67
Oct-23	PN2005	FUEL PURCHASES	\$90.47
Oct-23	PN1905	FUEL PURCHASES	\$368.17
Oct-23	PN2105	FUEL PURCHASES	\$412.01
Oct-23	PN1901	FUEL PURCHASES	\$188.89
Oct-23	PN2016	FUEL PURCHASES	\$301.53
Oct-23	PN2101	FUEL PURCHASES	\$304.11
Oct-23	PN1907	FUEL PURCHASES	\$472.28
Oct-23	PN1906	FUEL PURCHASES	\$499.22
Oct-23	PN2019	FUEL PURCHASES	\$117.03
Oct-23	PN2006	FUEL PURCHASES	\$349.88
Oct-23	PN2004	FUEL PURCHASES	\$351.24
Oct-23	PN2015	FUEL PURCHASES	\$194.43
Oct-23	PN2013	FUEL PURCHASES	\$385.98
Oct-23		CARD FEES	\$28.40
		TOTAL	\$4,360.31
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Oct-23	LIGHT VEHICLES	FUEL PURCHASES	\$6,159.59
Oct-23	MACHINERY / PLANT	FUEL PURCHASES	\$32,712.44
Oct-23	OTHER PURCHASE	KEROSENE 200L	\$650.00
Oct-23		CARD FEES	\$93.82
		TOTAL	\$39,615.85
CESM			
Oct-23	BUSHFIRE BRIGAGE VEHICLES	FUEL PURCHASES	\$2,569.27
Oct-23	CESM VEHICLES	FUEL PURCHASES	\$850.56
Oct-23		CARD FEE	\$89.36
Oct-23		TRANSACTION FEE	\$50.96
		TOTAL	\$3,560.15
RANGER SERVICES			

Oct-23	RANGER VEHICLES	FUEL PURCHASES	\$1,555.79
Oct-23		CARD FEE	\$0.00
		TOTAL	\$1,555.79
TOTAL FUEL PURCHASES			\$49,092.10

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,232,212.03 was submitted to the Ordinary Meeting of Council on Wednesday, 20 December 2023.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,232,212.03 was submitted to each member of the Council on Wednesday, 20 December 2023, 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

13.4.2 Financial Report for the period ending 30 November 2023

Agenda item 13.4.2 Financial Report for the period ending 30 November 2023 will be added as a late item after the Council Forum Meeting.

13.5 COMMUNITY SERVICES

13.5.1 Wundowie Museum Request

File Reference:	1.3.12.21
Reporting Officer:	David Emery (Manager Recreation & Youth Services), Chadd Hunt (Executive Manager Development Services)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

The Wundowie Progress Association (WPA) seeks Council's consideration of financial support of \$40,000 towards the provision of a facility to house the Wundowie museum in the form of a shed to be located at the recreation precinct.

The provision of the facility is to enable the WPA to operate a museum with local artefacts, maps, plans, photos, and old equipment placed on display for public viewing.

It is proposed that the facility will be managed by volunteers and the facility maintenance is anticipated to be shared between the WPA and the Shire of Northam.

ATTACHMENTS

1. Wundowie Oval Proposed Museum Location [**13.5.1.1** - 1 page]
2. Museum Letter [**13.5.1.2** - 1 page]
3. WPA Grant Request - Wundowie Museum [**13.5.1.3** - 20 pages]

A. BACKGROUND / DETAILS

The WPA previously raised the idea of developing a museum in the township of Wundowie at the 27 July 2022 Special Council meeting. Council subsequently resolved the following:

MOTION / COUNCIL DECISION

Minute No: C. 4519

Moved: Cr Ryan

Seconded: Cr Williams

That Council invite the Wundowie Progress Association to submit a detailed business plan for the proposed Wundowie Museum.

CARRIED 7/2

The WPA has provided their proposed business plan/grant request to construct and establish a museum that would be located within the Wundowie recreation precinct. The business plan and locality map are included as an attachment.

The WPA has secured \$80,000 in grant funding from the State Government. To progress the project, the WPA is seeking financial assistance from the Shire of Northam to the value of \$40,000.

The WPA has advised that the proposed project consists of the following elements:

Description	Cost Ex GST
Kit Supply / Engineering Plans/Drawings - Delivery to site	\$58,390
Construction	Est. \$20,350
Council/ Shire Building Permit (Planning/ Development application)	Est. \$1,800
Certified Building Inspection (Commercial)	Est. \$2,300
Site Preparation/ Earthworks	WPA Donated
Electrical	WPA Donated
Concrete Slab	Est, \$20,590 (access dependent)
Concrete footings Only (to engineer's specifications)	N/A
Total	\$103,430 ex GST

The WPA is seeking the \$40,000 from the Shire to contribute towards the cost of the supply and construction of the shed, and to cover costs associated with legislative requirements as a public building.

The WPA has advised they have the resources and ability to manage the operations of the museum through local volunteer agencies that include Men's Shed, Silver Wings and the WPA.

The opening hours indicated are 7 days a week during the day (subject to volunteer availability), with a small entry fee applying for visiting tourists. The facility will be marketed using several social media outlets and visitors will be advised to confirm opening before travelling.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: People.

Outcome 2: A caring and inclusive community.

Objective 2.3: Showcase and celebrate diversity.

Priority Action 2.3.8: Partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and interpretive history walk, to curate and showcase local culture, heritage and artefacts.

B.2 Financial / Resource Implications

There is no existing budget available for a contribution towards the provision of the Wundowie museum. There is potential to consider the request for financial support in the 2023/24 budget review, noting that it is possible the project may require more than the \$40,000 proposed by the WPA.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

LPP2: General Development Guidelines

A 8.5 Property Management (Leases & Licences) Policy

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	There are no funds currently allocated to this project in the Shire's budget.	Likely (4) x Medium (3) = High (12)	Potential to consider funds as part of the 2023/24 budget review.

	The amount of funding requested by the WPA may not be sufficient to complete the project.		Further discussions required between Officers and WPA to identify full project costs.
Health & Safety	N/A	N/A	N/A
Reputation	Concerns from the local community about the Shire not supporting the project.	Possible (3) x Medium (3) = Moderate (9)	Officers provide options for Council to consider.
Service Interruption	N/A	N/A	N/A
Compliance	Facility is provided that does not comply with legislative requirements for public buildings.	Possible (3) x High (4) = High (12)	Officers to work with WPA to manage compliance with legislative requirements for public buildings.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Consideration is required to ensure that the built environment is not adversely affected by the proposed facility. This is undertaken through the development application phase.

C. OFFICER'S COMMENT

Under the current Council Plan there is a priority action in 2026/27 for the Shire to *"partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and interpretive history walk, to curate and showcase local culture, heritage and artefacts."*

Aligned with the request from Council in July 2022, on 20 November 2023 the WPA provided a business and locality plan for the Wundowie museum project. As part of the business plan, the WPA is seeking a \$40,000 funding contribution in 2023/24 from the Shire towards the provision of the Wundowie museum.

The business plan provided by the WPA outlines further information in relation to the project and the proposed operating model. Preliminary consideration of the business plan by Officers has identified the need for further discussions with the WPA on the various aspects related to the project delivery and facility management. This includes associated development, building and

health approvals, proposed facility location and potential leasing and asset management arrangements.

The proposed facility will require development and building approvals as well as approval under the Health Regulations as a public building. Considerations in the development application process would include issues such as vegetation clearing, bushfire protection, car parking and accessibility, general appearance of the building and potential impacts on any future expansion plans for the playing fields.

With respect to the building approval issues such as accessibility, energy efficiency, emergency egress, firefighting requirements, drainage and universally accessible toilets/facilities will require consideration. In addition, public building approval would consider emergency egress, signage and access to facilities.

It is highly likely that the approvals process will identify facility requirements that are not currently captured in the business plan and quotes provided by the WPA. It is important that a full project cost is established to enable a successful facility to be delivered.

In terms of operating the proposed museum, the WPA has indicated they would be seeking a lease from the Shire. Under A 8.5 Property Management (Leases & Licences) Policy, a lessee is responsible for the following outgoings:

- i. 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.*
- ii. 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.*
- iii. 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).*

It is suggested that further work on understanding the potential costs of these outgoings and how this cost might be covered by income such as entry fees would be beneficial for the WPA and Shire. A preliminary indication is that the cost of utilities, insurance and maintenance of fire extinguishers, termite control, etc. could be in the vicinity of \$15,000 per annum.

It is recommended that given there is no funding currently allocated towards the Wundowie museum in the budget and that further work is needed to understand the full costs associated with project delivery and operational costs, Council consider the funding request as part of the review of the

2023/24 that will be undertaken in early 2024. This will provide opportunity for further discussions with the WPA on the proposed project.

RECOMMENDATION

That Council:

- 1. Notes the business plan provided by the Wundowie Progress Association for the proposed Wundowie museum.**
- 2. Considers the request from the Wundowie Progress Association for a \$40,000 funding contribution from the Shire as part of the review of the 2023/24 budget.**
- 3. Requests the Chief Executive Officer to discuss further with the Wundowie Progress Association the project delivery and operational costs for the proposed Wundowie museum and provide this information to Council as part of the 2023/24 budget review.**





27th June 2022

Mr Jason Whiteaker
CEO
Shire of Northam
PO Box 613
NORTHAM WA 6401

Dear Jason

Wundowie Museum use of Shire Land

The Wundowie Progress Association has been given a grant of \$80k from the Labour Party WA for the Wundowie Museum.

We are requesting approval from the Northam Shire to erect the Museum on Shire Land. The proposed request is on the eastern side of the current Wundowie Football Oval, please see attached diagram of proposed area.

We welcome your thoughts in relation to the proposed area or any other proposed site you may wish us to consider.

The Wundowie Progress Association looks forward to working with the Shire on this tourism initiative.

We await to hear back from the Shire.

Kind Regards

A handwritten signature in black ink, appearing to read 'Lisa Biglin'.

Lisa Biglin
Secretary



WUNDOWIE PROGRESS ASSOCIATION

Community Grant Request Wundowie Museum

LISA BIGLIN
SECRETARY/TREASURE
PO BOX 142 WUNDOWIE WA 6560]
[Website]
040 744 0573]
ABN: 19864344247

Prepared: November 2023

Summary

Wundowie is a town with a rich history. It played a significant role in Western Australia's steel smelting and fabrication during the war years while also being involved in logging. The town was once bustling with activity, thanks to early steam railway transport. However, with the decline of steam railways and cheaper steel imports from overseas in the 1950s and 1960s, Wundowie became a quiet, almost forgotten town.

In the mid-1990s, people from other states began to recognise the potential for mining and tourism opportunities in Western Australia, and they began to move to the area, with Perth as the centre. Eventually, people started to look outside of Perth for more affordable land and a quieter lifestyle while still close to work. Towns like Wundowie were the perfect solution for quiet living, picturesque views, and affordable prices.

In 2020, due to travel restrictions, people began bringing their caravans to Wundowie and other towns. The leaders of Wundowie acted quickly, and with the support of the Northam Shire, they established an RV Park in the area. The RV Park is located near a bush trail, and it's in close proximity to the town's centre, which features an IGA, a bottle shop, an Australia Post outlet, a Lottery west outlet, a town hall, and tennis and basketball courts. The RV Park has proven to be highly successful. However, there is still a need to educate people about the significant role that Wundowie played in Western Australia's history.

- The idea of establishing a museum was conceived by Mr William Pearce, who previously owned and operated the foundry in Wundowie. He possesses historical maps, plans, photos, and old equipment, among other things, and is willing to donate them to the museum. The aim of the museum is to showcase the rich history of Wundowie, Western Australia, and it will be located next to the caravan park, making it easily accessible to tourists. The plan is to build a shed of reasonable size to house all of the donated materials and equipment. This includes WA's first road race, tent cities for employment, war supplies, logging for the railway, fuel for the smelters, and timber for Perth's building boom. The foundry equipment was purpose-built and the first of its kind in the world. WA icons were also designed and built on site, including the Wundowie boxer combustion fire. These things hold great importance not only for Wundowie but are also a part of WA's history.

- In recent years, especially after the Covid-19 pandemic, many people have been moving back to the country. They are attracted by the health benefits and the peaceful, country lifestyle that the town offers. With just a 30-minute commute to either Northam or Mundaring, it's no wonder that Wundowie is becoming a popular choice for those who want to escape the hustle and bustle of the city. The addition of a museum will only enhance the town's charm and appeal. The museum will have a

multi-functional role, serving as a hub for local schools to learn about Western Australia's rich history and to promote a sense of pride in this once-great town.

With the proposed Orange Route, Wundowie is positioned to take advantage of future growth in tourism and hospitality. As more travelers visit the area, Wundowie is likely to experience an increase in population. Additionally, there is a possibility of a multi-complex being built in the near future, thanks to our proximity to Perth, Midland, Northam, and Toodyay. As the first community in the Northam Shire boundary, and with urban sprawl rapidly encroaching on the area, Wundowie is an excellent starting point for travelers and a great place to leave caravans before exploring Perth.

Some main points to note about Wundowie include:

1. Wundowie was home to many firsts for WA.
2. The systems used at the foundry were a world first.
3. The majority of the steel used in WA came from Wundowie.
4. Wundowie had a huge logging industry that fed the railway, making it an important stop for travelers.
5. WA's first road race was held in Wundowie.
6. We are becoming a must-stop place for tourism, and it would make sense to provide them with the extensive history of the town while they stay.

All of this could be run by the progress association, and any funds collected would go to the local community. Hopefully, with more people coming from interstate, we can make the museum self-funded and showcase our history.

Business profile

Business details

Description of business: Not for Profit

GST: No

Established date: 1947

Amount of capital at commencement: *Western Australian Labour Party have honoured their election pledge of \$80,000.00*

Building location: Between the RV Park and the Wundowie Oval

Buy: Shed \$63,620.00 installation & erection \$45,000.00 = \$108,620.00

Donated works: Electrical and Earthworks

Requested Grant from Northam Shire: \$40,000.00 which is the difference between the Australian Labour Party and what the project cost is.

Vision, mission and goals

Vision Statement

To create a thriving community that people want to live, work, and grow in.

Value Statement

We prioritize responsibility, accountability, respect, and efficiency and value honesty, integrity, and openness in all our actions.

Goals

To create a welcoming and cohesive community that fosters friendship and a high-quality living environment.

Financial forecasts

Start-up costs

Fit-out costs/signage	\$0.00	
Power/Water	\$0.00	Shire Assett
Insurance	\$0.00	Shire Assett
Lease bond and one month's rent	\$0.00	
Licences, permits and registrations	\$0.00	
Mobile phones	\$0.00	
Motor vehicle expenses	\$0.00	
Office furniture and supplies	\$0.00	Donated
Opening inventory and raw materials	\$0.00	
Plant, equipment and tools	\$0.00	Sdonated by Wundowie Foundry
Stationery and office supplies	\$50.00	Wundowie Progress
Website development		Already in place
Working capital (two months)	\$0.00	
Subtotal:	\$50.00	
Contingency (add 20% to subtotal)		
TOTAL START-UP COSTS:	\$ 50.00	

Sources of funds	\$	Notes
McGowan Government	\$80,000.00	Election pledge
Shire of Northam Contribution	\$40,000.00	
Bank loans	\$0.00	
Finance company	\$0.00	
Private investor	\$0.00	
Other sources	\$0.00	[Specify the source]
TOTAL START-UP FUNDS:	\$120,000.00	

Operating expenses forecast

Expense	\$	Notes
Accounting and legal fees	\$0.00	
Advertising and promotion	\$0.00	Voluntary F/Book ect
Business loan repayments	\$0.00	
Business travel and accommodation	\$0.00	
Electricity and gas		Shire Assett
Equipment lease and hire purchase	\$0.00	
Franchise fees	\$0.00	
Freight	\$0.00	
Insurance	\$0.00	
Interest and bank charges	\$0.00	
Memberships	\$0.00	
Other business premises costs		
Owner's drawings (salary)	\$0.00	
Printing, postage, stationery, packaging	\$10.00	WPA
Registrations, licences, permits	\$0.00	
Rent of business premises	\$0.00	
Repairs, maintenance and cleaning	\$0.00	Shire Assett
Stationery and office supplies	\$50.00	WPA
Subscriptions and training	\$0.00	
Taxes	\$0.00	
Telephone	\$0.00	
Vehicle operating expenses	\$0.00	
Other expenses	\$0.00	
Wages and salaries	\$0.00	
Workers' compensation insurance	\$1,800.00	Covered by WPA
Employees' other expenses	\$0.00	
Employees' superannuation	\$0.00	
TOTAL:	\$1,860.00	

Supporting documentation

- Email from Member for Agricultural Region
- The Shed Company Quote
- Estimation sheet from The Shed Company for other works



THE Shed Company Mundaring

Unit 2,18 Wandeara Crescent |
MUNDARING WA 6073 |
(08) 6394 5020 |
63 893 806 974 | ABN
www.theshedcompany.com.au |

Our Ref #: tammau2109014-1

QUOTATION

23 Oct 2023

Lisa Biglin
46-48 Boronia Ave
Wundowie
WA, 6560
Australia



Dear Lisa ,

Thank you for your enquiry regarding a building from THE Shed Company. The features and benefits included with this quotation refer to the supply of the steel building only. Based on the information discussed with you to date the following quote is provided for your consideration.

Your steel building will be manufactured locally in Perth, WA.

Design Criteria

Site Address	46-48 Boronia Ave Wundowie WA 6560 Australia
Building Orientation	Left Side of building orientated to 279° (westerly direction)
Building Class	9
NCC Version	NCC 2022
Design Wind Criteria	Importance Level 2 with a Vr of 45 m/s; Region A4; TC = 2.5; Mt = 1; Ms = 1.0; giving a Vdes of 39.2 m/s.
Other Design Factors	No Snow Loading allowed.

Investment

Pre GST Cost	\$57,836.36
GST	\$5,783.64
Delivery from Perth, WA	FREE*
Total Price inc GST	\$63,620.00

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*Free delivery offer applies to delivery fees for the standard delivery area. Any additional fees for delivery due to the requirement of escort vehicle/s or when the delivery address is outside the standard delivery area are not included in this promotion. Conditions apply, refer to General Specifications below for more information.

Details of your Building

(Approx. weight: 8,100kg)

Span	Main Building: 12 metres
Length	24 metres (5 Bays of 4.8 metres each)
Height	5 metres
Roof Type	Gable, 10 degree pitch
Roof	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Walls and Trim	COLORBOND® steel TRIMCLAD® 0.42 BMT (0.47TCT) sheeting, BlueScope
Gutters	Squareline Gutter - WA Only - Unslotted . Nominal downpipe spacing = 4.8m.
Downpipes	1.8m Metal Downpipe 100 x 75, Downpipe Fixing Strap
Roller Doors	Two (2) COLORBOND® steel 3m high x 3.66m wide roller doors (with 2 motorised unit (Grifco LR Drive (or similar) with battery backup, 2 remote handpieces and a wireless wall control), roller door is not required to be wind rated). One (1) COLORBOND® steel 3m high x 4.27m wide roller door (with 1 motorised unit (Grifco LR Drive (or similar) with battery backup, 2 remote handpieces and a wireless wall control), roller door is not required to be wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are boxed or steel wrapped for protection during transport.
PA Doors	Three (3) 2040h x 920w COLORBOND® steel doors. Single skin metal clad door with COLORBOND® steel facings and fold-down vertical sides for strength and appearance. On a welded RHS frame, the door is pre-hung into a powdercoated frame. Supplied with a Knob/Knob entrance set;
Skylights	Ten (10) sheets of 2400gsm Industrial Grade Translucent (Opal) Fibreglass. Five (5) on left side of steel building roof. Five (5) on right side of steel building roof.
Roof Ventilators	4 x 300mm Ventilator(s) (same colour as roof).
Purlins & Girts	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The roof purlins are Z150, the side girts are Z150 and the end girts are Z100.
Bracing	The building will have Apex braces. Estimated internal apex clearance is: 5.282m.
Fixing to Footings	Tru-Bolts fitted after concrete is cured.

Additional Items Quoted

(Included In Total Price Above)

2 x roller door motors \$550.00
(inc two key fobs)

**Total Cost of Additional
Items** \$550.00

This price covers entirely our offer. Anything that has been discussed or implied that is not covered specifically in this quote has not been allowed for and will not be supplied. If we have missed something out that you require, then please contact us and we will send you a revised quotation.



Specific Inclusions Of Building

- Determination of the design criteria by the engineer. This includes assessment in 8 cardinal directions to determine the site design wind speed based on the building orientation.
- A comprehensive step by step Construction Kit. This kit is specific to your building and gives step by step, simple to follow instructions on how to build your building.
- Engineering certification of the steel building to the appropriate Australian Standards.
- Slab or Pier designs for soil classes A, S, M, H1 and H2.
- Materials as nominated above supplied as per the attached "General Specification".
- BlueScope - product warranties of up to 15 years apply.

Specific Exclusions

- Drawings other than detailed above.
- Consent authority including any building, development or construction certificate application(s).
- Construction of the steel building and any foundations (building is supplied as a kit).
- Insurance of the steel building once delivered to site or collected from depot.

If you have any further queries, then please do not hesitate to contact us.

Kind Regards,

Tammy Maurer

Sales

📞 | (08) 6394 5020

✉ | tammy.maurer@theshedcompany.com.au

Building Layout
Ref: tamm2109014-1

Seller: THE Shed Company, Mandaring
Name: Tammy Maurer
Phone: (08) 6394 5020
Fax: (08) 9293 0725
Email: tammy.maurer@thesedcompany.com.au

Purchaser Name: Lisa Biglin
Site Address:
Ref # tamm2109014-1
Print Date: 23.10.23

The Shed Company

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Building Information

The design criteria nominated has been assessed by your trained sales consultant. The NCC version used is 2019. Depending on the date you submit plans for certification to your certifier, they may require the use of NCC 2022. This will result in additional costs for engineering certification and to meet the requirements of the NCC 2022. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

BlueScope and other warranties are limited to non-aggressive environments. It is the purchaser's responsibility to ensure that they are not subject to Marine, Industrial or any other type of environmental conditions that will limit their warranties to less than they require. Contact BlueScope on 1800 800 789.

The Ridge capping (flashing over the apex of the building) allowed for is not suitable to Scribe In. The industry has typically provided ridging capping this way. Installation will be a lot easier, however SA HB 39 provides guidelines that

Supplying premium quality BlueScope buildings manufactured locally.

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ridge capping should be scribed in so that water blowing up the roof is deterred from entering the building via the ridge cap. The NCC does not call up this standard, so it is not mandatory. If you do not want to Scribe In your ridge capping, please advise your sales consultant to remove it from your quotation.



General Specifications

Due to ongoing product development, the seller reserves the right to make design and engineering changes up to the point of scheduling manufacture. The engineer's final design requirements may override anything nominated.

Standards & Codes - All buildings are designed in accordance with test results, computer analysis, NCC, AS/NZS 1170, AS 3600, AS 4100 and AS 4600. Where more than 1 version of any code is applicable, the code to be used shall be at the engineers discretion.

Design Criteria - Prior to issuing engineering certification, the engineer does a site specific check of the wind speed and a structural design check. This design takes into account the building's position on site and orientation. Changes to the site wind speed may result in a price increase or decrease. Unless nominated, no allowance has been made for solar panels, earthquake or snow loading. The building is not suitable for lining with gyprock. Unless nominated, no allowance has been made for earthquake or snow loading. The building is not suitable for lining with gyprock.

Dimensions - all dimensions nominated are nominal sizes only Length and span are to inside of sheeting. Height is to top of gutter. Length and span may vary when sides are fully open by up to 200mm per side/end. If an exact opening or clearance is required, then this must be specifically nominated as "exact size" in the quotation.

Environmental Characteristics - All components of the steel building are designed to suit the conditions generally described as Non aggressive. Care must be taken with any steel building to ensure that regular maintenance is carried out. The suitable conditions and Maintenance requirements are defined in the various BlueScope Technical Bulletins.

Roof & Wall Sheeting - COLORBOND® steel or ZINCALUME® steel as nominated. TCT refers to Total Coated Thickness. BMT refers to Base Metal Thickness. Refer to BlueScope TB-1a&1b

GALVSPAN® steel Sections - GALVSPAN® steel C-sections, Z-sections, purlins and girts have a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa. Refer to BlueScope TB-17

Brackets - All brackets are made with a minimum coating of 350-gsm (Z350) and a minimum yield strength of 450MPa or greater

Fasteners - All major connections including Z purlins and girts are bolted. All other connections are tec screwed. Roof screws with cyclonic washers are ONLY provided where the building is rated cyclonic. Should conditions be severe (ISO Category 4 or 5), the purchaser should advise the seller of any special requirements. (Refer to BlueScope TB-16 and manufacturers warranty data.)

Bracing

Wall & Roof: Cross and Fly bracing as per the engineering plans, steel strapping will be supplied unless otherwise nominated. In open bays, a double eave purlin is provided for bracing purposes. Subject to engineering cross bracing in some open bays and over windows may be required.

Apex: Where nominated by the engineering, apex braces are supplied. Apex braces will reduce the apex clearance height, rafters.

Knee Braces: Where nominated by the engineering, lateral and/or transverse knee braces are provided. Knee braces will reduce the clearance heights.

End Wall Mullions - Fixed at 90 degrees to the columns and inside the rafter. These will reduce internal clearance.

Gutters - Unless otherwise nominated, the gutter type supplied will be nominated by our supplier as the most common type for the area. All Rainwater and drainage designs are the responsibility of the purchaser/owner. Residential gutters and downpipes where supplied are based on average rainfall for the state and may not be sufficient for your building size or usage. Please speak to your building designer or contractor to ensure gutters are fit for purpose. No consideration for door openings or other obstructions. Any changes to the design due to obstructions is the responsibility of the purchaser.

Piers and Slab - Designs are for a safe bearing value $\geq 100kPa$. (400kPa ultimate). Where a concrete slab, or concrete slab and piers is nominated, the wall sheeting will be supplied to extend 30 mm past the slab (building height + 30 mm). When concrete piers only are nominated, wall sheeting is provided to building height. Where a 50mm step down is nominated, the wall sheeting is not extended any further.

Fixing Method - The fixing method nominated is for the main side columns. Other columns are supplied as per engineering design. The Engineers design may override your request.

Marking, Cutting and Drilling - Most components are marked for easy identification and placement. Most are also cut to length and drilled to suit bolt placement. It will be necessary to cut and/or drill some components on site.

Sheeted Portals and Mullions - All end wall mullions provide critical support to portal frames and cannot be repositioned or removed under any circumstances without engineering approval.

Communications - By requesting a quote, you agree to our Privacy Policy which states that we can notify you about special offers, products or services available from us or our participating partners. You can unsubscribe from these marketing newsletters at any time.

symbol indicates items that are only included when specifically nominated in your quotation.

Access Doors - All roller doors, sectional doors, shutters, steel sliding or bifold doors and PA doors are NOT wind rated. Roller doors can be supplied wind rated at an additional cost. The sizes quoted are approximate door sizes - NOT clear opening sizes. Clear opening sizes may be reduced due to the building height, widths, motors or chains. At least 70mm in height will be lost due to the 'lead in'. All roller door keys (where included) are keyed alike, unless otherwise stated. All Stable shutters will be provided in the same colour as the wall colour. Sliding doors are supplied so that each door will slide across the door bay plus one other bay as per shed layout.

All comments regarding roller doors, sectional doors & shutters are referenced from inside the building looking out.

Colours - Not all colours are available from all manufacturing depots. 0.40 TCT wall sheeting has limited colours in most areas.

Delivery - Delivery is quoted to within the normal delivery runs. Additional fees apply where the address is off the run. Alternatively delivery is to be ex works. Unloading of the whole kit is not included where any length exceeds 11.8m. Semi trailer access required. Where a body truck is requested it is subject to availability. Should a body truck be requested and it is not available for the site then the building shall be either ex works or delivered to an alternative address by a semi trailer.

Downpipes - 100 x 75 or 90 dia PVC as provided by our supplier. Double Downpipes required non standards bracketes and are not included by our suppliers. To be retrofitted and supplied by others.

Roller Door - Industrial and residential roller doors may have a slightly different profile.

Roller Door Transport Protection - All doors are wrapped by the manufacturer in their recommended method for regular road transport. Any damage to a door will be accessed in accordance with the AGDA guide to visual inspection of garage doors.

Skylights - Translucent (Opal) Fibreglass sheeting. Industrial weight (2400 gm per m2). Safety mesh (if required) is to be provided by others. Maximum of one sheet per bay, per side.

CUSTOMER ESTIMATION SHEET

TSC Quote Reference – tammau2109014-1

IMPORTANT - Please note the costs listed below are **ESTIMATIONS** only and they DO NOT form part of The Shed Company KIT QUOTE PRICE.

Description	Estimated Amount:
Estimate to erect supplied kit quote attached. *See info in side panel.	\$20,350
Concrete Slab 100mm including, footings, mesh and plastic. **See info in side panel.	\$20,590 (access dependent)
Concrete Footings Only (to engineer's specifications)	N/A
Standard Shire Building Permit Processing (see below)	BY OTHERS \$1170 OR BY CLIENT
Shire Planning Application Processing (If required by shire) see below	BY OTHERS \$525 OR BY CLIENT
Earthworks/Site Preparation ***See info in side panel	BY OWNER
Registered builder Fee ****See info in side panel	BY OTHERS Req project over \$20k \$2300
ESTIMATED COSTS (NO EARTHWORKS; DOES NOT INCLUDE KIT PRICE see notes)	\$44,935 + kit + earth works

***Erect: INDEPENDENT CONTRACTOR** This estimate assumes good access and has a min clear unobstructed area 1.2m larger than finished slab size for safe erecting. (Please advise if not possible)

****Concrete Slab: INDEPENDENT CONTRACTOR** To engineer's specifications, with footings mesh and poly included – A flat compacted sand pad is required, which MUST be level within 20mm and have a min clear unobstructed area 1.2m larger than finished slab size for safe erecting and concrete truck access. If a slab plan has been provided showing different levels for a Garaport, lean to and awnings, this must be reflected in the sand pad provided by an earth worker (we can provide a contact for an independent contractor.)

*****Earthworker: INDEPENDENT CONTRACTOR** Your site may require Earthworks. Although we are unable to estimate, an Earth worker can visit your site and quote your job. **Remember DIA BEFORE YOU DIG!**

******Registered Builder: INDEPENDENT** You are required by most shires to engage a registered builder when your project exceeds \$20,000. You may wish to register as an owner builder. **PLEASE CONTACT YOUR SHIRE FOR DETAILS.**

PLEASE NOTE:

Shire applications may need to be outsourced to a Council Approval service due to changes in the 'National Construction Code' – this may incur extra costs. There may also be extra documents that need to be supplied, due to these NCC changes.

Shire Building Permit Certified BA1 (Commercial) application, BA2 (residential) and PLANNING APPLICATIONS BY OTHERS OR BY CLIENT
YOU MAY PROCESS YOUR OWN APPLICATIONS THROUGH THE SHIRE TO AVOID COSTS

***IMPORTANT NOTICE**

The Shed Company Mundaring is a supplier of kits only.

All contractors referred to in our estimates are independent from The Shed Company Mundaring.

They are familiar with our products but are accountable for their own work, issuing their own invoices and receiving payment from you for their work. You are under no obligation to use these contractors.

We recommend that when engaging any contractors, you follow the progress of the work and if there is something you are not happy with, bring it to their attention as soon as possible. We will not be held liable for work not completed to your satisfaction.



Lisa Biglin <wundowiepa@gmail.com>

Confirmation of Election Pledge

1 message

Darren.West.MP <Darren.West.MP@mp.wa.gov.au>
To: "wundowiepa@gmail.com" <wundowiepa@gmail.com>

Thu, Apr 8, 2021 at 2:32 PM

Lisa Biglin
Wundowie Progress Association
via email:
wundowiepa@gmail.com

Dear Lisa

With the re-election of the McGowan Government it gives me great pleasure to confirm our election pledge of \$80,000 for your Wundowie Labour Heritage - museum and walk project.

Community organisations, such as yours, are a vital part of the Ag Region and our Government appreciates your efforts.

The government is committed to rolling out the funds in a timely manner. The relevant agency will be in contact in due course and provide further details and requirements.

Mark McGowan and I look forward to working with you to make your project a reality.

Should you require any further information in the meantime, please don't hesitate to contact us on 9621 1999.

Yours sincerely

Darren West
MEMBER FOR THE AGRICULTURAL REGION

185 Fitzgerald Street, Northam
PO Box 446, Northam WA 6401
Ph: 9621 1999



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) of the Local Government Act 1995, meet behind closed doors to consider agenda items:

- 14.1 Chief Executive Officer Review & Selection Committee Meeting held on 22 November 2023, as the matter relates to an employee/employees; and,
- 14.2 Application under F4.8 Rates Hardship – A16154, as the matter relates to the personal affairs of a person.

14.1 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD ON 22 NOVEMBER 2023

14.2 APPLICATION UNDER F4.8 RATES HARSHIP - A16154

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