

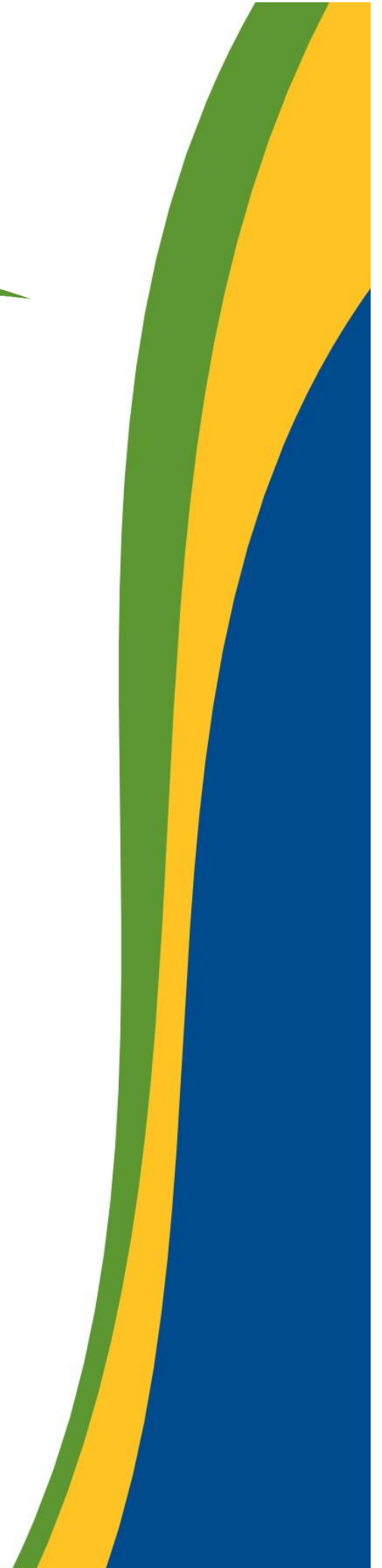


Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting 20 November 2024



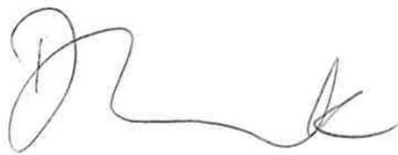
NOTICE PAPER
Ordinary Council Meeting
20 November 2024

President and Councillors

I inform you that an Ordinary Council Meeting will be held in the Council Chambers, located at 395 Fitzgerald Street, Northam on 20 November 2024 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 13 November 2024 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Debbie Terelinck
Chief Executive Officer

DISCLAIMER

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

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

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

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

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

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

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

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

Contents

1	DECLARATION OF OPENING.....	6
2	OPENING PROCEDURES	6
2.1	ACKNOWLEDGEMENT OF COUNTRY	6
2.2	RECORDING OF COUNCIL MEETINGS	6
3	ATTENDANCE.....	6
3.1	ATTENDEES	6
3.2	APOLOGIES	6
3.3	APPROVED LEAVE OF ABSENCE.....	7
3.4	ABSENT	7
4	DISCLOSURE OF INTERESTS.....	7
5	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	8
6	PUBLIC QUESTIONS	11
7	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	11
8	RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS.....	11
8.1	PETITIONS	11
8.2	PRESENTATIONS.....	11
8.3	DEPUTATIONS	12
9	APPLICATIONS FOR LEAVE OF ABSENCE	13
10	CONFIRMATION OF MINUTES	14
10.1	CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2024.....	14
10.2	NOTES FROM THE COUNCIL FORUM MEETING HELD 13 NOVEMBER 2024	14
10.3	CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD ON 13 NOVEMBER 2024	14
11	ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY.....	14
12	REPORTS OF COMMITTEE MEETINGS.....	15
12.1	BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 08 OCTOBER 2024	15
13	OFFICER REPORTS.....	74

13.1 CEO'S OFFICE.....	74
13.1.1 Lease Of Part Reserves 3303 And 11596 - Northam Harness Racing Club.....	74
13.1.2 Building Insurance Charges - Northam Men's Shed And Northam Toy Library, Portion Of 87 Duke Street, Northam	81
13.1.3 Governance Policies	87
13.1.4 Adoption Of Shire Of Northam Bush Fire Brigade Local Law 2024.....	95
13.2 ENGINEERING SERVICES.....	122
13.2.1 Schedule Of Fees & Charges 2024/25 - Road Direction Signage	122
13.3 DEVELOPMENT AND COMMUNITY SERVICES	125
13.3.1 Proposed Local Planning Policy No. 27 - Tree Retention.....	125
13.4 CORPORATE SERVICES.....	150
13.4.1 Monthly Financial Report For The Period Ending 31 October 2024.....	150
13.4.2 Accounts & Statement Of Accounts - October 2024.....	172
13.4.3 Budget Variation - RFT 07 Of 2023 Northam Bike Hub Upgrades	240
14 MATTERS BEHIND CLOSED DOORS	246
14.1 PURCHASE OF A PORTION OF RESERVE 35626	246
14.2 RATES WRITE-OFF REQUEST - A11174.....	246
14.3 AUSTRALIA DAY COUNCIL WA – COMMUNITY CITIZEN OF THE YEAR AWARDS 2025	246
15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	246
16 URGENT BUSINESS APPROVED BY DECISION	246
17 DECLARATION OF CLOSURE	246

1 DECLARATION OF OPENING

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio will invite Cr H J Appleton to present the Acknowledgement to Country.

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

2.2 RECORDING OF COUNCIL MEETINGS

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

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President

Deputy Shire President

Councillors

C R Antonio

A J Mencshelyi

M P Ryan

M I Girak

L C Biglin

D A Hughes

C M Poulton

H J Appleton

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development and Community Services

Executive Manager Corporate Services

Manager Governance and Risk

Governance Officer

D Terelinck

P Devcic

C B Hunt

C J Young

A C McCall

T P Van Beek

3.2 APOLOGIES

Nil.

3.3 APPROVED LEAVE OF ABSENCE

Cr J E G Williams has been granted leave of absence from 26 October 2024 to 24 November 2024 (inclusive).

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	
17/10/2024	Regional Capitals Alliance Meeting and Tour of City of Bunbury
18/10/2024	Regional Capitals Alliance Strategic Planning Meeting - Bunbury
21/10/2024	Presentation of one of Quick Response Grants
22/10/2024	Meeting with Bullwinkel – federal candidate
22/10/2024	Interview with the West Australian Newspaper of Near Miss Camera Trial
22/10/2024	Wheatbelt Regional Drought Resilience Steering Committee Online Meeting
22/10/2024	Commissioning of the EV Charing Station in Northam
22/10/2024	Wheatbelt Drought Resistance Drought Resilience Steering Committee Online
23/10/2024	Wheatbelt Development Commission Audit and Risk Management Meeting
24/10/2024	Triple M Wheatbelt Radio Interview
24/10/2024	GWN 7 TV Interview on Near Miss Camera Trial
24/10/2024	Wheatbelt Public Health & Local Government Collaborative Series Online Meet
27/10/2024	Multicultural Festival – Cr Mencshelyi representing the Shire of Northam
01/11/2024	Citizenship Ceremony - Northam
01/11/2024	Avon Valley Arts Society Northam Art Prize Launch and award presentation
02/11/2024	Official Opening of the Ian Gibbs Rotary Club Rotunda in Northam
02/11/2024	PCYC Colour Run - Northam
02/11/2024	Lions Community Markets - Northam
06/11/2024	St Joseph's 2024 Annual Presentation Night
10/11/2024	Shire of Mundaring President's Sundowner
11/11/2024	Northam RSL Remembrance Day Ceremony
12/11/2024	2025 Australian of the Year Awards for WA – Government House - Perth
16/11/2024	Ronald McDonald Day Fundraising event - Northam
18/11/2024	AROC Governance Group Meeting - Toodyay
19/11/2024	Linley Valley Pork Value Chain Expansion Official Opening
20/11/2024	Northam Chamber of Commerce and Shire of Northam Meeting

Upcoming Events

21/11/2024	Northam Chamber of Commerce AGM
22/11/2024	Avon-Midland Country Zone Meeting – Shire of Victoria Plains
23/11/2024	Rotary Club of Northam Radio Auction
27/11/2024	District Leadership Group Forum - Perth
01/12/2024	Avon Valley Vintage Vehicle Association Christmas Luncheon - Toodyay
03/12/2024	National Roads Conference – Margaret River
06/12/2024	Carols on Fitzgerald - Northam
07/12/2024	Lions Community Markets - Northam
09/12/2024	Avonvale Primary School Year 6 Graduation
10/12/2024	Wheatbelt Regional Drought Resilience Steering Committee Online Meeting
10/12/2024	Avonvale Primary School Presentation Evening
11/12/2024	West Northam Primary School End of Year Presentation and Graduation
11/12/2024	Silver Wings Christmas Luncheon - Wundowie
12/12/2024	Avonvale Education Support end of year ceremony
12/12/2024	Avon Valley Toyota Prado Launch

Operational Matters:

A topic of discussion that comes up regularly is how to report issues to the Shire of Northam. I have included the following photo detailing instructions on straightforward steps to take – by using the Snap Send Solve App.



Events Calendar:

The Shire of Northam website includes an extensive list of events occurring within the Shire, with many upcoming activities focused on the arts, end of school and sporting themes.

Strategic Matters:

Following a successful grants application, the Shire of Northam will build an 'E-Shed' where all e-waste is stored for testing, separation and recycling at the Old Quarry Waste Management Facility in Northam.

This shed will be equipped with a 'Test and Tag' machine where all electronic goods will be tested and either placed in the Northam Re-Store for reuse or placed in shipping containers for delivery to a recycling facility.

The new facility also gives the Shire of Northam the opportunity to collect and safely store additional e-waste items, such as light globes, mobile phones and batteries.

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.

2 Ribbon Roadwise Council Award

RoadWise Recognised is an initiative designed to encourage, guide and motivate RoadWise Councils towards better practice in managing road safety performance on the local road network.

Based on the RoadWise Framework, RoadWise Councils will be awarded points and ribbons highlighting their rounded approach to road safety and application of better practice in the planning and delivery of effective interventions, and the adoption of a holistic approach to road safety.

Throughout the year, RoadWise Councils will be awarded points for each road safety activity or intervention undertaken as per the RoadWise Framework. Points are allocated based on the effectiveness, longevity and scale of the road safety activity and take into account the capacity of the Local Government. An increase in points over time indicates progress towards better road safety practices.

Annually, RoadWise Councils will be awarded ribbons, highlighting their holistic approach to road safety, aligned to systems thinking. Ribbons will be awarded to a maximum of five and will re-set each year.

In 2024, the Shire of Northam was awarded with 2 ribbons for the following initiatives:

- Wellington/Gordon Street Blackspot Program;
- Road Safety audits at various locations and the general Road Maintenance program.

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

RECOMMENDATION

That Council GRANTS Cr D A Hughes leave of absence from 25 November 2024 to 10 December 2024 (inclusive).

BACKGROUND:

- Leave is sought from 25 November 2024 to 10 December 2024 (inclusive), for a holiday.
- There is a Strategic Council Meeting during this timeframe.
- Cr D A Hughes has not indicated any meetings, briefings or function that he expressly wishes to attend.
- The application for leave of absence conforms with the requirements of clause (1) and (2) in Council Policy CP.17 Council Members Leave of Absence.

RECOMMENDATION

That Council GRANTS Cr M I Girak leave of absence from 18 December 2024 to 09 January 2025 (inclusive).

BACKGROUND:

- Leave is sought from 18 December 2024 to 09 January 2025 (inclusive), for a holiday.
- There is an Ordinary Council Meeting during this timeframe.
- Cr M I Girak has not indicated any meetings, briefings or function that he expressly wishes to attend.
- The application for leave of absence conforms with the requirements of clause (1) and (2) in Council Policy CP.17 Council Members Leave of Absence.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING
HELD 16 OCTOBER 2024**

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 16 October 2024 be confirmed as a true and correct record of that meeting.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD 13 NOVEMBER 2024

RECOMMENDATION

That Council receive the notes from the Council Forum meeting held on Wednesday, 13 November 2024.

**10.3 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD
ON 13 NOVEMBER 2024**

RECOMMENDATION

That the minutes of the Special Council meeting held on Wednesday, 13 November 2024 be confirmed as a true and correct record of that meeting.

**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 08 OCTOBER 2024

Receipt of Minutes:

RECOMMENDATION

That Council RECEIVES the minutes from the Bush Fire Advisory Committee meeting held on 8 October 2024.

The minutes for the Bush Fire Advisory Committee Meeting were provided to Council separately. The minutes can be found on the Council's website: www.northam.wa.gov.au.

OFFICER COMMENT

The previous Bush Fire Risk Management Plan was endorsed by the Bush Fire Advisory Committee (BFAC) and Council in 2019 and must be updated in accordance with the current template provided by the Department of Fire and Emergency Services (DFES).

At the BFAC meeting, additional consultation with the Bushfire Leadership team on several aspects of the plan was requested. This consultation has been undertaken and several additions and modifications have been made to the document presented to BFAC that are highlighted in the attached.

It is recommended that Council endorses the attached Bush Fire Risk Management Plan so that it can be submitted to DFES for endorsement. This endorsement will enable the Shire to apply for future rounds of the Mitigation Activity Fund (MAF) to undertake mitigation works on Shire controlled land.

RECOMMENDATION

That Council ENDORSES the Bush Fire Risk Management Plan provided in Attachment 12.1.1.



Shire of Northam

Bushfire Risk Management Plan

2024-2029

Office of Bushfire Risk Management Bushfire Risk
Management (BRM Plan) endorsed XX Month 20XX
Local Government Council BRM Plan approval XX
Month 20XX

Table of Contents

Chapter 1 Introduction	1
1.1. Background	1
1.2. Objective of the Bushfire Risk Management planning program	1
1.3. Legislation, policy and standards	1
Chapter 2 The risk management process	2
2.1. Roles and responsibilities	3
2.2. Communication and consultation	4
Chapter 3 Establishing the context	5
3.1 Strategic and corporate framework	5
3.2 Land use and tenure	5
3.3 Community demographics and values	6
3.4 Cultural heritage	8
3.5 Economic activities and industry	9
3.6 Topography and landscape features	10
3.8 Vegetation and fuel	14
3.9 Important species and communities	14
3.10 Historical bushfire occurrence	15
3.11 Current bushfire risk management controls	16
Chapter 4 Asset identification and risk assessment	20
4.1. Local government asset risk profile	20
Chapter 5 Risk evaluation	21
5.1. Risk acceptance criteria	21
5.2. Treatment priorities	21
Chapter 6 Risk treatment	22
6.1. Treatment Strategy	22
6.2. Treatment Schedule	23
Chapter 7 Monitoring and review	24
7.1. Monitoring and review	24
7.2. Reporting	24
Glossary	25
Common abbreviations	27
Appendices	28
Appendix A – Local government wide controls	29
Appendix B – Communication Plan	30
Appendix C – Annual review checklist	43
Attachment 1 Cultural Sites	44
Attachment 2 Cultural Sites listed	45
Attachment 3 – Bushfire Prone Areas – DFES Mapping	53

Document control

Bushfire Risk Management Plan		Current version	V7
Document owner	CEO Shire of Northam	Issue date	DD/MM/YYYY
Document location	Shire of Northam Office	Next review date	DD/MM/YYYY

Document endorsements

This Bushfire Risk Management Plan has been endorsed by the Office of Bushfire Risk Management as consistent with the standards detailed in the *Guidelines for Preparing a Bushfire Risk Management Plan 2023*.

The approval of the Bushfire Risk Management Plan by Shire of Northam Council signifies support of the plan's implementation and commitment to working with risk owners to manage bushfire risk. Approval does not signify acceptance of responsibility for risk, treatments or outcomes on land that is not managed by the Shire of Northam.

Local Government	Representative	Signature	Date
Shire of Northam	Debbie Terelinck		

Publication information

Wherever a third party holds copyright in material presented in this publication, the copyright remains with that party. Their permission may be required to use the material.

Chapter 1 Introduction

1.1. Background

This Bushfire Risk Management (BRM) Plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The BRM Plan has been prepared by the Shire of Northam, encompasses all land within the Shire of Northam and has been written on behalf of all stakeholders within that area. The BRM Plan is informed by consultation and communication with land and asset managers that has occurred throughout its development to ensure an informed and collaborative approach to managing bushfire risk.

The BRM plan has been prepared with due consideration of the requirements stated in the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines) published by the Office of Bushfire Risk Management (OBRM) including the principles described in *ISO 31000:2018 Risk Management*.

1.2. Objective of the Bushfire Risk Management planning program

The BRM planning program supports local governments to reduce the threat posed by bushfire. The Shire of Northam BRM Plan will contribute to achieving the objective of the BRM program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to BRM planning.
- Facilitating the effective use of the financial and physical resources available for BRM activities.
- Supporting integration between risk owners, strategic objectives and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatments to ensure risk is managed to an acceptable level.

1.3. Legislation, policy and standards

Legislation, policy and standards that were applied in the development of this BRM Plan can be found in the *Bushfire Risk Management Planning Handbook – Appendix 1 – Summary of Related Legislation, Policy and Guidelines*.

Other related documents include;

- Local Emergency Management Arrangements
- Local Bushfire Management Arrangements
- Annual Fire Break Order
- Shire of Northam Council Plan 2022-2032
- MOU between DFES and the Shire of Northam
- Permit to burn
- Shire of Northam Bushfire Manual 2023

Chapter 2 The risk management process

The BRM planning process is a cycle of understanding the context and assessing and treating risks (Figure 1). Each of these steps is informed by communication and consultation and supported by monitoring and review. The three products produced during the BRM planning process are the BRM Plan, Asset Risk Register and Treatment Schedule (Figure 1).

Further details on the guiding principles and process for the development of this plan can be found in Chapter 2 of the Guidelines.

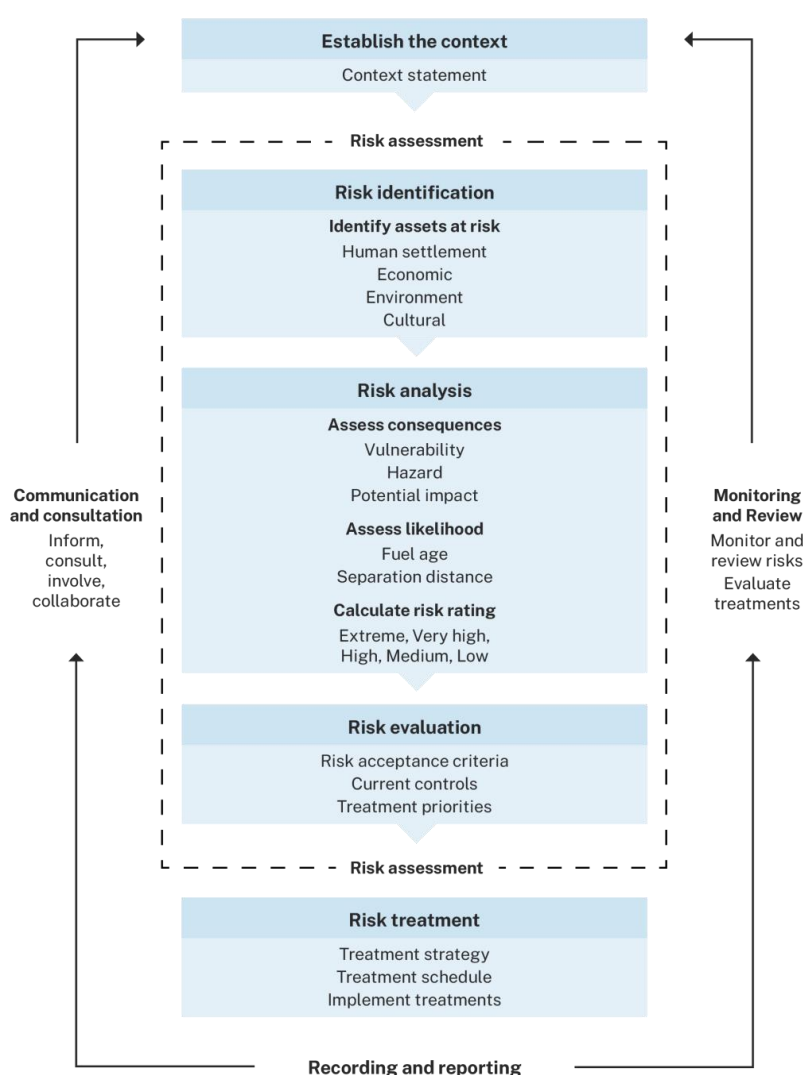


Figure 1. The Bushfire Risk Management planning process

2.1. Roles and responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

Table 1 – Roles and responsibilities in the Bushfire Risk Management (BRM) planning process

Stakeholder*	Roles and responsibilities
Local government	<ul style="list-style-type: none"> • Custodian of the BRM Plan. • Coordinate the development and ongoing review of the BRM Plan. • Undertake bushfire risk assessment of local government area. • Submit the draft BRM Plan to OBRM for review and endorsement. • Develop and implement a Treatment Schedule for local government managed land. • Encourage risk owners to treat identified risks.
DFES	<ul style="list-style-type: none"> • Contribute to the development and implementation of the BRM Plan. • Facilitate involvement of state and federal government agencies in the BRM planning process. • Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town sites. • By agreement, implement treatment strategies for other land managers. • Endorse BRM Plans as consist with the Guidelines, BRM Program and dynamic risk environment. • Administer the Mitigation Activity Fund Grants Program.
Department of Biodiversity, Conservation and Attractions (DBCA)	<ul style="list-style-type: none"> • Contribute to the development of the BRM Plan. • Implement their treatment program on DBCA managed land. • Provide advice on environmental assets and appropriate treatment strategies for their protection.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on management of Aboriginal Cultural Heritage.
Other State and Commonwealth Government agencies and public utilities	<ul style="list-style-type: none"> • Identify managed assets. • Provide advice on current risk treatment programs. • Contribute to the development of BRM Plans. • Undertake treatments on lands they manage.

Stakeholder*	Roles and responsibilities
Corporations and private landowners	<ul style="list-style-type: none">• Identify managed assets.• Provide advice on current risk treatment programs.• Undertake treatments on lands they manage.

2.2. Communication and consultation

Communication and consultation are fundamental to the development, implementation and review of the BRM Plan. A Communication Plan describing communication with relevant stakeholders at each stage of the BRM planning process is at Appendix C. A record of engagement with stakeholders is maintained.

Chapter 3 Establishing the context

3.1 Strategic and corporate framework

The Shire of Northam's Council Plan 2022-2032 Outcome 5.1 states "Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire." This includes priority actions 5.1.8 Provide bushfire mitigation on Shire controlled land and 5.1.9 Advocate for safe and effective bushfire mitigation management on non-Council controlled Reserve Land.

The Local Emergency Management Committee (LEMC) along with the Bushfire Advisory Committee (BFAC) and the Office of Bushfire Risk Management (OBRM) as stakeholders to this project have and will continue to be kept apprised of this document and their input and advice incorporated there in to. Additionally, cross reference should be made the Shire of Northam Bushfire Manual 2023 document which refers to the creation of a Bushfire Risk Management Plan.

The BRM Plan is a standalone document and will be referred to within the Shires Council Plan and will identify the areas of highest risk in the four categories of assets including Human Settlement, Economic, Environmental and Cultural.

Once these assets have been identified, reviewed and prioritised, treatment strategies will be planned. These will highlight the methods available for the land owners to use to reduce the level of risk.

Bushfire mitigation is currently managed through several sections of the local government, including the Parks & Streetscape Operations who are responsible for some of the maintenance of its local government property and reserve firebreaks and fuel load reduction as found in the Shire of Northam's Reserve Management Plan.

The Shire of Northam currently employs a Bushfire Risk Mitigation Coordinator to assist in the awareness and preparedness of fire activity and emergency response within the Shire.

The BRM Plan will address suitable treatment strategies to assist in reducing risk and allow the Shire to forward plan and budget for treatments within the BRM Plan area.

3.2 Land use and tenure

The Shire of Northam is located within the Avon subregion of the Western Australian Wheatbelt. The western boundary of the Shire is situated approximately 50km from the Perth metropolitan area and covers an area of 1431.5 square kilometres. Northam is the largest townsite, 96km from Perth set amongst other localities including Wundowie, Bakers Hill, Clackline, Grass Valley, Southern Brook, Spencers Brook and Wundowie.

Townsites located in the east of the Shire including Grass Valley, Southern Brook and Northam are predominately surrounded by rural farming land with a high risk to bushfire between November and February due to the high fuel load from cropping practises.

Townsites on the western boundary of the Shire including Wundowie, Bakers Hill, Clackline are encompassed by bushland posing a high threat during the summer months when the fuel load is dry.

As indicated below, private ownership is the largest sector and will greatly influence the way treatment strategies are formulated and the engagement with stakeholders planned.

Private landowners and managers have an obligation to manage bushfire risk. The requirements for managing this risk are outlined to each ratepayer every year with firebreak notice issued by the Shire.

Table 2 – Summary of land management responsibilities within the Shire of Northam.

Land Manager	Local Government Area (%)
Local Government	6%
Private	78%
Department of Biodiversity, Conservation and Attractions	8.3%
Department of Planning, Lands and Heritage	2%
Main Roads	2.7%
Other	3%
Total	100%

3.3 Community demographics and values

The Shire is home to 11,358 people (ABS 2021) with approximately 58% located within the Northam townsite.

The Shire of Northam is made up of over 17.2% of the population being 65 years or older. This portion of the community is likely less aware of the current standard and has had minimal exposure to recent bushfire education.

The group aged between 0-34years makes up for around 44.4% of the population and are predominately made up of people under 18 or have children within the schooling system which

indicates that a school-based education program would be the most effective way to educate the community.

Northam is predominately made up of broadacre farming in the eastern boundary which results in a peak of fire risk during the summer months, with related fires from November through to February.

The Shire of Northam consists of 4 estates located outside the townsite boundaries, all of which are surrounded by forest land that is either privately owned or Crown Land. Each of these estates are in a high-risk bushfire area and are a priority for mitigation.

Wundowie townsite is located on the Shires most western border and is surrounded by Crown Land on its western and northern sides, stemming around to the east. Fire management of this area is a focus for the Shire.

Located on the intersection of the Great Eastern Highway and Mitchell Avenue (one of the main entries into Northam) is the Yongah Hill Immigration Detention Centre. Opened in 2012, with the potential to house 10,000 people. Less than 900 people are currently in detention (December 2023). Yongah Hill is surrounded by State Reserve. However, the high security Centre has its own internal evacuation protocols and evacuation plans.

The Cultural diversity of the Shire notes 82.2% only English speaking at home, with the remainder of the population being that of Tanalog, Filipino, Malayalam, Polish or Nyungar.

Since 2020, the Shire of Northam have been utilising social platforms and media to reach the wider community. This includes its use for information-based education around fire prevention and mitigation.

Additionally, the Department of Fire and Emergency Services are consistently providing community education to the broader community, which the Shire ensures reaches its audience.

The Shire of Northam also sends out a firebreak notice every year with its rates, reminding residents of their obligation to reduce fire risk within their own property.

Shire of Northam Firebreak notice helps to assist all owners and/or occupiers of land to carry out fire prevention works for the upcoming bush fire season. These requirements must be in place by the 1st of November each year and maintained until the 30th of April the following year. If you have just purchased a property during this period, you have 14 days from purchase to comply.

Inspection of all properties within the Shire will be undertaken from the 1st of November of each year by the Shire of Northam Ranger Services.

The community within the Shire of Northam demonstrates an understanding of bushfire risk, shaped by the resilience inherent in rural towns and the strong reliance on farm response firefighters. There exists awareness of the potential threats posed by bushfires, considering the rural landscape and agricultural activities as contributing factors to fire susceptibility.

Residents acknowledge the role of farm response firefighters, who often serve as the first line of defence against bushfires due to their intimate knowledge of local terrain and vegetation. This reliance on community members for firefighting demonstrates commitment to protecting lives, property, and livelihoods.

However, unlike its metro counterparts, the Shire of Northam have limited resources and infrastructure, coupled with vast geographic areas to cover, which poses significant obstacles to effective fire management. The seasonal nature of agricultural work also impacts firefighting capacity, as farm response firefighters may be occupied during critical periods such as **seeding or harvest seasons**.

3.4 Cultural heritage

The recognised traditional owners for land in the Shire are the Ballardong and Whadjuk people, one of the six groups collectively recognised as the Noongar traditional owners of the Southwest Native Title Settlement (SWNTS).

All Aboriginal sites are protected by the Aboriginal Heritage Act 1972. As such, consideration of Aboriginal cultural heritage sites is required in all proposals affecting these sites to ensure legal protection from damage, destruction or alteration.

There are 26 registered sites and 29 lodged Aboriginal sites registered in the Shire that are broadly categorised as either ethnographic or archaeological sites and shown in Attachment 1 and 2. The Shire has not been subject to a full Aboriginal cultural heritage study and many more sites may exist that have not been documented.

Aboriginal heritage, culture and rights to land are also recognised and protected by the Native Title Act 1993. This legislation allows Aboriginals and Torres Strait Islanders to make native title claims on vacant Crown land, State Forests, National Parks and water systems that are not privately owned and public reserves. Previous or current freehold ownership of land extinguishes all native title rights.

The SWNTS was brought into effect on 25 February 2021 and resolves native title in the south-west of WA including the Shire in exchange for a negotiated package of benefits. A major component of the settlement is the transfer of crown land for cultural and economic development resulting in the Noongar Boodja trust being a major landholder in the Wheatbelt. Located on the Avon River foreshore in Northam, the Bilya Koort Boodja Centre for Noongar Culture and Environmental knowledge opened in 2018. It is a regional tourist attraction and offers interactive

educational experiences recognising the rich Aboriginal and environmental presence in the Noongar Ballardong region.

Culturally significant areas are outlined within the Bushfire Risk Mapping System (BMRS), and should these sites require treatment, the Shire of Northam would consult with its traditional owners through the Ballardong Aboriginal Corporation and gain relevant permissions and mutual understanding before undertaking any works.

There are numerous buildings and places of heritage value identified as significant to the local community. The Shire has a Local Heritage Survey (LHS) which was adopted in September 2012 comprising 129 places, mostly in the Northam townsite. Northam has a significant collection of heritage buildings with a wide variety of buildings and styles reflecting the distinct phases of development over the last 150 years. Historic heritage places are shown on the following map.

Due to the location of these buildings, particularly those outside of the Northam Townsite, are considered at bushfire risk. These at-risk sites, both at the state and local levels, hold historic and social value to the community, necessitating additional measures for preservation. To facilitate this, the Shire has leveraged the Bushfire Risk Management Plan (BRMP) and the Bushfire Risk Management System (BRMS) program, systematically identifying these assets for streamlined risk assessment and ongoing management.

3.5 Economic activities and industry

Northam is the regional service centre of the Avon Valley and Central Wheatbelt. Farming communities use Northam for their everyday servicing requirements. The town has been established by the State Government as a regional hub, resulting in State Government Departments maintaining a prominent presence.

The top six industries of employment within the Shire of Northam account for 79% of the total of these, none are specifically susceptible to the possible impact of any mitigation works.

Industry sector	Number	%	Western Australia %
Health Care and Social Assistance	583	12.7	13.6
Retail Trade	481	10.5	8.8
Public Administration and Safety	427	9.3	5.9
Construction	389	8.5	8.8
Education and Training	388	8.4	8.8
Accommodation and Food Services	275	6.0	6.5

This does not reflect the possible impact a large bushfire could have upon the farming community. Agriculture, along with Construction and Manufacturing are the largest dollar value output industries within the Shire. Specifically, Agriculture had an output of 134.5 million dollars in the 2023 Harvest Season.

Severe bushfires could have both physical and financial repercussions, devastating crops, livestock, infrastructure, transport corridors, feed sources, and elevating the risk of topsoil erosion, not to mention the destructions and vulnerability bushland reserves found throughout the Shire.

Given the time of year, and the high fuel load, harvesting activities, hay and grain carting during the harvest season heightens the potential risk to the community, **however the activity is only seasonal**. Although practises are in place to mitigate the risk.

To mitigate the bushfire risk linked to harvesting activities, the Shire has several measures under the provision of the fire break notice. When engaging in harvesting, swathing, and baling activities, the Shire mandates the presence of a powered unit with a minimum 400 litres of water directly adjacent to the works, providing a proactive approach to fire prevention.

Harvest and vehicle movement bans (HVMB) are strategically employed to further diminish the bushfire risks associated with economic activities. These bans are enacted in response to specific high risk weather conditions or to facilitate the unimpeded attendance of fire units during active fire incidents within the Shire. These measures are both preventive actions and rapid response strategies, ensuring a comprehensive approach to economic-related bushfire risk management.

The stubble burning undertaken in March to May increases the possibility of uncontrolled fire, however there is no history to indicate an ongoing issue.

3.6 Topography and landscape features

Topography contributes to bushfire risk by influencing fire rate of spread (ROS) and therefore intensity, impeding access for suppression resources and limiting options for fuel reduction, as inappropriate removal of vegetation can lead to erosion and other issues. The influence topography has on bushfire is considered in relation to its effect on treatment and response access and as a variable in predicting the potential fire behaviour assets may be exposed to, including the likelihood of significant ember attack.

The Shire of Northam covers an area of 141,410 hectares and is located in the Avon River catchment. The Avon River and one of its major tributaries, the Mortlock River, run through the shire, predominantly through the major towns of Northam. To the west of the shire are the forested areas of the Darling Plateau including the state forest encompassing the towns of Wundowie and Bakers Hill.

Townsites including Grass Valley, Southern Brook, Spencers Brook, Irishtown and Northam are predominately surrounded by rural farming land with a high risk to bushfire between November and February due to the high fuel load from cropping practises.

This is a dissected, rolling landscape, studded by domed granite outcrops.

As a result of these features, there are areas of the Shire with restricted vehicle access due to steep slopes, river valleys and lack of defined tracks making access for suppression resources difficult. These factors also increase the risk of potential bushfire activity. Preferred treatment options in these areas would be mechanical works, chemical treatments and prescribed burning. These mitigation activities would have some level of success in reducing the fuel loads and the subsequent risk that these areas present.

The intent of the WA Governments Bushfire Prone Planning Policy is to implement effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The State Planning Policy 3.7 – Planning for Bushfire Prone Areas ensures bushfire risk is given due consideration in all future planning and development decisions. As the policy does not apply retrospectively, the BRM Plan focuses on identifying existing bushfire risk and establishing an effective treatment plan to manage unacceptable community risks.

The Bushfire Prone areas are shown in 'pink' on Attachment 3 Bushfire Prone Areas – DFES Mapping. The map identifies areas that are designated as subject to, or likely to be subject to, bushfire attack. Where a bush fire prone area cuts across a portion of a parcel of land, the entire parcel is considered to be Bush Fire Prone. Bush Fire Prone areas are subject to new planning and construction requirements. These are addressed through the Shire of Northam Local Planning Scheme No 6, including deemed provision for Local Planning Scheme as provided for under the Planning and Development (Local Planning Scheme) Regulations 2015.

3.7 Climate and weather

Mean maximum temperature

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean maximum temperature (°C) for years 1991 to 2020	34.6	33.8	31.0	26.8	22.2	18.8	17.5	18.4	20.6	25.1	29.2	32.5	25.9	30

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean maximum temperature (°C) for year 2023	35.2	34.4	31.6	23.3	21.8	16.3	17.6	23.0	23.8	28.7	32.9	33.7	26.9	1

Average Rainfall

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Mean rainfall (mm) for years 1991 to 2020	21.1	16.9	17.1	19.6	45.4	59.6	70.9	58.0	39.9	23.5	16.3	10.2	396.3	30
Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Rainfall (mm) for year 2023	0.1	0.0	34.4	29.0	21.8	74.3	34.9	18.3	42.2	2.9	8.8	2.0	268.7	1

The Shire's climate is considered as Mediterranean, with cool moist winters and hot dry summers. Northam receives on average, 390mm of rainfall per annum with this decreasing by over up to 130mm per annum in recent years. Average Maximum temperatures range from over 34 degrees Celsius in January to over 18 degrees Celsius in July.

Most of the rain falls during the cold winter months of May to August associated with a passage of cold fronts. Thunderstorms may locally provide rain in summer however can also be a source of fire ignition when not accompanied by the required amount of rain to emit ignition. However, rainfall brings fuel load, mostly of a weed nature, but wet conditions prevent growth management until the warmer months.

Rainfall and its timing have a major impact on mitigation works and timing, sometimes falling too late in the season to be able to carry out all preventative works before the high fire danger season.

In the Northam region, dense air falls on the Avon Valley floor resulting in fog. Frosts may occur from May to September but are more frequent in July and August.

Windy conditions are experienced in the Shire from late winter through to early spring, season dependent. The prevailing winds in summer are predominantly from the South, South East to South Easterly direction. Bushfire threat is typically associated with very hot above average temperatures, less than 20% humidity and wind above 12km per hour conditions and high fuel loads.

These readings are used in accordance with the Fire Behaviour Index to assess the risk rating each day during the fire season.

Windy conditions prevent the ability to apply chemical or burn treatments to any areas due to the heightened risk of bushfire.

The fire season is typically from October through to March, this statement is supported by the fact that the Shire of Northam has their Restricted Burning times starting on 1 October to 30 November and again on 1 March to 30 April. The Prohibited Burning period starts on 1 December and ends 28 February.

During restricted burning times, the Shire of Northam actively try to not to undertake burns and rather opt for mechanical and chemical works, however, this is seasonally dependant.

The Shire of Northam follows the Fire Behaviour Index (FBI) which is a scale of potential fire Behaviour. It ranges from zero to 100-plus and corresponds to the below table;

Index number range (category)	Fire danger rating
0 to 11	No rating
12 to 23	Moderate
24 to 49	High
50 to 99	Extreme
100-plus	Catastrophic

The FBI system was introduced only in 2022 and therefore has no historical data attached.

3.8 Vegetation and fuel

About 24% of the Shire is covered by remnant vegetation which is unevenly distributed. Remnant vegetation is mostly concentrated within the western half of the Shire, within the Jarrah Forest bioregion, where 42% of the pre-European extent remains. There is significantly more remnant vegetation in the Jarrah Forests located around the Wundowie and Bakers Hill townsites, than in the eastern half of the Shire, the Wheatbelt bioregion, where only about 10% of the pre-European extent of vegetation remains.

Over 76% of the Shire's remnant vegetation is classified as Local Natural Areas, or natural areas outside the lands managed by the Department Biodiversity, Conservation and Attractions (DBCA) including freehold land and land reserved in Local Government and other State Government agencies ([Shire of Northam's Local Biodiversity Strategy](#)).

Typically, a wild fire in this vegetation type is intense and produces a lot of wind-borne embers which pose a specific risk to buildings and homes. This is where community consultation and awareness training will be of paramount importance.

Clearing for agriculture has taken place mainly on the red alluvial soils of the slopes and valleys. Further east surrounding the townsites of Northam Grass Valley, Southern Brook and Clackline the area is dominated by agricultural land use with the natural vegetation having been extensively cleared. The landscape is gently undulating with broad fields and scattered remnants on the periphery, which become dominant landscape features. These remnants are common along fence lines and watercourses. Straggly, York gum is the common tree in combination with low bushy jam. Fire behaviour in this environment is very different with the fire potentially moving much faster as it is unimpeded by trees.

Roadside vegetation may be the only remaining example of the original vegetation within an otherwise cleared area and has high conservation value. Frequently, these areas contain rare and endangered plants and can provide nesting sites or refuges for wildlife. These strips of roadside vegetation may also act as biological corridors connecting other bush remnants. Native vegetation is generally easier to maintain and is less fire prone than non-native species and weeds.

3.9 Important species and communities

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets.

For example, the breeding cycle of some mammals, such as the Phascogale, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Within the Shire there is also some correlation between high and extreme fire risk areas and areas containing environmental assets heightening the need to ensure due diligence is applied before determining or applying treatments.

The Shire of Northam has many significant pockets and areas of natural vegetation throughout the shire which include;

- Department of Biodiversity, Conservation and Attraction reserves and Water Catchment area in the south west of the Shire.
- Local Government Managed Reserves
- Unallocated Crown Land
- Large parcels of native vegetation within freehold land.

The Shire of Northam identifies 1130 different native species of flora and fauna within the local government area, including nine species of fauna, one spider and five species of flora that are rare or likely to become extinct. ([Shire of Northam's Local Biodiversity Strategy](#))

A further eleven fauna species are protected under international agreements or other specially protected fauna.

Thirty-eight priority species are listed. Three native arachnid species are listed as endemic to the Shire area: Antichtopauropus breviarus and Stylopauropoides lapidarius and most recently the Euoplos sp (Albino trap door spider) on a private property in the Shire within the townsite of Grass Valley.

All treatments need to be assessed in line with the requirements of the identified flora and fauna detailed below with care given to ensure appropriate authorities are consulted prior to any mitigation work commencing. Where possible, consultation should also occur prior to implementing any response strategies. The rivers and reserves within the Shire of Northam, as well as the bush land reserves, could all be regarded as local environmental assets.

3.10 Historical bushfire occurrence

The Shire of Northam report and average of 104 fire incidents per year as shown in the below table taken from DFES reports;

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024
Fire - Bushfire (lge)	14	12	14	21
Fire - Bushfire (sml)	40	34	67	79
Fire - Other/Rubbish/Vehicle	24	18	24	30
Fire - Structure	8	3	15	15
Total	86	67	120	145

In 2023/2024 the most common causes of ignition were suspicious or deliberate, however do not attribute to bushfire incidents directly.

The hectares lost for the 2023/24 financial year was only 213, significantly less than the average of the previous 5 seasons which was 403 hectares.

Historically, bush fires have always been a major problem within the Shire. The fires have the potential to be large, inaccessible and out of control.

Some of the difficulties that are encountered include:

- Severe local weather conditions
- Temperatures
- Fire inaccessibility
- Limited firefighting resources
- Limited human resources
- Fuel Loads
- UXO (Unexploded Ordnance)

Fire statistics show the main causes of fire are escapes from burning-off operations, deliberately lit fires and lightning strikes. The response is usually limited in available human and equipment resources.

In January 2021, The Shire of Northam experienced a significant bushfire in Wundowie, a townsite surrounded bushland prominently State Reserve and private property. The Fire was started on private property by someone who was uneducated about fire risk and the use of hot works during a HVBM.

Lessons learned surrounding this fire included additional egress roads into one way "loop roads" and the necessity to ensure two points of access. There were also issues surrounding dead spots for radio and phone services limiting communication options between brigades. This was also present in the most recent Woottating Fires. Unfortunately, current radio maps do not reflect this issue.

3.11 Current bushfire risk management controls

A list of Local Government Wide Controls for reducing bushfire risk in Shire of Northam is provided at Appendix B.

All persons within the Shire are required to comply with these bans under the provisions of the Bush Fires Act.

- A Harvest Ban requires the cessation of:

- Harvesting operations are not permitted.
 - The use of vehicles in paddocks is not permitted unless using a diesel vehicle for the purpose of watering and tending livestock.
 - The use or operation of any engine, vehicles – including motorbikes/quadbikes, plant, equipment or machinery – including lawnmowers, in the area likely to cause a bushfire or contribute to the spread of a bushfire.
 - Any “hot works” including grinding, welding, cutting, heating etc, in the “open air” are not permitted.
- A Vehicle Movement ban does not permit the movement of vehicles on properties within the Shire of Northam except for the essential watering of stock in a diesel-powered vehicle.
 - A Hot Works ban is defined as a ban on the outdoor use of all welding, grinding and abrasive tools on properties within the Shire of Northam. Exemptions in accordance with Council Policy may be available. Further information is available by contacting Shire of Northam (08) 9622 6100.

A Harvest Vehicle Movement and Hot works Ban will be advertised on the Shire of Northam Website and social media and where possible on ABC Radio 531AM, Radio West 864 AM. Ban updates can be obtained via a free SMS service which is available upon request from the Shire of Northam.

Bush Fire Permits to burn are used during the Restricted Burning Period in an effort to prevent the escape of controlled burns and to ensure property owners safely plan and carry out their burning. Examples of the restrictions and requirements that may be included on permits cover factors such as:

- Informing DFES and neighbors before commencing the burn.
- Restricting burning to coincide with the appropriate weather conditions.
- Implementing precautions to prevent the escape of the burn.
- Having sufficient water and personnel to control and extinguish the burn.
- Providing a time limit in which the burn can be carried out.

Bush Fire permits are issued exclusively by Bush Fire Control Officers who are delegated under the *Bush Fires Act 1954*.

Permits to burn are not valid during days of “High”, “Extreme”, or “Catastrophic” fire danger or when a Total Fire Ban has been declared. Permits to burn may be revoked or suspended at any time by a Bush Fire Control Officer if, in his/her opinion, the fire, if lit, would become a source of danger.

A Bush Fire Control Officer is not compelled to inspect an area to be burnt before issuing a permit to burn. The onus lies on the person not only to comply with the provisions of the *Bush Fires Act*

1954, but also to ensure there is no danger of the fire escaping. The issue of a permit in no way affects that responsibility.

The Shire of Northam is committed to mitigating the impact of bushfires through proactive measures. As part of its responsibilities, the Shire oversees the inspection and management of fire mitigation and hazard reduction measures on land owned by or vested to the Shire.

These hazard reduction efforts encompass a range of activities, including mechanical works, chemical works and controlled burns identified within the Bushfire Risk Management System (BRMS). These measures are strategically designed to reduce the risk of fires and enhance overall fire safety.

Northam has nine Volunteer Bushfire Brigades and two Fire & Rescue units strategically positioned throughout the Shire which house one 4.4 appliance, three 3.4 appliances, one 2.4 appliances, three 1.4 appliances and four light tankers. The Jennapullin Bush Fire Brigade is a farmer response only brigade. Private appliances range from 500L slip on water units up to 5,000L water carters.

The VFRS (Volunteer Fire and Rescue Service) located in Northam has 1 Country Pump Appliance, 1 light tanker and one 3.4 appliance. The Wundowie VFRS have one HSR appliance (Hazmat Structure and Rescue) capacity 1400L and one light tanker.

3.12 Unexploded Ordnance (UXO)

As a result of military training and live firing undertaken by Australian and Allied forces, there are many areas throughout Australia not controlled by the Commonwealth, which may be subject to residual Unexploded Ordnance (UXO) contamination. In accordance with the Commonwealth Policy on the Management of Land in Australia Affected by Unexploded Ordnance, the Department of Defence has undertaken research to identify and record sites where there is potential for such contamination, which is found within the Shire of Northam.

Referring to Attachment 4 – Unexploded Ordnance – Department of Defence, the Shire of Northam has been identified in area to be categorised a “Slight” and a small area in Spring Hill identified as “Substantial”.

Sites categorised as being Slight will either have a confirmed history of military activities that often results in numerous residual hazardous munitions, components or constituents; but where confirmed UXO affected areas cannot be defined. Alternatively, sites categorised as Slight may have a confirmed history of military activities of a type that sometimes results in occasional residual UXO. UXO or explosive ordnance fragments / components may have occasionally been recovered from the site.

Sites likely to be assessed as Slight include identified buffer zones around impact areas, field firing areas used for manoeuvre training, ranges used for non-high explosive practices and areas where historical disposal and burial activities may have occurred.

Sites categorised as being Substantial will have a confirmed history of military activities that often results in numerous residual hazardous munitions, components or constituents. There will be a history of numerous UXO finds or heavy residual evidence such as fragmentation.

Areas likely to be assessed as Substantial include high explosive impact areas, target areas within wider manoeuvre training areas, areas of heavy explosive ordnance disposal and burials.

Accordingly, DFES has adopted the Standard Operating Procedure 3.05.13 Operating Within Registered Unexploded Ordnance Sites. This Standard Operating Procedure outlines the constraints that the Shire of Northam have when undertaking mitigation within these areas.

In addition to the measures undertaken above, the Shire of Northam itself reviewed its own processes following an incident in May of 2020, where Council resolved to include warnings in their turn out messages as well as update all relevant plans to include UXO Information relevant to the Shire of Northam.

Chapter 4 Asset identification and risk assessment

Assets at risk from bushfire in Shire of Northam are recorded in the *Asset Risk Register* in the BRMS. Assets are divided into four categories: human settlement, economic, climate, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme based on the risk assessment methodology described in the Guidelines and Handbook.

4.1. Local government asset risk profile

A summary of the risks assessed in Shire of Northam against identified relevant assets is shown in Table 3. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed. This table was correct at the time of publication but may become outdated as risks are treated, or additional risks are identified and assessed. A report may be generated from the BRMS to provide the most current risk profile.

Table 3 – Local Government Asset Risk Summary

Asset Category	Risk Rating					
		Low	Medium	High	Very High	Extreme
	Human Settlement	8%	13%	25%	15%	28%
	Economic	0%	0%	2%	3%	5%
	Environmental	0%	0%	0%	0%	0%
	Cultural	0%	0%	0%	0%	0%

Chapter 5 Risk evaluation

5.1. Risk acceptance criteria

The acceptable level of risk for each asset category is shown in Table 4. A risk that is assessed as exceeding these limits will be considered for treatment.

Table 4 – Risk acceptance criteria for bushfire risk in Shire of Northam.

	Asset category			
	Human settlement	Economic	Environmental	Cultural
Acceptable risk level	High Only acceptable with excellent controls. Treatment action is required.	High Only acceptable with adequate controls. Treatment action may be required.	High Only acceptable with excellent controls. Treatment action is required.	High Only acceptable with excellent controls. Treatment action is required.

Risks below the acceptable level do not require treatment during the life of this BRM Plan. They will be managed by routine Local Government Wide Controls and monitored to detect any increase in their risk rating.

5.2. Treatment priorities

The treatment priority for each asset is automatically assigned by BRMS, based on the asset's risk rating. Table 5 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset. The treatment priority assigned in BRMS will help inform decision making for risk acceptability and development of the Treatment Strategy and schedule.

Table 5 – Treatment priorities

Likelihood	Consequence				
		Minor	Moderate	Major	Catastrophic
	Almost Certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
	Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
	Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)

	Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)
--	----------	-------------	-------------	----------------	--------------

Chapter 6 Risk treatment

The purpose of risk treatment is to reduce the potential impact of bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment to make bushfires less likely or less harmful.

6.1. Treatment Strategy

The Treatment Strategy describes the overall approach to managing bushfire risk in the medium to long term in Shire of Northam. The strategy is shaped by factors such as the distribution of risk in the landscape, the community's values and objectives, stakeholders' mitigation programs and constraints on treatment options. The Treatment strategy helps guide the development of integrated annual treatment schedules.

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Northam. These types of treatments are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Northam:

- Bush Fires Act 1954 Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of **DBCA** and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards; and
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM.
- Shire of Northam Annual Verge Maintenance Program

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- Fuel management - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- Ignition management - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;

- Preparedness - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- Planning - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire.
- Community Engagement - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- Other - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.2. Treatment Schedule

The Treatment Schedule is a list of bushfire risk treatments recorded in the BRMS. It is developed regarding the outcome of the risk assessment process and Treatment Strategy and in consultation with stakeholders.

A treatment schedule for the Shire of Northam covering the 2024/2025 period has been entered into BRMS. This is a live document and will be regularly updated throughout the life of the BRM Plan.

Land managers are responsible for implementing agreed treatments on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land manager.

Chapter 7 Monitoring and review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and considers the best available information.

7.1. Monitoring and review

Shire of Northam will monitor the BRM Plan and BRMS data to identify any need for change. The Plan and BRMS data will be reviewed at least every two years to ensure they continue to reflect the local context, assets at risk, level of risk and treatment priorities.

7.2. Reporting

The Shire of Northam CEO or their delegate will provide to OBRM the outcomes of biennial reviews of the BRM Plan. This is required to maintain OBRM endorsement of the Plan.

The Shire of Northam will contribute information about their BRM Program to the annual OBRM *Fuel Management Activity Report*.

Glossary

Review this list at the end of document writing and add or remove as required.

Asset	Something of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset risk register	A component within the Bushfire Risk Management System (BRMS) used to record the consequence, likelihood, risk rating and treatment priority for each asset identified in the BRM Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.
Landowner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.

Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Systemic risk	The impacts of bushfire on the interconnected systems and networks that support community function. It is a product of the disruption caused by fire to the community and its effects may be felt far from the direct impacts of the fire in both time and space.
Treatment objective	The aim to be achieved by the treatment. Treatment objectives should be specific and measurable.
Treatment priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The general approach that will be taken to managing bushfire risk, in consideration of the local government context and objectives.
Treatment type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.

Common abbreviations

Review this list at the end of document writing and add or remove as required.

AFAC	Australasian Fire and Emergency Services Authorities Council
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (DFES)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DFCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (DFES)
SEMC	State Emergency Management Committee
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia

Appendices

Appendix A	Local Government Wide Controls
Appendix B	Communication Plan
Appendix C	Annual review checklist

Appendix A – Local government wide controls

Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
Firebreak Notice (Bush Fires Act 1954)	Annual LG Firebreak Notice	Shire of Northam	Landowners, Land Managers	Published Annually. Inspect local properties. 'Fire Access Track' has the same meaning as 'Fire Break', in the Bush Fires Act 1954
Prohibited, Restricted Burning Times and Total Fire Bans. Bush Fire Control (Bush Fires Act 1954)	Annual LG Firebreak Notice	Shire of Northam	Landowners, Land Managers	Published Annually. Inspect local properties. 'Fire Access Track' has the same meaning as 'Fire Break', in the Bush Fires Act 1954
Total Fire Ban Declaration	Restriction of activities that may cause or contribute to the spread of a bushfire	DFES	Western Power, Water Corporation, Local Residents	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when current operational commitments have reduced statewide resources / capabilities. A TFB is declared by DFES.
Harvest and Vehicle Movement Bans	Restricting the movement of vehicles during harvesting in the Bushfire Season	Shire of Northam	Western Power, Water Corporation, Local Residents, Local Construction and Demolition Industries	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
Townsite UCL/UMR land management	Preparedness, mitigation work conducted on lands owned by the Crown, Mitigation work conducted on State Lands vested in the Shire.	DFES / Shire of Northam	DPLH, DBCA	Annual funding is allocated to mitigation works within the Shire of Northam from DFES, consultation undertaken yearly with DFES.

Appendix B – Communication Plan

This Communication Plan supports the development, implementation and review of the Shire of Northam Bushfire Risk Management (BRM) Plan. It should document the:

- Communication objectives.
- Roles and responsibilities.
- Key stakeholders engaged in the development of the BRM Plan and Treatment Schedule.
- The implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

Communication objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Northam are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

Roles and responsibilities

Shire of Northam is responsible for the development, implementation and review of the Communication Plan. Key stakeholders support the local government by participating the Communication Plan as appropriate. An overview of communication roles and responsibilities follows:

List the roles (not names) and their communication responsibilities.

- Chief executive Officer of the Shire of Northam is responsible for requesting OBRM endorse the BRM Plan.
- Director, Communications and Media Team at the Shire of Northam is responsible for communication of the BRM Plan to the community.
- Bushfire Risk Mitigation Coordinator, Shire of Northam is responsible for communication between the local government and the Department of Fire and Emergency Services.
- Area Officer, Department of Fire and Emergency Services, responsible for strategic-level communication between the Shire and the Department of Fire and Emergency Services.

Key Stakeholders for Communication

The following table identifies key stakeholders in BRM planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Who is the stakeholder? Consider government agencies, interest groups and service providers.	What is their role or interest that makes them a stakeholder? Consider if they are an asset owner, landowner or manager, treatment manager or interested party.	Consider how the implementation of the BRM Plan will impact each stakeholder and then assign them a rating of High, Medium or Low.	What level of engagement is necessary for the stakeholder? Inform, consult, involve, collaborate or empower?
Shire of Northam	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
Department of Fire and Emergency Services (DFES)	Significant role in plan and treatment development, implementation and review. Support role in treatment Implementation.	High	Inform, consult, involve and collaborate
Office of Bushfire Risk Management	Significant role in plan governance.	High	Inform, consult and collaborate
Department of Biodiversity and Attractions (DBCA)	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower

Forest Products Commission	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
Main Roads WA	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Telecommunication Service Providers	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Department of Planning, Lands, and Heritage.	Role in plan and treatment development, implementation and review	Medium	Inform, consult, involve, collaborate and empower
Water Corporation & Department of Water	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Department of Water and Environmental Regulation.	Land manager, holding a number of critical infrastructure assets	Medium	Inform, consult, involve, collaborate

	Significant capacity for asset identification and treatment review		
Department of Education	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Department of Health	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Private Land Owners	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	High	Inform, consult, involve, collaborate and empower
Business Owners	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower

Western Power	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
Chief Bushfire Control Officer	Significant role in plan and treatment development, implementation and review.	High	Inform, consult, involve, collaborate and empower
Bushfire Brigades and other Emergency Services Volunteers	Significant role in plan and treatment development, implementation and review	High	Inform, consult, involve, collaborate and empower
Bushfire Advisory Committee, District Operations Advisory Committee & Local Emergency Management Committee	Role in plan and treatment development, implementation and review	High	Inform, consult, involve, collaborate and empower
Landcare, Avon Valley Environmental Society, Caring for the Avon River Environment and Wheatbelt Natural Resource Management.	Role in plan and treatment development, implementation and review	Medium	Inform, consult and involve
Traditional Owners, Gnaala Karla Boodja Regional Corporation, South West Aboriginal Land and Sea Council & Department of Aboriginal Affairs	Role in plan and treatment development, implementation and review	Medium	Inform, consult and involve

Communications log

This Communications log captures the communications with key internal and external stakeholders that occurred during the review of the BRM Plan and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Timing of communication	Stakeholders	Purpose	Summary	Communication method	Lesson Identified	Follow up
Development of the BRM Plan						
When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?
2024	Shire of Northam CEO, Senior Leadership Team	Inform and consult Confirm accountability and responsibilities Input into plan and treatments	Implementation of the plan, new risk rating	Email, face to face	n/a	No
2024	Office of Bushfire Risk Management	Inform and consult			Additional information requested	Yes
2024	Chief Bushfire Control Officer	Inform and consult	Historical Information	phone	Consultation about water sources	Yes
2024	DBCA	Inform	Inform of plan adoption	email	n/a	No
Development of the Treatment Schedule						
2024	Shire of Northam CEO, Senior Leadership Team	Inform and consult Confirm accountability and responsibilities Input into plan and treatments	Implementation of the treatments	Email, face to face		no

2024	Office of Bushfire Risk Management	Inform and consult	recommendations on treatments	email, phone, face to face		Yes, quarterly updates
2023	Bush Fire Advisory Committee	Inform and consult	recommendations on treatments	face to face	the need for egress tracks is often missed	yes, every BFAC

Review of the BRM Plan (if relevant)

Communication Plan

This Communication Plan outlines the key communication initiatives that will be undertaken during the implementation of the BRM Plan.

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
What is the timeframe or date for this communication?	Who is the stakeholder(s) or target audience?	Which communication objective(s) does this activity support or achieve?	How are you communicating (e.g. email, meetings) and how often? What resources are required?	What is the key message or purpose that needs to be understood?	Who is responsible for planning and undertaking the communication activity?	What could reduce the effectiveness of the communication?	What will be done to reduce the likelihood of this happening?	How will you know if your communication was successful?
Life of the Plan	Shire of Northam CEO, Senior Leadership Team and Council	1 – 3 & 5	Email Face to face meetings	Inform and consult Confirm accountability and responsibilities Input into plan and treatments	BRMC	Resource constraints could limit their ability to participate	Clarify misunderstandings and intentions of Plan Express value of meeting	Stakeholder's willingness to participate Feedback on the presentation
Life of the Plan	Shire of Northam Building and Works	2,3 & 5	Email Face to face meetings Phone	Input into plan and treatments	BRMC	Limited time Conflicting priorities	Plan meetings	Stakeholder's willingness to participate Contributions to treatment plan

Annually	Bushfire Advisory Committee (BFAC) and District Operations Advisory Committee (DOAC)	1 – 3 & 5	Face to face meeting Presentation	Inform and consult Confirm project objectives Seek input into treatment plans Project updates	BRMC	Stakeholder's willingness to participate	Preparation Ensure current information on the BRM Plan Project is available	Seek feedback on the presentation and (anecdotal) community feedback
Bi-Monthly	Local Emergency Management Committee (LEMC)	1 – 3 & 5	Email Face to face meetings Presentation	Confirm project objectives Seek input into treatment plans Project updates	BRMC	Stakeholder's willingness to participate	Preparation Ensure current information on the BRM Plan Project is available	Feedback on the presentation
Quarterly or as required	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Email Face to face meetings	Confirm project objectives Seek input into treatment plans and providing project updates Identify Risk and share information	BRMC	Time constraints No plan, unorganised Availability of volunteers	Clarify misunderstandings and intentions of the plan Confirm benefits Preparation Ensure current information on the BRM Plan Project is available	Feedback Support for BRMP process Level of engagement
Biannually	DBCA, Parks and Wildlife Service	1 – 3 & 5	Face to face meetings	Confirmation of environmental assets	BRMC	Resource constraints could limit their ability to	Clarify misunderstandings and intentions of	Level of engagement

	and Forest Products Commission (FPC)		Email Telephone	<p>Identification of DPAW and FPC burn plans</p> <p>Confirming project objectives, seeking input into treatment plans and providing project updates</p> <p>Development of treatment options</p>		<p>participate</p> <p>Willingness to release 'confidential' data re environmental assets</p>	<p>plan</p> <p>Provide undertakings re the release of confidential data</p> <p>Restrict release of information and document in plan</p>	Environment al assets in BRMS
Annually or as required	Stakeholders – Landowners / Land Managers / Others	1 – 3 & 5	Email Face to face meeting Telephone Presentations Community Engagement activities	<p>Asset identification/ confirmation</p> <p>Outline BRMP process and objectives Identify assets at risk</p> <p>Identify existing controls/programs</p> <p>Development of treatment options</p>	BRMC	<p>Time constraints and travel</p> <p>Level of interest and engagements in process</p> <p>Lack of resourcing</p>	<p>Select appropriate channel of communication</p> <p>Prepare materials and good planning Communicate funding opportunities when available</p>	<p>Engagement and participation levels</p> <p>Feedback Contributions to treatment strategies</p>

Annually or as required	Office of Bushfire Risk Management	1 & 2	Email Face to face meetings	Compliance and governance Plan endorsement	BRMC	Government funding Government priorities Identified non compliances	Stay up to date with process improvements	Plan endorsement
Bi-annually or as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	Email Face to face meetings Telephone	UCL/UMR planned works Identification of treatment strategies Identification of other planned works Sharing information Identifying funding opportunities	BMRC BMRO	Time constraints Conflicting priorities Response obligations	Plan communications Share information	Other planned works identified Funding opportunities UCL/UMR treatments included on BRMS

Appendix C – Annual review checklist

Correspondence

- ☐ Cover letter from local government Chief Executive Officer or delegate to Director OBRM with this form completed and attached.

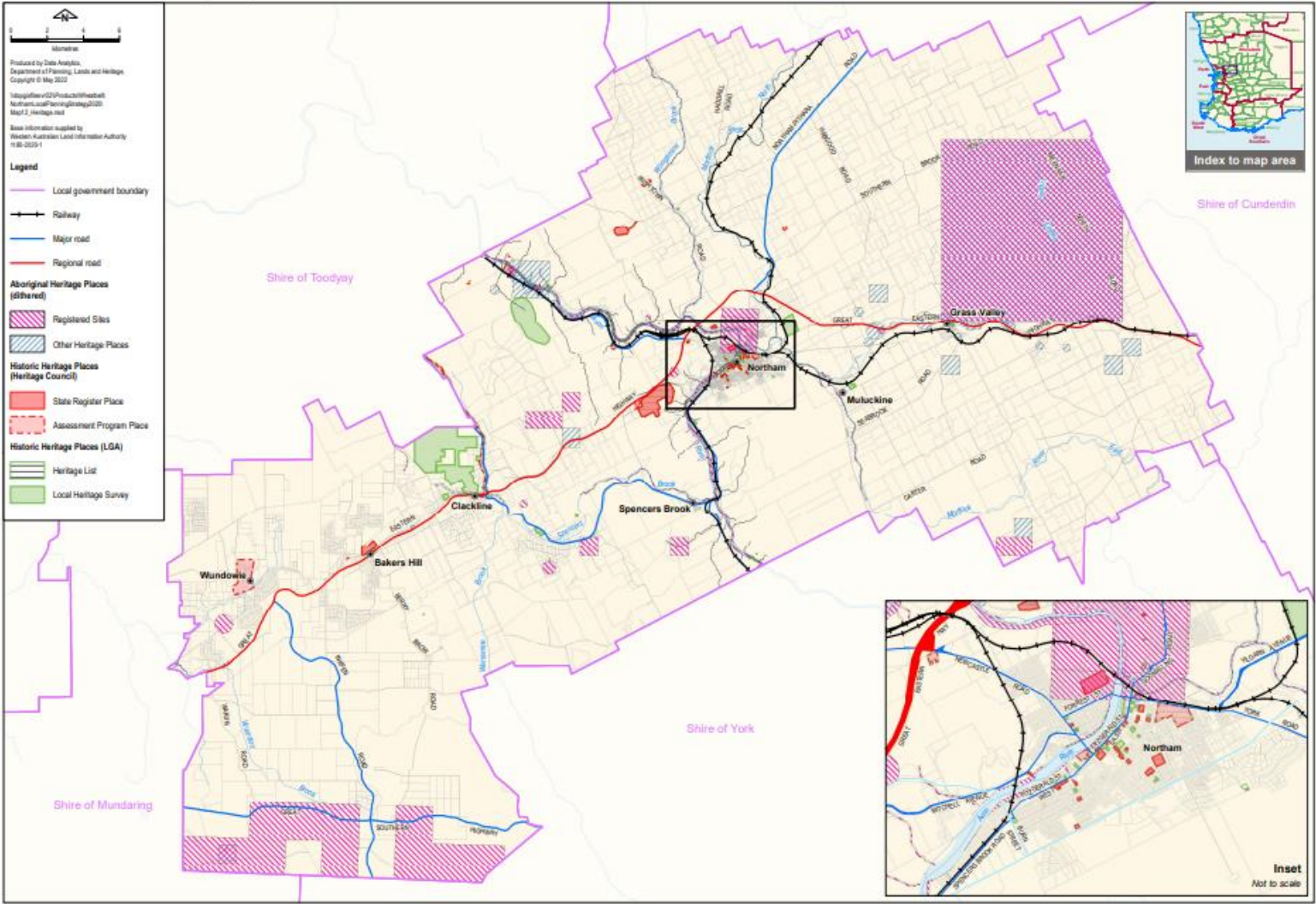
Bushfire Risk Management Plan

Chapter 1	<input type="checkbox"/> BRM Plan objectives remain relevant.
Chapter 3	<input type="checkbox"/> Content of the context statement reflects current factors affecting bushfire hazard and bushfire risk to the community, economy and environment.
Chapter 4-7	<input type="checkbox"/> Figures and tables have been updated to reflect current data in Bushfire Risk Management System (BRMS).
Chapter 6	<input type="checkbox"/> Treatment Strategy remains reflective of community values and strategic priorities.
Appendix B	<input type="checkbox"/> Local government wide controls include current treatment programs in local government area.
Appendix C	<input type="checkbox"/> Communication Plan has been updated to include planned stakeholder engagement and communication activities for the next planning period.

Bushfire Risk Management System

- ☐ All assets identified in the Local Government area have been mapped and risk assessed in BRMS.
- ☐ All assets have had a risk reassessment completed in the last 2 years.
- ☐ The treatment schedule includes planned treatments for at least the next 12 months.

Attachment 1 Cultural Sites



Attachment 2 Cultural Sites listed

PLACE_ID	Shape_Leng	Shape_Area	NAME	LEGACY_ID	STATUS	TYPE	REGION	RESTRIC	FILE_RESTR	LOCATION_R	BOUNDARY_R	PROTECTED_	PROTECTED1
21911	0.383208351	0.00022398	Helena Hill State Forest		Lodged	Modified Tree, Hunting Place	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
15980	0.006721192	2.1591E-06	NORTHAM ABORIGINAL RESERVE 8313		Lodged	Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
357	0.009339106	6.8694E-06	YORK COURTHOUSE.	S02965	Stored Data / Not a Site	Artefacts / Scatter, Historical	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
37000	0.900622259	0.0002645	Wooroloo Brook		Lodged		Metro/Wheatbelt		No	No	No	No	1899-12-30
3942	0.016801369	2.223E-05	GLENAVON GNAMMA HOLE	S01481	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3943	0.016789345	2.2229E-05	GLENAVON POOL 1	S01482	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3797	0.096469551	0.0005721	BAILUP.	S02136	Registered Site	Ceremonial, Camp, Hunting Place, Meeting Place	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3944	0.016789497	2.2229E-05	GLENAVON HOMESTEAD 3	S01483	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
501	0.009328179	6.8616E-06	KATRINE WILGIE	S02934	Registered Site	Quarry	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
16006	0.009335981	6.8695E-06	GREAT EASTERN HIGHWAY 1		Stored Data / Not a Site	Artefacts / Scatter	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
3576	0.031130531	7.637E-05	MT HALL	S02401	Lodged	Mythological	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
16007	0.009335811	6.8693E-06	GREAT EASTERN HIGHWAY 2		Registered Site	Artefacts / Scatter	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
16008	0.009335818	6.8693E-06	GREAT EASTERN HIGHWAY CAMP		Registered Site	Camp	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
16009	0.073905599	2.3036E-05	MIDDLE CREEK		Registered Site	Mythological	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
16010	0.021657018	5.8654E-06	MIDDLE CREEK TRIBUTARY		Registered Site	Mythological	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30

21590	0.003213491	5.4731E-07	York Road (Ryder) Camps - Northam		Lodged	Artefacts / Scatter, Camp, Meeting Place	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4030	0.017936493	7.9654E-06	GRASS VALLEY 1	S01411	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3391	0.039188027	9.538E-05	MRS PAULL'S FARM, MT HELENA	S00078	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3392	0.0391443	9.5183E-05	MOONDYNE SPRINGS	S00079	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
4283	0.00124468	1.2165E-07	BALD HILL	S00828	Stored Data / Not a Site	Grinding Patches / Grooves	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
27510	0.003018092	5.3859E-07	Yalanbee Field site 1		Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3403	0.01243707	1.2195E-05	STONY HILLS 1	S02782	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
27511	0.004689994	8.6307E-07	Yalanbee Field site 2		Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3404	0.012437094	1.2195E-05	STONY HILLS 2	S02783	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
27512	0.001866612	2.7464E-07	Yalanbee Field site 3		Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3369	0.079063199	0.00038831	NORTHAM BIRTHING PLACE	S02822	Registered Site	Skeletal Material / Burial, Birth Place	Metro/Wheatbelt	Female Access Only	Yes	Yes	Yes	No	1899-12-30
37131	0.016214624	5.2974E-06	Chinganning and Coates Gully Wetlands		Registered Site	Mythological	Metro/Wheatbelt		No	No	Yes	No	1899-12-30
4296	0.039193074	9.5403E-05	WARIN BROOK/WELL	S00995	Stored Data / Not a Site	Artefacts / Scatter, Man-Made Structure, Modified Tree	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
18951	0.003114756	7.6134E-07	Boomerang Fragment		Lodged	Artefacts / Scatter	Not Recorded	No Gender Restrictions	No	No	No	No	1899-12-30
18952	0.003111699	7.6207E-07	Glass Artefact		Lodged	Artefacts / Scatter	Not Recorded	No Gender Restrictions	No	No	No	No	1899-12-30
20261	0.000932812	6.855E-08	Toodyay Road Scarred Tree 1		Lodged	Modified Tree	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
54	0.003023058	3.0686E-07	KUNINE HILL	S02973	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30

4016	0.03109176	7.6214E-05	NORTHAM - MEENAAR 04	S01394	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
4017	0.012436694	1.2194E-05	NORTHAM - MEENAAR 05	S01395	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4018	0.012436694	1.2194E-05	NORTHAM - MEENAAR 06	S01396	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4019	0.012436551	1.2194E-05	NORTHAM - MEENAAR 07	S01397	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3845	0.0217736	3.7371E-05	BOONDINE PAINTINGS	S02007	Registered Site	Artefacts / Scatter, Painting	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
4020	0.015545459	1.9053E-05	NORTHAM - MEENAAR 08	S01398	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3846	0.015564068	1.909E-05	DALES CAVE	S02008	Registered Site	Engraving, Mythological, Painting, Other: NE. Proposed PA 124	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4021	0.012436822	1.2194E-05	NORTHAM - MEENAAR 09	S01399	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3847	0.012451263	1.2218E-05	JOANNES CAVE.	S02009	Registered Site	Artefacts / Scatter, Painting, Arch Deposit	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4022	0.0124365	1.2194E-05	NORTHAM - MEENAAR 10	S01400	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3848	0.031128794	7.6363E-05	CAVE HILL	S02010	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4023	0.015545707	1.9053E-05	NORTHAM - MEENAAR 11	S01401	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4024	0.012436589	1.2194E-05	NORTHAM - MEENAAR 12	S01402	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30

3435	0.0124397	1.2199E-05	REGAL HILL.	S02744	Stored Data / Not a Site	Artefacts / Scatter, Fish Trap, Modified Tree, Camp, Hunting Place, Plant Resource	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4025	0.01243664	1.2194E-05	NORTHAM - MEENAAR 13	S01403	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4026	0.012436553	1.2194E-05	NORTHAM - MEENAAR 14	S01404	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4067	0.016837794	1.1011E-05	NORTHAM - MEENAAR 01	S01391	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4027	0.015545705	1.9053E-05	NORTHAM - MEENAAR 15	S01405	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4028	0.012436842	1.2194E-05	NORTHAM - MEENAAR 16	S01406	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4029	0.012436674	1.2194E-05	NORTHAM - MEENAAR 17	S01407	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4031	0.015546181	1.9054E-05	GRASS VALLEY 2	S01412	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4032	0.031091138	7.6211E-05	GRASS VALLEY 3	S01413	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
32557	0.00180026	7.49E-09	Leeder Bridge Artefact Scatter		Lodged	Artefacts / Scatter, Arch Deposit	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3278	0.391254141	0.00951048	SOUTHERN BROOK	S00247	Lodged	Engraving, Man-Made Structure	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3758	2.801411033	0.05370229	HELENA RIVER	S02148	Registered Site	Ceremonial, Mythological, Repository / Cache	Metro/Wheatbelt	No Gender Restrictions	Yes	Yes	Yes	No	1899-12-30
3658	0.039145637	9.519E-05	SMITHS SCARRED TREE	S02282	Registered Site	Modified Tree	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3730	0.001390987	7.951E-08	TOODYAY QUARRY 4	S02174	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30

4045	1.448907845	0.00070753	BOLGART: BOOLEGIN	S01348	Registered Site	Mythological	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3731	0.000861295	3.237E-08	TOODYAY QUARRY 6	S02176	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3474	0.039147406	9.5198E-05	CLACKLINE 2.	S02643	Lodged	Man-Made Structure, Quarry, Ochre, Other: KANGAROO PITS	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
19598	0.00684292	3.6912E-06	Garrett Camping Ground		Lodged	Camp	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
20139	0.00074601	4.384E-08	Robinson Road, Meenar		Lodged	Modified Tree	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
36845	0.001732245	2.0385E-07	Wandoo National Park - Wandoo Gnamma Hole 1		Lodged		Metro/Wheatbelt		No	No	Yes	No	1899-12-30
3475	0.039143405	9.518E-05	CLACKLINE 3.	S02644	Registered Site	Artefacts / Scatter, Other: LIZARD TRAP	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
19599	0.000932843	6.855E-08	Garrett Marked Tree		Lodged	Modified Tree	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
3476	0.03914052	9.5167E-05	MEENAAR NORTH WEST	S02645	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
19600	0.006842577	3.6909E-06	Abdullah Camp		Lodged	Camp	Not Recorded	No Gender Restrictions	No	No	Yes	No	1899-12-30
21322	0.006286137	3.1144E-06	Sawyers Valley Isolated Artefacts		Stored Data / Not a Site	Artefacts / Scatter, Other: Six Isolated Artefacts	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3477	0.03914052	9.5167E-05	MEENAAR SOUTH	S02646	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3478	0.039138617	9.5158E-05	MEENAAR NORTH	S02647	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
20143	0.004926664	1.3838E-06	Avon/Mortlock River Junction		Lodged	Ceremonial, Historical, Mythological, Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3479	0.039160551	9.5257E-05	QUELLINGTON: MORIALTA	S02648	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3480	0.039160545	9.5257E-05	QUELLINGTON: MORIALTA	S02649	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30

3481	0.039158544	9.5248E-05	QUELLINGTON: KARABINE WELL	S02650	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
17196	0.012452691	1.222E-05	Mundaring Dam 1		Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
22055	0.008082405	5.1505E-06	MGE #1		Stored Data / Not a Site	Mythological	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
4068	0.01554535	1.9052E-05	NORTHAM - MEENAAR 02	S01392	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
22284	0.093626543	4.1579E-05	Clackline Brook		Lodged	Mythological, Camp, Natural Feature, Plant Resource, Water Source	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
4069	0.006218277	3.0485E-06	NORTHAM - MEENAAR 03	S01393	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3688	0.012440615	1.2201E-05	CARTER'S STONE SOURCE	S02239	Registered Site	Artefacts / Scatter, Quarry	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
17992	0.000614639	2.972E-08	TOODYAY QUARRY SITE 5		Lodged	Artefacts / Scatter	Not Recorded	No Gender Restrictions	No	No	No	No	1899-12-30
3727	0.001536635	1.8574E-07	TOODYAY QUARRY 1	S02171	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
29397	0.011768691	9.3269E-06	Marley Pool		Lodged	Ceremonial, Historical, Birth Place, Camp, Hunting Place, Meeting Place, Natural Feature, Water Source	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
502	0.039159892	9.5254E-05	COROLIN	S02935	Registered Site	Painting	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
22054	0.005274471	1.3744E-06	MGE#2		Registered Site	Mythological	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3348	0.001555974	1.9081E-07	YORK	S00087	Stored Data / Not a Site	Skeletal Material / Burial	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30

4046	0.021718016	1.0163E-05	BURLONG POOL	S01349	Registered Site	Historical, Mythological, Camp, Hunting Place, Meeting Place, Named Place	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3536	34.95363811	0.01137479	SWAN RIVER	S02548	Registered Site	Mythological	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3368	0.07906426	0.00038832	OLD GOVERNMENT WELL.	S02821	Registered Site	Camp, Water Source	Metro/Wheatbelt	No Gender Restrictions	Yes	Yes	Yes	No	1899-12-30
3522	0.015547028	1.9056E-05	NORTHAM HILL	S02503	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3728	0.012433994	1.219E-05	TOODYAY QUARRY 2	S02172	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3729	0.012433633	1.2189E-05	TOODYAY QUARRY 3	S02173	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3732	0.012433286	1.2188E-05	TOODYAY QUARRY 7	S02177	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3733	0.012433969	1.219E-05	TOODYAY QUARRY 8	S02178	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3655	0.004544593	1.0761E-06	KATRINE CAMPSITE.	S02277	Registered Site	Artefacts / Scatter, Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3343	0.00246728	2.6042E-07	TOODYAY	S00082	Registered Site	Skeletal Material / Burial	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
18953	0.000932439	6.85E-08	Scar Tree		Lodged	Modified Tree	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
24317	0.00772762	2.4142E-06	Redbank Pool		Registered Site	Historical, Mythological, Hunting Place, Natural Feature, Water Source	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3345	0.039145821	9.5191E-05	CLACKLINE 1	S00084	Registered Site	Modified Tree	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3346	0.039160123	9.5255E-05	FLAMINGO FARM.	S00085	Registered Site	Artefacts / Scatter, Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3347	0.039132302	9.513E-05	BONNAVISTA/MALLABINE.	S00086	Lodged	Artefacts / Scatter, Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30

3349	0.391254141	0.00951048	SOUTHERN BROOK, NORTHAM.	S00088	Registered Site	Artefacts / Scatter, Camp	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
26715	0.079056769	0.00038825	Katrine Pool		Lodged	Historical, Mythological, Arch Deposit	Metro/Wheatbelt	No Gender Restrictions	Yes	Yes	Yes	No	1899-12-30
3350	0.018676752	2.749E-05	FRIEZE CAVE/FAR CAVE.	S00089	Registered Site	Artefacts / Scatter, Painting, Arch Deposit, BP Dating: 3090, Camp, Other: NE. Proposed PA 123	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3197	0.037362496	0.00011	MUNDARING WEIR	S00661	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3550	0.031108316	7.6281E-05	COATES GULLY	S02433	Registered Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3351	0.03914037	9.5166E-05	MEENAAR WEST	S00090	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30
3551	0.012444217	1.2206E-05	WUNDOWIE BROOK	S02434	Stored Data / Not a Site	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	Yes	No	1899-12-30
3352	0.015552268	1.9066E-05	QUELLINGTON: KARABINE WELL	S00091	Lodged	Artefacts / Scatter	Metro/Wheatbelt	No Gender Restrictions	No	No	No	No	1899-12-30

Legend

- Local government boundary
- Railway
- Major road
- Regional road
- Cadastral
- SPP 3.7 Designated Bushfire Prone Areas

Scale

0 2 4 Kilometres

Index to map area

Shire of Toodyay

Shire of Northam

Shire of York

Shire of Mundaring

Shire of Cunderdin

Northam

Muluckine

Grass Valley

Clackline

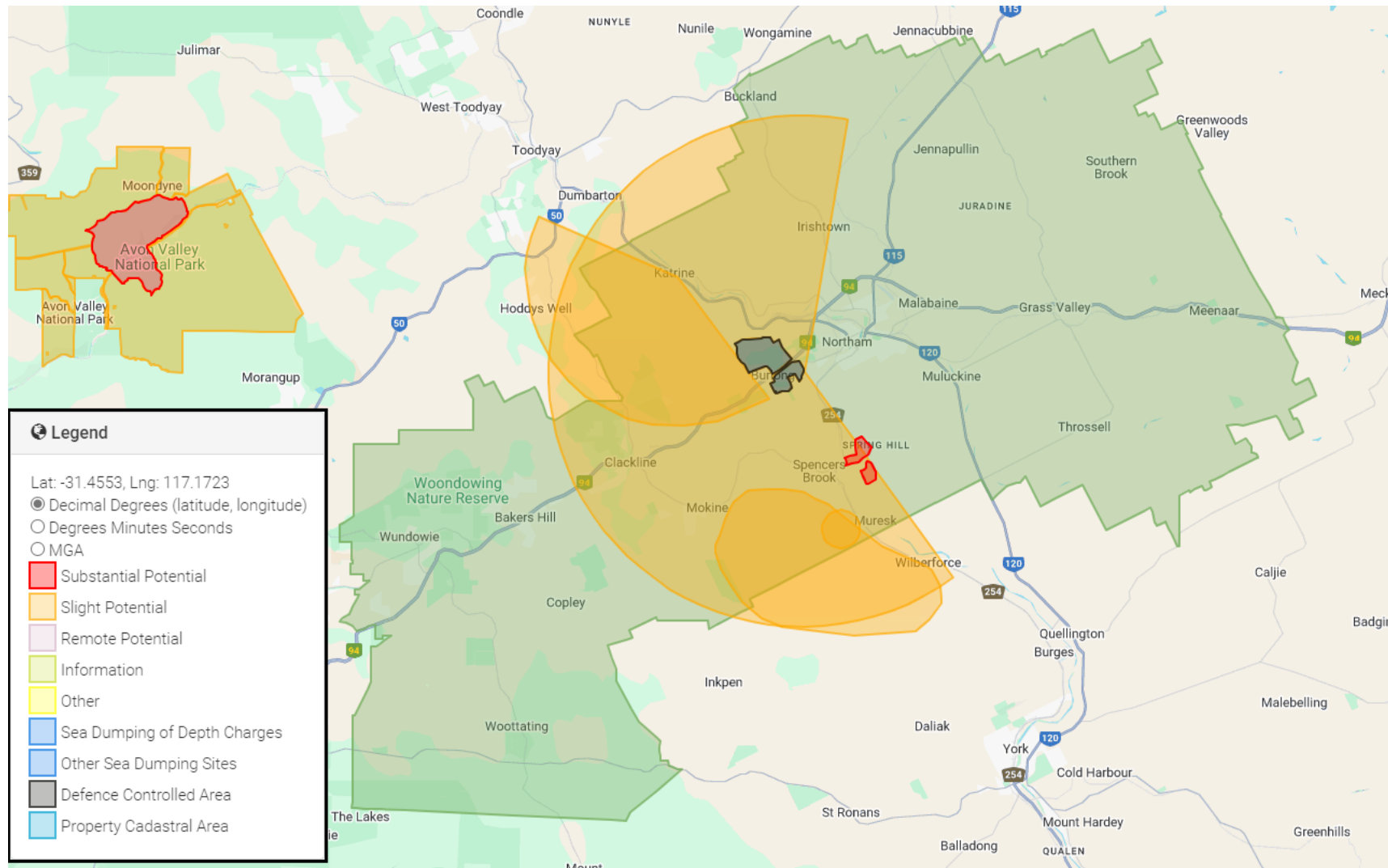
Bakers Hill

Wundowie

Spencers Brook

Major roads: 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862

Attachment 4 – Unexploded Ordnance – Department of Defence



13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Lease of Part Reserves 3303 and 11596 - Northam Harness Racing Club

File Reference:	A15653, A12005
Reporting Officer:	Alysha Mccall (Manager Governance and Risk)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To consider changing the terms of the lease approved by Council on 20 March 2024 to the Northam Harness Racing Club (NHRC) for Part Reserve 3303 and 11596.

This change is required to be dealt with under Regulation 10 of the *Local Government (Administration) Regulations 1996* "revoking or changing decisions" (Act s. 5.25(1)(e)).

ATTACHMENTS

1. Proposed Lease Area - Reserve 3303 and 11596 [**13.1.1.1** - 1 page]

A. BACKGROUND / DETAILS

At the Ordinary Council Meeting held on 20 March 2024, Council approved a lease for the NHRC as follows:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4965

Moved: Cr M I Girak

Seconded: Cr L C Biglin

That Council APPROVES the Chief Executive Officer entering into a lease of Northam Harness Trotting Grounds for part Reserve 3303, Clarke Street, Northam and Reserve 11596 Clarke Street, Northam with the Northam Trotting/Harness Club Inc. subject to:

1. **Compliance with Council Policy - Property Management (Leases Licences);**
2. **A market rent review being carried out to determine the rent to be charged; and**
3. **Section 18 approval under the *Land Administration Act 1997* being provided by the Minister for Planning, Lands and Heritage.**

CARRIED 9/0

Officers have reviewed the terms of the lease as approved by Council in preparation for developing the lease agreement. It has been identified that the lease was approved in accordance with section 8.3 of Policy A 8.5 Property Management (Leases and Licences) which outlines that:

- The Shire will be responsible for any electrical wiring or structural repairs/improvements.
- The lessee is responsible for minor maintenance.
- The Shire is responsible for insuring the property at replacement value.

The Shire has historically not maintained or insured this building, and consequently there is no budget allocation for these costs. As highlighted in the previous report to Council, the NHRC is looking to pursue revesting the Reserve in their interest in the future and as such, it is not considered appropriate for the Shire to be responsible for building maintenance costs when the facilities may not be under its control in the future.

The rental for the lease was set in accordance with market rent which returned a value of \$2,000 per annum. The building insurance costs have been investigated and these costs would exceed the amount provided by the rental income. This would result in a budget deficit for the Shire should it enter into this lease.

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: Nil.

B.2 Financial / Resource Implications

It is recommended that the Shire be responsible for insuring the buildings on the basis that the Management Order currently sits with the Shire, resulting in an insurable interest in the property. It is proposed however that the insurance costs be reimbursed to the Shire by the lessee as the tenancy fee, rather than fee being set in accordance with market rent.

An estimate obtained from Local Government Insurance Services (LGIS) to insure the property at a value of \$4.7 million is \$6,822 per annum.

The previous lease was to be established in accordance with market rent. The valuation received on 30 April 2024 returned a market rent of \$2,000 per annum. Given the insurance expenses will exceed the rental income by approximately \$4,822, it is recommended that the rental fee be in accordance with the building insurance costs to ensure that the Shire does not have a budget deficit by holding this lease. This method is used for other community leases under section 8.2 of the Property Management (Leases and Licences) Policy.

B.3 Legislative Compliance

Local Government Act 1995, s3.58 & Local Government (Functions and General) Regulations 1996, Regulation 30.

This disposition is exempt under the Act for disposal by auction, tender or public advertisement as it is a charitable sporting organisation and the members are not entitled or permitted to receive any pecuniary profit from the body's transactions.

Local Government Act 1995, s5.25(1)(e) & Local Government (Administration) Regulations 1996, Regulation 10.

Provides the process required for revoking or changing a Council decision.

B.4 Policy Implications

Property Management (Leases and Licenses) Policy

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)
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	a. The Shire will insure the Property at replacement value and perform any structural repairs, improvements and maintenance in accordance with the level stipulated in the agreement.
Outgoings payable by tenant	<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> <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.
--	--

B.5 Stakeholder Engagement / Consultation

Discussions have been held between the Shire and the NHRC in relation to the past arrangements and the responsibility of these moving forward under the new lease. The NHRC is supportive of being responsible for all building maintenance under the lease and the Shire taking on the responsibility for building insurance.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Inadequate building insurance.	Possible (3) x Major (4) = High (12)	Review insurance register annually.
Health & Safety	Nil.		
Reputation	Disputes arise between the NHRC and the Shire on maintenance and management of the Reserve.	Possible (3) x Minor (2) = Moderate (6)	Enter into a leasing arrangement.
Service Interruption	Nil.		
Compliance	The Shire continues to allow the NHRC to operate on the Reserves with no lease in place.	Almost Certain (5) x Medium (3) = High (15)	Negotiate leasing arrangements with the NHRC.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

PART 1

Council Members will be requested to indicate if they support a motion to change the decision made. This is to be inclusive of Cr Girak as the mover of C.4965.

Notice is hereby given by the following:

	Councillor Name	Signature
1.		
2.		
3.		
4.		

To change the following decision:

Meeting / Date	20 March 2024
Agenda Item No	13.1.1
Agenda Item Name	Lease of Reserves 3303 and 11596 - Northam Harness Racing Club
File Reference	A15653, A12005
Resolution No	C.4965

PART 2

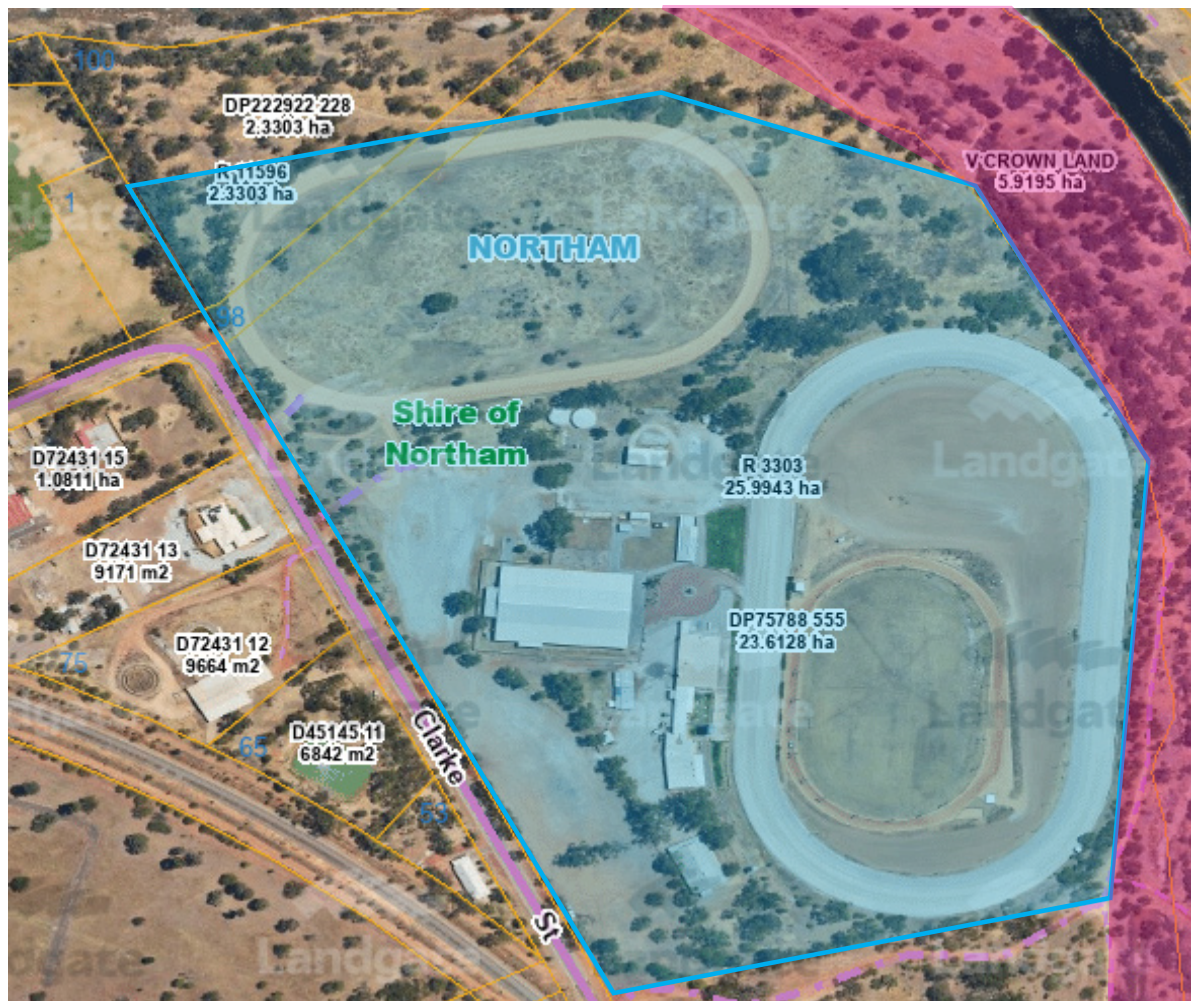
With the support of the required number of Council Members, it is recommended that a portion of the decision made at the Ordinary Council Meeting 20 March 2024 be changed.

RECOMMENDATION

That Council CHANGES item 1 and 2 in decision C.4965 made on 20 March 2024 as follows:

- 1. Compliance with Council Policy – A 8.5 Property Management (Leases Licences) section 8.3, excluding the requirement for the Shire to be responsible for any building maintenance, structural repairs/ improvements and require this being the responsibility of the lessee; and**
- 2. The tenancy fee be set at an amount equivalent to the cost of building insurance and be reviewed annually.**

ABSOLUTE MAJORITY OF 6 REQUIRED



13.1.2 Building Insurance Charges - Northam Men's Shed and Northam Toy Library, Portion of 87 Duke Street, Northam

File Reference:	A10590
Reporting Officer:	Alysha Mccall (Manager Governance and Risk)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to consider a request from the Northam Men's Shed to write off building insurance charges and vary the lease at 87 Duke Street, Northam so that these charges are paid by the Shire in the future.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Correspondence between Shire of Northam and Northam Men's Shed [13.1.2.1 - 5 pages]

A. BACKGROUND / DETAILS

In October 2024, Officers identified that the building insurance was not being on-charged to the Northam Men's Shed and Northam Toy Library as required under the lease arrangements and as a result, invoices were issued to the groups.

The Northam Men's Shed contacted the Shire and advised that this had been incorrectly charged and referred to a previous resolution of Council on 16 September 2015:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.2539

Moved: Cr Saunders

Seconded: Cr Williams

That Council, authorise the CEO to write off the amount of \$1,419.30 incorrectly invoiced to the Northam Men's Shed.

CARRIED 9/0

The report to Council refers to clause 2.6 of the Leasing Policy at the time which outlines:

- 2.6 *The Shire will insure the “Demised Premises” at replacement value and perform any structural repairs, improvements and maintenance in accordance with levels determined within its budget forecast.*

However, no reference was made to clause 2.1 which outlines:

- 2.1 *The Shire levy an annual administration rent to all community, sport and recreation groups, that is not for an abovementioned community Hall, which is the equivalent amount of the building insurance applicable to the building and is reviewed annually.*

Additionally, the lease states:

- (b) Insurance** – The Lessor will insure and keep insured at all times the Leased Premises against such risks as set out in Item 7 of the Schedule hereto which Insurance will be reimbursed by the Lessee to the Lessor in accordance with clause 2(c) of this Lease Agreement.

Item 7 – Insurance by Lessor:

Building Insurance but excluding plate glass coverage.

Given the above information, Officers are of the view that these charges were not incorrectly invoiced. As Council did not resolve to vary the lease in 2015 to remove the requirement for the groups to pay the building insurance, these charges are still applicable under the current lease and Property Management (Leases and Licences) Policy.

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

Performance Area: Performance.

Outcome 12: Excellence in organisational performance and customer service.

Objective 12.1: Maintain a high standard of corporate governance and

financial management.
Priority Action: Nil.

B.2 Financial / Resource Implications

The Shire has a 2024/25 budget provision of \$2,716 for building insurance for 87 Duke Street, Northam. The 2024/25 building insurance cost is \$2,266 which covers the Old Fire Station building and 2 of the 3 sheds that are on-site. It has been identified that an additional shed is required to be added to the insurance portfolio.

Northam Men's Shed has advised that they have insured the 3 sheds at the rear of the property and it is evident that there is a duplication of insurance. Given the scale of the Shire's insurance portfolio, it would be more cost-effective and appropriate for the Shire to insure all buildings and seek reimbursement from the groups which is required by Council's policy and the existing leases.

The Northam Men's Shed is currently paying an insurance premium of \$1,560 per annum for the 3 sheds. The below provides the approximate charges for 2024/25 which would be applicable for each of the groups and demonstrates the cost benefit if the Shire was to insure all buildings and seek reimbursements from the groups. The total premium for the Northam Men's Shed (including the Old Fire Station) would be approximately \$1,648.97 (which is only \$88.97 more than the Men's Shed currently pay for insurance of 3 sheds). It is noted that the Northam Toy Library does not currently pay any insurance costs for their portion of the lease for 87 Duke Street, Northam.

- Northam Men's Shed:
 - Old Fire Station (50% of the premium): \$986.35
 - 3 x Sheds (100% of the premium): \$662.62
- Northam Toy Library:
 - Old Fire Station (50% of the premium): \$986.35

Electricity and water charges for the premises are split, with 70% being charged to the Northam Men's Shed and 30% charged to the Northam Toy Library.

Should Council wish to vary the lease so that the building insurance is not reimbursed to the Shire, a variation of lease agreement must be prepared which is estimated to cost \$900.

B.3 Legislative Compliance

Local Government Act 1995, 6.12. Power to defer, grant discounts, waive or write off debts

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

* Absolute majority required.

B.4 Policy Implications

Property Management (Leases and Licences)

8.2 Community Lease or Licence	
Initial Term	Five (5) years
Option	Five (5) years (at the Shire's discretion)
Responsibilities of Tenant	<ul 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. 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. d. The Lessee or Licensee will be responsible for keeping the building clean and tidy at levels predetermined within the agreement. 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. 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.
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.

B.5 Stakeholder Engagement / Consultation

Correspondence has been received from the Northam's Men's Shed (Confidential Attachment 13.1.2.1).

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
---------------	-------------	-----------------------------------	-------------------

Financial	Unrecovered building insurance.	Possible (3) x Insignificant (1) = Low (3)	On-charge building insurance annually as required by Policy.
Health & Safety	Nil.		
Reputation	Damage to reputation from inaccurate information/advice	Possible (3) x Insignificant (1) = Low (3)	Communicate accurate information with respect to lease agreements and policy.
Service Interruption	Nil.		
Compliance	Nil.		
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Given there are many community organisations that are required to pay the building insurance as the tenancy fee, Officers are not supportive of varying the lease to require these charges to be paid by the Shire. However, given the groups have been under the assumption that these charges are not applicable based on previous advice, it is recommended that Council waive these charges for the 2024/25 period and notify the groups that these will be applicable from 2025/26. This will provide the groups sufficient time to prepare for these expenses in the future.

RECOMMENDATION

That Council:

1. **WAIVES** the 2024/25 building insurance charges applicable under the lease of 87 Duke Street, Northam for the Northam Men's Shed and Northam Toy Library; and
2. **REQUESTS** the Chief Executive Officer to advise the Northam Men's Shed and Northam Toy Library that the building insurance charges will be applicable from 2025/26 as required by the lease agreement and Council's Property Management (Leases and Licences) Policy.

13.1.3 Governance Policies

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

BRIEF

For Council to consider adopting the amended policy for the Organisation Structure following recent changes.

It is proposed to revoke the Senior Employees Policy which is recommended to be incorporated into the policy for the Organisation Structure.

ATTACHMENTS

1. CP.16 Organisation Structure DRAFT CLEAN [**13.1.3.1** - 2 pages]
2. CP.16 Organisation Structure DRAFT TRACKED CHANGES [**13.1.3.2** - 2 pages]
3. CP.6 Senior Employees [**13.1.3.3** - 1 page]

A. BACKGROUND / DETAILS

Recent changes to the organisation structure have reduced the Executive areas from 5 to 4, with the Community Services Directorate functions being merged with other Directorates. As a result, Council is requested to adopt the amended policy that reflects the new structure.

The review of this policy has identified an opportunity to merge the Senior Employees Policy with the Organisation Structure Policy, which is presented in Attachment 13.1.3.1.

Minor adjustments have also been made with respect to reporting requirements to ensure this relates to the current Council Plan.

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

Resourcing for the organisation structure is undertaken through the annual budget process.

B.3 Legislative Compliance

Local Government Act 1995:

- Section 5.2 requires the Council of a local government to ensure that there is an appropriate structure for administering the local government.
- Section 5.37 specifies that a local government may designate employees or persons belonging to a class of employee to be senior employees.

B.4 Policy Implications

This report proposes to amend and revoke Governance Policies.

B.5 Stakeholder Engagement / Consultation

Briefings and updates have been provided to Council Members in relation to the organisation structure realignment.

The draft amended Organisation Structure Policy was posted to the Council Member Portal. As the amendments are considered minor and resulting from changes previously discussed with Council Members, a workshop was deemed not to be required in accordance with Council's Policy Structure Policy.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Loss of service delivery.	Possible (3) x Minor (2) Moderate (6)	Establish an appropriate organisation structure through the adoption of the Organisation Structure Policy.

Compliance	Non-compliance with sections 5.2 and 5.37 of the <i>Local Government Act 1995</i> .	Possible (3) x Minor (2) Moderate (6)	Adopt a policy which establishes the organisation structure, including positions which are designated as Senior Employees.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

With the finalisation of the organisational realignment, Council is invited to adopt the Organisation Structure Policy, amended to reflect the new structure.

RECOMMENDATION

That Council:

1. **ADOPTS** the Organisation Structure Policy as outlined in Attachment 13.1.3.1.
2. **REVOKES** the Senior Employees Policy referenced in Attachment 13.1.3.3.



Shire of Northam Council Policy
CP.16 Organisation Structure

CP.16 Organisation Structure

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4236
<i>Resolution Date</i>	16/06/2021
<i>Next Scheduled Review</i>	2022/23
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995, section 5.2, 5.37

OBJECTIVE

To provide guidance to the Council and the Chief Executive Officer concerning the Organisation Structure for the Shire's administration, including the management of functional responsibilities, senior employees and the allocation and management resources within the structure.

SCOPE

The Policy applies across the organisation.

POLICY

1. Determination of Organisation Structure

In accordance with the Local Government Act 1995 Section 5.2, Council determines that the organisation structure of the Shire of Northam shall be:



CEO-POLICY-23 CP.16 Organisation Structure_DRAFT



a) Senior employees

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

b) Determining Organisation Sub-Structure

To ensure the efficient, effective, and orderly administration of the Shire, the Chief Executive Officer shall, within established budget parameters, determine:

- i. the operational responsibilities of each of the Directorates and the subsequent substructure sections within the respective Directorates to fulfil these responsibilities; and
- ii. the sub-structure of each Section including the number of full-time equivalent positions required to ensure the efficient and effective delivery of operational outcomes.

c) Council’s Satisfaction with Organisation Structure

If the Council is not satisfied that an appropriate structure exists, the Council may, by resolution, request the CEO to review the structure.

d) Council Plan Reporting

The Council Plan of the Shire of Northam will provide information relating to service area planning and resourcing for the each Directorate.



Shire of Northam Council Policy
CP.16 Organisational Structure

CP.16 Organisational Structure

Responsible Department	Chief Executive Officer Office
Resolution Number	C.4236
Resolution Date	16/06/2021
Next Scheduled Review	2022/23
Related Shire Documents	
Related Legislation	Local Government Act 1995, section 5.2, <u>5.37</u>

OBJECTIVE

To provide guidance to the Council and the Chief Executive Officer concerning the Organisational Structure for the Shire's administration, including the management of functional responsibilities, senior employees and the allocation and management resources within the structure.

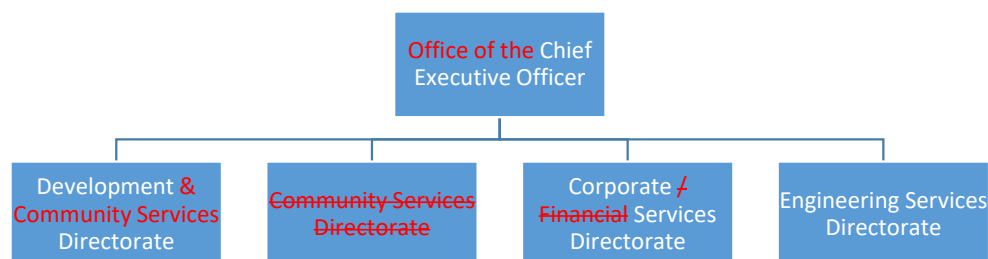
SCOPE

The Policy applies across the organisation.

POLICY

1. Determination of Organisational Structure

In accordance with the Local Government Act 1995 Section 5.2, Council determines that the organisational structure of the Shire of Northam shall be:



~~CEO-POLICY-23 CP.16 Organisation Structure DRAFT~~
~~CEO-POLICY-23 CP.16 Organisational Structure_DRAFT~~



Shire of Northam Council Policy
CP.16 Organisational Structure

a) Senior employees

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

a)b) Determining Organisational Sub-Structure

To ensure the efficient, effective, and orderly administration of the Shire, the Chief Executive Officer shall, within established budget parameters, determine:

- i. the operational responsibilities of each of the Directorates and the subsequent substructure sections within the respective Directorates to fulfil these responsibilities; and
- ii. the sub-structure of each Section including the number of full-time equivalent positions required to ensure the efficient and effective delivery of operational outcomes.

b)c) Council's Satisfaction with Organisational Structure

If the Council is not satisfied that an appropriate structure exists, the Council may, by resolution, request the CEO to review the structure.

e)d) Corporate Council Plan Reporting

The Annual Corporate Business Council Plan of the Shire of Northam will provide information relating to service area planning and resourcing for the each Directorate. a detailed organisational structure. The Corporate Business Plan will clearly indicate any changes in staff numbers over previous years, by Directorate.



Shire of Northam Council Policy
CP.6 Senior Employees

CP.6 Senior Employees

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	C.4052
<i>Resolution Date</i>	21/10/2020
<i>Next Scheduled Review</i>	2022
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	S5.37 Local Government Act 1995

OBJECTIVE

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

SCOPE

Applies to the Chief Executive Officer.

POLICY

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

13.1.4 Adoption of Shire of Northam Bush Fire Brigade Local Law 2024

File Reference:	2.3.2.5
Reporting Officer:	Alysha Mccall (Manager Governance and Risk)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Public Notice

BRIEF

To consider repealing the Shire of Northam Bush Fire By-Laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades 1982 and adopting a new Bush Fire Brigades Local Law 2024.

ATTACHMENTS

1. Department of Local Government, Sport & Cultural Industries Comments on Bush Fire Brigades Local Law 2024 [**13.1.4.1** - 4 pages]
2. Fire and Emergency Services Commissioner Comments on Bush Fire Brigades Local Law 2024 [**13.1.4.2** - 1 page]
3. Bush Fire Brigades Local Law 2024 CLEAN [**13.1.4.3** - 8 pages]
4. Bush Fire Brigades Local Law 2024 TRACKED CHANGES [**13.1.4.4** - 8 pages]

A. BACKGROUND / DETAILS

The making of a Local Government local law is undertaken in two stages. The first that Council agrees to the giving of public notice to seek submissions on the draft local law (which may include a repeal clause). The second stage is for Council to consider submissions and either adopt the local law as advertised or resolve to amend and adopt the local law if not considered significantly different to that previously advertised.

Council considered the Shire of Northam Bush Fire Brigade Local Law 2024 at its meeting held on 15 May 2024 where it agreed to give local public notice and seek submissions on the draft local law. On 25 May 2024, the Shire undertook the statutory advertising process. A local government is required to send a copy of the proposed local law to the Minister for Emergency Services and the Minister for Local Government. Both Ministers wrote to the Shire expressing concerns regarding the drafting of the local law.

Amendments were made to the Shire of Northam Bush Fire Brigade Local Law 2024 (as advertised). This rendition of the local law was considered significantly different to that previously advertised, which required Council to recommence the local law making process. Council at its meeting on 21 August 2024 (C.5100) resolved to advertise a new draft local law for submissions. On 27 August 2024, the Shire undertook the statutory advertising process.

The proposed local law was provided to the Minister for Emergency Services and the Minister for Local Government. The Minister for Local Government suggested that a clause be included either setting out the brigade meeting procedure rules as a schedule of the local law or alternatively, by including a clause stating that the brigade may determine its own meeting procedures. This aligns with the Shire's Bush Fire Manual which states "the brigade rules should detail when and how meetings are to be conducted". No other submissions were received on the proposed local law.

Officers have considered the suggestion made by the Minister for Local Government and agree that this should be included in the proposed local law. This has been added as clause 6.3 (4) in Attachment 13.1.4.3. Advice was sought from the Minister for Local Government in relation to whether this would be considered a "significantly different" amendment, which would result in the process being recommenced. It was advised that if the local law was silent on the issue, the default positions would likely be that the brigade would determine its own rules. If the local law is explicitly stating what would likely be the case, there is arguably no change in legal effect and it would likely not be considered a substantial change. Ultimately however, only the Parliament's Delegated Legislation Committee can determine what is a substantial change.

Officers have reviewed the submissions and changes following the statutory advertising period, and those which are required by an undertaking to the Joint Standing Committee on Delegated Legislation. These include:

1. Removing clause 6.2(9) given that the *Bush Fires Act 1954*, the *Bush Fires Regulations 1954*, and other legislation such as the *Work Health and Safety Act 2020* and the *Corruption, Crime and Misconduct Act 2003* address issues of liability. The removal of the clause also ensures that the local law does not contradict or conflict with any other Act or law. Based on legal advice provided to the local government, this does not constitute a significant change.
2. Correcting the term 'Bush Fire Brigade Officer' which is undefined but used in several clauses. This has been changed to 'Elected Officer' which is defined and considered a minor administrative change which is not considered significant.

These changes have been included in the proposed Shire of Northam Bush Fire Brigade Local Law 2024 as presented in Attachment 13.1.4.3.

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

The cost of giving public notice, advertising and gazettal is met through the Shire's budget.

B.3 Legislative Compliance

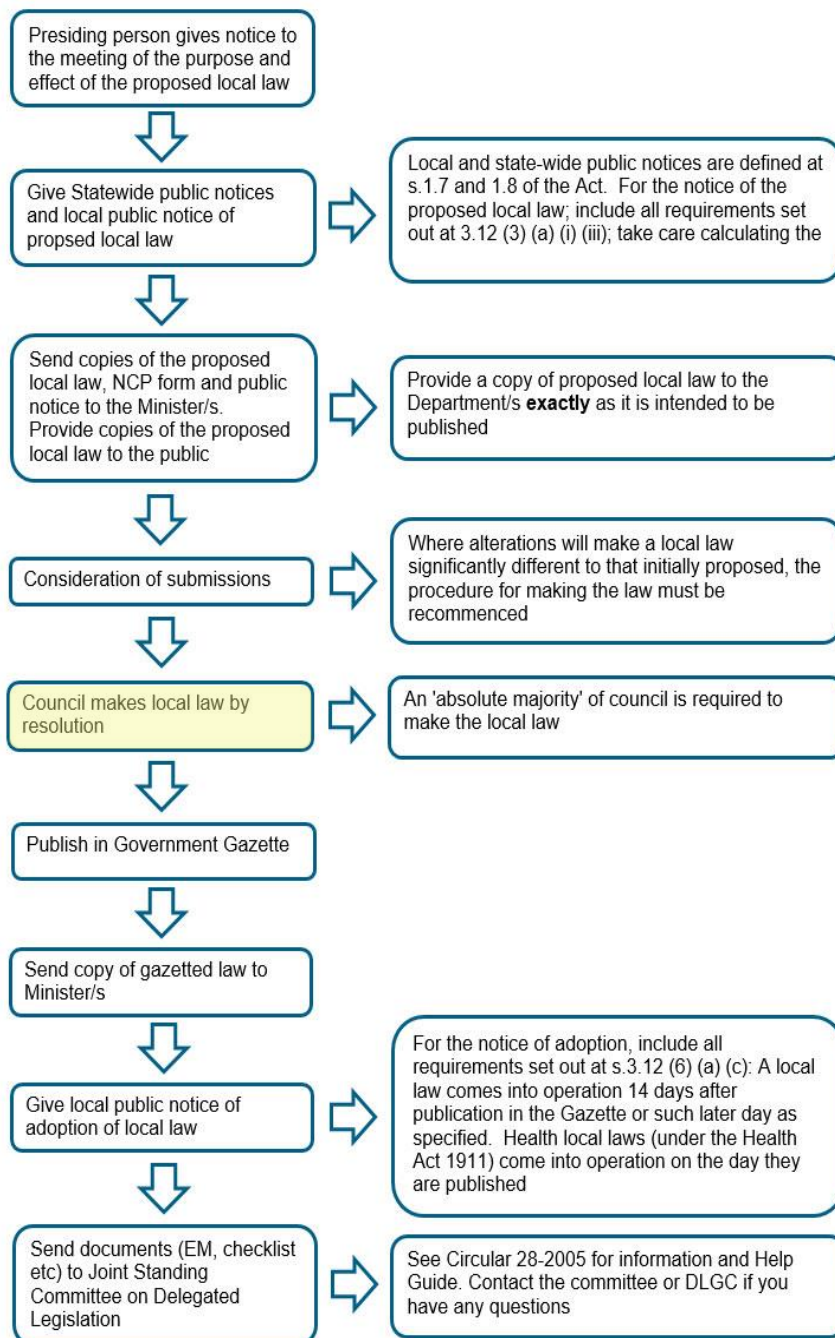
Section 43 of the *Bush Fires Act 1954* prescribes that local laws shall provide for the election and duties of officers of bush fire brigades.

Section 62 prescribes that a local government may make local laws for and in relation to:

- The appointment, employment, payment, dismissal and duties of bush fire control officers; and
- The organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
- Any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by the *Bush Fires Act 1954*.

Section 3.12 of the *Local Government Act 1995* prescribes the procedures for making and finalising the process of adopting local laws. Whilst the Act does not expressly prescribe a timeframe in which the procedural requirements for making local laws are to be completed, the procedures should be undertaken with "all convenient speed" in line with the *Interpretations Act 1984*.

The legislative process for making local laws, and the current stage with respect to the Shire of Northam Bush Fire Local Law 2024 is highlighted below:



B.4 Policy Implications

Shire of Northam Bush Fire Manual and Standard Operating Procedures.

B.5 Stakeholder Engagement / Consultation

Local public notice was given in accordance with s.3.12 of the *Local Government Act 1995*. The proposed local law was provided to the Minister for Emergency Services, the Minister for Local Government and the Shire of Northam Bush Fire Leadership team. One suggestion was provided by the Minister for Local Government which is discussed in the background of this report.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Non-compliance with the Local Law process.	Unlikely (2) x Medium (3) = Moderate (6)	Consult the <i>Local Government Act 1995</i> & Function & General Regs. If required, consult WALGA on process to ensure compliance.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The draft Bush Fire Brigades Local Law 2024, in the Shire's opinion, effectively complies with the requirements of 62(1) of the *Bush Fires Act 1954* relating to the establishment, organisation and administration of the brigades and the appointment, employment, dismissal and duties of brigade members.

In relation to the process for making a local law as shown in the table in section B.3 above, "where the final draft of a local law is significantly different to what was originally put out for comment, the procedure for making the local law must recommence". The *Local Government Act 1995* does not define 'significantly different' and there is limited legislative guidance on the meaning of 'significantly different'. Officers have reviewed examples of where the Joint Standing Committee on Delegated Legislation (JSCDL) has found a local law to be 'significantly different' and are of the view that the proposed amendments following the statutory advertising are not significantly different. As such, under the process, it is recommended that Council make the Shire of Northam Bush Fires Brigades Local Law 2024.

RECOMMENDATION

That Council:

1. NOTES the submissions received on the proposed Bushfire Brigades Local Law 2024, as detailed in this Report;
2. BY ABSOLUTE MAJORITY, and in accordance with Section 3.12(4) of the Local Government Act 1995, MAKES the Shire of Northam *Bush Fire Brigades Local Law 2024* (Attachment 13.1.4.3), a summary of its purpose and effect being:

Purpose

To make provisions about the establishment and organisation of bush fire brigades.

Effect

To align the Shire of Northam Bushfire Brigades Local Law with legislative requirements under the *Bush Fires Act 1954* and operational practice.

3. NOTES Administration, in accordance with Section 3.12(5) of the Local Government Act 1995 will:
 - a) Publish the Shire of Northam Bush Fire Brigades Local Law 2024 in the Government Gazette; and
 - b) Give a copy of the Shire of Northam Bush Fire Brigades Local Law 2024 to the Minister for Emergency Services and the Minister for Local Government;
4. NOTES Administration will give local public notice of the gazettal of the Bushfire Brigades Local Law 2024, pursuant to Section 3.12(6) of the Local Government Act 1995; and
5. NOTES that following gazettal of the Bushfire Brigades Local Law 2024, and in accordance with the Local Laws Explanatory Memoranda Directions 2010, a copy of the Local Law and a duly completed Explanatory Memorandum signed by the President and Chief Executive Officer will be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.

From: Legislation
Sent: Wed, 2 Oct 2024 05:05:17 +0000
To: Alysha Mccall
Subject: I131550 - RE: Shire of Northam - Bushfire Brigades Local Law 2024

Hello,

This email is regarding the Shire's proposed local law. The Department's comments are provided below.

Review of Bushfire Brigade Local Law 2024

1. Public notice

The Shire has provided sufficient evidence of public notice as required by the local law checklist. However, the Shire should be aware that the Act requires several kinds of notice to be issued in order for "local public notice" to have occurred (e.g. notice on website). The Shire should ensure that these additional elements have also been met.

2. Local law partially made under other legislation – Bush Fires Act

The Department notes that this local law is made under the Bush Fires Act 1954, in addition to the Local Government Act 1995.

The Shire should ensure that it has sent a draft of the local law to the Minister for Emergency Services. If the Minister has not received a copy, the local law's validity may be affected.

If DFES provide any suggestions regarding the local law's content, these comments should be given due weight given DFES's expertise in the matter.

3. Meeting procedures

The local law provides that the bush fire brigade may hold meetings, but is silent on the issue of meeting procedures or vote on officer elections.

It is suggested that the local law address this subject, either by setting out the rules as a schedule of the local law or alternatively, by including a clause stating that the brigade may determine its own meeting procedures.

4. Minor edits

The following minor edits are suggested:

- There is no need for the local law to mention the concept of procedural fairness, as these principles will apply to the decision irrespective of whether the local law mentions it or not.
- The Shire should ensure that all references and cross references are checked for accuracy before submitting the final version to council, as there will be no other opportunities to correct the draft after that point.

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee's webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Regards,

legislation



Department of
**Local Government, Sport
and Cultural Industries**



DLGSC
PO Box 8349, Perth Business Centre WA 6849

legislation@dlgsc.wa.gov.au
www.dlgsc.wa.gov.au

The Department of Local Government, Sport and Cultural Industries acknowledges Aboriginal people throughout Western Australia as the Traditional Owners and Custodians of the lands, waters, and communities in which we operate.

We pay our respects to all Aboriginal people and their cultures, and to Elders past and present.

From: Alysha McCall <alysha.mccall@northam.wa.gov.au>
Sent: Wednesday, 2 October 2024 9:51 AM
To: Legislation <legislation@dlgsc.wa.gov.au>
Cc: Shire of Northam CEO <records@northam.wa.gov.au>
Subject: RE: Shire of Northam - Bushfire Brigades Local Law 2024

You don't often get email from alysha.mccall@northam.wa.gov.au. [Learn why this is important](#)

Good morning,

I am following up the below as we are yet to receive a response.

Kind regards,

Alysha McCall

Governance Coordinator, Shire of Northam

e: alysha.mccall@northam.wa.gov.au

p: (08) 9622 6114

w: www.northam.wa.gov.au | www.bilyakoortboodja.com

395 Fitzgerald Street, PO Box 613, Northam WA 6401 [Ballardong Boodja]

From: Alysha McCall
Sent: Tuesday, 27 August 2024 3:56 PM
To: legislation@dlgsc.wa.gov.au
Cc: Marlene Plews <records@northam.wa.gov.au>
Subject: Shire of Northam - Bushfire Brigades Local Law 2024

Good afternoon,

Please see the attached public notice and proposed local law. Due to significant changes, the process is being recommenced.

If you could please review and provide any comments by 14 October 2024 that would be greatly appreciated.

Kind regards,

Alysha McCall

Governance Coordinator, Shire of Northam

e: alysha.mccall@northam.wa.gov.au

p: (08) 9622 6114

w: www.northam.wa.gov.au | www.bilyakootboodja.com

395 Fitzgerald Street, PO Box 613, Northam WA 6401 [Ballardong Boodja]



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D27965; 24/247314

Debbie Terelinck
Chief Executive Officer
Shire of Northam
PO Box 613
NORTHAM WA 6401

By email records@northam.wa.gov.au

Dear Ms Terelinck

SHIRE OF NORTHAM BUSH FIRE BRIGADES LOCAL LAW 2024

I refer to the Shire's correspondence dated 27 August 2024 regarding the Shire's proposed *Bush Fire Brigades Local Law 2024*.

I note that section 3.12(3)(b) of the *Local Government Act 1995* (WA) provides that a copy of a proposed local law is to be forwarded to the Minister for Local Government and to another Minister if another Minister administers the Act under which the local law is proposed to be made. I acknowledge that the Shire provided a copy of its former proposed local law to the Minister for Emergency Services on 27 May 2024, and the Minister duly forwarded the local law to me for consideration and direct response. I note the feedback I provided to the Shire by letter dated 1 July 2024. As this updated proposed local law has been conveyed directly to me, I confirm that I have forwarded a copy of the correspondence to the Minister for Emergency Services for awareness also.

In consideration of the Shire's Ordinary Council Meeting minutes of 21 August 2024, I note that the Shire has:

- adopted the recommendations I conveyed in my letter of 1 July 2024 in relation to the previously proposed local law roles;
- considered the decisions of the Joint Standing Committee of Delegated Legislation in *Report 4* and *Report 16*; and,
- elected not to adopt the "model" law developed by the Western Australian Local Government Association.

Yours sincerely,

DARREN KLEMM AFSM
COMMISSIONER

30 October 2024

SHIRE OF NORTHAM
BUSH FIRE BRIGADES LOCAL LAW 2024

BUSH FIRES ACT 1954

BUSH FIRE BRIGADES LOCAL LAW 2024

PART 1 - PRELIMINARY

- 1.1 Citation and application
- 1.2 Commencement
- 1.3 Repeal provisions
- 1.4 Interpretation

PART 2 - BUSH FIRE BRIGADES

- 2.1 Establishment of Bush Fire Brigades
- 2.2 Name and officers of Bush Fire Brigades

PART 3 – TRANSITIONAL

- 3.1 Existing Bush Fire Brigades

PART 4 - DISSOLUTION OF BUSH FIRE BRIGADES

- 4.1 Cancellation of registration
- 4.2 New arrangement after dissolution

PART 5 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

- 5.1 Local Government responsible for structure
- 5.2 Managerial role of Chief Bush Fire Control Officer
- 5.3 Duties of Chief Bush Fire Control Officer
- 5.4 Payment to Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s
- 5.5 Equipment and maintenance of Bush Fire Brigades
- 5.6 Functions of Captain and other Elected Officers

PART 6 - ADMINISTRATION OF BUSH FIRE BRIGADES

- 6.1 Local Government appointments
- 6.2 Membership of a Bush Fire Brigade
- 6.3 Meetings of Bush Fire Brigades

PART 7 - GENERAL

- 7.1 Consideration in the Local Government budget

BUSH FIRES ACT 1954

SHIRE OF NORTHAM

BUSH FIRE BRIGADES LOCAL LAW 2024

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Northam resolved on 20 November 2024 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation and application

This local law may be cited as the *Shire of Northam Bush Fire Brigades Local Law 2024* and applies throughout the district. It is made in accordance with Subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Repeal provisions

The *Shire of Northam Bush Fire By-Laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades*, published in the *Government Gazette*, Number 35 dated 21 May 1982, is repealed.

1.4 Interpretation

(1) In this local law, unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area means the area described in clause 2.2(1)(b);

Bush Fire Brigade, or **Brigade**, means a bush fire brigade established by the Local Government under clause 2.1 and registered in a register kept pursuant to section 41 of the Act;

Bush Fire Control Officer, in relation to a Brigade, means a bush fire control officer appointed by the Local Government under clause 6.1(1);

Bush Fire Brigade Member, or **Brigade Member**, in relation to a Brigade, means a member of the Bush Fire Brigade, who may be –

- (a) an Elected Officer of the Brigade;
- (b) a Bush Fire Control Officer of the Brigade; or
- (c) another member of the Brigade being at least 16 years of age;

Chief Bush Fire Control Officer means the Chief Bush Fire Control Officer appointed by the Local Government;

Chief Executive Officer means the Chief Executive Officer of the Local Government;

Deputy Chief Bush Fire Control Officer means the Deputy Chief Bush Fire Control Officer/s appointed by the Local Government;

district means the district of the Local Government;

Elected Officer, in relation to a Brigade, means each of the Captain, First Lieutenant, Second Lieutenant and any other Lieutenant –

(a) appointed by the Local Government under clause 2.2(1)(c); or

(b) elected by the Brigade Members under clause 2.2(4);

Local Government means the Shire of Northam;

normal brigade activities is defined in section 35A of the Act; and

Regulations means regulations made under the Act.

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant; or

(d) any additional Lieutenant;

means a person holding that position in a Bush Fire Brigade.

PART 2 - BUSH FIRE BRIGADES

2.1 Establishment of Bush Fire Brigades

(1) The Local Government may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities.

(2) A Bush Fire Brigade is established on the date of the Local Government's decision under clause 2.1(1).

2.2 Name and officers of Bush Fire Brigades

(1) On establishing a Bush Fire Brigade under clause 2.1(1), the Local Government is to—

(a) give a name to the Bush Fire Brigade;

(b) specify the brigade area in which the Bush Fire Brigade is primarily responsible for carrying out the normal brigade activities; and

(c) appoint, in relation to the Bush Fire Brigade —

(i) a Captain;

(ii) a First Lieutenant;

(iii) a Second Lieutenant; and

- (iv) additional Lieutenants if the Local Government considers it necessary.
- (2) A person appointed to a position under clause 2.2(1)(c) is taken to be a Brigade Member.
- (3) The term of office of a person appointed to an Elected Officer position under clause 2.2(1)(c) ends –
 - (a) at the completion of the first annual general meeting of the Bush Fire Brigade;
 - (b) when the person resigns from that position; or
 - (c) when the appointment, or the person's Bush Fire Brigade membership, is terminated under this local law,whichever occurs first.
- (4) At the first and each subsequent annual general meeting of a Brigade, the Brigade Members are to elect, from among the Brigade Members, persons to fill each of the Elected Officer positions of the Brigade.
- (5) If the position of an Elected Officer of a Bush Fire Brigade becomes vacant at any time other than at the completion of an annual general meeting of the Brigade, then a special meeting of the Brigade may be held at which the Brigade Members may vote for a replacement Brigade Member to fill the position until the next annual general meeting of the Bush Fire Brigade.

PART 3 – TRANSITIONAL

3.1 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

“**commencement day**” means the day on which this local law comes into operation.

PART 4 - DISSOLUTION OF BUSH FIRE BRIGADES

4.1 Cancellation of registration

- (1) In accordance with section 41(3) of the Act, the Local Government 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 or this local law or is not achieving the objectives for which it was established.
- (2) Upon a Bush Fire Brigade's dissolution, the equipment, assets and funds of the Brigade must be placed under the control of the Local Government and dealt with in accordance

5_51684_012.docx

with the *Local Government Act 1995*.

4.2 New arrangement after dissolution

If the Local Government cancels the registration of a Bush Fire Brigade the Local Government is to make alternative arrangements in respect of the brigade area.

PART 5 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

5.1 Local Government responsible for structure

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

5.2 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the Local Government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

5.3 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer Bush Fire Brigades;
- (b) monitor Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government;
- (c) liaise with the Local Government concerning fire prevention / suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) Bush Fire Brigades or Elected Officers;
- (d) ensure that Bush Fire Brigades are registered with the Local Government and that lists of Brigade Members are maintained.

5.4 Payment to Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s

The Local Government may, make a payment to the persons appointed in the positions of the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer/s.

5.5 Equipment and maintenance of Bush Fire Brigades

The organisation, establishment, maintenance, replacement and upkeep of all Bush Fire Brigade protective clothing, equipment and appliances is to be the responsibility of the Local Government.

5.6 Functions of Captain and other Elected Officers

(1) The functions of the Captain of a Bush Fire Brigade are to —

- (a) provide leadership to the Bush Fire Brigade;
- (b) monitor the Bush Fire Brigade's resourcing, equipment and training levels;
- (c) liaise with the Local Government concerning —

5_51684_012.docx

- (i) fire prevention or fire suppression matters generally;
 - (ii) directions to be issued by the Local Government to the Brigade's Bush Fire Control Officers, including those who issue permits to burn; and
 - (iii) the Elected Officers;
 - (d) ensure that a list of the Bush Fire Brigade's Members is maintained;
 - (e) report annually to the Chief Bush Fire Control Officer the office bearers of the Bush Fire Brigade in accordance with the Regulations; and
 - (f) arrange for normal brigade activities as authorised by the Act or by the Local Government.
- (2) The functions of other Elected Officers of a Brigade are to support the Captain of the Brigade in their role.

PART 6 - ADMINISTRATION OF BUSH FIRE BRIGADES

6.1 Local Government appointments

- (1) The Local Government may appoint, and may suspend or terminate the appointment of, persons to the positions of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers.
- (2) A decision to suspend or terminate a person's appointment to a position under clause 6.1(1) must be made in accordance with the principles of procedural fairness.
- (3) A person's appointment to a position under clause 6.1(1) ends -
 - (a) if the appointment is for a fixed term – on the expiry of that term;
 - (b) if the person dies – on the date of their death;
 - (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Chief Executive Officer; or
 - (d) if the appointment is terminated by the Local Government – on the date that written notice of the termination is given to the person,

whichever occurs first.

6.2 Membership of a Bush Fire Brigade

- (1) A person wishing to be a Bush Fire Brigade Member may make an application for membership to the Captain of the Bush Fire Brigade.
- (2) An application for membership of a Bush Fire Brigade –
 - (a) is to be determined by the Captain of the Bush Fire Brigade.
 - (b) if the Captain of the Bush Fire Brigade approves the appointment, the application should be provided within 14 days to the Local Government for registration.
 - (c) if the appointment is refused, the Captain is to provide written reason for the refusal as soon as practicable.

5_51684_012.docx

- (3) A person whose membership application is accepted is to be appointed as a Brigade Member of a Bush Fire Brigade.
- (4) A person's membership of a Bush Fire Brigade under this clause 5.2 ends –
 - (a) if the person dies – on the date of their death;
 - (b) if a person gives the Captain of the Bush Fire Brigade written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Captain; or
 - (c) if the appointment is terminated by the Chief Bush Fire Control Officer - on the date that the written notice of the termination is given to the person;whichever occurs first.
- (5) Subject to clause 6.2(7), the Chief Bush Fire Control Officer may suspend or terminate the membership of a Brigade Member appointed under clause 6.2(3) (other than a Brigade Member appointed by the Local Government to a position described in clause 6.1(1)) if, in the opinion of the Chief Bush Fire Control Officer, the Brigade Member is unfit to serve as a member of the Bush Fire Brigade.
- (6) A decision to suspend or terminate a person's membership of a Bush Fire Brigade under clause 6.2(5) must be made in accordance with the principles of procedural fairness.
- (7) If the Chief Bush Fire Control Officer has a conflict of interest in considering and determining whether a person's membership should be suspended or terminated –
 - (a) the Chief Bush Fire Control Officer must refer the matter to the Chief Executive Officer; and
 - (b) the Chief Executive Officer is to consider and determine the matter.
- (8) At the end of the period of suspension imposed under clause 6.2(5) or 6.2(7), the Chief Bush Fire Control Officer (or, if clause 6.2(7) applies, the Chief Executive Officer) must –
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) confirm the continuation of the membership.

6.3 Meetings of Bush Fire Brigades

- (1) A Brigade may hold ordinary meetings on such days and at such times and places, as the Brigade considers appropriate.
- (2) A Brigade should hold at least 2 ordinary meetings each year.
- (3) A Brigade must hold 1 annual general meeting each financial year.
- (4) A Brigade may determine its meeting procedures as the Brigade considers appropriate.
- (5) At the annual general meeting, the Brigade is to -
 - (a) elect the Elected Officers;

5_51684_012.docx

- (b) receive the Captain's annual report;
 - (c) receive the Elected Officers' annual report; and
 - (d) adopt the annual financial statements of the Brigade.
- (6) Notice of the annual general meeting and any ordinary meeting must be given to all Brigade Members at least 7 days before the commencement of the meeting.
- (7) A Brigade may hold a special meeting to allow the membership to deal with a specific motion or business.
- (8) A notice of a special meeting must be given at least 48 hours before the commencement of the meeting.
- (9) The purpose of the special meeting must be included in the notice of the meeting.

PART 7 - GENERAL

7.1 Consideration in the Local Government budget

In addition to funding made available through emergency services grants, the Local Government may provide further funding depending on the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.

Dated _____

THE COMMON SEAL OF The Shire of Northam was hereto affixed in the presence of:

Christopher Antonio
Shire President

Deborah Terelinck
Chief Executive Officer

SHIRE OF NORTHAM
BUSH FIRE BRIGADES LOCAL LAW 2024

BUSH FIRES ACT 1954

BUSH FIRE BRIGADES LOCAL LAW 2024

PART 1 - PRELIMINARY

- 1.1 Citation and application
- 1.2 Commencement
- 1.3 Repeal provisions
- 1.4 Interpretation

PART 2 - BUSH FIRE BRIGADES

- 2.1 Establishment of Bush Fire Brigades
- 2.2 Name and officers of Bush Fire Brigades

PART 3 – TRANSITIONAL

- 3.1 Existing Bush Fire Brigades

PART 4 - DISSOLUTION OF BUSH FIRE BRIGADES

- 4.1 Cancellation of registration
- 4.2 New arrangement after dissolution

PART 5 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

- 5.1 Local Government responsible for structure
- 5.2 Managerial role of Chief Bush Fire Control Officer
- 5.3 Duties of Chief Bush Fire Control Officer
- 5.4 Payment to Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s
- 5.5 Equipment and maintenance of Bush Fire Brigades
- 5.6 Functions of Captain and other Elected Officers

PART 6 - ADMINISTRATION OF BUSH FIRE BRIGADES

- 6.1 Local Government appointments
- 6.2 Membership of a Bush Fire Brigade
- 6.3 Meetings of Bush Fire Brigades

PART 7 - GENERAL

- 7.1 Consideration in the Local Government budget

BUSH FIRES ACT 1954

SHIRE OF NORTHAM

BUSH FIRE BRIGADES LOCAL LAW 2024

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Northam resolved on 20 November 2024 **Date** to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation and application

This local law may be cited as the *Shire of Northam Bush Fire Brigades Local Law 2024* and applies throughout the district. It is made in accordance with Subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995*.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Repeal provisions

The *Shire of Northam Bush Fire By-Laws relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades*, published in the *Government Gazette*, Number 35 dated 21 May 1982, is repealed.

1.4 Interpretation

(1) In this local law, unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area means the area described in clause 2.2(1)(b);

Bush Fire Brigade, or **Brigade**, means a bush fire brigade established by the Local Government under clause 2.1 and registered in a register kept pursuant to section 41 of the Act;

Bush Fire Control Officer, in relation to a Brigade, means a bush fire control officer appointed by the Local Government under clause 6.1(1);

Bush Fire Brigade Member, or **Brigade Member**, in relation to a Brigade, means a member of the Bush Fire Brigade, who may be -

- (a) an Elected Officer of the Brigade;
- (b) a Bush Fire Control Officer of the Brigade; or
- (c) another member of the Brigade being at least 16 years of age;

Chief Bush Fire Control Officer means the Chief Bush Fire Control Officer appointed by the Local Government;

Chief Executive Officer means the Chief Executive Officer of the Local Government;

Deputy Chief Bush Fire Control Officer means the Deputy Chief Bush Fire Control Officer/s appointed by the Local Government;

district means the district of the Local Government;

Elected Officer, in relation to a Brigade, means each of the Captain, First Lieutenant, Second Lieutenant and any other Lieutenant –

(a) appointed by the Local Government under clause 2.2(1)(c); or

(b) elected by the Brigade Members under clause 2.2(4);

Local Government means the Shire of Northam;

normal brigade activities is defined in section 35A of the Act; and

Regulations means regulations made under the Act.

(2) In this local law, unless the context otherwise requires, a reference to –

(a) a Captain;

(b) a First Lieutenant;

(c) a Second Lieutenant; or

(d) any additional Lieutenant;

means a person holding that position in a Bush Fire Brigade.

PART 2 - BUSH FIRE BRIGADES

2.1 Establishment of Bush Fire Brigades

(1) The Local Government may establish a Bush Fire Brigade for the purpose of carrying out normal brigade activities.

(2) A Bush Fire Brigade is established on the date of the Local Government's decision under clause 2.1(1).

2.2 Name and officers of Bush Fire Brigades

(1) On establishing a Bush Fire Brigade under clause 2.1(1), the Local Government is to—

(a) give a name to the Bush Fire Brigade;

(b) specify the brigade area in which the Bush Fire Brigade is primarily responsible for carrying out the normal brigade activities; and

(c) appoint, in relation to the Bush Fire Brigade —

(i) a Captain;

(ii) a First Lieutenant;

(iii) a Second Lieutenant; and

- (iv) additional Lieutenants if the Local Government considers it necessary.
- (2) A person appointed to a position under clause 2.2(1)(c) is taken to be a Brigade Member.
- (3) The term of office of a person appointed to an Elected Officer position under clause 2.2(1)(c) ends –
 - (a) at the completion of the first annual general meeting of the Bush Fire Brigade;
 - (b) when the person resigns from that position; or
 - (c) when the appointment, or the person's Bush Fire Brigade membership, is terminated under this local law,whichever occurs first.
- (4) At the first and each subsequent annual general meeting of a Brigade, the Brigade Members are to elect, from among the Brigade Members, persons to fill each of the Elected Officer positions of the Brigade.
- (5) If the position of an Elected Officer of a Bush Fire Brigade becomes vacant at any time other than at the completion of an annual general meeting of the Brigade, then a special meeting of the Brigade may be held at which the Brigade Members may vote for a replacement Brigade Member to fill the position until the next annual general meeting of the Bush Fire Brigade.

PART 3 – TRANSITIONAL

3.1 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

“**commencement day**” means the day on which this local law comes into operation.

PART 4 - DISSOLUTION OF BUSH FIRE BRIGADES

4.1 Cancellation of registration

- (1) In accordance with section 41(3) of the Act, the Local Government 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 or this local law or is not achieving the objectives for which it was established.
- (2) Upon a Bush Fire Brigade's dissolution, the equipment, assets and funds of the Brigade must be placed under the control of the Local Government and dealt with in accordance

5_51684_012.docx

with the *Local Government Act 1995*.

4.2 New arrangement after dissolution

If the Local Government cancels the registration of a Bush Fire Brigade the Local Government is to make alternative arrangements in respect of the brigade area.

PART 5 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

5.1 Local Government responsible for structure

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

5.2 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the Local Government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

5.3 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer Bush Fire Brigades;
- (b) monitor Bush Fire Brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government;
- (c) liaise with the Local Government concerning fire prevention / suppression matters generally and directions to be issued by the local government to Bush Fire Control Officers (including those who issue permits to burn) Bush Fire Brigades or ~~Bush Fire Brigade-Elected~~ Officers;
- (d) ensure that Bush Fire Brigades are registered with the Local Government and that lists of Brigade Members are maintained.

5.4 Payment to Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer/s

The Local Government may, make a payment to the persons appointed in the positions of the Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer/s.

5.5 Equipment and maintenance of Bush Fire Brigades

The organisation, establishment, maintenance, replacement and upkeep of all Bush Fire Brigade protective clothing, equipment and appliances is to be the responsibility of the Local Government.

5.6 Functions of Captain and other Elected Officers

(1) The functions of the Captain of a Bush Fire Brigade are to —

- (a) provide leadership to the Bush Fire Brigade;
- (b) monitor the Bush Fire Brigade's resourcing, equipment and training levels;
- (c) liaise with the Local Government concerning —

5_51684_012.docx

- (i) fire prevention or fire suppression matters generally;
 - (ii) directions to be issued by the Local Government to the Brigade's Bush Fire Control Officers, including those who issue permits to burn; and
 - (iii) the ~~Brigade's Bush Fire Brigade~~Elected Officers;
 - (d) ensure that a list of the Bush Fire Brigade's Members is maintained;
 - (e) report annually to the Chief Bush Fire Control Officer the office bearers of the Bush Fire Brigade in accordance with the Regulations; and
 - (f) arrange for normal brigade activities as authorised by the Act or by the Local Government.
- (2) The functions of other ~~Bush Fire Brigade~~Elected Officers of a Brigade are to support the Captain of the Brigade in their role.

PART 6 - ADMINISTRATION OF BUSH FIRE BRIGADES

6.1 Local Government appointments

- (1) The Local Government may appoint, and may suspend or terminate the appointment of, persons to the positions of the Chief Bush Fire Control Officer, the Deputy Chief Bush Fire Control Officer and Bush Fire Control Officers.
- (2) A decision to suspend or terminate a person's appointment to a position under clause ~~56~~.1(1) must be made in accordance with the principles of procedural fairness.
- (3) A person's appointment to a position under clause ~~56~~.1(1) ends -
 - (a) if the appointment is for a fixed term – on the expiry of that term;
 - (b) if the person dies – on the date of their death;
 - (c) if a person gives written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Chief Executive Officer; or
 - (d) if the appointment is terminated by the Local Government – on the date that written notice of the termination is given to the person,whichever occurs first.

6.2 Membership of a Bush Fire Brigade

- (1) A person wishing to be a Bush Fire Brigade Member may make an application for membership to the Captain of the Bush Fire Brigade.
- (2) An application for membership of a Bush Fire Brigade –
 - (a) is to be determined by the Captain of the Bush Fire Brigade.
 - (b) if the Captain of the Bush Fire Brigade approves the appointment, the application should be provided within 14 days to the Local Government for registration.
 - (c) if the appointment is refused, the Captain is to provide written reason for the refusal as soon as practicable.

5_51684_012.docx

- (3) A person whose membership application is accepted is to be appointed as a Brigade Member of a Bush Fire Brigade.
- (4) A person's membership of a Bush Fire Brigade under this clause 5.2 ends –
 - (a) if the person dies – on the date of their death;
 - (b) if a person gives the Captain of the Bush Fire Brigade written notice of resignation – on the date, as specified in the written notice, that the resignation is to take effect or, if no date is specified, on the date that the written notice is given to the Captain; or
 - (c) if the appointment is terminated by the Chief Bush Fire Control Officer - on the date that the written notice of the termination is given to the person;whichever occurs first.
- (5) Subject to clause 6.2(7), the Chief Bush Fire Control Officer may suspend or terminate the membership of a Brigade Member appointed under clause 6.2(3) (other than a Brigade Member appointed by the Local Government to a position described in clause 6.1(1)) if, in the opinion of the Chief Bush Fire Control Officer, the Brigade Member is unfit to serve as a member of the Bush Fire Brigade.
- (6) A decision to suspend or terminate a person's membership of a Bush Fire Brigade under clause 6.2(5) must be made in accordance with the principles of procedural fairness.
- (7) If the Chief Bush Fire Control Officer has a conflict of interest in considering and determining whether a person's membership should be suspended or terminated –
 - (a) the Chief Bush Fire Control Officer must refer the matter to the Chief Executive Officer; and
 - (b) the Chief Executive Officer is to consider and determine the matter.
- (8) At the end of the period of suspension imposed under clause 6.2(5) or 6.2(7), the Chief Bush Fire Control Officer (or, if clause 6.2(7) applies, the Chief Executive Officer) must –
 - (a) extend the period of suspension;
 - (b) terminate the membership; or
 - (c) confirm the continuation of the membership.

~~(9) The ending of a person's membership under clause 6.2(4) does not affect any liability that the Brigade Member may have had before their membership ended.~~

6.3 Meetings of Bush Fire Brigades

- (1) A Brigade may hold ordinary meetings on such days and at such times and places, as the Brigade considers appropriate.
- (2) A Brigade should hold at least 2 ordinary meetings each year.
- ~~(3) A Brigade must hold 1 annual general meeting each financial year.~~
- ~~(3)(4) A Brigade may determine its meeting procedures as the Brigade considers appropriate.~~
- ~~(4)(5) At the annual general meeting, the Brigade is to -~~

5_51684_012.docx

- |
- (a) elect ~~Bush Fire Brigade~~the Elected Officers;
 - (b) receive the Captain's annual report;
 - (c) receive the Elected Officers' annual report; and
 - (d) adopt the annual financial statements of the Brigade.

~~(5)~~(6) Notice of the annual general meeting and any ordinary meeting must be given to all Brigade Members at least 7 days before the commencement of the meeting.

~~(6)~~(7) A Brigade may hold a special meeting to allow the membership to deal with a specific motion or business.

~~(7)~~(8) A notice of a special meeting must be given at least 48 hours before the commencement of the meeting.

~~(8)~~(9) The purpose of the special meeting must be included in the notice of the meeting.

PART 7 - GENERAL

7.1 Consideration in the Local Government budget

In addition to funding made available through emergency services grants, the Local Government may provide further funding depending on the assessment of budget priorities for the year in question in accordance with Part 6 of the *Local Government Act 1995*.

Dated _____

THE COMMON SEAL OF The Shire of Northam was hereto affixed in the presence of:

Christopher Antonio
Shire President

Deborah Terelinck
Chief Executive Officer

13.2 ENGINEERING SERVICES

13.2.1 Schedule of Fees & Charges 2024/25 - Road Direction Signage

File Reference:	6.3.2.2
Reporting Officer:	Annette Gillespie (Engineering Administration Coordinator)
Responsible Officer:	Paul Devcic (Executive Manager Engineering Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	Public Notice

BRIEF

For Council to adopt changes to the Shire's 2024/25 Schedule of Fees and Charges to reflect fees and charges, and production costs associated with an application for road directional signage. These changes include the introduction of a new fee.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

Tourist and service signs are provided to inform motorists and tourists of attractions and facilities available along and in the vicinity of the Shire's road network.

Applications for directional signs are lodged with the Shire and assessed by Engineering Services.

There is currently no fee included in the adopted Schedule of Fees and Charges that allows the Shire to recover expenditure associated with installing road directional signage. This is a common practice in other Local Governments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

The proposed fees will assist the Shire in recovering expenditure when considering applications and installing road directional signage. The proposed fees are as follows:

- Directional Signage Application Fee: \$65.00
- Directional Signage Materials & Fabrication: At cost

B.3 Legislative Compliance

Local Government Act 1995 (the Act):

- Section 6.16 (3) requires any updates to the Schedule of Fees & Charges to be made by an Absolute Majority Resolution of Council.
- Section 6.19 requires a local government to give notice of fees and charges if it wishes to impose any fees or charges after the annual budget has been adopted. Local public notice must be provided before introducing the fees or charges.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Public Notice is required in accordance with *Local Government Act 1995* s.6.19.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Inadequate cost recovery for directional signage	Almost Certain (5) x Insignificant (1) = Moderate (5)	Adopt the Officer's recommendation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Non-compliance with <i>Local Government Act 1995</i> .	Possible (3) x Minor (2) = Moderate (6)	Adopt the fee by Absolute Majority and give local public notice as

			require by the <i>Local Government Act 1995.</i>
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Directional signage provides information to motorists and tourists of attractions and facilities available along and in the vicinity of the Shire's road network.

Costs associated with an application for directional signage include administration and site assessment to determine suitable location and placement. Costs associated with the production of the signage includes materials and fabrication.

It is proposed to implement a standard fee for the signage application, in addition to a separate "at cost" component for production of the signage.

RECOMMENDATION

That Council:

1. By **ABSOLUTE MAJORITY**, **ADOPTS** the following fees to be incorporated into the 2024/25 Schedule of Fees and Charges:
 - **Directional Signage Application Fee: \$65.00**
 - **Directional Signage Materials & Fabrication: At cost**
2. **GIVES** local public notice of the fees in accordance with section 6.19 of the *Local Government Act 1995*.

ABSOLUTE MAJORITY OF 6 REQUIRED

13.3 DEVELOPMENT AND COMMUNITY SERVICES

13.3.1 Proposed Local Planning Policy No. 27 - Tree Retention

Address:	N/A
Owner:	N/A
Applicant:	N/A
File Reference:	7.2.1.18
Reporting Officer:	Jacky Jurmann (Manager Planning & Environment)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	Public Notice

BRIEF

The Shire of Northam was successful in obtaining funding to develop a local planning policy (LPP) for tree retention from the WA Local Government Association (WALGA) as part of their Local Biodiversity and Native Vegetation Management Project.

The draft LPP outlined in Attachment 13.3.1.1 is presented to Council for adoption for advertising purposes.

ATTACHMENTS

1. LPP27 Tree Retention DRAFT for advertising [**13.3.1.1** - 8 pages]
2. LPP27 Tree Retention DRAFT tracked post workshop [**13.3.1.2** - 8 pages]
3. WALGA Model Local Planning Policy Tree Retention [**13.3.1.3** - 6 pages]
4. CONFIDENTIAL REDACTED - WALGA Legal - LG Approaches to Tree Retention Issues Paper [**13.3.1.4** - 58 pages]

A. BACKGROUND / DETAILS

To assist local governments in retaining biodiversity and significant trees, WALGA developed a model local planning policy (Attachment 13.3.1.2), together with supporting legal advice relating to the regulatory avenues for tree retention (Attachment 13.3.1.3).

The legal advice confirmed that tree damaging activity constitutes 'works' under the provisions of the *Planning and Development (Local Planning*

Schemes) Regulations 2015 and development under the Planning and Development Act 2015.

The purpose of the LPP is to clarify the circumstances in which a development application and approval is required for any tree damaging activity and guides the assessment of these applications and other planning proposals.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 4: Healthy and attractive natural habitats, rivers and waterways.

Objective 4.2: Gain shared commitment in the community to managing Northam's biodiversity hotspot; conserving native wildlife, birds and plant life found nowhere else on the planet.

Priority Action: Nil.

B.2 Financial / Resource Implications

Funding was obtained from WALGA to develop the LPP.

B.3 Legislative Compliance

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

B.4 Policy Implications

The proposed LPP will provide a planning framework to encourage the retention of significant trees throughout the Shire and achieve the objectives of the Council Plan and Local Planning Strategy.

B.5 Stakeholder Engagement / Consultation

Prior to finalising the draft policy, a workshop was held with Councillors to discuss the project. Minor amendments were made to the definitions as a result. A copy of the policy with tracked changes has been provided to Councillors separately for their information.

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

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
---------------	-------------	---	-------------------

Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Procedure for adopting LPPs not followed correctly.	Unlikely (2) x Minor (2) = Low (4)	Ensure process is followed correctly.
Property	Nil.		
Environment	LPP not adopted and removal of significant existing trees continues.	Unlikely (2) x Minor (2) = Low (4)	LPP adopted to provide better regulation of tree removal.

B.7 Natural Environment Considerations

The development of the LPP is a positive step in protecting the natural environment of the Shire.

C. OFFICER'S COMMENT

Feedback from Council Members at a recent Policy Workshop has been considered in finalising the draft LPP, in particular the definition of 'significant existing tree'. As can be seen in the tracked changes version of the LPP (Attachment 13.3.1.4), the definition has been amended to reflect the model WALGA LPP.

RECOMMENDATION

That Council:

1. **ADOPTS** the draft amended Local Planning Policy No. 27 – Tree Retention (Attachment 13.3.1.1) for the purposes of advertising.
2. **ADVERTISES** the draft Local Planning Policy in accordance with the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for a minimum period of 21 days.
3. **RECEIVES** a further Report to consider any submissions and modifications prior to adopting for final approval Local Planning Policy No 27 – Tree Retention.



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

LOCAL PLANNING POLICY

NO. 27 TREE RETENTION

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	Shire of Northam Local Planning Scheme No. 6; Shire of Northam Verge Policy; Shire of Northam Crossover Policy
<i>Related Legislation</i>	Planning & Development Act 2005; Planning & Development (Local Planning Schemes) Regulations 2015

INTRODUCTION

Trees are an important element of the Shire's urban and rural areas, providing a variety of social, economic, and environmental benefits to the community. The Shire has experienced a gradual decline in tree coverage and this policy is aimed at reducing the loss of trees and associated negative impacts.

The benefits of trees include, but are not limited to, reducing the impact of heatwaves, providing biodiversity and habitat, air purification, community sustainability, public health, mental health, and providing for neighbourhood amenity.

Good design should recognise the importance and value of retaining and enhancing trees as an integral part of the design and subsequent subdivision and development process.

This Policy recognises that there should be an appropriate balance between the need to facilitate development and retain established trees and vegetation worthy of retention.

This Policy should be read in conjunction with:

- Any relevant scheme provisions including significant tree register or Tree Preservation Orders;
- State Planning Policy 7.3 – Residential Design Codes Volumes 1 and 2;
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas;
- Shire of Northam's Verge Policy;
- Shire of Northam's Crossover Policy;
- Shire of Northam's Biodiversity Strategy;



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- Australian Standards AS 4970—2009: Protection of trees on development sites; and
- Australian Standards AS 4373-2007: Pruning of Amenity Trees.

Tree damaging activity constitutes ‘works’ under the *Planning and Development (Local Planning Scheme) Regulations 2015* and development under the *Planning and Development Act 2005*. The policy clarifies the circumstances in which a development application and approval is required for any **tree damaging activity** and guides the assessment of these applications and other planning proposals.

OBJECTIVES

The policy aims to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. The objectives of the policy are to:

- Provide a clear definition of a **significant existing tree** and clarify when a development application is required for **tree damaging activity**;
- Prioritise the retention, protection, and the provisions of trees on private land and adjacent reserves in the planning process;
- Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing with the desired built form and land use outcomes;
- Preserve and enhance neighbourhood amenity, character and sense of place; and
- Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefits.

SCOPE

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 27 – Tree Retention.

DEFINITIONS

Arborist Report means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent, and with demonstrated experience in high level tree assessment and diagnosis.

Maintenance Pruning means pruning that –

- a) involves removing dead or diseased wood only; or



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
- c) is of a fruit tree and done for fruit production; or
- d) does not include removing limbs with a diameter of 100mm or more; or
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; and
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

Significant Existing Tree means an existing tree that meets the following criteria –

- a) is a healthy specimen with ongoing viability;
- b) is a species is not included on a State or local area weed register; and
- c) has a height of at least 8m, and/or a trunk circumference of at least 1.5m, measured 1.4m from the ground; and/or an average canopy diameter of at least 6m; or
- d) as specified with the local planning framework.

Tree-damaging activity means –

- a) the killing or destruction of a tree; and/or
- b) the removal of a tree; and/or
- c) the severing of branches, limbs, stems or trunk of a tree; and/or
- d) the ringbarking, topping or lopping of a tree; and/or
- e) any other substantial damage to a tree.

POLICY

This Policy applies to all land within the Shire of Northam Local Planning Scheme No. 6, including in the circumstances described below:

- development applications;
- subdivision applications;
- other strategic planning proposals including scheme amendments and structure plans; and
- any **tree damaging activity** to a **significant existing tree** where no other development or subdivision is proposed.

1. General requirements

- a) Unless its removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a **significant existing tree** should be retained in perpetuity and protected.



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) Retention and protection of **significant existing trees** should be prioritised, and development works, structure plan and subdivision design should preferably avoid or as a minimum minimise harm to **significant existing trees**.
- c) Where **tree damaging activity** is proposed to a **significant existing tree** the following will be given due regard in the assessment process:
- Health, maturity, species, and location of the *tree*;
 - Ecological, biodiversity and environmental values of the *tree*;
 - Contribution of the *tree* to the streetscape;
 - The preservation of any other **significant existing tree** on the subject site;
 - The location of the *tree* within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - Any existing development on the site;
 - Design and location of proposed crossovers;
 - Topography and the potential impact from excavation/fill;
 - Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the *tree*;
 - Tree Protection Zone(s) (as per AS4970);
 - Tree replacement and/or planting proposed;
 - Recommendations of an **Arborist Report**; and
 - The objectives of this Policy.
- d) The following justifications for **tree damaging activity** to a **significant existing tree** will not be supported:
- Impact on views;
 - The tree variety is disliked;
 - The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - The tree impacts on private gardens, solar installations, swimming pools or the like.
 - Any proposed **tree damaging activity** to a street tree is to be referred to the Shire's Engineering Services, for consideration, having regard to the Shire's Verge Policy.

2. Requirement for development approval and exemptions

Tree damaging activity requires development approval except in any of the following circumstances:

- a) the tree does not satisfy the definition of **significant existing tree**;



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) the **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
- “works that are urgently necessary for any of the following —*
- *public safety;*
 - *the safety or security of plant or equipment;*
 - *the maintenance of essential services; or*
 - *the protection of the environment.”*
- c) the **tree damaging activity** is required as part of an approved Bushfire Management Plan;
- d) the **tree damaging activity** is **maintenance pruning**;
- e) **tree damaging activity** to a **significant existing tree** that is on the Western Australian Organism List; or
- f) the **tree damaging activity** is carried out by the local government on a street tree and/or the tree damaging activity is a public work.

*NOTE: A development application is required for any **tree damaging activity** to a **significant existing tree** where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (e.g., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

3. Application requirements

Development applications, subdivision applications and strategic planning proposals that are subject to this Policy are to provide the following applicable information:

- a) Site survey and/or site plan indicating:
- location of all **significant existing trees**, including street trees;
 - whether any **significant existing tree** is proposed to be retained or affected by any **tree damaging activity**;
 - Tree Protection Zone(s) in accordance with AS4970; and
 - any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) Whether any **significant existing tree** was identified to be retained at a previous planning stage (e.g., structure plan or subdivision approval).

An **Arborist Report** may be required in the following instances:



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

-
- a) To justify **tree damaging activity** to a **significant existing tree** specifically considering the health of the tree and/or any safety risk it may pose to people or property;
 - b) To explain any mitigation measures proposed to protect a **significant existing tree** including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).
 - c) Additional technical reports (i.e., Environmental reports, Tree Retention Strategy, Structural Engineering Reports) may be required for Structure Plan and large- scale subdivision applications.

4. Development application assessment

- a) The Shire will assess any development application in accordance with the general requirements above.
- b) There is a general presumption against **tree damaging activity** (other than **maintenance pruning**) to any **significant existing tree** and the siting and design of the development should, where possible, avoid impacting any **significant existing tree**.
- c) **Tree damaging activity** to a **significant existing tree** may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - The **significant existing tree** is unhealthy, based on the recommendations of an **Arborist report**;
 - The **significant existing tree** causes safety risks to people, infrastructure or buildings based on recommendations on an **Arborist report** and/or Structural Engineering Report; or
 - The redesign of the development to accommodate the **significant existing tree** is unfeasible.
- d) Tree Planting Requirements.

NOTE: Any tree planting requirements that vary the deemed to comply provisions of State Planning Policy 7.3 Residential Design Codes Volume 1 and 2 requires approval from the Western Australian Planning Commission.

5. Development approval conditions

- a) If a **significant existing tree** is proposed to be retained as part of an approved development, the Shire may include the following condition on the development approval:

"1. The existing tree identified on the site plan must:

- (i) Be retained and subsequently maintained in a healthy state;**



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- (ii) Be protected during the construction of the development in accordance with Australian Standard AS4970; and**
- (iii) Only be maintenance pruned in accordance with Australian standard AS4373.**

If, notwithstanding paragraph (i) the existing tree dies or becomes unhealthy and requires replacement, the landowner must notify and make suitable arrangements with the shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the site plan must be retained.”

- b) If tree planting or tree replacement is required as part of an approved development, the Shire may include the following condition on the development approval:

“1. The tree(s) shown on the approved site plan / landscaping plan must:

- (i) be planted before the development is occupied;***
- (ii) be maintained during the life of the development; and***
- (iii) only be maintenance pruned in accordance with Australian Standard AS 4373.***

If, notwithstanding paragraphs (i) and (ii) a tree dies or becomes unhealthy the landowner must notify and make suitable arrangements with the Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the approved site plan / landscaping plan must be created before the development is occupied, and thereafter retained.”

6. Subdivision application assessment

- a) The Shire may recommend that prior to the determination of an application for subdivision approval additional information be provided to the Western Australian Planning Commission (WAPC) to allow consideration of the impacts of the subdivision design and layout on any **significant existing tree** and whether the general requirements above have been addressed.
- b) Subdivision design, layout and earth working levels, including the positioning of public open space (POS), configuration of the public road network, lot design and densities, should prioritise the retention of **significant existing trees**.
- c) The subdivision plan should identify **significant existing trees** and note if they are to be retained or removed, and the applicant is to demonstrate how the



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

retained **significant existing trees** will be protected as part of the subdivision process.

- d) The *Shire* will request the WAPC to include the following condition on the subdivision approval to ensure **significant existing trees** identified by the *Shire* are protected:

“The significant existing tree(s) identified on the approved plan of subdivision dated [insert value] shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government.”

7. Strategic planning proposals (local planning scheme amendments and structure plans)

- a) Where applicable, Local Planning Scheme (LPS) amendments and Structure Plan proposals should identify **significant existing trees** and shall outline mechanisms and measures to protect **significant existing trees** at subsequent stages of the planning process.
- b) Concept Plans supporting LPS amendment applications and Structure Plans shall prioritise positioning of public open space (POS), configuration of the public road network and lot design and densities to retain **significant existing trees**.
- c) Strategic planning proposals shall be supported by technical information and reports which demonstrate that the protection of **significant existing trees** has been prioritised.



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

LOCAL PLANNING POLICY

NO. 27 TREE RETENTION

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	Shire of Northam Local Planning Scheme No. 6; Shire of Northam Verge Policy; Shire of Northam Crossover Policy
<i>Related Legislation</i>	<i>Planning & Development Act 2005; Planning & Development (Local Planning Schemes) Regulations 2015</i>

INTRODUCTION

Trees are an important element of the Shire's urban and rural areas, providing a variety of social, economic, and environmental benefits to the community. The Shire has experienced a gradual decline in tree coverage and this policy is aimed at reducing the loss of trees and associated negative impacts.

The benefits of trees include, but are not limited to, reducing the impact of heatwaves, providing biodiversity and habitat, air purification, community sustainability, public health, mental health, and providing for neighbourhood amenity.

Good design should recognise the importance and value of retaining and enhancing trees as an integral part of the design and subsequent subdivision and development process.

This Policy recognises that there should be an appropriate balance between the need to facilitate development and retain established trees and vegetation worthy of retention.

This Policy should be read in conjunction with:

- Any relevant scheme provisions including significant tree register or Tree Preservation Orders;
- State Planning Policy 7.3 – Residential Design Codes Volumes 1 and 2;
- State Planning Policy 3.7 – Planning in Bushfire Prone Areas;
- Shire of Northam's Verge Policy;
- Shire of Northam's Crossover Policy;
- Shire of Northam's Biodiversity Strategy;



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- Australian Standards AS 4970—2009: Protection of trees on development sites; and
- Australian Standards AS 4373-2007: Pruning of Amenity Trees.

Tree damaging activity constitutes ‘works’ under the *Planning and Development (Local Planning Scheme) Regulations 2015* and development under the *Planning and Development Act 2005*. The policy clarifies the circumstances in which a development application and approval is required for any **tree damaging activity** and guides the assessment of these applications and other planning proposals.

OBJECTIVES

The policy aims to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. The objectives of the policy are to:

- Provide a clear definition of a **significant existing tree** and clarify when a development application is required for **tree damaging activity**;
- Prioritise the retention, protection, and the provisions of trees on private land and adjacent reserves in the planning process;
- Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing with the desired built form and land use outcomes;
- Preserve and enhance neighbourhood amenity, character and sense of place; and
- Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefits.

SCOPE

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 27 – Tree Retention.

DEFINITIONS

Arborist Report means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent, and with demonstrated experience in high level tree assessment and diagnosis.

Maintenance Pruning means pruning that –

- a) involves removing dead or diseased wood only; or



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
- c) is of a fruit tree and done for fruit production; or
- d) does not include removing limbs with a diameter of 100mm or more; or
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; and
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

Significant Existing Tree means an existing tree that meets the following criteria –

- a) is a healthy specimen with ongoing viability;
- b) is a species is not included on a State or local area weed register; and
- c) has a height of at least 8.4m, and/or a trunk ~~circumferencediameter~~ of at least 1.5m~~160mm~~, measured 1.4m from the ground; and/or an average canopy diameter of at least 6.4m; or
- d) as specified with the local planning framework.

Tree-damaging activity means –

- a) the killing or destruction of a tree; and/or
- b) the removal of a tree; and/or
- c) the severing of branches, limbs, stems or trunk of a tree; and/or
- d) the ringbarking, topping or lopping of a tree; and/or
- e) any other substantial damage to a tree.

POLICY

This Policy applies to all land within the Shire of Northam Local Planning Scheme No. 6, including in the circumstances described below:

- development applications;
- subdivision applications;
- other strategic planning proposals including scheme amendments and structure plans; and
- any **tree damaging activity** to a **significant existing tree** where no other development or subdivision is proposed.

1. General requirements

- a) Unless its removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a **significant existing tree** should be retained in perpetuity and protected.



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) Retention and protection of **significant existing trees** should be prioritised, and development works, structure plan and subdivision design should preferably avoid or as a minimum minimise harm to **significant existing trees**.
- c) Where **tree damaging activity** is proposed to a **significant existing tree** the following will be given due regard in the assessment process:
- Health, maturity, species, and location of the *tree*;
 - Ecological, biodiversity and environmental values of the *tree*;
 - Contribution of the *tree* to the streetscape;
 - The preservation of any other **significant existing tree** on the subject site;
 - The location of the *tree* within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - Any existing development on the site;
 - Design and location of proposed crossovers;
 - Topography and the potential impact from excavation/fill;
 - Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the *tree*;
 - Tree Protection Zone(s) (as per AS4970);
 - Tree replacement and/or planting proposed;
 - Recommendations of an **Arborist Report**; and
 - The objectives of this Policy.
- d) The following justifications for **tree damaging activity** to a **significant existing tree** will not be supported:
- Impact on views;
 - The tree variety is disliked;
 - The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - The tree impacts on private gardens, solar installations, swimming pools or the like.
 - Any proposed **tree damaging activity** to a street tree is to be referred to the Shire's Engineering Services, for consideration, having regard to the Shire's Verge Policy.

2. Requirement for development approval and exemptions

Tree damaging activity requires development approval except in any of the following circumstances:

- a) the tree does not satisfy the definition of **significant existing tree**;



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

- b) the **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
- “works that are urgently necessary for any of the following —*
- *public safety;*
 - *the safety or security of plant or equipment;*
 - *the maintenance of essential services; or*
 - *the protection of the environment.”*
- c) the **tree damaging activity** is required as part of an approved Bushfire Management Plan;
- d) the **tree damaging activity** is **maintenance pruning**;
- e) **tree damaging activity** to a **significant existing tree** that is on the Western Australian Organism List; or
- f) the **tree damaging activity** is carried out by the local government on a street tree and/or the tree damaging activity is a public work.

*NOTE: A development application is required for any **tree damaging activity** to a **significant existing tree** where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (e.g., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

3. Application requirements

Development applications, subdivision applications and strategic planning proposals that are subject to this Policy are to provide the following applicable information:

- a) Site survey and/or site plan indicating:
- location of all **significant existing trees**, including street trees;
 - whether any **significant existing tree** is proposed to be retained or affected by any **tree damaging activity**;
 - Tree Protection Zone(s) in accordance with AS4970; and
 - any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) Whether any **significant existing tree** was identified to be retained at a previous planning stage (e.g., structure plan or subdivision approval).

An **Arborist Report** may be required in the following instances:



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

-
- a) To justify **tree damaging activity** to a **significant existing tree** specifically considering the health of the tree and/or any safety risk it may pose to people or property;
 - b) To explain any mitigation measures proposed to protect a **significant existing tree** including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).
 - c) Additional technical reports (i.e., Environmental reports, Tree Retention Strategy, Structural Engineering Reports) may be required for Structure Plan and large- scale subdivision applications.

4. Development application assessment

- a) The Shire will assess any development application in accordance with the general requirements above.
- b) There is a general presumption against **tree damaging activity** (other than **maintenance pruning**) to any **significant existing tree** and the siting and design of the development should, where possible, avoid impacting any **significant existing tree**.
- c) **Tree damaging activity** to a **significant existing tree** may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - The **significant existing tree** is unhealthy, based on the recommendations of an **Arborist report**;
 - The **significant existing tree** causes safety risks to people, infrastructure or buildings based on recommendations on an **Arborist report** and/or Structural Engineering Report; or
 - The redesign of the development to accommodate the **significant existing tree** is unfeasible.
- d) Tree Planting Requirements.

NOTE: Any tree planting requirements that vary the deemed to comply provisions of State Planning Policy 7.3 Residential Design Codes Volume 1 and 2 requires approval from the Western Australian Planning Commission.

5. Development approval conditions

- a) If a **significant existing tree** is proposed to be retained as part of an approved development, the Shire may include the following condition on the development approval:
 - "1. The existing tree identified on the site plan must:**
 - (i) **Be retained and subsequently maintained in a healthy state;**



- (ii) Be protected during the construction of the development in accordance with Australian Standard AS4970; and**
- (iii) Only be maintenance pruned in accordance with Australian standard AS4373.**

If, notwithstanding paragraph (i) the existing tree dies or becomes unhealthy and requires replacement, the landowner must notify and make suitable arrangements with the shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the site plan must be retained.”

- b) If tree planting or tree replacement is required as part of an approved development, the Shire may include the following condition on the development approval:

“1. The tree(s) shown on the approved site plan / landscaping plan must:

- (i) be planted before the development is occupied;***
- (ii) be maintained during the life of the development; and***
- (iii) only be maintenance pruned in accordance with Australian Standard AS 4373.***

If, notwithstanding paragraphs (i) and (ii) a tree dies or becomes unhealthy the landowner must notify and make suitable arrangements with the Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the approved site plan / landscaping plan must be created before the development is occupied, and thereafter retained.”

6. Subdivision application assessment

- a) The Shire may recommend that prior to the determination of an application for subdivision approval additional information be provided to the Western Australian Planning Commission (WAPC) to allow consideration of the impacts of the subdivision design and layout on any **significant existing tree** and whether the general requirements above have been addressed.
- b) Subdivision design, layout and earth working levels, including the positioning of public open space (POS), configuration of the public road network, lot design and densities, should prioritise the retention of **significant existing trees**.
- c) The subdivision plan should identify **significant existing trees** and note if they are to be retained or removed, and the applicant is to demonstrate how the



Shire of Northam Policy Manual (Section II)
Local Planning Policy
Tree Retention

retained **significant existing trees** will be protected as part of the subdivision process.

- d) The *Shire* will request the WAPC to include the following condition on the subdivision approval to ensure **significant existing trees** identified by the *Shire* are protected:

“The significant existing tree(s) identified on the approved plan of subdivision dated [insert value] shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government.”

7. Strategic planning proposals (local planning scheme amendments and structure plans)

- a) Where applicable, Local Planning Scheme (LPS) amendments and Structure Plan proposals should identify **significant existing trees** and shall outline mechanisms and measures to protect **significant existing trees** at subsequent stages of the planning process.
- b) Concept Plans supporting LPS amendment applications and Structure Plans shall prioritise positioning of public open space (POS), configuration of the public road network and lot design and densities to retain **significant existing trees**.
- c) Strategic planning proposals shall be supported by technical information and reports which demonstrate that the protection of **significant existing trees** has been prioritised.

Model Local Planning Policy Tree Retention

Title	Policy Name	Council Logo
Policy Number	LPP #.##	

1.0 Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as *Local Planning Policy #.## - **Insert Policy Name***.

2.0 Introduction

Trees and other vegetation in urban areas provide significant social, economic, and environmental benefits to the community. The greatest environmental, aesthetic and cooling benefits of trees are provided by large, mature trees which typically have the largest canopy cover.

This policy outlines that the *City/Town/Shire's* recognises the increasing importance of retaining trees and ensures that retention and enhancement of the *City/Town/Shire's* tree canopy cover is considered at all stages of development.

This Policy should be read in conjunction with:

- Any relevant scheme provisions including significant tree register or Tree Preservation Orders;
- State Planning Policy 7.3 Residential Design Codes Volume 1 and Volume 2;
- State Planning Policy 3.7 - Planning in Bushfire Prone Areas;
- Council Street Tree Policy;
- Council Crossover Policy;
- Urban Forest Strategy/Plan;
- Australian Standards AS 4970—2009 - Protection of trees on development sites; and
- Australian Standards AS 4373-2007 Pruning of Amenity Trees.

Tree damaging activity constitutes works under the *Planning and Development (Local Planning Scheme) Regulations 2015* and development under the *Planning and Development Act 2005*. The policy clarifies the circumstances in which a development application and approval is required for any **tree damaging activity** and guides the assessment of these applications and other planning proposals.

3.0 Objectives

The policy aims to encourage and facilitate the protection of trees and to maintain and enhance tree canopy. The objectives of the policy are to:

- Provide a clear definition of a **regulated tree** and clarify when a development application is required for **tree damaging activity**;
- Prioritise the retention, protection, and the provisions of trees on private land and adjacent reserves in the planning process;
- Promote and facilitate tree preservation at the earliest possible stage in the planning and development process, balancing with the desired built form and land use outcomes;
- Preserve and enhance neighbourhood amenity, character and sense of place; and

- Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to biodiversity and other environmental benefits.

4.0 Definitions

Arborist Report means a report which is prepared by a suitably qualified and experienced arboriculturist with a minimum qualification of Diploma of Horticulture (Arboriculture) Australian Qualification Framework (AQF 5) or equivalent, and with demonstrated experience in high level tree assessment and diagnosis.

Maintenance Pruning means pruning that:

- a) involves removing dead or diseased wood only; or
- b) is the first pruning of the tree in the calendar year and affects less than 10% of the canopy, not altering the overall shape of the canopy; or
- c) is of a fruit tree and done for fruit production; or
- d) does not include removing limbs with a diameter of 100mm or more; or
- e) is otherwise minor maintenance or thinning of the crown that does not adversely affect the health or general appearance of the tree; and
- f) is undertaken in accordance with the standard for Pruning Amenity Trees ASNZ4373.

Regulated tree means a living tree that —

- a) Is 8m or more high; and/or
- b) has an average canopy diameter of at least 6m; and/or
- c) has a trunk circumference of at least 1.5m, measured 1.4m above the ground; and
- d) is of a species that is not included on State or local area weed register.

Tree-damaging activity means —

- a) the killing or destruction of a tree; and/or
- b) the removal of a tree; and/or
- c) the severing of branches, limbs, stems or trunk of a tree; and/or
- d) the ringbarking, topping or lopping of a tree; and/or
- e) any other substantial damage to a tree.

5.0 Policy Application

This Policy applies to the [insert zones] within the [inset City/Town/Shire's Local Planning Scheme No.x] including in the circumstances described below:

- development applications;
- subdivision applications;
- other strategic planning proposals including scheme amendments and structure plans; and
- any **tree damaging activity** to a **regulated tree** where no other development or subdivision is proposed.

6.0 Requirement for Development Approval and Exemptions

Tree damaging activity requires development approval except in any of the following circumstances:

- a) the tree does not satisfy the definition of **regulated tree**;

- b) the **tree damaging activity** is carried out in the course of works in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2 Part 7 Clause 61 (b) item 18:
 - “works that are urgently necessary for any of the following —
 - (a) public safety;
 - (b) the safety or security of plant or equipment;
 - (c) the maintenance of essential services; or
 - (d) the protection of the environment.”
- c) the **tree damaging activity** is required as part of an approved Bushfire Management Plan;
- d) the **tree damaging activity** is **maintenance pruning**;
- e) **Tree damaging activity** to a **regulated tree** that is on the [insert *Local Government Unwanted Species List*]
- f) the **tree damaging activity** is carried out by the local government on a street tree and/or the tree damaging activity is a public work.

NOTE (i) *A development application is required for any **tree damaging activity** to a **regulated tree** where other works are proposed on a subject site, even if those other works are exempt from development approval under the local planning scheme as per Schedule 2, Part 7 Clause 61 (deemed provisions) of the Planning and Development (Local Planning Scheme) Regulations 2015 (eg., the erection of a Single House that meets the deemed-to-comply requirements of the Residential Design Codes).*

7.0 Application requirements

Development applications, subdivision applications and strategic planning proposals that are subject to this Policy are to provide the following applicable information:

- a) Site survey and/or site plan indicating:
 - i. location of all **regulated trees**, including street trees;
 - ii. whether any **regulated tree** is proposed to be retained or affected by any **tree damaging activity**;
 - iii. Tree Protection Zone(s) in accordance with AS4970; and
 - iv. any trees proposed to be planted on the development site.
- b) Written justification for any proposed tree damaging activity against the objectives and requirements of this Policy; and
- c) Whether any **regulated tree** was identified to be retained at a previous planning stage (e.g, structure plan or subdivision approval).

An **Arborist Report** may be required in the following instances:

- i. To justify **tree damaging activity** to a **regulated tree** specifically considering the health of the tree and/or any safety risk it may pose to people or property;
- ii. To explain any mitigation measures proposed to protect a **regulated tree** including works proposed within the Tree Protection Zone (refer to AS4970 for details to identify the Tree Protection Zone).

Additional technical reports (i.e., Environmental reports, Tree Retention Strategy, Structural Engineering Reports) may be required for Structure Plan and large- scale subdivision applications.

8.0 Policy statement

8.1 General Requirements

- a) Unless its removal is approved as part of a subdivision or development approval, or is exempt under the provisions of this Policy, a **regulated tree** should be retained in perpetuity and protected.
- b) Retention and protection of **regulated trees** should be prioritised, and development works, structure plan and subdivision design should preferably avoid or as a minimum minimise harm to **regulated trees**.
- c) Where **tree damaging activity** is proposed to a **regulated tree** the following will be given due regard in the assessment process:
 - i. Health, maturity, species, and location of the *tree*;
 - ii. Ecological, biodiversity and environmental values of the *tree*;
 - iii. Contribution of the *tree* to the streetscape;
 - iv. The preservation of any other **regulated tree** on the subject site;
 - v. The location of the *tree* within the development site and capacity for a modified building design or subdivision to maximise tree retention;
 - vi. Any existing development on the site;
 - vii. Design and location of proposed crossovers;
 - viii. Topography and the potential impact from excavation/fill;
 - ix. Possible safety risks due to tree limb failure and infrastructure and/or structural damage associated with the retaining the *tree*;
 - x. Tree Protection Zone(s) (as per AS4970);
 - xi. Tree replacement and/or planting proposed;
 - xii. Recommendations of an **Arborist Report**; and
 - xiii. The objectives of this Policy.
- d) The following justifications for **tree damaging activity** to a **regulated tree** will not be supported:
 - i. Impact on views;
 - ii. The tree variety is disliked;
 - iii. The tree variety causes nuisance by way of leaf, fruit or bark shedding or the like; or
 - iv. The tree impacts on private gardens, solar installations, swimming pools or the like.
- e) Any proposed **tree damaging activity** to a street tree is to be referred to *{insert relevant Local Government Department}*, for consideration, having regard to *[insert Council Street Tree Policy]*.

8.2 Development Application

- a) The *City/Town/Shire* will assess any development application in accordance with the general requirements above.
- b) There is a general presumption against **tree damaging activity** (other than **maintenance pruning**) to any **regulated tree** and the siting and design of the development should, where possible, avoid impacting any **regulated tree**.
- c) **Tree damaging activity** to a **regulated tree** may be considered if the following relevant information and/or technical reports are provided to demonstrate:
 - i. The **regulated tree** is unhealthy, based on the recommendations of an **Arborist report**;
 - ii. The **regulated tree** causes safety risks to people, infrastructure or buildings based on recommendations on an **Arborist report** and/or Structural Engineering Report; or
 - iii. The redesign of the development to accommodate the **regulated tree** is unfeasible.
- d) Tree Planting Requirements.

(NOTE – any tree planting requirements that vary the deemed to comply provisions of State Planning Policy 7.3 Residential Design Codes Volume 1 and 2 requires approval from the Western Australian Planning Commission).

8.3 Development Approval Conditions

- a) If a **regulated tree** is proposed to be retained as part of an approved development, the City/Town/Shire may include the following condition on the development approval:

“1. The existing tree identified on the site plan must:

- i. be retained and subsequently maintained in a healthy state;*
- ii. be protected during the construction of the development in accordance with Australian Standard AS4970; and*
- iii. only be maintenance pruned in accordance with Australian Standard AS 4373.*

If, notwithstanding paragraph (i) the existing tree dies or becomes unhealthy and requires replacement, the landowner must notify and make suitable arrangements with the City/Town/Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the site plan must be retained.”

- b) If tree planting or tree replacement is required as part of an approved development, the City/Town/Shire may include the following condition on the development approval:

“1. The tree(s) shown on the approved site plan / landscaping plan must:

- i. be planted before the development is occupied;*
- ii. be maintained during the life of the development; and*
- iii. only be maintenance pruned in accordance with Australian Standard AS 4373.*

If, notwithstanding paragraphs (i) and (ii) a tree dies or becomes unhealthy the landowner must notify and make suitable arrangements with the City/Town/Shire for a replacement tree(s). Thereafter, the replacement tree(s) must be retained and maintained in accordance with this condition.

2. The tree protection zone(s) shown on the approved site plan / landscaping plan must be created before the development is occupied, and thereafter retained.”

8.4 Subdivision applications

- a) The City/Town/Shire may recommend that prior to the determination of an application for subdivision approval additional information be provided to the Western Australian Planning Commission (WAPC) to allow consideration of the impacts of the subdivision design and layout on any **regulated tree** and whether the general requirements above have been addressed.

- b) Subdivision design, layout and earth working levels, including the positioning of public open space (POS), configuration of the public road network, lot design and densities, should prioritise the retention of **regulated trees**.
- c) The subdivision plan should identify **regulated trees** and note if they are to be retained or removed, and the applicant is to demonstrate how the retained **regulated trees** will be protected as part of the subdivision process.
- d) The *City/Town/Shire* will request the WAPC to include the following condition on the subdivision approval to ensure **regulated trees** identified by the *City/Town/Shire* are protected:

“The regulated tree(s) identified on the approved plan of subdivision dated [INSERT VALUE] shall be retained and protection measures implemented to ensure such trees are not impacted by subdivisional works. These trees must not be removed when clearing the conditions of this approval unless development approval for their removal is obtained from the local government.”

8.5 Strategic Planning Proposals (Local Planning Scheme amendments and Structure Plan Stage)

- a) Where applicable, Local Planning Scheme (LPS) amendments and Structure Plan proposals should identify **regulated trees** and shall outline mechanisms and measures to protect **regulated trees** at subsequent stages of the planning process.
- b) Concept Plans supporting LPS amendment applications and Structure Plans shall prioritise positioning of public open space (POS), configuration of the public road network and lot design and densities to retain **regulated trees**.
- c) Strategic planning proposals shall be supported by technical information and reports which demonstrate that the protection of **regulated trees** has been prioritised.

Responsible Business Unit	
LPP Category	
Public Consultation	Yes/No
Adoption Date	##/##/####
Next Review Date	##/##/####
Reference Number (Internal purposes)	

13.4 CORPORATE SERVICES

13.4.1 Monthly Financial Report For The Period Ending 31 October 2024

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

BRIEF

For Council to receive the Financial Statement for the period ending 31 October 2024.

ATTACHMENTS

1. Statement of Financial Activity - October 2024 [**13.4.1.1** - 18 pages]

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 31 October 2024 is included as Attachment 13.4.1.1 to this agenda and includes the following reports:

- Statement of Financial Activity
- Year to date graphical key information
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information

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

Operating Revenue

- Operating grants are over budget 18% due to timing and receipt of financial assistance and ESL grants.
- Interest revenue is under budget 23% due timing and recognition of interest from term deposits.
- Other revenue is over budget 60% due timing of receipt of various reimbursements and contributions.

Operating Expenses

- Materials and Contracts are under budget 17% due to timing of invoicing and delay of various project commencement times, however expected to be on budget by year end.
- Utility charges are under budget 14% due the timing, however expected to be on budget by year end.
- Finance costs are under budget 41% due to timing of interest repayments for WATC loans.
- Insurance expenses are over budget 19% due to timing.
- Other Expenditure over budget 11% due to timing, however expected to be on budget by year end.

Capital Grants

- Capital grants are under budget 49% due to the timing of receipt of the ESL BFB capital grant and the Roads to Recovery grant.

Asset Disposal

- Profit and loss on asset disposal is under budget 57% and 67% respectively due to timing of disposal of the budgeted assets.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

The Financial Statements have been prepared in accordance with the 2024/25 adopted budget.

B.3 Legislative Compliance

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

Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Unlikely (2) x Medium (3) = Low (6)	There are processes in place to ensure compliance with relevant financial standards and legislation.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Report not being accepted by Council	Unlikely (2) x Medium (3) = Low (6)	There are processes in place to ensure compliance with relevant Finance policy, standards and legislation.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council RECEIVES the Financial Statements, prepared in accordance with the *Local Government (Financial Management) Regulations 1996*, for the period ending 31 October 2024.



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2 to 3
Year to Date Key Information- Graphical	4
Notes to and forming part of the statement	
Acquisition of Assets	6
Disposal of Assets	11
Information on Borrowings	13
Reserves	14
Net Current Assets	17
Rating Information	16
Cash Flow Information	17
Investment Schedule	18

SHIRE OF NORTHAM STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDING 31 OCTOBER 2024					
	NOTE			Variances	
	2024/25 Budget	Ytd Budget	2024/25 Ytd Actual	Actuals to Budget	Actuals to Budget
OPERATING REVENUE					
Rates	12,641,450	12,611,470	12,550,217	(61,253)	0%
Operating Grants Subsidies and Contributions	2,636,340	976,120	1,148,653	172,533	18%
Fees and Charges	4,925,727	2,942,152	3,013,688	71,536	2%
Interest Revenue	587,685	165,390	127,481	(37,909)	-23%
Other Revenue	979,472	271,975	435,794	163,819	60%
TOTAL OPERATING REVENUE	21,770,674	16,967,107	17,275,834	308,727	2%
OPERATING EXPENSES					
Employee Costs	(10,251,448)	(3,917,642)	(3,902,638)	15,004	0%
Materials and Contracts	(9,721,822)	(3,066,867)	(2,531,023)	535,844	-17%
Utility Charges	(1,170,337)	(386,497)	(330,997)	55,500	-14%
Depreciation of Non Current Assets	(5,426,168)	(1,807,491)	(1,898,814)	(91,323)	5%
Finance Costs	(214,242)	(82,616)	(48,783)	33,833	-41%
Insurance Expenses	(602,759)	(499,562)	(595,344)	(95,782)	19%
Other Expenditure	(331,341)	(110,360)	(122,499)	(12,139)	11%
TOTAL OPERATING EXPENSE	(27,718,117)	(9,871,035)	(9,430,098)	440,937	-4%
Capital Grants Subsidies and Contributions	5,772,989	1,031,274	526,663	(504,611)	-49%
Profit on Asset Disposals	448,664	12,384	5,349	(7,035)	-57%
Loss on Asset Disposals	(34,627)	(11,540)	(3,764)	7,776	-67%
RESULTING FROM OPERATIONS	239,583	8,128,190	8,373,983	245,793	3.02%
Removal of Non-Cash Items					
(Profit)/Loss on Asset Disposals	(414,037)	(12,384)	358,558	370,942	
Movement Provisions	0	0	0	0	
Depreciation on Assets	5,426,168	1,807,491	1,898,814	91,323	
Non Operating Items					
Purchase Land and Buildings	(1,678,715)	(262,276)	(66,543)	195,733	
Purchase Plant and Equipment	(2,062,795)	(40,332)	(117,468)	(77,136)	
Purchase Infrastructure Assets - Roads	(5,047,190)	(972,368)	(523,808)	448,560	
Purchase Infrastructure Assets - Bridges	(643,238)	(11,536)	0	11,536	
Purchase Infrastructure Assets - Footpaths	(925,000)	0	(960)	(960)	
Purchase Infrastructure Assets - Drainage	(509,561)	(171,860)	(10,827)	161,033	
Purchase Infrastructure Assets - Parks & Ovals	(1,925,999)	(290,745)	(213,681)	77,064	
Purchase Infrastructure Assets - Other	(852,330)	(114,960)	(22,792)	92,168	
Proceeds from Disposal of Assets	1,427,000	3,000	30,891	27,891	
Repayment of Debentures	(477,583)	(158,928)	(158,928)	0	
Self-Supporting Loan Principal Income	22,920	3,000	3,000	0	
Transfers to Restricted Assets (Reserves)	(274,542)	(18,946)	18,946	37,892	
Transfers from Restricted Asset (Reserves)	1,180,852	0	0	0	
Net Current Assets July 1 B/Fwd	6,514,467	6,447,667	6,447,667	0	
Net Current Assets Year to Date	-	14,335,013	15,873,836	1,538,823	
Surplus/Deficit	0	(0)	143,014	143,014	

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

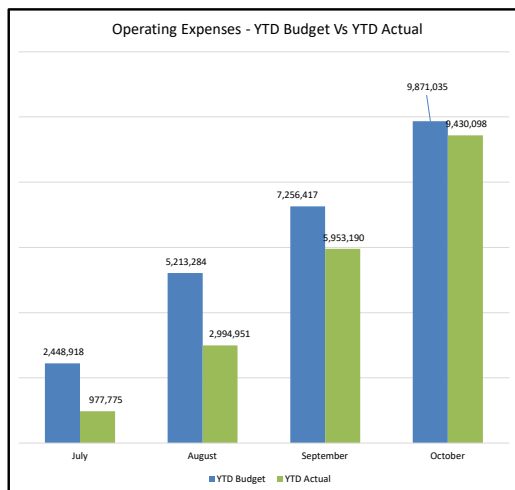
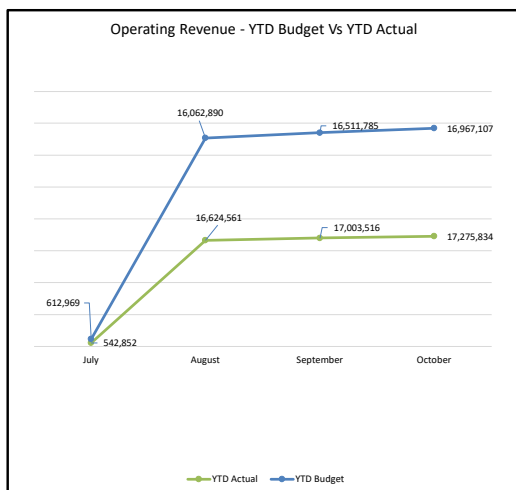


SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 31 OCTOBER 2024

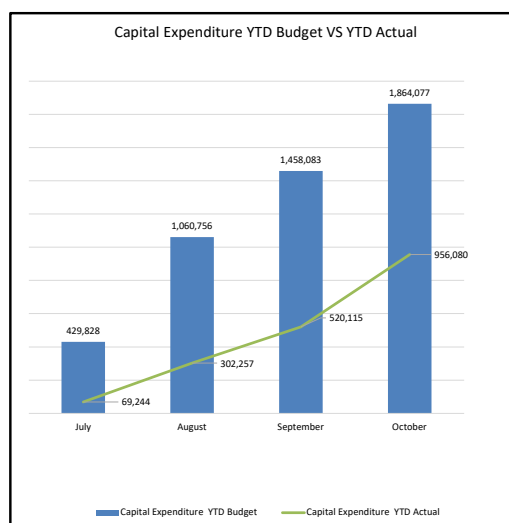
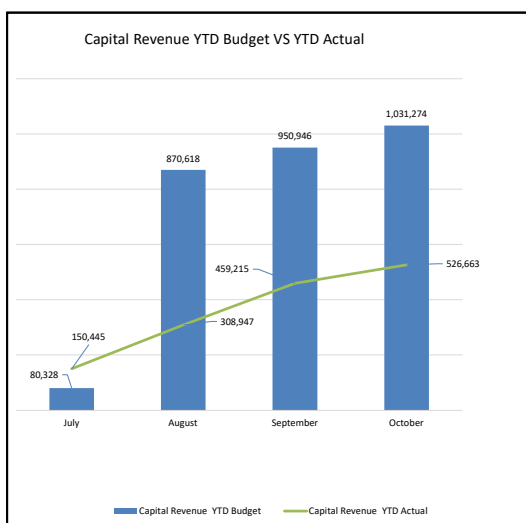
	NOTE				
	24/25 Budget \$	Ytd Budget \$	24/25 Ytd Actual \$	Variances Actuals to Budget \$	Variances Actuals to Budget %
<u>Operating</u>					
Revenues					
Governance	1,300	432	1,189	757	175%
General Purpose Funding	13,817,387	12,950,033	12,904,831	(45,202)	(0%)
Law, Order, Public Safety	1,744,411	472,953	418,602	(54,351)	(11%)
Health	72,500	15,498	35,485	19,987	129%
Education and Welfare	1,516,229	460,184	394,048	(66,136)	(14%)
Housing	57,129	19,040	16,801	(2,239)	(12%)
Community Amenities	3,546,010	2,512,812	2,486,033	(26,779)	(1%)
Recreation and Culture	1,446,672	242,015	171,702	(70,313)	(29%)
Transport	4,785,459	1,125,426	1,022,626	(102,800)	(9%)
Economic Services	937,799	189,904	197,270	7,366	4%
Other Property and Services	67,430	22,468	159,259	136,791	609%
Total Operating Revenue	27,992,326	18,010,765	17,807,846	(202,919)	(1%)
Expenses					
Governance	(1,255,106)	(436,418)	(520,504)	(84,086)	(19%)
General Purpose Funding	(480,703)	(142,087)	(114,461)	27,626	19%
Law, Order, Public Safety	(2,229,655)	(802,182)	(734,129)	68,054	8%
Health	(358,741)	(127,149)	(177,606)	(50,457)	(40%)
Education and Welfare	(1,439,836)	(527,693)	(512,307)	15,386	3%
Housing	(120,036)	(23,804)	(28,337)	(4,533)	(19%)
Community Amenities	(4,907,119)	(1,588,424)	(1,203,891)	384,534	24%
Recreation & Culture	(6,318,691)	(2,179,390)	(2,162,155)	17,236	1%
Transport	(7,972,187)	(2,844,166)	(2,650,119)	194,048	7%
Economic Services	(2,630,064)	(1,074,153)	(1,001,286)	72,867	7%
Other Property and Services	(40,605)	(137,109)	(329,070)	(191,961)	(140%)
Total Operating Expenses	(27,752,743)	(9,882,575)	(9,433,863)	448,712	4.54%
NET RESULT	239,583	8,128,190	8,373,983	245,793	3.02%

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

OPERATING ACTIVITIES



INVESTING ACTIVITIES



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



SHIRE OF NORTHAM

FOR THE PERIOD ENDING 31 OCTOBER 2024

2. BALANCE SHEET

	24/25	23/24
	YTD Actual	Estimated Actual
	\$	\$
CURRENT ASSETS		
Cash Assets	14,745,002	11,320,876
Receivables	7,484,370	3,505,806
Inventories & Other Assets	228,811	294,790
TOTAL CURRENT ASSETS	22,458,183	15,121,471
NON-CURRENT ASSETS		
Receivables	536,419	536,419
Inventories	0	0
Land and Buildings	58,967,823	59,940,923
Property, Plant and Equipment	5,554,110	6,674,414
Infrastructure	329,063,172	328,440,993
Financial & Other Assets	321,277	321,277
TOTAL NON-CURRENT ASSETS	394,442,801	395,914,027
TOTAL ASSETS	416,900,985	411,035,498
CURRENT LIABILITIES		
Payables	2,061,193	4,392,052
Interest-bearing Liabilities	490,342	460,897
Provisions	1,428,715	1,428,715
TOTAL CURRENT LIABILITIES	3,980,249	6,281,664
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,093,908	6,093,908
Provisions	335,539	335,539
Payables	0	0
TOTAL NON-CURRENT LIABILITIES	6,429,447	6,429,447
TOTAL LIABILITIES	10,409,697	12,711,111
NET ASSETS	406,491,288	398,324,387
EQUITY		
Retained Surplus	125,720,689	117,572,734
Reserves - Cash Backed	3,911,628	3,892,682
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	406,491,288	398,324,387



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

		24/25 Revised Budget \$	24/25 Ytd Actual \$
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
By Program			
Law, Order & Public Safety	Note		
Wundowie Fireshed C/fwd		63,510	0
Wundowie Water Tanks C/fwd		34,930	0
Upgrade Stock Pound & CCTV System		45,000	7,086
CCTV Upgrades		100,000	0
BBF Light Tanker and Urban Tanker		862,300	0
Northam SES Accessibility Upgrades		35,000	0
CESM Vehicale		121,000	0
Health			
Rav 4 Hybrid & Mitsubishi Plug In		104,000	0
Education & Welfare			
Killara Building Upgrades		47,600	0
Community Amenities			
RAV 4 Hybrid & Plug in Hybrid		104,500	53,457
Youth Precinct Toliets Painting		7,700	0
Wundowie Mueseum		40,000	40,000
Walk of Fame		5,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25	24/25
		Revised Budget	Ytd Actual
		\$	\$
<u>By Program (Continued)</u>			
Structural Repairs Memorial Hall		2,000	0
Brick Pointing Southern Brook Hall		7,000	0
Upgrade Grass Valley Hall Kitchen		609,820	239
Swimming Infrastructure Upgrades and Wundowie Pool /		122,500	22,792
Bert Hawke Pavillion Carpet and Vinyl Replacement		25,000	0
Recreation Centre Upgrades		37,835	0
Bernard Park charging Station Infrastructure		194,277	195,175
Bakers Hill Precinct Upgrades		25,000	220
Bret Hawke Lighting and hockey Dugouts Water		768,800	4,850
Landscaping Old Pool		501,042	0
Long Jump Pit Upgrades		17,500	13,437
Bakers Hill RV		129,972	0
BMX Upgrades		289,408	0
Library Building Upgrades		49,500	6,177
Morby Cottage, Replacement of Floor		70,000	0
External Painting Vintage Vehicle Association Building		9,000	0
Railway Museum Works		440,000	0
Entry Light Industrial and CBD		250,000	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

3 ACQUISITION OF ASSETS (Continued)	Note	24/25	24/25
		Revised Budget	Ytd Actual
Transport			
Northam Depot		61,900	3,394
Linley Valley Road		22,248	0
Kerb Renewal		84,238	15,238
Lunt Street SLK 0.0-0.70		249,296	2,506
Gillet Road SLK 0.0-0.52		159,916	0
Peacock Road SLK 0.0-2.19		403,226	115,651
Crorkan Road SLK 0.0-0.04		154,367	0
Meenar South Road SLK1.0-1.63		235,361	46,973
Meenar North road SLK 0.0-2.0		417,641	495
Parker road SLK0.0-1.0		200,361	36,468
Quamkadine Road SLK 0.0-1.0		140,361	84,177
Jennapullin Road SLK 6.56-7.9		584,174	63,973
Jennapullin Road 2.58-3.19		198,080	77,430
Jennapullin Road SLK12.76-1370		177,206	0
Jennapullin Road 5.05-6.19		360,720	44,775
Grass Valley South Road Slk 1.05-8.56		386,965	0
Yilgarn AVE Design SLK0-0.65 & 1.35-3.36(WSNF)		87,500	34,650
Wellington Street/Gordon Street		185,530	1,473
Storm Damage		1,000,000	0
Drainage Built Up Area		128,669	10,827
Drainage Rural		380,892	0
Bridges and Culverts		643,238	0
Minson Ave Footpath		700,000	960
Killick Street Footpath		37,000	0
Wundowie Townsite Footpaths		37,000	0
St George Street Footpath		93,000	0
Gillet Road Footpath		58,000	0
Plant Purchases Parks and Works		870,995	64,011
Airport Toilet Block Mesh and Light Sensors		5,450	4,045
Airport Infrastructure Upgrades		154,900	0

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25	24/25
		Revised Budget	Ytd Actual
		\$	\$
<u>By Program (Continued)</u>			
Economic Services			
Visitor Centre Upgrades		23,500	1,623
Create 298, upgrade Lighting & Aircon Repairs		16,000	3,978
Old Northam Fire Station, Drainage and Motar Repairs		30,000	0
Waste Reuse Water Upgrades		185,000	0
BKB Façade Works		20,000	0
Other Property & Services			
Admin Building Minor Works & Charging Station		14,900	0
		<u>13,626,828</u>	<u>956,080</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Budget \$	24/25 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		1,660,715	66,543
Plant and Equipment		2,062,795	117,468
Infrastructure Assets - Roads		5,047,190	523,808
Infrastructure Assets - Footpaths		925,000	960
Infrastructure Assets - Bridges & Culverts		643,238	0
Infrastructure Assets - Drainage		509,561	10,827
Infrastructure Assets - Parks & Ovals		1,925,999	213,681
Infrastructure Assets - Other		852,330	22,792
		<u>13,626,828</u>	<u>956,080</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2024

4. DISPOSALS OF ASSETS

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

		Written Down Value		Sale Proceeds		Profit(Loss)	
		24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$
By Program							
Law Order & Public Safety							
CESM Vehicle		10,000.00		9,000.00		(1,000.00)	-
Health							
PN2006 Suzuki Vitara		5,500		16,000		10,500.00	-
PN 1907 Ford Escape c/fwd		9,000	15,652.92	12,000	11,889.09	3,000.00	(3,763.83)
Planning							
PN2105 RAV 4 Hybrid		37,790.00		27,000.00		(10,790.00)	-
Transport							
PN1512 John Deere Gator Crossover Utility		6,833.00		5,000.00		(1,833.00)	-
PN1703 Excavator		41,912.00		40,000.00		(1,912.00)	-
PN1805 Mitsubishi Fuso Fighter Tip Truck (N.4012)		61,856.00		55,000.00		(6,856.00)	-
PN2206 4.5t Trailer		8,592.00		1,000.00		(7,592.00)	-
PN0916 Clark Bobcat Loader (N006)		17,770.00		20,000.00		2,230.00	-
PN1804 Hino 500 Series Tipper (N10759) C/fwd		68,210.00		100,800.00		17.00	-
PN1905 Mitsubishi Outlander		20,000.00	13,653.11	17,000.00	19,001.91	(3,000.00)	5,348.80
Other Property and Services		18.00		-		-	-
		310,981	29,306.03	327,000.00	30,891.00	(16,536.00)	1,584.97



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 OCTOBER 2024

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

By Class

	Written Down Value		Sale Proceeds		Profit(Loss)	
	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$	24/25 Budget \$	Ytd Actual \$
Plant & Equipment						
CESM Vehicle	10,000.00		9,000.00		(1,000)	-
PN2006 Suzuki Vitara	5,500.00		16,000.00		10,500	-
PN 1907 Ford Escape c/fwd	9,000.00	15,652.92	12,000.00	11,889.09	3,000	(3,763.83)
PN1905 Mitsubishi Outlander	20,000.00	13,653.11	17,000.00	19,001.91	(3,000)	5,348.80
PN2105 RAV 4 Hybrid	37,790.00		27,000.00		(10,790)	-
PN1512 John Deere Gator Crossover Utility	6,833.00		5,000.00		(1,833)	-
PN1703 Excavator	41,912.00		40,000.00		(1,912)	-
PN1805 Mitsubishi Fuso Fighter Tip Truck (N.4012)	61,856.00		55,000.00		(6,856)	-
PN2206 4.5t Trailer	8,592.00		1,000.00		(7,592)	-
PN0916 Clark Bobcat Loader (N006)	17,770.00		20,000.00		2,230	-
PN1513 John Deere Ride on Mower	8,644.00		7,000.00		(1,644)	-
PN1906 Mitsubishi Outlander C/fwd	14,856.00		17,200.00		2,344	-
PN1804 Hino 500 Series Tipper (N10759) C/fwd	68,210.00		100,800.00		32,590	-
Land/Buildings						
Northam Depot Land Peel Terrace	702,000.00		1,100,000.00		398,000	
	1,012,963.00	29,306.03	1,427,000.00	30,891.00	414,037.00	1,584.97

Summary

Profit on Asset Disposals
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
448,664	5,349
(34,627)	(3,764)
414,037	1,585



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars		Principal 1-Jul-24	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments		
			24/25 Budget	24/25 Ytd Actual	24/25 Budget	24/25 Ytd Actual	24/25 Budget	24/25 Ytd Actual	24/25 Budget	24/25 Ytd Actual	
			\$	\$	\$	\$	\$	\$	\$	\$	
Recreation & Culture											
Loan 219A - Northam Bowling Club **	3.18%	58,686	0	0	22,920	0	35,766	58,686	1,685	766	
Loan 224 - Recreation Facilities	6.48%	549,682	0	0	64,328	31,651	485,354	518,031	34,594	13,299	
Loan 227 - Youth Space	2.26%	264,032	0	0	50,460	0	213,572	264,032	5,684	2,617	
Loan 228 - Swimming Pool	1.88%	3,628,715	0	0	203,716	101,381.00	3,424,999	3,527,334	67,273	31,101	
loan 229- Depot	4.74%	1,620,338	0	0	83,527	0	1,536,811	1,620,338	76,703	0	
Economic Services											
Loan 225 - Victoria Oval Purchase	6.48%	449,740	0	0	52,632	25,896	397,108	423,844	28,304	10,881	
		6,571,193	0	0	477,583	158,928.00	6,093,610	6,412,265	214,242	48,783	

Note: ** indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

	24/25 Budget				24/25 Ytd Actual			
	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total	Opening Bal	Tfr To Reserve	Tfr From Reserve	Total
6. RESERVES - CASH BACKED								
Employee Liability Reserve	670,105	25,255	-	695,360	670,105	3,261		673,366
Office Equipment Reserve	3,828	235	-	4,063	3,828	19		3,847
Plant & Equipment Reserve	124,348	891	(100,000)	25,239	124,348	605		124,953
Road & Bridgeworks Reserve	536,005	16,786	(400,000)	152,791	536,005	2,609		538,614
Refuse Site Reserve	419,946	136,049	-	555,995	419,946	2,044		421,990
Speedway Reserve	160,800	5,146	-	165,946	160,800	783		161,583
Community Bus Replacement Reserve	106,892	3,417	-	110,309	106,892	520		107,412
Septage Pond Reserve	88,075	35,012	-	123,087	88,075	429		88,504
Killara Reserve	432,910	13,876	-	446,786	432,910	2,107		435,017
Recreation and Community Facilities Reserve	905,918	28,381	(580,852)	353,447	905,918	4,409		910,327
Council Buildings & Amenities Reserve	246,631	3,006	(100,000)	149,637	246,631	1,200		247,831
Parking Facilities Construction Reserve	106,788	3,413	-	110,201	106,788	520		107,308
Reticulation Scheme Reserve	87,603	2,982	-	90,585	87,603	426		88,029
Revaluation Reserve	2,834	93	-	2,927	2,834	14		2,848
Unspent Grants Reserve	-	-	-	-	-	-		-
Total Cash Backed Reserves	3,892,683	274,542	(1,180,852)	2,986,373	3,892,683	18,946	-	3,911,629

Total Interest & Transfers

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 OCTOBER 2024

	24/25	24/25	23/24
	Budget	Ytd Actual	Estimated Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	185,317	10,833,374	7,428,194
Cash - Restricted Reserves	2,986,373	3,911,628	3,892,682
Self Supporting Loan	22,920	28,920	22,208
Receivables	623,000	356,030	807,633
Rates - Current	2,431,239	7,141,072	2,740,747
Provision for Doubtful Debts	(70,000)	(56,062)	(56,062)
GST Receivables	0	228,811	294,790
	6,178,849	22,443,774	15,130,192
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,516,891)	(457,539)	(1,737,614)
Rates Income in Advance	(489,000)	(124,784)	(465,236)
GST Payable	0	(45,543)	(40,369)
Accrued Salaries & Wages	0	0	(204,803)
Accrued Interest on Debentures	0	(57,547)	(98,766)
Accrued Expenditure	0	0	(85,725)
Bond Liability	(900,000)	(880,727)	(823,193)
Loan Liability	(477,583)	(490,342)	(460,880)
Provision for Annual Leave	(649,390)	(728,881)	(728,881)
Provision for Long Service Leave	(695,314)	(699,834)	(699,834)
Other Payables	0	(670,660)	(936,364)
	(4,728,178)	(4,155,856)	(6,281,647)
NET CURRENT ASSET POSITION	1,450,671	18,287,918	8,848,546
Less Cash - Reserves- Restricted	(2,986,373)	(3,911,628)	(3,892,682)
Current Portion of Lease Liabilities	12,759	12,759	10,818
Less: Loans receivable - clubs/institutions	0	(28,920)	0
Add: Current Loan Liability	477,583	490,342	460,880
Add: Leave Liability Reserve	695,360	673,366	670,105
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	15,873,836	6,447,667

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2024

Key Rating Dates

RATES ISSUED

RATES DUE

2nd INSTALMENT DUE

3rd INSTALMENT DUE

4th INSTALMENT DUE

Outstanding 1st July

Rates Levied

Interest, Ex gratia, interim
and back rates less writeoff's

Rates paid by month

1 July

2 August

3 September

4 October

5 November

6 December

7 January

8 February

9 March

10 April

11 May

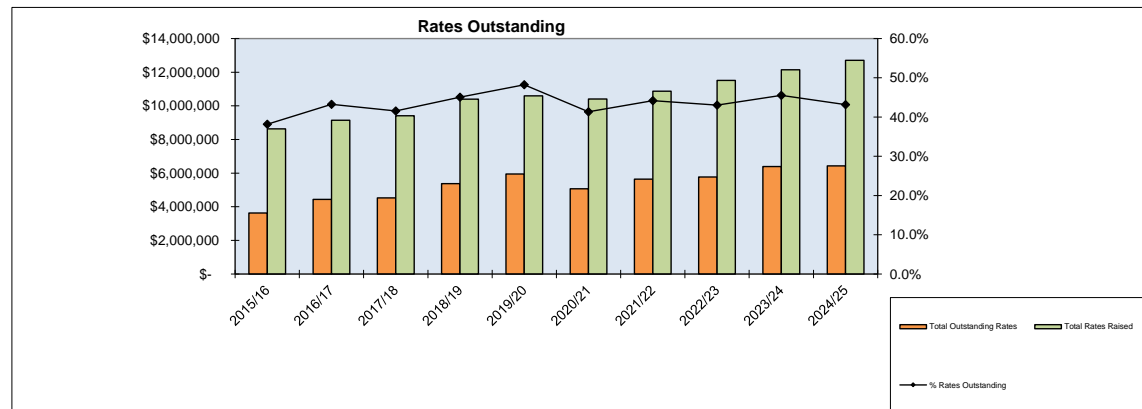
12 June

Total YTD

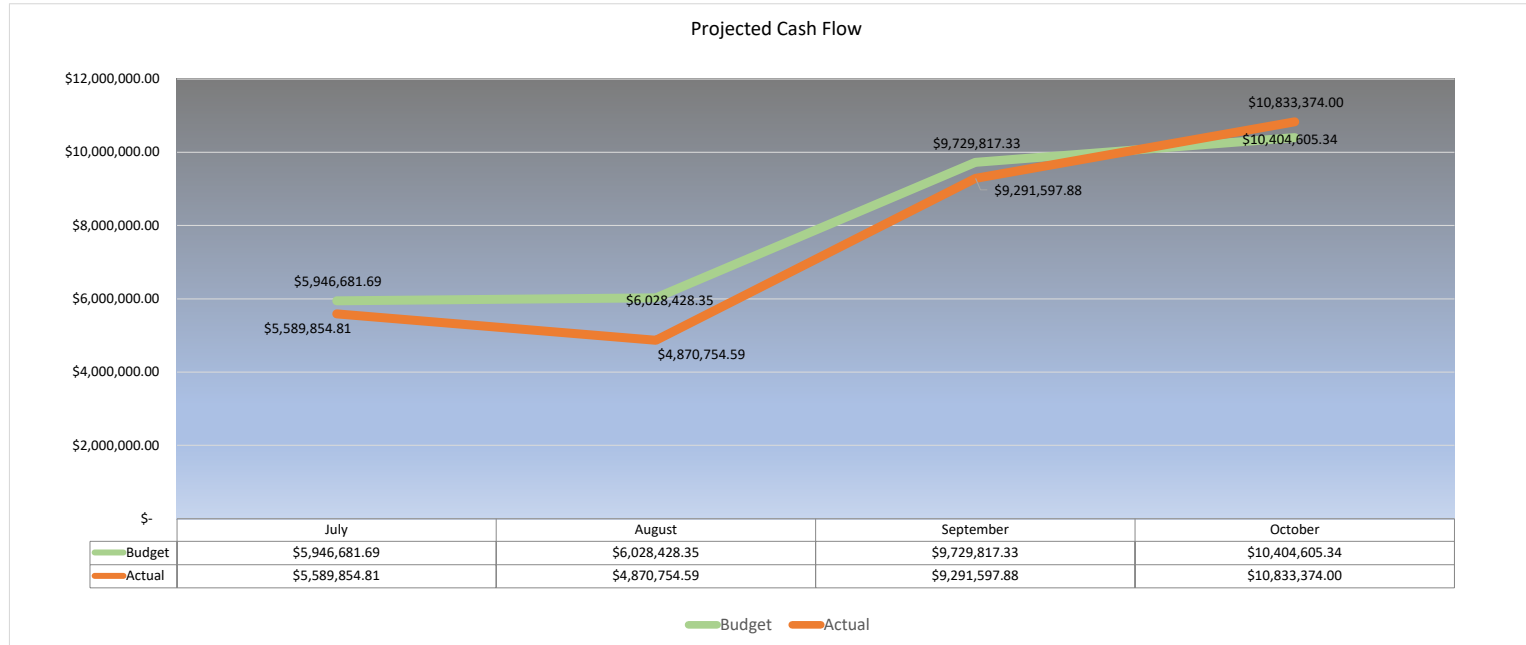
% Ytd Rates Outstanding

Ytd Outstanding

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
14/08/2015	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023	26/08/2024	
25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023	2/10/2024	
25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023	4/12/2024	
25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024	5/02/2025	
28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024	9/04/2025	
Outstanding 1st July	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329	\$2,196,643
Rates Levied	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419	\$12,511,932
Interest, Ex gratia, interim and back rates less writeoff's	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$284,033	\$192,469
Total YTD	5,880,032	5,820,532	6,364,323	6,557,066	6,384,997	7,186,851	7,133,700	7,632,341	7,636,979	8,471,746
% Ytd Rates Outstanding	38.2%	43.2%	41.6%	45.1%	48.2%	41.4%	44.2%	43.0%	45.5%	43.1%



SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2024



INVESTMENT REGISTER

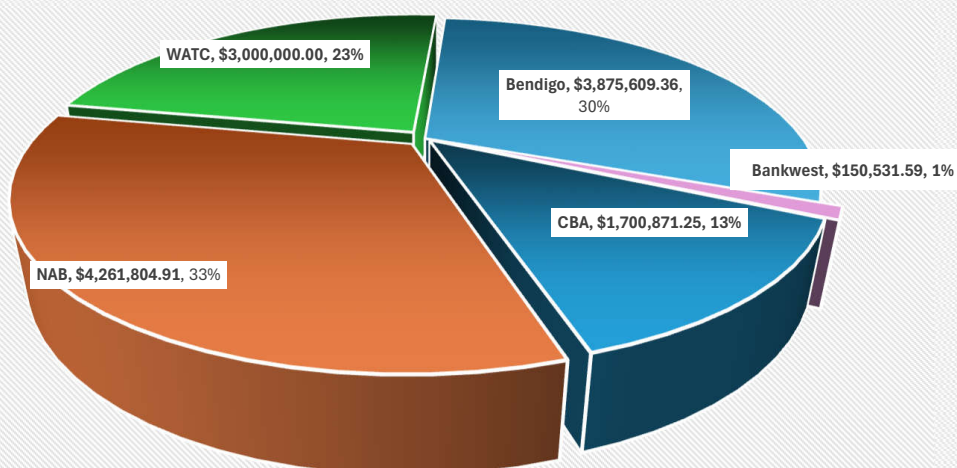
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/24

Current Date: 30/06/25

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo- Ref 3834911	28/02/24	28/11/24	\$1,300,278.84	5.03%	9
Bendigo	04/04/24	04/01/25	\$573,583.94	5.05%	9
Bendigo	02/08/24	03/02/25	\$501,746.58	5.07%	6
Bendigo	03/09/24	02/11/24	\$1,500,000.00	4.40%	2
Bankwest TRUST AROC	16/09/24	17/10/24	\$150,531.59	4.20%	1
CBA	26/06/24	24/12/24	\$1,049,964.41	4.88%	6
CBA	26/06/24	24/12/24	\$145,063.00	4.88%	6
CBA	30/10/24	31/01/25	\$505,843.84	4.74%	3
Nab	13/09/24	13/03/25	\$761,804.91	3.60%	6
Nab	02/10/24	02/01/25	\$2,000,000.00	4.90%	3
Nab	30/10/24	28/01/25	\$1,500,000.00	4.90%	3
WATC	17/10/24	17/01/25	\$2,000,000.00	4.37%	3
WATC	17/10/24	17/11/24	\$1,000,000.00	4.37%	1
Total			\$12,988,817.11		

DISTRIBUTION OF INVESTMENTS 31/10/2024



13.4.2 Accounts & Statement of Accounts - October 2024

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

BRIEF

For Council to receive the accounts for the period from 1 to 31 October 2024.

ATTACHMENTS

1. Accounts & Statement of Accounts - October 2024 [**13.4.2.1** - 58 pages]
2. Declaration October 2024 [**13.4.2.2** - 7 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 2007*.

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 13.4.2.1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Payments of accounts are in accordance with the Shire's 2024/25 adopted budget.

B.3 Legislative Compliance

Section 6.4 & 6.26(2) (g) of the *Local Government Act 1995*.
Financial Management Regulations 2007, Regulation 12 & 13.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

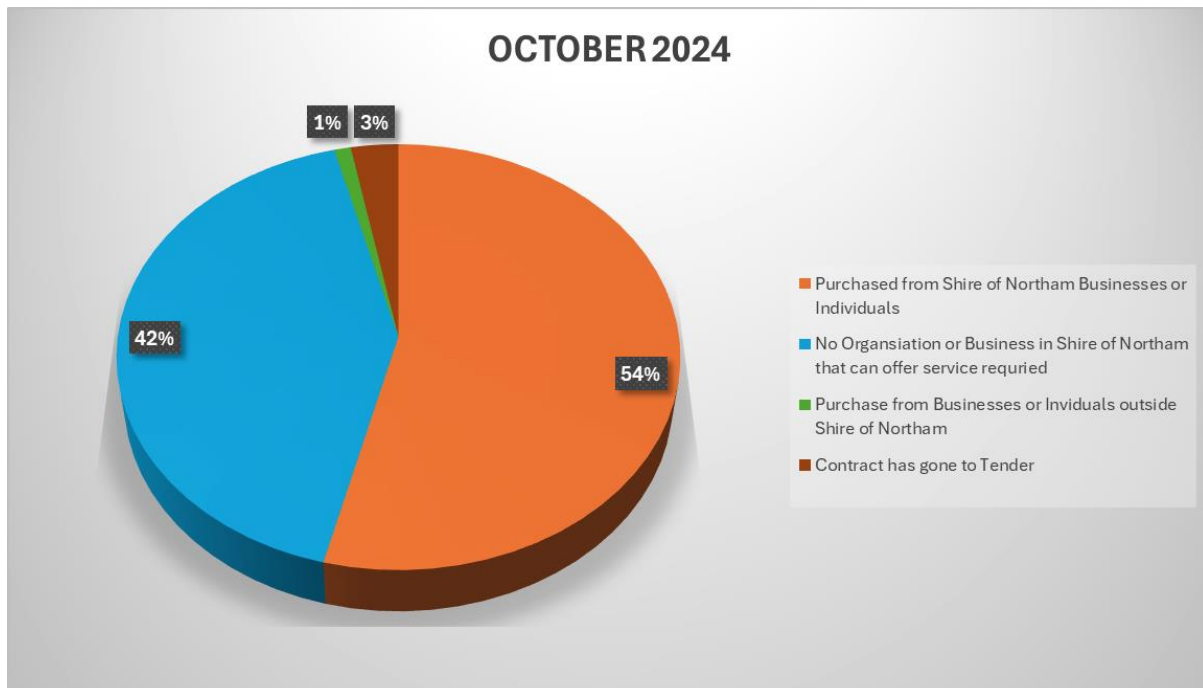
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (1) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant financial standards and legislation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council due to non-compliance	Rare (1) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant Finance policy, standards and legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The matter of the Shire supporting local businesses has been raised previously. To assist in providing a greater understanding of the purchasing patterns of the Shire of Northam, the following graph summarises the payments made locally for the month of October 2024:



RECOMMENDATION

That Council **RECEIVES** the payments for the period 1 to 31 October 2024, as listed:

- **Municipal Fund payment cheque numbers 4 to 11 = Total \$40,052.60**
- **Municipal Fund EFT52163 to EFT52552 = Total \$2,403,998.50**
- **Direct Debits = Total \$102,270.77**
- **Superannuation = Total \$108,209.75**
- **Payroll = Total \$749,536.94**

TOTAL: \$3,404,068.56

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

**Ordinary Council Meeting Agenda
20 November 2024**

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
4	02/10/2024	PETTY CASH	KILLARA - PETTY CASH	1		811.50
INV KILLAR 17/11/2023		PETTY CASH	KILLARA - PETTY CASH	1	489.75	
INV ADMIN 113/09/2024		PETTY CASH	ADMIN - PETTY CASH	1	321.75	
5	02/10/2024	SHIRE OF NORTHAM	REGISTRATION FOR 11AJ508 TO 31/07/2025	1		423.35
INV 11AJ508 10/09/2024		SHIRE OF NORTHAM	REGISTRATION FOR 11AJ508 TO 31/07/2025	1	351.65	
INV 11AT102 17/09/2024		SHIRE OF NORTHAM	REGISTRATION FOR 11AT102 TO 31/07/2025	1	71.70	
6	02/10/2024	WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 09/07/2024 to 15/09/2024	1		8,423.13
INV 9007945103/09/2024		WATER CORPORATION	9007945104 KATRINE TOILETS - 01/07/2024 to 01/09/2024		38.21	
INV 9007948403/09/2024		WATER CORPORATION	9007948401 IRISHTOWN HALL - 01/07/2024 to 01/09/2024		35.27	
INV 9011154704/09/2024		WATER CORPORATION	9011154743 COMMONAGE - 02/07/2024 to 02/09/2024		852.31	
INV 9007901605/09/2024		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 03/07/2024 to 03/09/2024		171.88	
INV 9008729705/09/2024		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 03/07/2024 to 03/09/2024		233.51	
INV 9007899906/09/2024		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 04/07/2024 to 04/09/2024		77.64	
INV 9007903706/09/2024		WATER CORPORATION	9007903799 TOWN & LESSER HALL - 04/07/2024 to 04/09/2024		144.47	
INV 9012642717/09/2024		WATER CORPORATION	9012642722 STREET TREES FITZGERALD ST FROM PEEL TCE TO NIND ST - 08/07/2024 to 15/09/2024		2.94	
INV 9007903917/09/2024		WATER CORPORATION	9007903908 BILYA KOORT BOODJA - 08/07/2024 to 15/09/2024		402.60	
INV 9007906717/09/2024		WATER CORPORATION	9007906746 MEN'S SHED / OLD FIRE STATION - 09/07/2024 to 15/09/2024		159.93	
INV 9007906917/09/2024		WATER CORPORATION	9007906922 OLD INFANT HEALTH CLINIC - 09/07/2024 to 15/09/2024		87.15	
INV 9007907417/09/2024		WATER CORPORATION	9007907431 BERNARD PARK - 08/07/2024 to 15/09/2024		777.00	
INV 9007907417/09/2024		WATER CORPORATION	9007907458 BERNARD PARK - 08/07/2024 to 15/09/2024		97.52	
INV 9007908017/09/2024		WATER CORPORATION	9007908063 OLD POST OFFICE BUILDING - 09/07/2024 to 15/09/2024		107.03	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 2 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007908017/09/2024		WATER CORPORATION	9007908071 OLD GIRLS SCHOOL - 09/07/2024 to 15/09/2024		77.64	
INV 9007908117/09/2024		WATER CORPORATION	9007908143 MEDIAN STRIP NEWCASTLE RD - 09/07/2024 to 15/09/2024		5.88	
INV 9007908617/09/2024		WATER CORPORATION	9007908696 KILLARA DAYCARE CENTRE - 09/07/2024 to 15/09/2024		1,460.02	
INV 9007923417/09/2024		WATER CORPORATION	9007923407 APEX PARK TOILETS - 10/07/2024 to 15/09/2024		138.67	
INV 9008729817/09/2024		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 08/07/2024 to 15/09/2024		415.23	
INV 9007929418/09/2024		WATER CORPORATION	9007929497 AVON MALL - 05/07/2024 to 14/09/2024		91.11	
INV 9007913119/09/2024		WATER CORPORATION	9007913102 NORTHAM DEPOT - BYFIELD ST - 09/07/2024 to 17/09/2024		349.09	
INV 9007913519/09/2024		WATER CORPORATION	9007913567 OLD NORTHAM DEPOT - PEEL ST - 09/07/2024 to 17/09/2024		346.80	
INV 9007915519/09/2024		WATER CORPORATION	9007915503 AIRPORT - 11/07/2024 to 17/09/2024		1,433.90	
INV 9007903920/09/2024		WATER CORPORATION	9007903991 ST JOHNS HALL - 05/07/2024 to 13/09/2024		152.68	
INV 9007904020/09/2024		WATER CORPORATION	9007904003 MEMORIAL HALL - 05/07/2024 to 13/09/2024		269.05	
INV 9007904020/09/2024		WATER CORPORATION	9007904062 CREATE 298 (old council chambers) - 05/07/2024 to 13/09/2024		90.09	
INV 9007916620/09/2024		WATER CORPORATION	9007916629 MORBY COTTAGE - 12/07/2024 to 18/09/2024		48.41	
INV 9007917020/09/2024		WATER CORPORATION	9007917058 CEMETERY - 12/07/2024 to 18/09/2024		273.33	
INV 9012475720/09/2024		WATER CORPORATION	9012475784 GARDEN TAYLOR ST - 12/07/2024 to 18/09/2024		51.44	
INV 9007903820/09/2024		WATER CORPORATION	9007903879 108 WELLINGTON ST - ST JOHN PUBLIC OPEN SPACE - 05/07/2024 to 13/09/2024		32.33	
7	16/10/2024	SHIRE OF NORTHAM	C.202324-09 - RETENTION HELD	1		7,879.73
INV RET-INV30/08/2024		SHIRE OF NORTHAM	C.202324-09 - RETENTION HELD	1	7,879.73	
8	16/10/2024	WATER CORPORATION	9007909760 RECREATION PRECINCT - 11/07/2024 to 17/09/2024	1		10,863.62
INV 9025432319/09/2024		WATER CORPORATION	WOODLEY FARM DRIVE - METER REPLACEMENT	1	709.03	
INV 9007913519/09/2024		WATER CORPORATION	9007913575 STANDPIPE - PEEL TCE - 09/07/2024 to 17/09/2024		1,425.42	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 3 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9007909719/09/2024		WATER CORPORATION	9007909760 RECREATION PRECINCT - 11/07/2024 to 17/09/2024		5,212.29	
INV 9007904020/09/2024		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 05/07/2024 to 13/09/2024		95.27	
INV 9007917224/09/2024		WATER CORPORATION	9007917293 BERT HAWKE OVAL - 22/07/2024 to 19/09/2024		188.10	
INV 9007925924/09/2024		WATER CORPORATION	9007925971 RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/07/2024 to 19/09/2024		602.50	
INV 9007926024/09/2024		WATER CORPORATION	9007926034 SPORTS GROUND AT COLEBATCH ST NORTHAM LOT 29 RES 5503 - 23/07/2024 to 19/09/2024		505.51	
INV 9007927524/09/2024		WATER CORPORATION	9007927571 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 23/07/2024 to 19/09/2024		20.57	
INV 9022053224/09/2024		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 22/07/2024 to 19/09/2024		437.21	
INV 9007923625/09/2024		WATER CORPORATION	9007923634 SWIMMING POOL HOUSE - 55 MITCHELL AV NORTHAM LOT 17 - 24/07/2024 to 23/09/2024		299.87	
INV 9007918425/09/2024		WATER CORPORATION	9007918464 PERINA PARK - 23/07/2024 to 23/09/2024		23.51	
INV 9007923525/09/2024		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 24/07/2024 to 23/09/2024		2.94	
INV 9021499425/09/2024		WATER CORPORATION	9021499489 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 24/07/2024 to 23/09/2024		211.65	
INV 9010596327/09/2024		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 26/07/2024 to 25/09/2024		211.61	
INV 9007938904/10/2024		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 01/08/2024 to 02/10/2024		918.14	
9	16/10/2024	SHIRE OF NORTHAM	BSL COMMISSION - AUG 2024	1		219.75
INV T1080	26/09/2024	SHIRE OF NORTHAM	BSL COMMISSION - AUG 2024	1	140.00	
INV T1079	26/09/2024	SHIRE OF NORTHAM	BCITF COMMISSION - AUG 2024	1	16.50	
INV T1079	10/10/2024	SHIRE OF NORTHAM	BCTIF COMMISSION - SEPT 2024	1	8.25	
INV T1080	10/10/2024	SHIRE OF NORTHAM	BSL COMMISSION - SEPT 2024	1	55.00	
10	16/10/2024	SHIRE OF NORTHAM	KILLARA - FEES & CHARGES	1		335.00
INV 30648	25/07/2024	SHIRE OF NORTHAM	KILLARA - FEES & CHARGES	1	335.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 4 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
11	24/10/2024	WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 06/08/2024 to 06/10/2024	1		11,096.52
INV 9007938708/10/2024		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 06/08/2024 to 06/10/2024		6,880.08	
INV 9007891709/10/2024		WATER CORPORATION	9007891775 HOOPER PARK - 08/08/2024 to 07/10/2024		82.29	
INV 9007891809/10/2024		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 08/08/2024 to 07/10/2024		631.50	
INV 9007892509/10/2024		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 08/08/2024 to 07/10/2024		1,447.47	
INV 9007840210/10/2024		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 09/08/2024 to 08/10/2024		592.76	
INV 9007840310/10/2024		WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 12/08/2024 to 08/10/2024		2.94	
INV 9007840210/10/2024		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 12/08/2024 to 08/10/2024		187.06	
INV 9007869121/10/2024		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 20/08/2024 to 17/10/2024		323.33	
INV 9007871821/10/2024		WATER CORPORATION	9007871897 WUNDOWIE SKATE PARK - 20/08/2024 to 17/10/2024		234.47	
INV 9007872221/10/2024		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 20/08/2024 to 17/10/2024		48.41	
INV 9007872221/10/2024		WATER CORPORATION	9007872240 KURINGAL VILLAGE - UNIT 1 - 20/08/2024 to 17/10/2024		274.93	
INV 9007868921/10/2024		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 20/08/2024 to 17/10/2024		149.06	
INV 9007869121/10/2024		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 20/08/2024 to 17/10/2024		242.22	
EFT52163	03/10/2024	ABBOTTS FORGE	HENRY ST OVAL - MTCE	1		660.00
INV 0000615718/09/2024		ABBOTTS FORGE	HENRY ST OVAL - MTCE	1	660.00	
EFT52164	03/10/2024	AKRON PTY LTD	EAST ST - MTCE	1		5,280.00
INV INV-080326/08/2024		AKRON PTY LTD	EAST ST - MTCE	1	5,280.00	
EFT52165	03/10/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		50.58
INV SI-00022425/09/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1003 - PLANT PARTS	1	11.32	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 5 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SI-00022530/09/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	39.26	
EFT52166	03/10/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1		83.60
INV IN00438411/09/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1	83.60	
EFT52167	03/10/2024	ANDY'S PLUMBING SERVICE	CLACKLINE STANDPIPE - MTCE	1		4,730.00
INV A19872	13/09/2024	ANDY'S PLUMBING SERVICE	CLACKLINE STANDPIPE - MTCE	1	4,345.00	
INV A19874	13/09/2024	ANDY'S PLUMBING SERVICE	NORTHAM AQUATIC FACILITY - MTCE	1	385.00	
EFT52168	03/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		159.00
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 19	26/09/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT52169	03/10/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 24/09/2024	1		73,294.00
INV PAYG 2402/10/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 24/09/2024	1	73,294.00	
EFT52170	03/10/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BKB - PROGRAMS & EVENTS	1		200.00
INV 77326	02/09/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BKB - PROGRAMS & EVENTS	1	200.00	
EFT52171	03/10/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	CORPORATE SERVICES - LIGHT FLEET PURCHASE	1		118,752.06
INV 357901	03/09/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2310 - VEHICLE MTCE	1	704.86	
INV 8440	20/09/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	KILLARA - LIGHT FLEET PURCHASE	1	58,363.60	
INV 8428	25/09/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	CORPORATE SERVICES - LIGHT FLEET PURCHASE	1	59,683.60	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 6 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52172	03/10/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 06/09/2024	1		43,210.98
INV 65011	06/09/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 06/09/2024	1	43,210.98	
EFT52173	03/10/2024	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	GRANT - BAKERS HILL CHRISTMAS FAIR 2024	1		11,385.00
INV 1	30/09/2024	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	GRANT - BAKERS HILL CHRISTMAS FAIR 2024	1	6,930.00	
INV 1	30/09/2024	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	GRANT - BAKERS HILL COMMUNITY FAIR 2024/25	1	4,455.00	
EFT52174	03/10/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	DEPOT -SUPPLIES	1		68.00
INV 210155	20/09/2024	BAKERS HILL RURAL SUPPLIES & HARDWARE	DEPOT -SUPPLIES	1	68.00	
EFT52175	03/10/2024	BETHANY SARAH TREW	CREDIT RATES REFUND FOR ASSESSMENT A649	1		11,020.82
INV A649	01/10/2024	BETHANY SARAH TREW	CREDIT RATES REFUND FOR ASSESSMENT A649		5,770.81	
INV A692	01/10/2024	BETHANY SARAH TREW	CREDIT RATES REFUND FOR ASSESSMENT A692		5,250.01	
EFT52176	03/10/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - SEPT 2024	1		605.00
INV 20983	16/09/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - SEPT 2024	1	605.00	
EFT52177	03/10/2024	BLACKWELL PLUMBING AND GAS PTY LTD	YOUTH PRECINCT - REPAIRS	1		176.00
INV INV-313519/09/2024		BLACKWELL PLUMBING AND GAS PTY LTD	YOUTH PRECINCT - REPAIRS	1	176.00	
EFT52178	03/10/2024	BOC LIMITED	SON VARIOUS LOCATION - MEDICAL SUPPLIES	1		104.73
INV 4037480709/09/2024		BOC LIMITED	REC CENTRE - MEDICAL SUPPLIES	1	25.17	
INV 4037583928/09/2024		BOC LIMITED	SON VARIOUS LOCATION - MEDICAL SUPPLIES	1	79.56	
EFT52179	03/10/2024	BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - PLANT PARTS	1		185.77
INV 401516 20/09/2024		BOEKEMAN MACHINERY (WA) PTY LTD	PN2108 - PLANT PARTS	1	185.77	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 7 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52180	03/10/2024	BOSS MINING SOLUTIONS	PN2104 - PLANT PARTS	1		534.93
INV INV-080527/09/2024		BOSS MINING SOLUTIONS	PN2104 - PLANT PARTS	1	534.93	
EFT52181	03/10/2024	BUCCI HOLDINGS PTY LTD T-AS VISIMAX	RANGER - SUPPLIES	1		859.67
INV INV-129803/09/2024		BUCCI HOLDINGS PTY LTD T-AS VISIMAX	RANGER - SUPPLIES	1	859.67	
EFT52182	03/10/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	NORTHAM POOL - MTCE	1		15,510.00
INV I05218	12/09/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	NORTHAM POOL - MTCE	1	15,510.00	
EFT52183	03/10/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1		1,510.01
INV 2182/003 02/09/2024		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	175.17	
INV 2182/003 12/09/2024		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	116.92	
INV 2182/003 12/09/2024		BUNNINGS BUILDING SUPPLIES P/L	AG SHOW - 14/09/2024	1	39.99	
INV 2182/003 13/09/2024		BUNNINGS BUILDING SUPPLIES P/L	AG SHOW - 14/09/2024	1	106.79	
INV 2182/002 13/09/2024		BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	103.64	
INV 2182/003 17/09/2024		BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	250.64	
INV 2182/003 17/09/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	452.90	
INV 2182/003 17/09/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	80.92	
INV 2182/003 18/09/2024		BUNNINGS BUILDING SUPPLIES P/L	PN2409 - VEHICLE PARTS	1	37.98	
INV 2182/004 20/09/2024		BUNNINGS BUILDING SUPPLIES P/L	SOUTHERN BROOK HALL - MTCE	1	145.06	
EFT52184	03/10/2024	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - CHARGES	1		60.30
INV 23111	20/09/2024	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - CHARGES	1	60.30	
EFT52185	03/10/2024	CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1		170.90
INV 24-00009 05/09/2024		CADD'S FASHIONS	DEVELOPMENT SERVICES - UNIFORMS	1	170.90	
EFT52186	03/10/2024	CARRINGTONS TRAFFIC SERVICES	DEPOT - SUPPLIES	1		3,204.73

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 8 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0004863118/09/2024		CARRINGTONS TRAFFIC SERVICES	LEEDER RD - MTCE	1	916.73	
INV 0004864319/09/2024		CARRINGTONS TRAFFIC SERVICES	ENGINEERING SERVICES - EQUIPMENT HIRE	1	825.00	
INV 0004868827/09/2024		CARRINGTONS TRAFFIC SERVICES	DEPOT - SUPPLIES	1	1,463.00	
EFT52187	03/10/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - PLANT MTCE	1		3,394.38
INV 0000477924/09/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - PLANT MTCE	1	2,022.02	
INV 0000478025/09/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN2403 - PLANT MTCE	1	1,372.36	
EFT52188	03/10/2024	CENTRAL REGIONAL TAFE	DEVELOPMENT SERVICES - TRAINING	1		4,129.44
INV I0028981	13/09/2024	CENTRAL REGIONAL TAFE	DEVELOPMENT SERVICES - TRAINING	1	4,129.44	
EFT52189	03/10/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 19/08/2024 TO 22/09/2024	1		15,291.41
INV 0003712422/09/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 19/08/2024 TO 22/09/2024	1	14,163.91	
INV 0003715224/09/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING CONSUMABLES 31/7/2024 & 28/08/2024	1	1,127.50	
EFT52190	03/10/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		502.79
INV 19	26/09/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		502.79	
EFT52191	03/10/2024	CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	WWTP - SUPPLIES	1		1,228.15
INV 0000269519/08/2024		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	WWTP - SUPPLIES	1	1,228.15	
EFT52192	03/10/2024	CJ & ML MARRIS	PEACOCK RD - MATERIALS	1		34,257.18
INV 202492	17/09/2024	CJ & ML MARRIS	PEACOCK RD - MATERIALS	1	34,257.18	
EFT52193	03/10/2024	CLACKLINE FENCING CONTRACTORS	INKPEN TIP - REPAIRS	1		3,320.00
INV 1658	24/09/2024	CLACKLINE FENCING CONTRACTORS	INKPEN TIP - REPAIRS	1	3,320.00	
EFT52194	03/10/2024	CLASSIC IT SUPPORT	IT - REPAIRS	1		292.00
INV 9743	12/09/2024	CLASSIC IT SUPPORT	IT - REPAIRS	1	292.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 9 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52195	03/10/2024	CMM TECHNOLOGY	P100 - PLANT MTCE	1		231.00
INV 0005855517	09/2024	CMM TECHNOLOGY	P100 - PLANT MTCE	1	231.00	
EFT52196	03/10/2024	CONSTRUCTION INFORMATION SYSTEMS LIMITED	ENGINEERING SERVICES - SUBSCRIPTION	1		1,518.00
INV 0007496801	06/2024	CONSTRUCTION INFORMATION SYSTEMS LIMITED	ENGINEERING SERVICES - SUBSCRIPTION	1	1,518.00	
EFT52197	03/10/2024	DAMIAN'S PLUMBING	ADMIN BUILDING - REPAIRS	1		638.00
INV INV-035026	09/2024	DAMIAN'S PLUMBING	ADMIN BUILDING - REPAIRS	1	638.00	
EFT52198	03/10/2024	DAVID WARWICK FORREST	INFRASTRUCTURE BOND REFUND - T1269	1		1,000.00
INV T1269	03/10/2024	DAVID WARWICK FORREST	INFRASTRUCTURE BOND REFUND - T1269	1	1,000.00	
EFT52199	03/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM DOG POUND - REPAIRS	1		1,523.50
INV 1173	18/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MTCE	1	253.00	
INV 1176	22/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	OLD POST OFFICE - REPAIRS	1	522.50	
INV 1174	22/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM DOG POUND - REPAIRS	1	748.00	
EFT52200	03/10/2024	DEPARTMENT OF THE PREMIER & CABINET	ADVERTISING - GOVERNMENT GAZETTE	1		1,463.70
INV 1009017	16/09/2024	DEPARTMENT OF THE PREMIER & CABINET	ADVERTISING - GOVERNMENT GAZETTE	1	1,463.70	
EFT52201	03/10/2024	DEPARTMENT OF TRANSPORT	DEVELOPMENT SERVICES - FEES & CHARGES	1		9.10
INV 4180634	18/09/2024	DEPARTMENT OF TRANSPORT	DEVELOPMENT SERVICES - FEES & CHARGES	1	9.10	
EFT52202	03/10/2024	DNA TYRE RECOVERY	WASTE COLLECTION - SEPTEMBER 2024	1		2,272.00
INV 1021	26/09/2024	DNA TYRE RECOVERY	WASTE COLLECTION - SEPTEMBER 2024	1	2,272.00	
EFT52203	03/10/2024	DRACO AIR PTY LTD	DEPOT - CAPITAL PURCHASE	1		3,953.58
INV 17362	20/09/2024	DRACO AIR PTY LTD	DEPOT - CAPITAL PURCHASE	1	3,733.58	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 10 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 17380	27/09/2024	DRACO AIR PTY LTD	BKB - REPAIRS	1	220.00	
EFT52204	03/10/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST2024	1		235.31
INV 7247A	31/08/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST2024	1	24.04	
INV 7247B	31/08/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST 2024	1	24.04	
INV 7195	31/08/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST 2024	1	139.15	
INV 7195A	31/08/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST 2024	1	24.04	
INV 7247	31/08/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - AUGUST 2024	1	24.04	
EFT52205	03/10/2024	E FIRE & SAFETY	KILLARA - MTCE	1		956.45
INV 618547	18/09/2024	E FIRE & SAFETY	KILLARA - MTCE	1	275.00	
INV 618588	19/09/2024	E FIRE & SAFETY	REC CENTRE - MTCE	1	254.65	
INV 618592	19/09/2024	E FIRE & SAFETY	TOWN/LESSER HALL - MTCE	1	162.80	
INV 618701	23/09/2024	E FIRE & SAFETY	REC CENTRE - REPAIRS	1	264.00	
EFT52206	03/10/2024	EMERG SOLUTIONS PTY LTD	DEVELOPMENT SERVICES - SUBSCRIPTION 2024/25	1		5,330.00
INV INV-243505/09/2024		EMERG SOLUTIONS PTY LTD	DEVELOPMENT SERVICES - SUBSCRIPTION 2024/25	1	5,330.00	
EFT52207	03/10/2024	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		2,200.00
INV 2403	31/08/2024	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	1,100.00	
INV 2421	30/09/2024	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	1,100.00	
EFT52208	03/10/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING SEPT 2024	1		15,692.68
INV PSI0393630/09/2024		ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING SEPT 2024	1	15,692.68	
EFT52209	03/10/2024	JANEEN MCROBERT	INFRASTRUCTURE BOND REFUND - T1668	1		1,020.00
INV T1668	03/10/2024	JANEEN MCROBERT	INFRASTRUCTURE BOND REFUND - T1668	1	1,020.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 11 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52210	03/10/2024	JB HI-FI GROUP PTY LTD	DEVELOPMENT SERVICES - CAPITAL PURCHASE	1		531.83
INV BD1539723/08/2024		JB HI-FI GROUP PTY LTD	CESM - SUPPLIES	1	139.00	
INV BD1540223/08/2024		JB HI-FI GROUP PTY LTD	CESM - CREDIT NOTE - SUPPLIES	1	-210.16	
INV BD1554411/09/2024		JB HI-FI GROUP PTY LTD	DEVELOPMENT SERVICES - CAPITAL PURCHASE	1	602.99	
EFT52211	03/10/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JULY 2024	1		17,806.80
INV 003809-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - AUG 2024	1	1,540.00	
INV 003804-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JULY 2024	1	1,540.00	
INV 003807-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JULY 2024	1	3,505.70	
INV 003808-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - AUG 2024	1	3,505.70	
INV 003802-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - JULY 2024	1	3,857.70	
INV 003812-D30/08/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - AUG 2024	1	3,857.70	
EFT52212	03/10/2024	JS TECHNOLOGY & DIGITAL PTY LTD	DEVELOPMENT SERVICES - OFFICE SUPPLIES	1		20.00
INV INV0309 03/09/2024		JS TECHNOLOGY & DIGITAL PTY LTD	DEVELOPMENT SERVICES - OFFICE SUPPLIES	1	20.00	
EFT52213	03/10/2024	KLEENHEAT GAS	POOL HEATERS - GAS - 24/09/2024	1		10,370.20
INV 2232630924/09/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 24/09/2024	1	10,370.20	
EFT52214	03/10/2024	LEANNE SCULLY	PLANNING APP WITHDRAWAL - P24023	1		256.00
INV CH 1308213/08/2024		LEANNE SCULLY	PLANNING APP WITHDRAWAL - P24023	1	256.00	
EFT52215	03/10/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY SERVICES -TRAINING	1		600.00
INV 41165	17/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY SERVICES -TRAINING	1	600.00	
EFT52216	03/10/2024	MALCOLM GRAHAM PORTER	CREDIT RATES REFUND FOR ASSESSMENT A11898	1		8,109.00
INV A11898 01/10/2024		MALCOLM GRAHAM PORTER	CREDIT RATES REFUND FOR ASSESSMENT A11898		8,109.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 12 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52217	03/10/2024	MARY'S CATERING AND EVENTS	CATERING - WALGA CONFERENCE	1		2,306.70
INV 113	19/08/2024	MARY'S CATERING AND EVENTS	CATERING - WALGA CONFERENCE	1	1,186.02	
INV 114	19/08/2024	MARY'S CATERING AND EVENTS	CATERING - WALGA CONFERENCE	1	1,120.68	
EFT52218	03/10/2024	MICHAEL KEVIN O'SULLIVAN	INFRASTRUCTURE BOND REFUND - T1615	1		1,020.00
INV T1615	03/10/2024	MICHAEL KEVIN O'SULLIVAN	INFRASTRUCTURE BOND REFUND - T1615	1	1,020.00	
EFT52219	03/10/2024	MICHELLE EVETTE BLAIR	INFRASTRUCTURE BOND REFUND - T1712	1		1,020.00
INV T1712	03/10/2024	MICHELLE EVETTE BLAIR	INFRASTRUCTURE BOND REFUND - T1712	1	1,020.00	
EFT52220	03/10/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	BERT HAWKE PAVILLION - PARTS	1		819.50
INV 56808	11/09/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	BERT HAWKE PAVILLION - PARTS	1	819.50	
EFT52221	03/10/2024	MORRIS PEST & WEED CONTROL	NORTHAM AIRFIELD - MTCE	1		2,280.28
INV INV-382115	05/2024	MORRIS PEST & WEED CONTROL	SON VARIOUS LOCATIONS - MTCE	1	960.28	
INV INV-384916	09/2024	MORRIS PEST & WEED CONTROL	NORTHAM AIRFIELD - MTCE	1	1,320.00	
EFT52222	03/10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1		201.00
INV 0000559427	09/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	117.00	
INV 0000559530	09/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	84.00	
EFT52223	03/10/2024	NORTHAM LIQUOR BARONS	BFB SUNDOWNER - 05/09/2024	1		1,003.58
INV 1210-171	18/09/2024	NORTHAM LIQUOR BARONS	BFB SUNDOWNER - 05/09/2024	1	1,003.58	
EFT52224	03/10/2024	NORTHAM THEATRE GROUP INC	GRANT - THEATRE PERFORMANCES 24/25	1		2,700.00
INV 19924	19/09/2024	NORTHAM THEATRE GROUP INC	GRANT - THEATRE PERFORMANCES 24/25	1	2,700.00	
EFT52225	03/10/2024	NORTHAM TOWING SERVICE	PEEL TCE - MTCE	1		165.00
INV 213731	20/09/2024	NORTHAM TOWING SERVICE	PEEL TCE - MTCE	1	165.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 13 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52226	03/10/2024	NORTHSTAR ASSET PTY LTD	XMAS MOVIE - 21/12/2024	1		660.00
INV 0001309226/09/2024		NORTHSTAR ASSET PTY LTD	XMAS MOVIE - 21/12/2024	1	660.00	
EFT52227	03/10/2024	NUTRIEN WATER	WWTP - MTCE	1		3,298.57
INV 4133112326/09/2024		NUTRIEN WATER	WWTP - MTCE	1	3,298.57	
EFT52228	03/10/2024	OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - EVENTS & PROGRAMS	1		111.95
INV 6164313710/09/2024		OFFICEWORKS SUPERSTORES PTY LTD	REC CENTRE - EVENTS & PROGRAMS	1	76.95	
INV 6167169925/09/2024		OFFICEWORKS SUPERSTORES PTY LTD	IT - OFFICE SUPPLIES	1	7.00	
INV 6167471927/09/2024		OFFICEWORKS SUPERSTORES PTY LTD	KILLARA - OFFICE SUPPLIES	1	28.00	
EFT52229	03/10/2024	PROFESSIONAL LOCKSERVICE	BERNARD PARK / MORBY COTTAGE - PARTS	1		643.50
INV 0011030416/07/2024		PROFESSIONAL LOCKSERVICE	BERNARD PARK / MORBY COTTAGE - PARTS	1	643.50	
EFT52230	03/10/2024	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT CHARGES - AUG2024	1		1,485.00
INV 0003626722/08/2024		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT CHARGES - AUG2024	1	1,485.00	
EFT52231	03/10/2024	SGS AUSTRALIA PTY LTD	OLD QUARRY WASTE FACILITY - MTCE	1		1,381.47
INV NE00096 24/09/2024		SGS AUSTRALIA PTY LTD	OLD QUARRY WASTE FACILITY - MTCE	1	1,381.47	
EFT52232	03/10/2024	SOUTHERN BROOK COMMUNITY ASSOCIATION	GRANT - HALL PURCHASES24/25	1		7,380.00
INV 0609202406/09/2024		SOUTHERN BROOK COMMUNITY ASSOCIATION	GRANT - HALL PURCHASES24/25	1	7,380.00	
EFT52233	03/10/2024	SPECIALISED TREE SERVICE PTY LTD	JENNAPULLIN RD - MTCE	1		12,111.00
INV INV-001729/09/2024		SPECIALISED TREE SERVICE PTY LTD	JENNAPULLIN RD - MTCE	1	12,111.00	
EFT52234	03/10/2024	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		38,009.02
INV INV-213431/07/2024		SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	19,117.84	
INV INV-215531/08/2024		SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	18,891.18	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 14 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52235	03/10/2024	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1		2,239.57
INV 24409	18/09/2024	STEAMWEST PROFESSIONAL CARPET CLEANING	REC CENTRE - MTCE	1	2,239.57	
EFT52236	03/10/2024	SYNERGY	168614990 STREETLIGHTING - 25/07/2024 to 24/08/2024	1		30,316.24
INV 9152416402/09/2024		SYNERGY	915241640 AUXILLARY LIGHTING - 28/07/2024 to 27/08/2024		155.12	
INV 1686149902/09/2024		SYNERGY	168614990 STREETLIGHTING - 25/07/2024 to 24/08/2024		27,519.68	
INV 3577046019/09/2024		SYNERGY	357704600 PERINA PARK - 23/07/2024 to 18/09/2024		1,015.59	
INV 9414532320/09/2024		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 23/07/2024 to 19/09/2024		382.54	
INV 3616702520/09/2024		SYNERGY	361670250 NORTHAM LIBRARY - 15/08/2024 to 18/09/2024		395.27	
INV 3613331824/09/2024		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 26/07/2024 to 20/09/2024		181.27	
INV 3575473324/09/2024		SYNERGY	357547330 APEX PARK TOILETS - 26/07/2024 to 20/09/2024		166.17	
INV 3577031824/09/2024		SYNERGY	357703180 STORMWATER DAM PUMP - 26/07/2024 to 20/09/2024		115.21	
INV 1578225625/09/2024		SYNERGY	157822560 IRISHTOWN BFB - 25/07/2024 to 24/09/2024		4.83	
INV 3805238630/09/2024		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 27/07/2024 to 27/09/2024		380.56	
EFT52237	03/10/2024	T-QUIP	PN2106 - PLANT PARTS	1		760.40
INV 132731#226/09/2024		T-QUIP	PN2106 - PLANT PARTS	1	760.40	
EFT52238	03/10/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - SEPT 2024	1		195.32
INV 0648-S30 08/09/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - SEPT 2024	1	99.48	
INV 0650-S30 22/09/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - SEPT 2024	1	95.84	
EFT52239	03/10/2024	TELSTRA LIMITED	TELSTRA CHARGES - AUGUST 2024	1		4,353.96
INV 2726008910/09/2024		TELSTRA LIMITED	TELSTRA CHARGES - AUGUST 2024	1	612.84	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 15 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2726009010/09/2024		TELSTRA LIMITED	TELSTRA CHARGES - AUGUST 2024	1	172.87	
INV 2726008910/09/2024		TELSTRA LIMITED	TELSTRA CHARGES - AUGUST 2024	1	3,097.17	
INV 9026075017/09/2024		TELSTRA LIMITED	TELSTRA CHARGES - AUGUST 2024	1	471.08	
EFT52240	03/10/2024	TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - SEPT 2024	1		5,460.61
INV INV1585	17/06/2024	TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - JUNE 2024	1	2,608.62	
INV INV1650	13/09/2024	TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - SEPT 2024	1	2,851.99	
EFT52241	03/10/2024	TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - AUGUST 2024	1		5,961.74
INV 2095035201/09/2024		TPG TELECOM - ACCOUNT 2000050690	TPG CHARGES - AUGUST 2024	1	5,961.74	
EFT52242	03/10/2024	TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - AUGUST 2024	1		705.52
INV 2092851201/09/2024		TPG TELECOM - ACCOUNT 2000054211	TPG CHARGES - AUGUST 2024	1	705.52	
EFT52243	03/10/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 26/09/2024	1		50.00
INV 48	26/09/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 26/09/2024	1	50.00	
EFT52244	03/10/2024	VINCELEC	BROOME TCE - REPAIRS	1		3,770.00
INV IV2320	25/09/2024	VINCELEC	BROOME TCE - REPAIRS	1	3,500.00	
INV IV2323	26/09/2024	VINCELEC	BERNARD PARK - MTCE	1	270.00	
EFT52245	03/10/2024	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 09/09/2024 TO 29/09/2024	1		1,155.00
INV 0000582528/09/2024		WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 09/09/2024 TO 29/09/2024	1	1,155.00	
EFT52246	03/10/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1		1,484.45
INV 999767	16/09/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1	1,484.45	
EFT52247	03/10/2024	WARRICKS NEWSAGENCY	ADMIN / SES - OFFICE SUPPLIES	1		489.20
INV 77132	20/09/2024	WARRICKS NEWSAGENCY	ADMIN / SES - OFFICE SUPPLIES	1	489.20	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 16 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52248	03/10/2024	WESTON ROAD SYSTEMS	REC CENTRE - MTCE	1		5,500.00
INV SON 03	26/09/2024	WESTON ROAD SYSTEMS	REC CENTRE - MTCE	1	5,500.00	
EFT52249	03/10/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	WHEATBELT CORRELLA PROJECT - YEAR 2 - QTR 1	1		20,301.05
INV 0030163517/09/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	BKB - STOCK	1	1,278.00	
INV 0030163417/09/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 CEMETERY MTCE - 24/08/2024 TO 06/09/2024	1	5,273.05	
INV T957	03/10/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	WHEATBELT CORRELLA PROJECT - YEAR 2 - QTR 1	1	13,750.00	
EFT52250	03/10/2024	WUNDOWIE & DISTRICTS MENS SHED INC	KURINGAL VILLAGE - REPAIRS	1		1,197.00
INV 1909	19/09/2024	WUNDOWIE & DISTRICTS MENS SHED INC	KURINGAL VILLAGE - REPAIRS	1	1,197.00	
EFT52251	03/10/2024	ZIPFORM	CORPORATE SERVICES - PRINTING & POSTAGE	1		16,641.28
INV 221179	31/08/2024	ZIPFORM	CORPORATE SERVICES - PRINTING & POSTAGE	1	16,641.28	
EFT52252	10/10/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		377.55
INV SI-00022704/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	224.74	
INV SI-00022808/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1413 - PLANT PARTS	1	102.42	
INV SI-00022808/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1509 - PLANT PARTS	1	50.39	
EFT52253	10/10/2024	ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1		112.75
INV IN00440230/09/2024		ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1	112.75	
EFT52254	10/10/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - SEPTEMBER 2024	1		101.75
INV 111283	30/09/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - SEPTEMBER 2024	1	101.75	
EFT52255	10/10/2024	AUSTRALIAN NATIVE FOOD CO PTY LTD	BKB - STOCK	1		317.94
INV INV-163518/09/2024		AUSTRALIAN NATIVE FOOD CO PTY LTD	BKB - STOCK	1	317.94	
EFT52256	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		159.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 17 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 20	10/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT52257	10/10/2024	AUTOPRO NORTHAM	REC CENTRE - SUPPLIES	1		608.79
INV 1171170	08/10/2024	AUTOPRO NORTHAM	REC CENTRE - SUPPLIES	1	608.79	
EFT52258	10/10/2024	AVON VALLEY GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		594.88
INV INV-001928	09/2024	AVON VALLEY GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	594.88	
EFT52259	10/10/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	HENRY ST OVAL - MTCE	1		17,325.00
INV IV11404	24/09/2024	AVON VALLEY PLANT & EQUIPMENT PTY LTD (AVPE)	HENRY ST OVAL - MTCE	1	17,325.00	
EFT52260	10/10/2024	AVON WASTE	C.202122-04 WASTE FACILITY MANAGEMENT - SEPT 2024	1		107,030.41
INV 0006504820	09/2024	AVON WASTE	C.202122-04 WASTE FACILITY MANAGEMENT - SEPT 2024	1	106,975.41	
INV 0006504820	09/2024	AVON WASTE	TOWN TEAM CONFERENCE - 12/09/2024	1	55.00	
EFT52261	10/10/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - SEPT 2024	1		990.00
INV 21008	30/09/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - SEPT 2024	1	990.00	
EFT52262	10/10/2024	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM POOL - MTCE	1		539.00
INV INV-313319	09/2024	BLACKWELL PLUMBING AND GAS PTY LTD	NORTHAM POOL - MTCE	1	539.00	
EFT52263	10/10/2024	BREAK POINT TENNIS WA PTY LTD	WUNDOWIE - PROGRAMS & EVENTS	1		702.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 18 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-016329/09/2024		BREAK POINT TENNIS WA PTY LTD	WUNDOWIE - PROGRAMS & EVENTS	1	702.00	
EFT52264	10/10/2024	BUILDING & ENERGY	BSL PAYMENT - SEPT 2024	1		668.36
INV T1080	10/10/2024	BUILDING & ENERGY	BSL PAYMENT - SEPT 2024	1	668.36	
EFT52265	10/10/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - SEPT 2024	1		41.69
INV T1079	10/10/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - SEPT 2024	1	41.69	
EFT52266	10/10/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1		1,324.53
INV 2440/998	07/08/2024	BUNNINGS BUILDING SUPPLIES P/L	BILYA FESTIVAL - 09/08/2024	1	254.00	
INV 2182/003	07/08/2024	BUNNINGS BUILDING SUPPLIES P/L	BILYA FESTIVAL - 09/08/2024	1	49.51	
INV 2182/004	08/08/2024	BUNNINGS BUILDING SUPPLIES P/L	WWTP - SUPPLIES	1	101.43	
INV 2182/003	09/08/2024	BUNNINGS BUILDING SUPPLIES P/L	BKB - PROGRAMS & EVENTS	1	11.06	
INV 2182/002	26/09/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	729.03	
INV 2182/003	27/09/2024	BUNNINGS BUILDING SUPPLIES P/L	PN2206 - PLANT PARTS	1	12.53	
INV 2182/003	30/09/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	166.97	
EFT52267	10/10/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		502.79
INV 20	10/10/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		502.79	
EFT52268	10/10/2024	CHRISTOPHER ALEXANDER FORD	CREDIT RATES REFUND FOR ASSESSMENT A16684	1		1,229.00
INV A16684	09/10/2024	CHRISTOPHER ALEXANDER FORD	CREDIT RATES REFUND FOR ASSESSMENT A16684		1,229.00	
EFT52269	10/10/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS - SANITATION - JUL 2024	1		1,076.64
INV 2304845	31/07/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS - SANITATION - JUL 2024	1	159.15	
INV 2304846	31/07/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK - SANITATION - JUL 2024	1	79.57	
INV 2304847	31/07/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK - SANITATION - JUL 2024	1	159.15	
INV 2304848	31/07/2024	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SANITATION - JUL 2024	1	159.15	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 19 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2313192	31/08/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL - SANITATION - AUG 2024	1	78.90	
INV 2313193	31/08/2024	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK - SANITATION - AUG 2024	1	70.73	
INV 2313194	31/08/2024	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK - SANITATION - AUG 2024	1	157.80	
INV 2313195	31/08/2024	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILET - SANITATION - AUG 2024	1	141.46	
INV 2313196	31/08/2024	CLEANAWAY DANIELS SERVICES PTY LTD	LIONS PARK - SANITATION - AUG 2024	1	70.73	
EFT52270	10/10/2024	COINCO PROMOTIONS PTY LTD	VISITORS CENTRE - STOCK	1		604.68
INV INV-202410/09/2024		COINCO PROMOTIONS PTY LTD	VISITORS CENTRE - STOCK	1	407.50	
INV INV-202412/09/2024		COINCO PROMOTIONS PTY LTD	BKB - STOCK	1	197.18	
EFT52271	10/10/2024	COMBINED TYRES PTY LTD	PN1620 - PLANT MTCE	1		676.50
INV INV-503606/08/2024		COMBINED TYRES PTY LTD	PN2206 - PLANT MTCE	1	319.00	
INV INV-520326/08/2024		COMBINED TYRES PTY LTD	PN1620 - PLANT MTCE	1	357.50	
EFT52272	10/10/2024	COUNTRYWIDE GROUP	BAKERS HILL OVAL - SUPPLIES	1		236.00
INV ACC002807/10/2024		COUNTRYWIDE GROUP	BAKERS HILL OVAL - SUPPLIES	1	210.00	
INV ACC002807/10/2024		COUNTRYWIDE GROUP	P100 - PLANT PARTS	1	26.00	
EFT52273	10/10/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL -MTCE	1		1,439.70
INV 136200	05/09/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL -MTCE	1	1,439.70	
EFT52274	10/10/2024	DAMIAN'S PLUMBING	HENRY ST OVAL - REPAIRS	1		610.50
INV INV-037302/10/2024		DAMIAN'S PLUMBING	NORTHAM RV PARK - REPAIRS	1	264.00	
INV INV-038707/10/2024		DAMIAN'S PLUMBING	HENRY ST OVAL - REPAIRS	1	346.50	
EFT52275	10/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL -MTCE	1		2,376.00
INV 1172	18/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL -MTCE	1	1,815.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 20 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1175	22/09/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - REPAIRS	1	561.00	
EFT52276	10/10/2024	DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1		12,235.17
INV CH 02.1002/10/2024		DEPARTMENT OF WATER & ENVIRONMENT REGULATION	DEVELOPMENT SERVICES - FEES & CHARGES	1	12,235.17	
EFT52277	10/10/2024	DTINN HOLDINGS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16102	1		31,071.97
INV A16102	08/10/2024	DTINN HOLDINGS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16102		31,071.97	
EFT52278	10/10/2024	DUN DIRECT PTY LTD	FUEL CHARGES SEPT 2024	1		31,954.67
INV SEPT 20230/09/2024		DUN DIRECT PTY LTD	FUEL CHARGES SEPT 2024	1	31,954.67	
EFT52279	10/10/2024	E FIRE & SAFETY	DEPOT - MTCE	1		566.50
INV 619344	30/09/2024	E FIRE & SAFETY	TOWN HALL - REPAIRS	1	264.00	
INV 619705	30/09/2024	E FIRE & SAFETY	DEPOT - MTCE	1	302.50	
EFT52280	10/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	OLD POST OFFICE - REPAIRS	1		6,836.00
INV 586	30/08/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE POOL - REPAIRS	1	165.00	
INV 578	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - REPAIRS	1	165.00	
INV 583	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	OLD POST OFFICE - REPAIRS	1	2,750.00	
INV 582	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	MEMORIAL HALL - MTCE	1	275.00	
INV 581	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - REPAIRS	1	176.00	
INV 577	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	KURINGAL VILLAGE - MTCE	1	797.00	
INV 580	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK SOUND SHELL / MEMORIAL HALL - REPAIRS	1	275.00	
INV 579	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	INKPEN TIP - REPAIRS	1	605.00	
INV 570	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - REPAIRS	1	198.00	
INV 576	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	CREATE 298 - MTCE	1	110.00	
INV 575	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - REPAIRS	1	176.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 21 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 574	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERT HAWKE PAVILION - REPAIRS	1	132.00	
INV 573	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	APEX PARK - REPAIRS	1	396.00	
INV 571	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BAKERS HILL PAVILION - REPAIRS	1	132.00	
INV 572	24/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	NORTHAM TIP GATEHOUSE - MTCE	1	176.00	
INV 587	30/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	CREATE 298 - REPAIRS	1	88.00	
INV 585	30/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - MTCE	1	220.00	
EFT52281	10/10/2024	GEORGE JOHN ACKINCLOSE	CREDIT RATES REFUND FOR ASSESSMENT A11432	1		801.50
INV A11432	09/10/2024	GEORGE JOHN ACKINCLOSE	CREDIT RATES REFUND FOR ASSESSMENT A11432		801.50	
EFT52282	10/10/2024	GRAFTON ELECTRICS	NORTHAM POOL - REPAIRS	1		2,635.16
INV A487	18/09/2024	GRAFTON ELECTRICS	NORTHAM POOL - REPAIRS	1	611.05	
INV A496	30/09/2024	GRAFTON ELECTRICS	NORTHAM POOL - REPAIRS	1	1,327.70	
INV A505	01/10/2024	GRAFTON ELECTRICS	AVON MALL - REPAIRS	1	132.00	
INV A511	03/10/2024	GRAFTON ELECTRICS	WWTP - MTCE	1	132.00	
INV A513	04/10/2024	GRAFTON ELECTRICS	WWTP - MTCE	1	300.41	
INV A518	08/10/2024	GRAFTON ELECTRICS	NORTHAM POOL - MTCE	1	132.00	
EFT52283	10/10/2024	HILLS CONCRETE PTY LTD	NORTHAM POUND - MATERIALS	1		168.00
INV 2053	26/09/2024	HILLS CONCRETE PTY LTD	NORTHAM POUND - MATERIALS	1	168.00	
EFT52284	10/10/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING CONSUMABLES - AUG 2024	1		1,391.07
INV PSI03905	31/08/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING CONSUMABLES - AUG 2024	1	1,391.07	
EFT52285	10/10/2024	JASON SIGNMAKERS	VARIOUS ROADS - PARTS	1		867.75
INV 41237	01/10/2024	JASON SIGNMAKERS	VARIOUS ROADS - PARTS	1	867.75	
EFT52286	10/10/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - SEPT 2024	1		7,327.41
INV 004026-D	30/09/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - SEPT 2024	1	3,469.71	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 22 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 004024-D30/09/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - SEPT 2024	1	3,857.70	
EFT52287	10/10/2024	JLO DESIGNS	REC CENTRE - PROGRAMS & EVENTS	1		65.00
INV 581	20/09/2024	JLO DESIGNS	REC CENTRE - PROGRAMS & EVENTS	1	65.00	
EFT52288	10/10/2024	JS TECHNOLOGY & DIGITAL PTY LTD	WWTP - OFFICE SUPPLIES	1		140.00
INV INV0110 01/10/2024		JS TECHNOLOGY & DIGITAL PTY LTD	WWTP - OFFICE SUPPLIES	1	140.00	
EFT52289	10/10/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1		300.00
INV 77720	02/10/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1	300.00	
EFT52290	10/10/2024	KLEENHEAT GAS	POOL HEATERS - GAS - 01/10/2024	1		8,308.08
INV 2233044801/10/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 01/10/2024	1	8,308.08	
EFT52291	10/10/2024	KLEENWEST	KILLARA - SUPPLIES	1		571.01
INV 0010003802/10/2024		KLEENWEST	KILLARA - SUPPLIES	1	571.01	
EFT52292	10/10/2024	LFA FIRST RESPONSE	NORTHAM AQUATIC FACILITY - MEDICAL SUPPLIES	1		2,608.12
INV IN39293 02/05/2024		LFA FIRST RESPONSE	KILLARA - SUPPLIES	1	467.50	
INV IN40028 27/05/2024		LFA FIRST RESPONSE	SON VARIOUS LOCATIONS / PLANT / VEHICLES - MEDICAL SUPPLIES	1	785.91	
INV IN40236 30/05/2024		LFA FIRST RESPONSE	SON VARIOUS LOCATIONS / PLANT / VEHICLE - MEDICAL SUPPLIES	1	26.24	
INV IN42901 12/09/2024		LFA FIRST RESPONSE	NORTHAM AQUATIC FACILITY - MEDICAL SUPPLIES	1	1,286.28	
INV IN43146 19/09/2024		LFA FIRST RESPONSE	NORTHAM AQUATIC FACILITY - MEDICAL SUPPLIES	1	42.19	
EFT52293	10/10/2024	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - SEPT 2024	1		1,237.50
INV 0000095820/09/2024		MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - SEPT 2024	1	1,237.50	
EFT52294	10/10/2024	MCLEODS LAWYERS	LEGAL FEES - SEPT 2024	1		2,750.00
INV 141336 30/09/2024		MCLEODS LAWYERS	LEGAL FEES - SEPT 2024	1	2,750.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 23 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52295	10/10/2024	MICHELLE BEATRICE SPILLMANN	CREDIT RATES REFUND FOR ASSESSMENT A2552	1		801.50
INV A2552	03/10/2024	MICHELLE BEATRICE SPILLMANN	CREDIT RATES REFUND FOR ASSESSMENT A2552		801.50	
EFT52296	10/10/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	APEX PARK - CAPITAL WORKS	1		2,680.12
INV 57014	07/10/2024	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	APEX PARK - CAPITAL WORKS	1	2,680.12	
EFT52297	10/10/2024	MM ELECTRICAL MERCHANDISING	DEPOT - SUPPLIES	1		24.68
INV 215091-602/10/2024		MM ELECTRICAL MERCHANDISING	DEPOT - SUPPLIES	1	24.68	
EFT52298	10/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORT X 9	1		900.00
INV 7612	26/09/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORT X 9	1	900.00	
EFT52299	10/10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1		275.00
INV 0000559020/09/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - SEPT 2024	1	97.00	
INV 0000560201/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	10.00	
INV 0000560302/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	48.00	
INV 0000560404/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	72.00	
INV 0000560507/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	48.00	
EFT52300	10/10/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - JUL 2024	1		582.54
INV 111551	08/07/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - JUL 2024	1	480.72	
INV 113185	20/09/2024	NORTHAM VETERINARY CENTRE - CVS VETS T/AS	ANIMAL CARE - SEPT 2024	1	101.82	
EFT52301	10/10/2024	NORTHSTAR ASSET PTY LTD	HENRY ST OVAL - PROGRAMS & EVENTS	1		935.00
INV 0001310502/10/2024		NORTHSTAR ASSET PTY LTD	HENRY ST OVAL - PROGRAMS & EVENTS	1	935.00	
EFT52302	10/10/2024	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		3,073.08
INV 9113990003/09/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	932.80	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 24 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 9114026204/09/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	57.92	
INV 9114656716/09/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	1,013.10	
INV 9114681916/09/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	1,013.10	
INV 9115175525/09/2024		NUTRIEN AG SOLUTIONS LIMITED	PN2401 - VEHICLE PARTS	1	56.16	
EFT52303	10/10/2024	NUTRIEN WATER	WWTP - PARTS	1		6,798.12
INV 4133240007/10/2024		NUTRIEN WATER	WWTP - PARTS	1	6,786.58	
INV 4133241107/10/2024		NUTRIEN WATER	WWTP - SUPPLIES	1	11.54	
EFT52304	10/10/2024	OLLY'S CAR & FURNITURE UPHOLSTERY'S	DEPOT - SUPPLIES	1		836.00
INV 4587	20/09/2024	OLLY'S CAR & FURNITURE UPHOLSTERY'S	DEPOT - SUPPLIES	1	836.00	
EFT52305	10/10/2024	OXTER SERVICES	C.202223-13 - BURIAL	1		3,102.00
INV 29343	30/09/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,551.00	
INV 29344	30/09/2024	OXTER SERVICES	C.202223-13 - BURIAL	1	1,551.00	
EFT52306	10/10/2024	PFD FOOD SERVICES PTY LTD	KIOSK - STOCK	1		1,822.05
INV LM9229813/09/2024		PFD FOOD SERVICES PTY LTD	KIOSK - STOCK	1	1,822.05	
EFT52307	10/10/2024	POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - CAPITAL PURCHASE	1		3,929.72
INV PPS0163828/09/2024		POOL AND PUMP SERVICE AND REPAIRS	NORTHAM POOL - CAPITAL PURCHASE	1	3,929.72	
EFT52308	10/10/2024	PROFESSIONAL LOCKSERVICE	DEPOT - SUPPLIES	1		166.65
INV 0011060503/10/2024		PROFESSIONAL LOCKSERVICE	DEPOT - SUPPLIES	1	166.65	
EFT52309	10/10/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - SEPT 2024	1		39.60
INV 399930	30/09/2024	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - SEPT 2024	1	39.60	
EFT52310	10/10/2024	READYTECH USER GROUP WA INC	SOFTWARE SUBSCRIPTION	1		847.00
INV 0000103209/08/2024		READYTECH USER GROUP WA INC	SOFTWARE SUBSCRIPTION	1	847.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 25 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52311	10/10/2024	RED DOT STORE	BKB - STOCK	1		159.80
INV 1561777924/09/2024		RED DOT STORE	BKB - STOCK	1	99.90	
INV 1572012402/10/2024		RED DOT STORE	ADMIN - SUPPLIES	1	59.90	
EFT52312	10/10/2024	REGAL SPORTSWEAR PTY LTD T/AS YARN	BKB - STOCK	1		2,002.30
INV 1673	28/08/2024	REGAL SPORTSWEAR PTY LTD T/AS YARN	BKB - STOCK	1	2,002.30	
EFT52313	10/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1		300.00
INV 0103398	10/09/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1	100.00	
INV 0104420	07/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1	100.00	
INV 0104457	08/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1	100.00	
EFT52314	10/10/2024	SAMMY WYBORN ABORIGINAL ART - (SAMANTHA WYBORN)	BKB - PROGRAMS & EVENTS	1		1,078.00
INV 0000275	10/10/2024	SAMMY WYBORN ABORIGINAL ART - (SAMANTHA WYBORN)	BKB - PROGRAMS & EVENTS	1	1,078.00	
EFT52315	10/10/2024	SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	PRINTING	1		305.15
INV F040-335	19/09/2024	SNAP PRINTING NORTHBRIDGE T/AS ML SN PTY LTD	PRINTING	1	305.15	
EFT52316	10/10/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - SEPT 2024	1		1,639.00
INV 7169522430/09/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - SEPT 2024	1	1,408.00	
INV 7169522330/09/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT - RADIO - SEPT 2024	1	231.00	
EFT52317	10/10/2024	SPECIALISED TREE SERVICE PTY LTD	RIVER BANK BROOME TCE - MTCE	1		1,849.10
INV INV-001829/09/2024		SPECIALISED TREE SERVICE PTY LTD	RIVER BANK BROOME TCE - MTCE	1	1,849.10	
EFT52318	10/10/2024	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT - COMMUNITY EVENTS 24/25	1		2,700.00
INV 001	01/10/2024	SPENCERS BROOK PROGRESS ASSOCIATION	GRANT - COMMUNITY EVENTS 24/25	1	2,700.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 26 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52319	10/10/2024	ST JOSEPH'S PRIMARY SCHOOL	GRANT - INDIGENOUS SCHOLARSHIP	1		800.00
INV 2708202427/08/2024		ST JOSEPH'S PRIMARY SCHOOL	GRANT - INDIGENOUS SCHOLARSHIP	1	500.00	
INV 2708202427/08/2024		ST JOSEPH'S PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS 24/25	1	200.00	
INV 2708202427/08/2024		ST JOSEPH'S PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS 24/25	1	100.00	
EFT52320	10/10/2024	SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 06/08/2024 to 03/10/2024	1		5,266.79
INV 3358209418/09/2024		SYNERGY	335820940 CREATE 298 (old council chambers) - 21/08/2024 to 17/09/2024		524.88	
INV 7968413404/10/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 06/08/2024 to 03/10/2024		1,772.12	
INV 3577000204/10/2024		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 06/08/2024 to 03/10/2024		936.65	
INV 3355969204/10/2024		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 06/08/2024 to 03/10/2024		537.55	
INV 3614739607/10/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 06/08/2024 to 03/10/2024		464.59	
INV 3577047908/10/2024		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 07/08/2024 to 03/10/2024		1,031.00	
EFT52321	10/10/2024	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	JUBILEE OVAL - MTCE	1		1,335.54
INV 2981	16/09/2024	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	JUBILEE OVAL - MTCE	1	1,220.04	
INV 4027	16/09/2024	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	BERT HAWKE OVAL - MTCE	1	115.50	
EFT52322	10/10/2024	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	GRANT - MOTORSPORT FESTIVAL	1		2,750.00
INV N 2462	22/07/2024	THE VINTAGE SPORTS CAR CLUB OF WA (INC)	GRANT - MOTORSPORT FESTIVAL	1	2,750.00	
EFT52323	10/10/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	MITCHELL AVE -MATERIALS	1		632.94
INV INV-499430/09/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	MITCHELL AVE -MATERIALS	1	632.94	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 27 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52324	10/10/2024	TYREPOWER LTD	PN2409 - VEHICLE MTCE	1		367.30
INV 8828.156830/09/2024		TYREPOWER LTD	PN2409 - VEHICLE MTCE	1	367.30	
EFT52325	10/10/2024	VINCELEC	VINTAGE VEHICLE BUILDING - REPAIRS	1		219.62
INV IV2334 03/10/2024		VINCELEC	VINTAGE VEHICLE BUILDING - REPAIRS	1	219.62	
EFT52326	10/10/2024	VISIT BRANDS PTY LTD	VISITORS CENTRE - STOCK	1		1,586.75
INV SI-00002902/02/2023		VISIT BRANDS PTY LTD	CREDIT - OVERPAYMENT OF INVOICE (PO 68413)	1	-298.32	
INV SI-00007401/08/2024		VISIT BRANDS PTY LTD	VISITORS CENTRE - STOCK	1	1,283.59	
INV SI-00007419/09/2024		VISIT BRANDS PTY LTD	VISITORS CENTRE - STOCK	1	601.48	
EFT52327	10/10/2024	WARRICKS NEWSAGENCY	KILLARA SUBSCRIPTION - SEPT 2024	1		111.00
INV SN00 01701/10/2024		WARRICKS NEWSAGENCY	KILLARA SUBSCRIPTION - SEPT 2024	1	111.00	
EFT52328	10/10/2024	WB PARTY HIRE AND EVENTS	BFB SUNDOWNER - 05/10/2024	1		275.00
INV INV0522 09/09/2024		WB PARTY HIRE AND EVENTS	BFB SUNDOWNER - 05/10/2024	1	275.00	
EFT52329	10/10/2024	WESTGROW FARM TREES - B&J WEST T/AS	TREE PROGRAM - STOCK	1		5,335.26
INV INV-041302/10/2024		WESTGROW FARM TREES - B&J WEST T/AS	TREE PROGRAM - STOCK	1	5,335.26	
EFT52330	10/10/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1913 - PLANT MTCE	1		1,931.50
INV INV-187624/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1913 - PLANT MTCE	1	999.00	
INV INV-187630/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - PLANT MTCE	1	465.00	
INV INV-187707/10/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - PLANT MTCE	1	467.50	
EFT52331	10/10/2024	WUNDOWIE PROGRESS ASSOCIATION	GRANT - WUNDOWIE MUSEUM 24/25	1		40,000.00
INV 0000013322/07/2024		WUNDOWIE PROGRESS ASSOCIATION	GRANT - WUNDOWIE MUSEUM 24/25	1	40,000.00	
EFT52332	17/10/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1		35.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 28 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2882251	06/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DEPOT - SUPPLIES	1	35.00	
EFT52333	17/10/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - CAPITAL PURCHASE	1		1,641.24
INV 382125	10/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	30.29	
INV 382157	10/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - CAPITAL PURCHASE	1	899.10	
INV 382569	16/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	264.50	
INV 383383	26/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	69.30	
INV 383669	30/09/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT MTCE	1	91.30	
INV 384538	10/10/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN2411 - PLANT PARTS	1	286.75	
EFT52334	17/10/2024	ASK WASTE MANAGEMENT PTY LTD	OLD QUARRY RD WASTE FACILITY - MTCE	1		10,318.00
INV INV-018701	10/2024	ASK WASTE MANAGEMENT PTY LTD	OLD QUARRY RD WASTE FACILITY - MTCE	1	10,318.00	
EFT52335	17/10/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES SEPT 2024	1		1,099.20
INV 1013548803	10/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES SEPT 2024	1	1,099.20	
EFT52336	17/10/2024	AUTOPRO NORTHAM	NORTHAM POOL - SUPPLIES	1		181.36
INV 1170435	04/10/2024	AUTOPRO NORTHAM	NORTHAM POOL - SUPPLIES	1	181.36	
EFT52337	17/10/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2310 - VEHICLEPARTS	1		171.99
INV 358188	02/10/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2310 - VEHICLEPARTS	1	171.99	
EFT52338	17/10/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 20/09/2024	1		42,901.55
INV 65047	20/09/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION 20/09/2024	1	42,901.55	
EFT52339	17/10/2024	BLACKWELL PLUMBING AND GAS PTY LTD	YOUTH PRECINCT - REPAIRS	1		242.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 29 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-314211/10/2024		BLACKWELL PLUMBING AND GAS PTY LTD	YOUTH PRECINCT - REPAIRS	1	242.00	
EFT52340	17/10/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM AQUATIC FACILITY - SUPPLIES	1		484.25
INV 2182/003	07/08/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	73.63	
INV 2182/003	09/08/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	31.36	
INV 2182/003	26/09/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM AQUATIC FACILITY - SUPPLIES	1	205.08	
INV 2182/004	01/10/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	39.69	
INV 2182/003	02/10/2024	BUNNINGS BUILDING SUPPLIES P/L	RANGERS - SUPPLIES	1	68.39	
INV 2182/003	02/10/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	66.10	
EFT52341	17/10/2024	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL PURCHASES - SEPT2024	1		829.19
INV 3704154030/09/2024		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL PURCHASES - SEPT2024	1	829.19	
EFT52342	17/10/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL PURCHASES - SEPT2024	1		210.25
INV 118	30/09/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL PURCHASES - SEPT2024	1	210.25	
EFT52343	17/10/2024	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CORPORATE SERVICES - MEMBERSHIP 2024-25	1		130.00
INV 1706	06/08/2024	CEMETERIES & CREMATORIA ASSOCIATION OF WA	CORPORATE SERVICES - MEMBERSHIP 2024-25	1	130.00	
EFT52344	17/10/2024	CHADD HUNT	STAFF - REIMBURSEMENT	1		71.98
INV 1172304	13/10/2024	CHADD HUNT	STAFF - REIMBURSEMENT	1	71.98	
EFT52345	17/10/2024	ZZ - CHADSON ENGINEERING PTY LTD - DO NOT USE	NORTHAM POOL - MTCE	1		427.35
INV A010881827/09/2024		ZZ - CHADSON ENGINEERING PTY LTD - DO NOT USE	NORTHAM POOL - MTCE	1	427.35	
EFT52346	17/10/2024	CHRISTOPHER JOHN MARRIS	CBFCO - SEPT 2024	1		833.33
INV AE 16.10.16/10/2024		CHRISTOPHER JOHN MARRIS	CBFCO - SEPT 2024	1	833.33	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 30 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52347	17/10/2024	CITY OF ARMADALE	DEVELOPMENT SERVICES - FEES & CHARGES	1		1,249.16
INV 49487	12/09/2024	CITY OF ARMADALE	DEVELOPMENT SERVICES - FEES & CHARGES	1	1,249.16	
EFT52348	17/10/2024	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - SEPT 2024	1		386.02
INV 207	30/09/2024	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - SEPT 2024	1	386.02	
EFT52349	17/10/2024	COMBINED TYRES PTY LTD	PN2401 - VEHICLE MTCE	1		75.00
INV INV-526710/10/2024		COMBINED TYRES PTY LTD	PN2401 - VEHICLE MTCE	1	75.00	
EFT52350	17/10/2024	DAMIAN'S PLUMBING	BAKERS HILL PAVILION - REPAIRS	1		643.50
INV INV-039508/10/2024		DAMIAN'S PLUMBING	BAKERS HILL PAVILION - REPAIRS	1	489.50	
INV INV-040309/10/2024		DAMIAN'S PLUMBING	DEPOT SHED - REPAIRS	1	154.00	
EFT52351	17/10/2024	DELTA PTY LTD	OLIVE ROAD - CAPITAL WORKS	1		11,910.00
INV 8111083	26/09/2024	DELTA PTY LTD	OLIVE ROAD - CAPITAL WORKS	1	11,910.00	
EFT52352	17/10/2024	DRACO AIR PTY LTD	MEMORIAL HALL - MTCE	1		894.30
INV 17407	11/10/2024	DRACO AIR PTY LTD	MEMORIAL HALL - MTCE	1	894.30	
EFT52353	17/10/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - SEPT 2024	1		24.04
INV 7353	30/09/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - SEPT 2024	1	24.04	
EFT52354	17/10/2024	E FIRE & SAFETY	SON - VARIOUS LOCATIONS - MTCE	1		1,875.50
INV 619897	30/09/2024	E FIRE & SAFETY	TOWN HALL - MTCE	1	170.50	
INV 619732	30/09/2024	E FIRE & SAFETY	SON - VARIOUS LOCATIONS - MTCE	1	1,705.00	
EFT52355	17/10/2024	ENVIRO PIPES PTY LTD	KNIGHT ST - MTCE	1		1,463.00
INV 65092	07/10/2024	ENVIRO PIPES PTY LTD	KNIGHT ST - MTCE	1	1,463.00	
EFT52356	17/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	MORBY COTTAGE - REPAIRS	1		2,538.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 31 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 584	30/09/2024	G.S. BEVERIDGE & L.P. NOTTLE	REC CENTRE - PROGRAM & EVENTS	1	198.00	
INV 588	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	VISITORS CENTRE - REPAIRS	1	176.00	
INV 591	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	WUNDOWIE SPORTS PAVILION - MTCE	1	250.00	
INV 593	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING / REC CENTRE - REPAIRS	1	220.00	
INV 589	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	APEX PARK - REPAIRS	1	187.00	
INV 590	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	ADMIN BUILDING / BERNARD PARK - MTCE	1	352.00	
INV 594	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	MORBY COTTAGE - REPAIRS	1	385.00	
INV 595	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK - REPAIRS	1	88.00	
INV 592	03/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	KURINGAL VILLAGE - REPAIRS	1	220.00	
INV 596	04/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	BKB - MTCE	1	352.00	
INV 598	08/10/2024	G.S. BEVERIDGE & L.P. NOTTLE	BERNARD PARK - REPAIRS	1	110.00	
EFT52357	17/10/2024	GRAFTON ELECTRICS	CLARKE ST - MTCE	1		264.00
INV A521	10/10/2024	GRAFTON ELECTRICS	CLARKE ST - MTCE	1	264.00	
EFT52358	17/10/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING CONSUMABLES 17/09/2024	1		1,756.76
INV PSI03974	30/09/2024	ICONIC PROPERTY SERVICES PTY LTD	C.202324-11 - CLEANING CONSUMABLES 17/09/2024	1	1,756.76	
EFT52359	17/10/2024	J & A BUILDING PTY LTD	C.202223-09 - FINAL RETENTION RELEASE	1		6,149.28
INV T1783	16/10/2024	J & A BUILDING PTY LTD	C.202223-09 - FINAL RETENTION RELEASE	1	6,149.28	
EFT52360	17/10/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1		700.00
INV 77773	07/10/2024	JULIE WYNNE	BKB - PROGRAMS & EVENTS	1	700.00	
EFT52361	17/10/2024	KIDSAFE WA	ENGINEERING SERVICES - TRAINING	1		6,600.00
INV 67875	07/10/2024	KIDSAFE WA	ENGINEERING SERVICES - TRAINING	1	6,600.00	
EFT52362	17/10/2024	LGIS WA	PN2017 - INSURANCE EXCESS	1		1,000.00
INV MO0074404	10/2024	LGIS WA	PN2017 - INSURANCE EXCESS	1	1,000.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 32 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52363	17/10/2024	MARY'S CATERING AND EVENTS	FIRE BRIGADE SUNDOWNER - 5TH OCTOBER 2024	1		1,661.00
INV 118	09/09/2024	MARY'S CATERING AND EVENTS	FIRE BRIGADE SUNDOWNER - 5TH OCTOBER 2024	1	1,661.00	
EFT52364	17/10/2024	MCLEODS LAWYERS	LEGAL FEES - SEPT 2024	1		6,223.91
INV 141596	30/09/2024	MCLEODS LAWYERS	LEGAL FEES - SEPT 2024	1	6,223.91	
EFT52365	17/10/2024	MENTAL MEDIA	BKB - SUBSCRIPTION - OCT TO DEC 2024	1		1,938.42
INV 1426	09/10/2024	MENTAL MEDIA	BKB - SUBSCRIPTION - OCT TO DEC 2024	1	1,938.42	
EFT52366	17/10/2024	MORRIS PEST & WEED CONTROL	KILLARA - MTCE	1		561.00
INV INV_202	09/10/2024	MORRIS PEST & WEED CONTROL	ADMIN BUILDING - MTCE	1	220.00	
INV INV_202	09/10/2024	MORRIS PEST & WEED CONTROL	KILLARA - MTCE	1	341.00	
EFT52367	17/10/2024	NORTHAM BETTA HOME LIVING	KILLARA - SUPPLIES	1		119.00
INV 2001006708/10/2024		NORTHAM BETTA HOME LIVING	KILLARA - SUPPLIES	1	119.00	
EFT52368	17/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 12	1		1,200.00
INV 7614	08/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 12	1	1,200.00	
EFT52369	17/10/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - SEPT 2024	1		484.00
INV 2800	16/08/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - SEPT 2024	1	484.00	
EFT52370	17/10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1		202.00
INV 0000561209/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	72.00	
INV 0000561311/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	82.00	
INV 0000561414/10/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	48.00	
EFT52371	17/10/2024	NORTHAM FLORIST	FLOWER ARRANGEMENTS AS PER COUNCIL POLICY	1		260.95
INV 77659	27/09/2024	NORTHAM FLORIST	FLOWER ARRANGEMENTS AS PER COUNCIL POLICY	1	260.95	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 33 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52372	17/10/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS X 5	1		500.00
INV 241008	09/10/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORTS X 5	1	500.00	
EFT52373	17/10/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - LOCAL GOVT NOTICES - 29/08/2024	1		578.53
INV 1780289	30/09/2024	OMNICOM MEDIA GROUP AUSTRALIA PTY LTD	ADVERTISEMENT - LOCAL GOVT NOTICES - 29/08/2024	1	578.53	
EFT52374	17/10/2024	OXTER SERVICES	C.202223 -13 BURIAL	1		1,531.75
INV 29377	07/10/2024	OXTER SERVICES	C.202223 -13 BURIAL	1	1,430.00	
INV 29390	09/10/2024	OXTER SERVICES	DEPOT - SUPPLIES	1	101.75	
EFT52375	17/10/2024	PFD FOOD SERVICES PTY LTD	KIOSK - STOCK	1		459.20
INV LN33339	04/10/2024	PFD FOOD SERVICES PTY LTD	KIOSK - STOCK	1	459.20	
EFT52376	17/10/2024	PROFESSIONAL LOCKSERVICE	QUELLINGTON HALL - REPAIRS	1		1,328.25
INV 0011047903	09/2024	PROFESSIONAL LOCKSERVICE	KURINGAL VILLAGE - MTCE	1	324.50	
INV 0011054718	09/2024	PROFESSIONAL LOCKSERVICE	QUELLINGTON HALL - REPAIRS	1	1,003.75	
EFT52377	17/10/2024	RED DOT STORE	KILLARA - SUPPLIES	1		73.56
INV 1565867927	09/2024	RED DOT STORE	KILLARA - SUPPLIES	1	50.96	
INV 1580889109	10/2024	RED DOT STORE	BKB - PROGRAMS & EVENTS	1	22.60	
EFT52378	17/10/2024	ROYAL LIFE SAVING SOCIETY WA INC	NORTHAM POOL - SUPPLIES	1		154.00
INV RLSSWA03	10/2024	ROYAL LIFE SAVING SOCIETY WA INC	NORTHAM POOL - SUPPLIES	1	154.00	
EFT52379	17/10/2024	SHRED-X PTY LTD	KILLARA - OFFICE SUPPLIES	1		225.98
INV 0226775531	08/2024	SHRED-X PTY LTD	SES - OFFICE SUPPLIES	1	101.99	
INV 0227596430	09/2024	SHRED-X PTY LTD	KILLARA - OFFICE SUPPLIES	1	123.99	
EFT52380	17/10/2024	SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - CLAIM TWO	1		67,227.40

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 34 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-002706/10/2024		SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - CLAIM ONE	1	28,490.00	
INV INV-002812/10/2024		SPECIALISED TREE SERVICE PTY LTD	C.202324-02 - CLAIM TWO	1	38,737.40	
EFT52381	17/10/2024	SPORTSPOWER NORTHAM H & H JOUBERT	DEPOT - SUPPLIES	1		425.00
INV 24-00012	10/10/2024	SPORTSPOWER NORTHAM H & H JOUBERT	DEPOT - SUPPLIES	1	425.00	
EFT52382	17/10/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1		1,944.91
INV 1396788	12/09/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1	1,944.91	
EFT52383	17/10/2024	TOWN TEAM MOVEMENT LTD	SPONSORSHIP - TOWN TEAM CONFERENCE 2024	1		11,000.00
INV 0000090625/09/2024		TOWN TEAM MOVEMENT LTD	SPONSORSHIP - TOWN TEAM CONFERENCE 2024	1	11,000.00	
EFT52384	17/10/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 10/10/2024	1		50.00
INV 49	10/10/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 10/10/2024	1	50.00	
EFT52385	17/10/2024	VINCELEC	SUSPENSION BRIDGE - REPAIRS	1		1,242.06
INV IV2348	10/10/2024	VINCELEC	REC CENTRE PRECINCT - MTCE	1	510.00	
INV IV2349	13/10/2024	VINCELEC	SUSPENSION BRIDGE - REPAIRS	1	732.06	
EFT52386	17/10/2024	WARRICKS NEWSAGENCY	NORTHAM LIBRARY - SUBSCRIPTION	1		311.35
INV SN00 01701/10/2024		WARRICKS NEWSAGENCY	NORTHAM LIBRARY - SUBSCRIPTION	1	311.35	
EFT52387	17/10/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1		654.50
INV SI-01192027/09/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	654.50	
EFT52388	17/10/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1		1,973.50
INV INV-180201/07/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2310 - VEHICLE MTCE	1	699.50	
INV INV-187726/09/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - PLANT MTCE	1	1,274.00	

**Ordinary Council Meeting Agenda
20 November 2024**

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 35 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52389	17/10/2024	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	KATIE STEWART BOOK LAUNCH - 04/10/2024	1		180.00
INV 029	01/10/2024	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	KATIE STEWART BOOK LAUNCH - 04/10/2024	1	180.00	
EFT52390	17/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1		2,086.69
INV 222249	07/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	13.52	
INV 222347	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER SERVICE/METER READING	1	48.40	
INV 222352	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	1,063.04	
INV 222348	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER SERVICE/METER READING	1	122.03	
INV 222351	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	144.81	
INV 222343	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE/METER READING	1	113.05	
INV 222344	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	12.87	
INV 222345	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	246.94	
INV 222349	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	61.20	
INV 222350	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	161.03	
INV 32114	09/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	99.80	
EFT52391	17/10/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - SEPT 2024	1		3,065.71
INV ST-0413101	10/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - SEPT 2024	1	3,065.71	
EFT52392	21/10/2024	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		3,286.79
INV SEPT 20230	09/2024	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	3,286.79	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 36 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52393	21/10/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		500.00
INV SEPT 20230/09/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	500.00	
EFT52394	21/10/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		6,238.94
INV SEPT 20230/09/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	6,238.94	
EFT52395	21/10/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		1,905.73
INV SEPT 20230/09/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	1,905.73	
EFT52396	21/10/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		1,905.73
INV SEPT 20230/09/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	1,905.73	
EFT52397	21/10/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		1,905.73
INV SEPT 20230/09/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	1,905.73	
EFT52398	21/10/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		2,440.38
INV SEPT 20230/09/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	2,440.38	
EFT52399	21/10/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		2,052.26
INV SEPT 20230/09/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	2,052.26	
EFT52400	21/10/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		1,905.73
INV SEPT 20230/09/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	1,905.73	
EFT52401	21/10/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1		1,905.73
INV SEPT 20230/09/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR SEPTEMBER 2024	1	1,905.73	
EFT52402	24/10/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PLANT PARTS	1		3,317.46
INV 2885311	18/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PLANT PARTS	1	2,520.78	
INV 2886359	20/09/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1512 - PLANT MTCE	1	796.68	

**Ordinary Council Meeting Agenda
20 November 2024**

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 37 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52403	24/10/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1		179.73
INV 385061	16/10/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	179.73	
EFT52404	24/10/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2316 - PLANT PARTS	1		2,270.69
INV SI-00020902/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2316 - PLANT PARTS	1	1,641.00	
INV SI-00022503/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN1805 - PLANT PARTS	1	609.13	
INV SI-00023222/10/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2403 - PLANT PARTS	1	20.56	
EFT52405	24/10/2024	ASTRO SYNTHETIC TURF	HENRY ST OVAL CAPITAL WORKS	1		14,780.15
INV 0000139008/10/2024		ASTRO SYNTHETIC TURF	HENRY ST OVAL CAPITAL WORKS	1	14,780.15	
EFT52406	24/10/2024	ASTROTOURISM WA PTY LTD	COMMUNITY SERVICES - MEMBERSHIP 2024/25	1		3,850.00
INV 1328	15/10/2024	ASTROTOURISM WA PTY LTD	COMMUNITY SERVICES - MEMBERSHIP 2024/25	1	3,850.00	
EFT52407	24/10/2024	AUSSIE OUTBACK SUPPLIES PTY LTD	SES - SUPPLIES	1		582.29
INV W10780	03/10/2024	AUSSIE OUTBACK SUPPLIES PTY LTD	SES - SUPPLIES	1	582.29	
EFT52408	24/10/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 08/10/2024	1		83,656.00
INV PAYG 0822/10/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 08/10/2024	1	73,100.00	
INV PAYG IN22/10/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 08/10/2024 - INTERIM	1	10,556.00	
EFT52409	24/10/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1		274.04
INV 1158844	14/08/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	274.04	
EFT52410	24/10/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1		3,326.65
INV 1100	20/10/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	3,326.65	
EFT52411	24/10/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BKB - PROGRAMS & EVENTS	1		440.00
INV 39A	20/10/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	BKB - PROGRAMS & EVENTS	1	440.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 38 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52412	24/10/2024	BAKERS HILL PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS	1		200.00
INV 2831	28/08/2024	BAKERS HILL PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS	1	200.00	
EFT52413	24/10/2024	BOEKEMAN MACHINERY (WA) PTY LTD	DEPOT - SUPPLIES	1		51.08
INV 403896	17/10/2024	BOEKEMAN MACHINERY (WA) PTY LTD	DEPOT - SUPPLIES	1	0.50	
INV 404082	18/10/2024	BOEKEMAN MACHINERY (WA) PTY LTD	DEPOT - SUPPLIES	1	50.58	
EFT52414	24/10/2024	BUNNINGS BUILDING SUPPLIES P/L	BERNARD PARK - MATERIALS	1		353.36
INV 2182/003	06/10/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM POOL - SUPPLIES	1	78.00	
INV 2182/004	07/10/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	37.80	
INV 2182/004	08/10/2024	BUNNINGS BUILDING SUPPLIES P/L	PN1414 - PLANT PARTS	1	10.96	
INV 2182/003	10/10/2024	BUNNINGS BUILDING SUPPLIES P/L	RANGERS - SUPPLIES	1	98.00	
INV 2182/004	16/10/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	29.00	
INV 2182/002	18/10/2024	BUNNINGS BUILDING SUPPLIES P/L	BERNARD PARK - MATERIALS	1	99.60	
EFT52415	24/10/2024	CADD'S FASHIONS	ENGINEERING SERVICES - STAFF UNIFORM	1		200.00
INV 24-00010	12/10/2024	CADD'S FASHIONS	ENGINEERING SERVICES - STAFF UNIFORM	1	200.00	
EFT52416	24/10/2024	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - 14/11/2024 TO 13/05/2025	1		681.25
INV 9810069514	10/10/2024	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - 14/11/2024 TO 13/05/2025	1	681.25	
EFT52417	24/10/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING CONSUMABLES 08/10/2024	1		1,138.89
INV 0003719620	10/2024	CHARLES SERVICE COMPANY	KURINGAL VILLAGE - MTCE	1	164.00	
INV 0003719620	10/2024	CHARLES SERVICE COMPANY	GRASS VALLEY FIRE SHED - MTCE	1	246.00	
INV 0003722321	10/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING CONSUMABLES 08/10/2024	1	728.89	
EFT52418	24/10/2024	CLACKLINE FENCING CONTRACTORS	VINTAGE CAR CLUB - MTCE	1		4,290.00
INV 1663	15/10/2024	CLACKLINE FENCING CONTRACTORS	VINTAGE CAR CLUB - MTCE	1	4,290.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 39 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52419	24/10/2024	CLIVE SMITH	BKB - PROGRAMS & EVENTS	1		1,500.00
INV 1910202419/10/2024		CLIVE SMITH	BKB - PROGRAMS & EVENTS	1	1,500.00	
EFT52420	24/10/2024	COMBINED TYRES PTY LTD	PN2104 - PLANT MTCE	1		3,557.40
INV INV-527801/10/2024		COMBINED TYRES PTY LTD	PN2104 - PLANT MTCE	1	2,530.00	
INV INV-527309/10/2024		COMBINED TYRES PTY LTD	PN1305 - PLANT MTCE	1	616.00	
INV INV-527311/10/2024		COMBINED TYRES PTY LTD	PN2407 - VEHICLE MTCE	1	411.40	
EFT52421	24/10/2024	COUNTRYWIDE GROUP	ENGINEERING - SMALL PLANT PURCHASE	1		1,154.98
INV ACC002807/10/2024		COUNTRYWIDE GROUP	ENGINEERING - SMALL PLANT PURCHASE	1	768.99	
INV ACC002811/10/2024		COUNTRYWIDE GROUP	P100 - PLANT REPAIRS	1	161.99	
INV ACC002922/10/2024		COUNTRYWIDE GROUP	BAKERS HILL OVAL - SUPPLIES	1	224.00	
EFT52422	24/10/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - NOV 2024	1		770.41
INV CINS317 18/10/2024		CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - NOV 2024	1	770.41	
EFT52423	24/10/2024	DAMIAN'S PLUMBING	CLARKE ST - REPAIRS	1		3,960.00
INV INV-041314/10/2024		DAMIAN'S PLUMBING	BERNARD PARK - REPAIRS	1	451.00	
INV INV-043317/10/2024		DAMIAN'S PLUMBING	CLARKE ST - REPAIRS	1	2,200.00	
INV INV-042917/10/2024		DAMIAN'S PLUMBING	AIRPORT - REPAIRS	1	264.00	
INV INV-043017/10/2024		DAMIAN'S PLUMBING	PEEL TCE - REPAIRS	1	682.00	
INV INV-044322/10/2024		DAMIAN'S PLUMBING	BERNARD PARK - REPAIRS	1	363.00	
EFT52424	24/10/2024	DAVID THIU	CREDIT RATES REFUND FOR ASSESSMENT A13488	1		1,544.70
INV A13488 22/10/2024		DAVID THIU	CREDIT RATES REFUND FOR ASSESSMENT A13488		1,544.70	
EFT52425	24/10/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY 2024/25	1		13,846.64
INV 158231 11/10/2024		DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY 2024/25	1	13,846.64	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 40 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52426	24/10/2024	DRACO AIR PTY LTD	CREATE 298 - MTCE	1		12,172.34
INV 17422	14/10/2024	DRACO AIR PTY LTD	VINTAGE CAR CLUB - MTCE	1	56.10	
INV 17423	14/10/2024	DRACO AIR PTY LTD	RAILWAY MUSEUM - MTCE	1	56.10	
INV 17424	14/10/2024	DRACO AIR PTY LTD	WUNDOWIE POOL - MTCE	1	56.10	
INV 17425	14/10/2024	DRACO AIR PTY LTD	CLACKLINE FIRESHED - MTCE	1	112.20	
INV 17426	14/10/2024	DRACO AIR PTY LTD	SOUTHERN BROOK FIRE SHED - MTCE	1	112.20	
INV 17433	15/10/2024	DRACO AIR PTY LTD	GRASS VALLEY HALL - MTCE	1	280.50	
INV 17430	15/10/2024	DRACO AIR PTY LTD	GRASS VALLEY FIRE SHED - MTCE	1	112.20	
INV 17431	15/10/2024	DRACO AIR PTY LTD	BAKERS HILL FIRE SHED - MTCE	1	112.20	
INV 17434	15/10/2024	DRACO AIR PTY LTD	NORTHAM TIP - MTCE	1	56.10	
INV 17432	15/10/2024	DRACO AIR PTY LTD	SES BUILDING - MTCE	1	336.60	
INV 17435	15/10/2024	DRACO AIR PTY LTD	NORTHAM LIBRARY - MTCE	1	392.70	
INV 17448	15/10/2024	DRACO AIR PTY LTD	TOWN/LESSER HALL - MTCE	1	830.50	
INV 17436	15/10/2024	DRACO AIR PTY LTD	ADMIN BUILDING - MTCE	1	1,564.20	
INV 17437	15/10/2024	DRACO AIR PTY LTD	VISITORS CENTRE - MTCE	1	504.90	
INV 17441	15/10/2024	DRACO AIR PTY LTD	OLD GIRLS SCHOOL - MTCE	1	168.30	
INV 17442	15/10/2024	DRACO AIR PTY LTD	SOUTHERN BROOK HALL - MTCE	1	56.10	
INV 17443	15/10/2024	DRACO AIR PTY LTD	BAKERS HILL PAVILION - MTCE	1	220.00	
INV 17444	15/10/2024	DRACO AIR PTY LTD	TOY LIBRARY / OLD FIRE STATION - MTCE	1	112.20	
INV 17445	15/10/2024	DRACO AIR PTY LTD	GIRL GUIDES - MTCE	1	56.10	
INV 17447	15/10/2024	DRACO AIR PTY LTD	WUNDOWIE LIBRARY - MTCE	1	280.50	
INV 17450	15/10/2024	DRACO AIR PTY LTD	DOG POUND - MTCE	1	99.00	
INV 17452	15/10/2024	DRACO AIR PTY LTD	DEPOT - MTCE	1	336.60	
INV 17451	15/10/2024	DRACO AIR PTY LTD	WUNDOWIE TOWN HALL - MTCE	1	673.20	
INV 17460	17/10/2024	DRACO AIR PTY LTD	CREATE 298 - MTCE	1	4,375.54	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 41 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 17481	21/10/2024	DRACO AIR PTY LTD	BKB - MTCE	1	1,212.20	
EFT52427	24/10/2024	E FIRE & SAFETY	BFB - SUPPLIES	1		1,368.40
INV 619710	08/10/2024	E FIRE & SAFETY	BFB - SUPPLIES	1	946.00	
INV 620434	18/10/2024	E FIRE & SAFETY	KILLARA - MTCE	1	422.40	
EFT52428	24/10/2024	ELLENBY PTY LTD	DEPOT - SUPPLIES	1		2,239.82
INV 36882	10/10/2024	ELLENBY PTY LTD	DEPOT - SUPPLIES	1	2,239.82	
EFT52429	24/10/2024	EMU ESSENCE	VISITORS CENTRE - STOCK	1		143.00
INV 83	06/08/2024	EMU ESSENCE	VISITORS CENTRE - STOCK	1	143.00	
EFT52430	24/10/2024	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1		68.20
INV 1566781330/09/2024		EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	BFB - FEES & CHARGES	1	68.20	
EFT52431	24/10/2024	FIRE MITIGATION SERVICES	SON VARIOUS LOCATIONS - MTCE	1		6,776.00
INV 0000093911/10/2024		FIRE MITIGATION SERVICES	SON VARIOUS LOCATIONS - MTCE	1	6,776.00	
EFT52432	24/10/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB - SUPPLIES	1		1,209.68
INV 255301	04/10/2024	FIRE RESCUE SAFETY AUSTRALIA PTY LTD	BFB - SUPPLIES	1	1,209.68	
EFT52433	24/10/2024	FREMANTLE PRESS INC	VISITORS CENTRE - STOCK	1		764.70
INV 0011106507/10/2024		FREMANTLE PRESS INC	VISITORS CENTRE - STOCK	1	764.70	
EFT52434	24/10/2024	FRESH START RECOVERY PROGRAMME	BILYA FESTIVAL - 09/08/2024	1		250.00
INV 0029265313/08/2024		FRESH START RECOVERY PROGRAMME	BILYA FESTIVAL - 09/08/2024	1	250.00	
EFT52435	24/10/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - MTCE	1		416.90
INV 83671	30/09/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - MTCE	1	416.90	
EFT52436	24/10/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1		1,191.96

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 42 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 1954963530/09/2024		FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1	1,191.96	
EFT52437	24/10/2024	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		660.00
INV 2426	18/10/2024	GDR CIVIL CONTRACTING PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	660.00	
EFT52438	24/10/2024	GRAFTON ELECTRICS	WUNDOWIE POOL - CAPITAL WORKS	1		9,940.48
INV A523	10/10/2024	GRAFTON ELECTRICS	WUNDOWIE POOL - CAPITAL WORKS	1	8,250.00	
INV A520	21/10/2024	GRAFTON ELECTRICS	KILLARA COTTAGE - REPAIRS	1	945.78	
INV A536	21/10/2024	GRAFTON ELECTRICS	DOG POUND - MTCE	1	744.70	
EFT52439	24/10/2024	HOUSE OF SHARDAY	VISITORS CENTRE - STOCK	1		851.94
INV 0000138502/10/2024		HOUSE OF SHARDAY	VISITORS CENTRE - STOCK	1	851.94	
EFT52440	24/10/2024	IXOM OPERATIONS PTY LTD	NORTHAM POOL / WWTP - SUPPLIES	1		505.89
INV 6868231	30/09/2024	IXOM OPERATIONS PTY LTD	NORTHAM POOL / WWTP - SUPPLIES	1	505.89	
EFT52441	24/10/2024	JACQUELINE SUSANN NEILL	STAFF - REIMBURSEMENT	1		201.80
INV KM 2110	21/10/2024	JACQUELINE SUSANN NEILL	STAFF - REIMBURSEMENT	1	201.80	
EFT52442	24/10/2024	JASON SIGNMAKERS	BFB - SUPPLIES	1		1,188.00
INV 41422	08/10/2024	JASON SIGNMAKERS	BFB - SUPPLIES	1	1,188.00	
EFT52443	24/10/2024	JB AUTOMATION SUPPLIES	NORTHAM AIRFIELD - MTCE	1		660.00
INV SON 06	09/10/2024	JB AUTOMATION SUPPLIES	NORTHAM AIRFIELD - MTCE	1	660.00	
EFT52444	24/10/2024	JB HI-FI GROUP PTY LTD	LIBRARY - CAPITAL PURCHASES	1		2,390.22
INV BD15758	05/10/2024	JB HI-FI GROUP PTY LTD	PLANNING - CREDIT FOR SUPPLIES	1	-298.00	
INV BD15803	10/10/2024	JB HI-FI GROUP PTY LTD	LIBRARY - CAPITAL PURCHASES	1	2,688.22	
EFT52445	24/10/2024	JILLIAN TAYLOR	BKB - PROGRAMS & EVENTS	1		600.00
INV 1910202419/10/2024		JILLIAN TAYLOR	BKB - PROGRAMS & EVENTS	1	600.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 43 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52446	24/10/2024	JS TECHNOLOGY & DIGITAL PTY LTD	IT - SUPPLIES	1		55.00
INV INV0810	08/10/2024	JS TECHNOLOGY & DIGITAL PTY LTD	IT - SUPPLIES	1	55.00	
EFT52447	24/10/2024	KLEENHEAT GAS	POOL HEATER - GAS - 15/10/2024	1		3,694.76
INV 2233678315	15/10/2024	KLEENHEAT GAS	POOL HEATER - GAS - 15/10/2024	1	3,694.76	
EFT52448	24/10/2024	KLEENWEST	KILLARA - SUPPLIES	1		305.64
INV 0010017009	10/2024	KLEENWEST	KILLARA - SUPPLIES	1	148.50	
INV 0010061516	10/2024	KLEENWEST	KILLARA - SUPPLIES	1	157.14	
EFT52449	24/10/2024	KRISTY LAURENJACHMANN	GRANT - EVOLUTION NATIONAL DANCE COMPETITION - TRAVEL	1		1,000.00
INV 0002	14/10/2024	KRISTY LAURENJACHMANN	GRANT - EVOLUTION NATIONAL DANCE COMPETITION - TRAVEL	1	500.00	
INV 0001	14/10/2024	KRISTY LAUREN JACHMANN	GRANT - EVOLUTION NATIONAL DANCE COMPETITION - TRAVEL	1	500.00	
EFT52450	24/10/2024	LAB3 PTY LTD	ENGINEERING - GRANT - NEAR MISS	1		2,962.30
INV INV6632	27/09/2024	LAB3 PTY LTD	ENGINEERING - GRANT - NEAR MISS	1	2,962.30	
EFT52451	24/10/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		511.10
INV 396552	29/08/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	47.18	
INV 397380	24/09/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	313.33	
INV 397425	26/09/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	141.54	
INV 397452	26/09/2024	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	9.05	
EFT52452	24/10/2024	MARKET CREATIONS AGENCY	SOFTWARE UPGRADE	1		1,009.80
INV II22-4	10/10/2024	MARKET CREATIONS AGENCY	SOFTWARE UPGRADE	1	1,009.80	
EFT52453	24/10/2024	MARLENE MARIE PLEWS	CREDIT RATES REFUND FOR ASSESSMENT A11325	1		402.35
INV A11325	22/10/2024	MARLENE MARIE PLEWS	CREDIT RATES REFUND FOR ASSESSMENT A11325		402.35	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 44 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52454	24/10/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1		8,800.00
INV 85533	30/09/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1	8,800.00	
EFT52455	24/10/2024	MIDALIA STEEL	DEPOT - SUPPLIES	1		66.09
INV 6734039411	10/2024	MIDALIA STEEL	DEPOT - SUPPLIES	1	66.09	
EFT52456	24/10/2024	MIDN MARR DREAMING	BKB - PROGRAM & EVENTS	1		1,000.00
INV 191024	22/10/2024	MIDN MARR DREAMING	BKB - PROGRAM & EVENTS	1	1,000.00	
EFT52457	24/10/2024	MORRIS PEST & WEED CONTROL	KILLARA - MTCE	1		19,914.31
INV INV-385521	10/2024	MORRIS PEST & WEED CONTROL	SON FACILITIES - MTCE	1	4,694.80	
INV INV_202	21/10/2024	MORRIS PEST & WEED CONTROL	OLD GIRLS SCHOOL - MTCE	1	2,799.50	
INV INV_202	21/10/2024	MORRIS PEST & WEED CONTROL	KILLARA - MTCE	1	2,700.01	
INV INV_202	21/10/2024	MORRIS PEST & WEED CONTROL	KILLARA - MTCE	1	9,720.00	
EFT52458	24/10/2024	NORTHAM BETTA HOME LIVING	COMMUNITY SERVICES - SUPPLIES	1		824.95
INV 2001006716	10/2024	NORTHAM BETTA HOME LIVING	COMMUNITY SERVICES - SUPPLIES	1	824.95	
EFT52459	24/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 4	1		600.00
INV 7615	16/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 2	1	200.00	
INV 7617	17/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 4	1	400.00	
EFT52460	24/10/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - CALENDAR AD 2025	1		440.00
INV 2963	17/10/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - CALENDAR AD 2025	1	440.00	
EFT52461	24/10/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 3	1		300.00
INV 6270	20/10/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 3	1	300.00	
EFT52462	24/10/2024	NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM AIRPORT - CAPITAL WORKS	1		4,450.00

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 45 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-904214/10/2024		NORTHAM DISTRICTS GLASS PTY LTD	NORTHAM AIRPORT - CAPITAL WORKS	1	4,450.00	
EFT52463	24/10/2024	NORTHAM LIQUOR BARONS	COUNCILLORS - SUPPLIES	1		237.95
INV 1201-168	15/10/2024	NORTHAM LIQUOR BARONS	COUNCILLORS - SUPPLIES	1	237.95	
EFT52464	24/10/2024	NORTHAM PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS	1		200.00
INV 6290	05/09/2024	NORTHAM PRIMARY SCHOOL	GRANT - PRIZES & DONATIONS	1	200.00	
EFT52465	24/10/2024	NORTHAM TOWING SERVICE	RANGERS - EQUIPMENT HIRE	1		330.00
INV 213795	15/10/2024	NORTHAM TOWING SERVICE	RANGERS - EQUIPMENT HIRE	1	165.00	
INV 213796	16/10/2024	NORTHAM TOWING SERVICE	RANGERS - EQUIPMENT HIRE	1	165.00	
EFT52466	24/10/2024	OXTER SERVICES	NORTHAM AIRPORT - SUPPLIES	1		59.82
INV 29437	21/10/2024	OXTER SERVICES	NORTHAM AIRPORT - SUPPLIES	1	59.82	
EFT52467	24/10/2024	PERE ADMIN CONSULTANTS PTY LTD	REVEGETATION BOND REFUND T904	1		20,084.18
INV T904	24/10/2024	PERE ADMIN CONSULTANTS PTY LTD	REVEGETATION BOND REFUND T904	1	20,084.18	
EFT52468	24/10/2024	POWERLYT	BERT HAWKE OVAL - CAPITAL WORKS	1		5,335.00
INV INV2476	17/10/2024	POWERLYT	BERT HAWKE OVAL - CAPITAL WORKS	1	5,335.00	
EFT52469	24/10/2024	PROFESSIONAL LOCKSERVICE	BFB - SUPPLIES	1		145.20
INV 0011066318/10/2024		PROFESSIONAL LOCKSERVICE	BFB - SUPPLIES	1	145.20	
EFT52470	24/10/2024	PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE - MTCE	1		270.60
INV INV-000017/10/2024		PROGRAMME ELECTRICAL MAINTENANCE	KURINGAL VILLAGE - MTCE	1	270.60	
EFT52471	24/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1		100.00
INV 0104862	17/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORT X 1	1	100.00	
EFT52472	24/10/2024	SOUTH METROPOLITAN TAFE	ENGINEERING SERVICES - TRAINING	1		867.63

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 46 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV I0136376	25/09/2024	SOUTH METROPOLITAN TAFE	ENGINEERING SERVICES - TRAINING	1	867.63	
EFT52473	24/10/2024	SPECIALISED TREE SERVICE PTY LTD	CROWEA TCE - MTCE	1		3,093.50
INV INV-003012	10/2024	SPECIALISED TREE SERVICE PTY LTD	CROWEA TCE - MTCE	1	3,093.50	
EFT52474	24/10/2024	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		21,929.91
INV INV-221930	09/2024	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	21,929.91	
EFT52475	24/10/2024	SPORTSPOWER NORTHAM H & H JOUBERT	NORTHAM POOL - SUPPLIES	1		982.80
INV 24-00012	11/10/2024	SPORTSPOWER NORTHAM H & H JOUBERT	NORTHAM POOL - SUPPLIES	1	982.80	
EFT52476	24/10/2024	SYNERGY	168614990 STREETLIGHTING - 25/08/2024 to 24/09/2024	1		51,419.91
INV 9152416402	10/2024	SYNERGY	915241640 AUXILLARY LIGHTING - 28/08/2024 to 27/09/2024		155.12	
INV 1686149902	10/2024	SYNERGY	168614990 STREETLIGHTING - 25/08/2024 to 24/09/2024		27,534.63	
INV 3575491203	10/2024	SYNERGY	357549120 OLD NORTHAM DEPOT - PEEL ST - 03/08/2024 to 02/10/2024		325.89	
INV 3575475204	10/2024	SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 06/08/2024 to 03/10/2024		1,401.20	
INV 3749669507	10/2024	SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 07/08/2024 to 04/10/2024		182.49	
INV 3575483208	10/2024	SYNERGY	357548320 BERNARD PARK TOILETS - 07/08/2024 to 03/10/2024		198.08	
INV 3575487008	10/2024	SYNERGY	357548700 TOWN HALL & LESSER HALL - 08/08/2024 to 07/10/2024		739.90	
INV 3577050608	10/2024	SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 07/08/2024 to 03/10/2024		2,758.81	
INV 9356001408	10/2024	SYNERGY	935600140 NORTHAM VISITORS CENTRE - 07/08/2024 to 03/10/2024		266.38	
INV 1539025109	10/2024	SYNERGY	153902510 NORTHAM DEPOT - 11/09/2024 to 08/10/2024		980.86	
INV 3577039909	10/2024	SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 11/09/2024 to 08/10/2024		236.62	
INV 3575481309	10/2024	SYNERGY	357548130 MEMORIAL HALL - 07/08/2024 to 04/10/2024		680.48	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 47 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 3616693109/10/2024		SYNERGY	361669310 RECREATION PRECINCT - 11/09/2024 to 08/10/2024		10,983.72	
INV 3575476609/10/2024		SYNERGY	357547660 RUSHTON PARK - 27/07/2024 to 16/09/2024		119.57	
INV 3577034209/10/2024		SYNERGY	357703420 PURSLOWE PARK - 09/08/2024 to 08/10/2024		123.62	
INV 1127695009/10/2024		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 07/08/2024 to 04/10/2024		409.70	
INV 2361098010/10/2024		SYNERGY	236109800 RAP PARK - 09/08/2024 to 08/10/2024		123.30	
INV 2931107310/10/2024		SYNERGY	293110730 BILYA KOORT BOODJA - 11/09/2024 to 08/10/2024		686.00	
INV 3577051111/10/2024		SYNERGY	357705110 RAILWAY MUSEUM - 13/08/2024 to 10/10/2024		356.91	
INV 3616695016/10/2024		SYNERGY	361669500 OXIDATION PONDS - 29/08/2024 to 29/09/2024		878.16	
INV 3575496917/10/2024		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 19/09/2024 to 16/10/2024		1,227.80	
INV 1365377417/10/2024		SYNERGY	136537740 AIRPORT - 19/09/2024 to 16/10/2024		1,050.67	
EFT52477	24/10/2024	TELSTRA LIMITED	TELSTRA - SEPT 2024	1		4,322.54
INV 2726009010/10/2024		TELSTRA LIMITED	TELSTRA - SEPT 2024	1	202.81	
INV 2726008910/10/2024		TELSTRA LIMITED	TELSTRA - SEPT 2024	1	612.84	
INV 2726008910/10/2024		TELSTRA LIMITED	TELSTRA - SEPT 2024	1	3,020.81	
INV 9026075017/10/2024		TELSTRA LIMITED	TELSTRA - SEPT 2024	1	486.08	
EFT52478	24/10/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	BERNARD PARK - MATERIALS	1		2,600.00
INV INV-397517/10/2024		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	BERNARD PARK - MATERIALS	1	2,600.00	
EFT52479	24/10/2024	TPG NETWORK PTY LTD	TPG - SEPT 2024	1		436.74
INV INV0457 30/09/2024		TPG NETWORK PTY LTD	TPG - SEPT 2024	1	436.74	
EFT52480	24/10/2024	TPG TELECOM - ACCOUNT 2000050690	TPG - SEPT 2024	1		5,962.35

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 48 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2105482701/10/2024		TPG TELECOM - ACCOUNT 2000050690	TPG - SEPT 2024	1	5,962.35	
EFT52481	24/10/2024	TPG TELECOM - ACCOUNT 2000054211	TPG - SEPT 2024	1		705.52
INV 2105634601/10/2024		TPG TELECOM - ACCOUNT 2000054211	TPG - SEPT 2024	1	705.52	
EFT52482	24/10/2024	TUTT BRYANT EQUIPMENT PTY LTD	PN2403 - PLANT PARTS	1		155.47
INV 0084887110/10/2024		TUTT BRYANT EQUIPMENT PTY LTD	PN2403 - PLANT PARTS	1	155.47	
EFT52483	24/10/2024	TYREPOWER LTD	PN2306 - VEHICLE MTCE	1		856.09
INV 8828.157014/10/2024		TYREPOWER LTD	PN2306 - VEHICLE MTCE	1	856.09	
EFT52484	24/10/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2014 - PLANT PARTS / DEPOT - SUPPLIES	1		750.00
INV INV-180001/10/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2014 - PLANT PARTS / DEPOT - SUPPLIES	1	750.00	
EFT52485	24/10/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - FORTNIGHT ENDING 18/10/2024	1		15,602.84
INV 0030163701/10/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	BURLONG POOL SITE - MTCE	1	6,336.00	
INV 0030164311/10/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - FORTNIGHT ENDING 04/09/2024	1	1,996.90	
INV 0030164418/10/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE - FORTNIGHT ENDING 18/10/2024	1	7,269.94	
EFT52486	24/10/2024	WINPRO ELECTRICAL	MENS SHED/TOY LIBRARY - MTCE	1		1,215.50
INV INV-318514/10/2024		WINPRO ELECTRICAL	MENS SHED/TOY LIBRARY - MTCE	1	1,215.50	
EFT52487	24/10/2024	YVETTES CAKES & GRAZING TABLES	RAY HEAD MEMORIAL - 11/10/2024	1		400.00
INV 187	16/10/2024	YVETTES CAKES & GRAZING TABLES	RAY HEAD MEMORIAL - 11/10/2024	1	400.00	
EFT52488	24/10/2024	YVONNE KICKETT	BKB - PROGRAM & EVENTS	1		500.00
INV 2110202421/10/2024		YVONNE KICKETT	BKB - PROGRAM & EVENTS	1	500.00	
EFT52489	24/10/2024	ZANADOO	BYFIELD ST - CAPITAL WORKS	1		7,398.60

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 49 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 919	16/09/2024	ZANADOO	BYFIELD ST - CAPITAL WORKS	1	7,398.60	
EFT52490	31/10/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		261.80
INV SI-00023223/10/2024	31/10/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	261.80	
EFT52491	31/10/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2307 - PLANTPARTS	1		62.85
INV 7433548	25/10/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2307 - PLANTPARTS	1	62.85	
EFT52492	31/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		159.00
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 25	24/10/2024	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT52493	31/10/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 22/10/2024	1		99,414.00
INV PAYG 2229/10/2024	31/10/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 22/10/2024	1	99,414.00	
EFT52494	31/10/2024	AVON VALLEY ARTS SOCIETY (INC)	GRANT - NORTHAM ART PRIZE 2024	1		5,400.00
INV 1102	20/10/2024	AVON VALLEY ARTS SOCIETY (INC)	GRANT - NORTHAM ART PRIZE 2024	1	2,700.00	
INV 1101	20/10/2024	AVON VALLEY ARTS SOCIETY (INC)	GRANT - LOCAL ARTS EVENTS & PROGRAMS 2024/25	1	2,700.00	
EFT52495	31/10/2024	AVON VALLEY GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		12,628.00
INV INV-002419/10/2024	31/10/2024	AVON VALLEY GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	6,589.00	
INV INV-003424/10/2024	31/10/2024	AVON VALLEY GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	6,039.00	
EFT52496	31/10/2024	BAILEYS FERTILISERS	VARIOUS PARK / OVALS - MATERIALS	1		21,252.00
INV 52107	22/10/2024	BAILEYS FERTILISERS	VARIOUS PARK / OVALS - MATERIALS	1	19,250.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 50 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 52201	25/10/2024	BAILEYS FERTILISERS	VARIOUS PARK / OVALS - MATERIALS	1	2,002.00	
EFT52497	31/10/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - OCT 2024	1		605.00
INV 21047	16/10/2024	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - OCT 2024	1	605.00	
EFT52498	31/10/2024	BLACKWELL PLUMBING AND GAS PTY LTD	BERNARD PARK - REPAIRS	1		1,840.30
INV INV-314922/10/2024		BLACKWELL PLUMBING AND GAS PTY LTD	CARAVAN DAYSITE - REPAIRS	1	99.00	
INV INV-315025/10/2024		BLACKWELL PLUMBING AND GAS PTY LTD	BERNARD PARK - REPAIRS	1	1,741.30	
EFT52499	31/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1		438.28
INV 2182/998	07/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	336.97	
INV 2182/004	14/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	16.77	
INV 2182/003	17/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	29.14	
INV 2182/003	18/10/2024	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM AQUATIC CENTRE - SUPPLIES	1	36.52	
INV 2182/003	22/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	14.90	
INV 2182/003	24/10/2024	BUNNINGS BUILDING SUPPLIES P/L	REC CENTRE - SUPPLIES	1	3.98	
EFT52500	31/10/2024	CASSANDRA COOPER	STAFF - REMIBURSEMENT	1		63.80
INV 01/17217	15/10/2024	CASSANDRA COOPER	STAFF - REMIBURSEMENT	1	63.80	
EFT52501	31/10/2024	CENTRAL MOBILE MECHANICAL REPAIRS	PN1914 - PLANT MTCE	1		790.57
INV 0000479829/10/2024		CENTRAL MOBILE MECHANICAL REPAIRS	PN1914 - PLANT MTCE	1	790.57	
EFT52502	31/10/2024	CENTRAL REGIONAL TAFE	ENGINEERING SERVICES - TRAINING	1		339.12
INV 000551	17/10/2024	CENTRAL REGIONAL TAFE	ENGINEERING SERVICES - TRAINING	1	339.12	
EFT52503	31/10/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 23/09/2024 TO 20/10/2024	1		11,331.10

**Ordinary Council Meeting Agenda
20 November 2024**

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 51 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0003719520/10/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 23/09/2024 TO 20/10/2024	1	11,331.10	
EFT52504	31/10/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		502.79
INV 25	24/10/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS/CONTRIBUTIONS		502.79	
EFT52505	31/10/2024	CIVIL SCIENCES AND ENGINEERING PTY LTD	WELLINGTON ST - MTCE	1		1,620.00
INV INV-002818/10/2024		CIVIL SCIENCES AND ENGINEERING PTY LTD	WELLINGTON ST - MTCE	1	1,620.00	
EFT52506	31/10/2024	CJ & ML MARRIS	QUAMKADINE ROAD - MATERIALS	1		68,305.99
INV 2024101U05/10/2024		CJ & ML MARRIS	PARKER RD - MATERIALS	1	2,058.49	
INV 2024101U05/10/2024		CJ & ML MARRIS	MEENAR SOUTH ROAD - MATERIALS	1	30,112.50	
INV 2024101U05/10/2024		CJ & ML MARRIS	QUAMKADINE ROAD - MATERIALS	1	36,135.00	
EFT52507	31/10/2024	CLARK EQUIPMENT	PN2315 - PLANT MTCE	1		1,586.46
INV 0827966528/10/2024		CLARK EQUIPMENT	PN2315 - PLANT MTCE	1	1,586.46	
EFT52508	31/10/2024	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - OCTOBER 2024	1		3,161.50
INV INV-067428/10/2024		CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - OCTOBER 2024	1	3,161.50	
EFT52509	31/10/2024	CLUBS WA INCORPORATED	COMMUNITY SERVICES - TRAINING	1		220.00
INV 4500	08/10/2024	CLUBS WA INCORPORATED	COMMUNITY SERVICES - TRAINING	1	220.00	
EFT52510	31/10/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - SEPT 2024	1		2,180.64
INV INV8950 30/09/2024		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - SEPT 2024	1	2,180.64	
EFT52511	31/10/2024	COUNTRYWIDE GROUP	BAKERS HILL OVAL - SUPPLIES	1		363.49
INV ACC002928/10/2024		COUNTRYWIDE GROUP	BAKERS HILL OVAL - SUPPLIES	1	224.00	
INV ACC002929/10/2024		COUNTRYWIDE GROUP	P100 - PLANT MTCE	1	139.49	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 52 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52512	31/10/2024	DAMIAN'S PLUMBING	CLARK ST - REPAIRS	1		2,200.00
INV INV-044422	10/2024	DAMIAN'S PLUMBING	CLARK ST - REPAIRS	1	2,200.00	
EFT52513	31/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - REPAIRS	1		2,706.00
INV 1179	24/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	HENRY ST OVAL - MTCE	1	407.00	
INV 1181	27/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERNARD PARK - REPAIRS	1	264.00	
INV 1187	27/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	627.00	
INV 1184	27/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	429.00	
INV 1182	27/10/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - REPAIRS	1	979.00	
EFT52514	31/10/2024	DRACO AIR PTY LTD	WUNDOWIE DAYCARE - MTCE	1		392.70
INV 17446	15/10/2024	DRACO AIR PTY LTD	WUNDOWIE DAYCARE - MTCE	1	280.50	
INV 17449	15/10/2024	DRACO AIR PTY LTD	INKPEN FIRE SHED - MTCE	1	112.20	
EFT52515	31/10/2024	E FIRE & SAFETY	CREATE 298 / KILLARA / REC CENTRE - REPAIRS	1		3,123.45
INV 620979	04/10/2024	E FIRE & SAFETY	CREATE 298 / KILLARA / REC CENTRE - REPAIRS	1	2,706.00	
INV 620895	24/10/2024	E FIRE & SAFETY	REC CENTRE - MTCE	1	254.65	
INV 620896	24/10/2024	E FIRE & SAFETY	TOWN/LESSER HALL - MTCE	1	162.80	
EFT52516	31/10/2024	ENVIRONEX INTERNATIONAL PTY LTD	POOL SUPPLIES	1		2,065.25
INV 325157	02/10/2024	ENVIRONEX INTERNATIONAL PTY LTD	POOL SUPPLIES	1	2,065.25	
EFT52517	31/10/2024	EVENTS INDUSTRY ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1		250.00
INV INV-000406	08/2024	EVENTS INDUSTRY ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	250.00	
EFT52518	31/10/2024	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM ONE	1		13,362.80
INV 00000940	15/10/2024	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM ONE	1	13,362.80	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 53 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52519	31/10/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1		2,362.80
INV 1962895022	10/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - MATERIALS	1	2,362.80	
EFT52520	31/10/2024	GRAFTON ELECTRICS	HENRY ST OVAL - MTCE	1		3,520.00
INV A533	21/10/2024	GRAFTON ELECTRICS	HENRY ST OVAL - MTCE	1	3,520.00	
EFT52521	31/10/2024	INNOVENT SOLUTIONS - ENVIREX GROUP PL T/AS	EVENT - CHRISTMAS CELEBRATIONS	1		4,179.88
INV INV-154010	10/2024	INNOVENT SOLUTIONS - ENVIREX GROUP PL T/AS	EVENT - CHRISTMAS CELEBRATIONS	1	4,179.88	
EFT52522	31/10/2024	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1		1,840.78
INV INV-205316	10/2024	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1	1,840.78	
EFT52523	31/10/2024	KATHY DAVIS	GRANT - KISHORN STACK 2024 TRAVEL ASSIST	1		500.00
INV 2810202428	10/2024	KATHY DAVIS	GRANT - KISHORN STACK 2024 TRAVEL ASSIST	1	500.00	
EFT52524	31/10/2024	KLEENHEAT GAS	POOL HEATERS - GAS 08/10/2024	1		5,833.56
INV 2233292108	10/2024	KLEENHEAT GAS	POOL HEATERS - GAS 08/10/2024	1	5,833.56	
EFT52525	31/10/2024	KLEENWEST	NORTHAM AQUATIC FACILITY - SUPPLIES	1		801.30
INV 0009995402	10/2024	KLEENWEST	NORTHAM AQUATIC FACILITY - SUPPLIES	1	801.30	
EFT52526	31/10/2024	LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2024/2025	1		545,826.60
INV 100-158001	10/2024	LGIS WA	BUSHFIRES ANNUAL 2ND INSTALLMENT PREMIUMS 2024/2025	1	398,067.30	
INV 100-1580 01	10/2024	LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - BRIDGE 4103 - CLACKLINE BROOK	1	60,815.80	
INV 100-1580 01	10/2024	LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - JUBILEE OVAL - HORSE STABLES	1	73,651.20	
INV 100-1580 01	10/2024	LGIS WA	PROPERTY 2ND INSTALLMENT ANNUAL INSURANCE PREMIUMS 2024/2025 - SES BUILDING	1	13,292.30	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 54 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52527	31/10/2024	NORTHAM BETTA HOME LIVING	LIBRARY - SUPPLIES	1		289.00
INV 2001006828	10/2024	NORTHAM BETTA HOME LIVING	LIBRARY - SUPPLIES	1	289.00	
EFT52528	31/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 2	1		300.00
INV 7618	25/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 2	1	200.00	
INV 7619	28/10/2024	NORTHAM BOWLING CLUB INC	SENIOR SPORTS X 1	1	100.00	
EFT52529	31/10/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - NOV 2024	1		500.50
INV 3007	21/10/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - NOV 2024	1	500.50	
EFT52530	31/10/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 1	1		100.00
INV 6294	28/10/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 1	1	100.00	
EFT52531	31/10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1		270.00
INV 0000561916	10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	77.00	
INV 0000562118	10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	48.00	
INV 0000562723	10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	73.00	
INV 0000562825	10/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - OCT 2024	1	72.00	
EFT52532	31/10/2024	NUTRIEN AG SOLUTIONS LIMITED	P100 - PLANT PARTS	1		2.95
INV 9116377117	10/2024	NUTRIEN AG SOLUTIONS LIMITED	P100 - CREDIT PLANT PARTS	1	-11.11	
INV 9116374617	10/2024	NUTRIEN AG SOLUTIONS LIMITED	P100 - PLANT PARTS	1	14.06	
EFT52533	31/10/2024	OXTER SERVICES	C.20222-13 - BURIAL	1		1,551.00
INV 29445	22/10/2024	OXTER SERVICES	C.20222-13 - BURIAL	1	1,551.00	
EFT52534	31/10/2024	PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	ADVERTISEMENT - BROCHURE - HOLIDAY PLANNER 2025	1		2,200.00
INV INV-106824	10/2024	PERTH REGION TOURISM ORG T/AS DESTINATION / EXPERIENCE PERTH	ADVERTISEMENT - BROCHURE - HOLIDAY PLANNER 2025	1	2,200.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 55 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT52535	31/10/2024	PETER GEORGE BREWER	CREDIT RATES REFUND FOR ASSESSMENT A14272	1		636.95
INV A14272	28/10/2024	PETER GEORGE BREWER	CREDIT RATES REFUND FOR ASSESSMENT A14272		636.95	
EFT52536	31/10/2024	RAYMOND JOHN ROEDIGER	CREDIT RATES REFUND FOR ASSESSMENT A10349	1		96.12
INV A10349	28/10/2024	RAYMOND JOHN ROEDIGER	CREDIT RATES REFUND FOR ASSESSMENT A10349		96.12	
EFT52537	31/10/2024	RED DOT STORE	KILLARA - SUPPLIES	1		221.26
INV 1598963925/10/2024		RED DOT STORE	KILLARA - SUPPLIES	1	221.26	
EFT52538	31/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS X 1	1		100.00
INV 0105211	28/10/2024	REGIONAL PHYSIOTHERAPY & SPORTS INJURY CLINIC & IN BALANCE FITNESS	SENIOR SPORTS X 1	1	100.00	
EFT52539	31/10/2024	ROSEMARY ANN HANCOCK	STAFF - REIMBURSEMENT	1		87.00
INV 01/16143	20/09/2024	ROSEMARY ANN HANCOCK	STAFF - REIMBURSEMENT	1	87.00	
EFT52540	31/10/2024	ROTARY CLUB OF NORTHAM	GRANT - GAZEBO OPENING & AVON COLOUR BLAST	1		1,730.70
INV 25010	16/10/2024	ROTARY CLUB OF NORTHAM	GRANT - GAZEBO OPENING & AVON COLOUR BLAST	1	1,730.70	
EFT52541	31/10/2024	RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVICES - UNIFORMS	1		189.99
INV 3110202431/10/2024		RUDEEZ - PJ & JA MORTON T/AS	ENGINEERING SERVICES - UNIFORMS	1	189.99	
EFT52542	31/10/2024	SEEK LIMITED	ADVERTISEMENT - INTERNET - JOB VACANCY	1		473.00
INV 7008412221/10/2024		SEEK LIMITED	ADVERTISEMENT - INTERNET - JOB VACANCY	1	473.00	
EFT52543	31/10/2024	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	LIBRARY - TRAINING	1		518.00
INV FAINV0106/09/2023		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	ENGINEERING SERVICES - TRAINING	1	89.00	
INV FAINV0112/09/2023		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	LIBRARY - TRAINING	1	170.00	
INV FAINV0112/09/2023		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	ENGINEERING SERVICES - TRAINING	1	170.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 56 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV FAINV0104/10/2023		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	KILLARA - TRAINING	1	89.00	
EFT52544	31/10/2024	SYNERGY	361669500 OXIDATION PONDS - 29/08/2024 to 30/09/2024	1		1,550.74
INV 3358209416/10/2024		SYNERGY	335820940 CREATE 298 (old council chambers) - 18/09/2024 to 15/10/2024		333.22	
INV 8110294717/10/2024		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 19/09/2024 to 16/10/2024		16.95	
INV 3616702518/10/2024		SYNERGY	361670250 NORTHAM LIBRARY - 19/09/2024 to 16/10/2024		266.97	
INV 3616695024/10/2024		SYNERGY	361669500 OXIDATION PONDS - 29/08/2024 to 30/09/2024		933.60	
EFT52545	31/10/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES AUG 2024 - OCT 2024	1		131.49
INV 0651-S30 06/10/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES AUG 2024 - OCT 2024	1	131.49	
EFT52546	31/10/2024	THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	BERNARD PARK - MATERIALS	1		500.00
INV INV-398821/10/2024		THESAURUS (NORTHAM) PTY LTD T/AS LLOYDS EARTHMOVING AND GARDEN SUPPLIES	BERNARD PARK - MATERIALS	1	500.00	
EFT52547	31/10/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 24/10/2024	1		50.00
INV 50	24/10/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - 24/10/2024	1	50.00	
EFT52548	31/10/2024	UNDERVAN HOLDINGS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16866	1		816.37
INV A16866 28/10/2024		UNDERVAN HOLDINGS PTY LTD	CREDIT RATES REFUND FOR ASSESSMENT A16866		816.37	
EFT52549	31/10/2024	WA LIBRARY SUPPLIES	LIBRARY - CAPITAL PURCHASE	1		1,710.00
INV 0013965722/10/2024		WA LIBRARY SUPPLIES	LIBRARY - CAPITAL PURCHASE	1	1,710.00	
EFT52550	31/10/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CORPORATE SERVICES - TRAINING	1		473.00
INV SC-0079030/09/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COMMUNITY SERVICES - CREDIT TRAINING	1	-836.00	

Ordinary Council Meeting Agenda 20 November 2024

Attachment 13.4.2.1

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 57 10

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SI-01216916/10/2024		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CORPORATE SERVICES - TRAINING	1	1,309.00	
EFT52551	31/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE/METER READING	1		229.21
INV 222346	08/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	SES - COPIER SERVICE/METER READING	1	137.11	
INV 20161	18/10/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - OFFICE SUPPLIES	1	92.10	
EFT52552	31/10/2024	ZANADOO	HENRY ST - CAPITAL WORKS	1		1,056.00
INV 934	28/10/2024	ZANADOO	HENRY ST - CAPITAL WORKS	1	1,056.00	
DD21176.1	01/10/2024	COMMONWEALTH BANK OF AUSTRALIA	COLIN YOUNG- CORPORATE CHARGE CARD-30/08/2024-27/09/2024	1		2,007.82
INV PAUL DE01/10/2024		COMMONWEALTH BANK OF AUSTRALIA	PAUL DEVCIC CORPORATE CHARGE CARD-30/08/2024-27/09/2024	1	18.00	
INV CHADD 01/10/2024		COMMONWEALTH BANK OF AUSTRALIA	CHADD HUNT CORPORATE CHARGE CARD-30/08/2024-27/09/2024	1	1,734.11	
INV DEBORA01/10/2024		COMMONWEALTH BANK OF AUSTRALIA	DEBORAH TERELINCK- CORPORATE CHARGE CARD-30/08/2024-27/09/2024	1	237.71	
INV COLIN Y01/10/2024		COMMONWEALTH BANK OF AUSTRALIA	COLIN YOUNG- CORPORATE CHARGE CARD-30/08/2024-27/09/2024	1	18.00	
DD21181.1	03/10/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE- CLEANING EQUIPMENT OCTOBER 2024	1		573.75
INV RECREA03/10/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE- CLEANING EQUIPMENT OCTOBER 2024	1	573.75	
DD21208.1	10/10/2024	BANKWEST	CHADD HUNT MASTERCARD-23/08/2024-20/09/2024	1		4,700.87
INV ALEX ES10/10/2024		BANKWEST	ALEX ESPEY MASTERCARD-23/08/2024-20/09/2024	1	408.81	
INV COLIN Y10/10/2024		BANKWEST	COLIN YOUNG MASTERCARD-23/08/2024-20/09/2024	1	2,656.98	
INV DEBBIE 10/10/2024		BANKWEST	DEBBIE TERELINCK MASTERCARD-23/08/2024-20/09/2024	1	1,604.83	
INV CHADD 10/10/2024		BANKWEST	CHADD HUNT MASTERCARD-23/08/2024-20/09/2024	1	30.25	
DD21212.1	14/10/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BOND FOR UNIT 6, LOT 410 KURINGAL ROAD WUNDOWIE	1		588.00

Ordinary Council Meeting Agenda
20 November 2024

Date: 31/10/2024
Time: 10:12:37AM

Shire of Northam

USER: Louise Harris
PAGE: 58 10

Attachment 13.4.2.1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV BOND FO14/10/2024		DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BOND FOR UNIT 6,LOT 410 KURINGAL ROAD WUNDOWIE	1	588.00	
DD21236.1	17/10/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE- CLEANING EQUIPMENT FINANCE & LEASE IW81199961001	1		4,471.50
INV RECREA17/10/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE- CLEANING EQUIPMENT FINANCE & LEASE IW81199961001	1	4,471.50	
DD21282.1	30/10/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 225 FIXED COMPONENT - PURCHASE VICTORIA OVAL	1		89,928.83
INV 224	30/10/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 224 FIXED COMPONENT - NEW RECREATION CENTRE	1	49,460.86	
INV 225	30/10/2024	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN NO. 225 FIXED COMPONENT - PURCHASE VICTORIA OVAL	1	40,467.97	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	2,546,321.87
TOTAL		2,546,321.87

Payment dates 1st October 2024 – 31st October 2024

- Municipal Fund payment cheque numbers 4 to 11 Total \$40,052.60.

Electronic Funds Transfer

- Municipal Fund EFT52163 to EFT52552 Total \$2,403.998.50.
- Direct Debits Total \$102,270.77.
- Note: Payroll and Superannuation are not included in the Accounts & Statement of Accounts Report – October 2024

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

Month	Cheques 2024/2025	EFT Payments 2024/2025	Direct Debits 2024/2025	Superannuation 2024/2025	Payroll 2024/2025	Total Payments 2024/2025
July	\$ 166,035.14	\$ 2,290,472.07	\$ 166,576.03	Inc in DD's	\$ 538,368.09	\$ 3,161,451.33
August	\$ 21,948.96	\$ 1,559,017.06	\$ 56,879.32	Inc in DD's	\$ 820,797.25	\$ 2,458,642.59
September	\$ -	\$ 1,723,182.66	\$ 3,892.28	\$ 156,561.94	\$ 600,778.20	\$ 2,484,415.08
October	\$ 40,052.60	\$ 2,403,998.50	\$ 102,270.77	\$ 108,209.75	\$ 749,536.94	\$ 3,404,068.56
November						\$ -
December						\$ -
January						\$ -
February						\$ -
March						\$ -
April						\$ -
May						\$ -
June						\$ -
Total	\$ 228,036.70	\$ 7,976,670.29	\$ 329,618.40	\$ 264,771.69	\$ 2,709,480.48	\$ 11,508,577.56

The following table presents all payments made for the month from Council credit cards paid by direct debit on

10/10/2024 - Bankwest DD21208.1 - \$4,700.87

01/10/2024 - Commonwealth Bank DD21176.1 - \$2,007.82

TOTAL CREDIT CARD PAYMENTS - \$6,708.69

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
27/08/2024-CATERING - DOMINOES - MEETING	153.00	
02/09/2024-ANNUAL CARD FEE	18.00	
3/09/2024 -STANDARDS AUSTRALIA-SUBSCRIPTION	141.91	

8/09/2024 - CANVA PREMIUM TEAM - SUBSCRIPTION	151.83	
10/09/2024-FACEBOOK - ADVERTISING	1000.00	
10/09/2024-FACEBOOK - ADVERTISING	300.00	
11/09/2024-CATERING - DOME NORTHAM-MEETING	14.70	
17/09/2024-WEST AUSTRALIAN NEWSPAPER - SUBSCRIPTION	32.00	
25/09/2024-DOT - PLATE SWAP	31.10	
		\$ 1,842.54
Executive Manager of Corporate Services		
23/08/2024-AMAYSIM MOBILE - LICENCE	15.00	
02/09/2024-ANNUAL CARD FEE	18.00	
4/09/2024-STARLINK AUSTRALIA-LICENCE	174.00	
6/09/2024 - CORPORATE SERVICES - ACCOMODATION	313.17	
10/09/2024-COMMUNITY SERVICES - TRAINING	250.00	
10/09/2024-COMMUNITY SERVICES - TRAINING	250.00	
12/09/2024 - CORPORATE SERVICES - ACCOMODATION	1328.70	
14/09/2024-ADOBE-LICENCE	225.96	
10/09/2024-CORPORATE SERVICES - FEES & CHARGES	41.45	
4/09/2024 -DOT - N40295 - NEW REGISTRATION	58.70	
		\$ 2,674.98
Executive Manager of Development Services		
28/08/2024-CATERING - COLES - STAFF MEETING	30.25	
12/09/2024-APPLE.COM-SUBSCRIPTION	15.49	
16/09/2024-DEVELOPMENT SERVICES - ACCOMODATION	790.92	
24/09/2024-DOT-NEW REGISTRATION 1IJM648	438.60	
24/09/2024-DOT-NEW REGISTRATION 1IJM649	438.60	
26/09/2024-DOT-PLATE SWAP	19.40	
26/09/2024-DOT-PLATE SWAP	31.10	
		\$ 1,764.36
Executive Manager of Engineering Services		
02/09/2024-ANNUAL CARD FEE	18.00	
		\$ 18.00
Community Emergency Services Manager		
21/08/2024-BEYOND POWER-SUPPLIES	50.90	
25/08/2024-JAYCAR ELECTRONICS-SUPPLIES	99.85	

30/08/2024-EVENTBRITE - ADVERTISING - PRE SEASON SUNDOWNER	9.00	
11/09/2024-OFFICEWORKS-OFFICE SUPPLIES	153.00	
31/08/2024-FORMSTACK-SOFTWARE SUBSCRIPTION	96.06	
		\$ 408.81
Total Credit Card Expenditure		\$ 6,708.69

The following table presents payment made by Council for the Coles Card Account – September 2024. Paid on 17th October 2024 by EFT52348 - \$386.02

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
ENGINEERING - ADMIN OFFICER			
16/09/2024	KITCHEN SUPPLIES	7.60	
25/09/2024	KITCHEN SUPPLIES	18.07	
			\$ 25.67
GOVERNANCE OFFICER			
10/09/2024	COUNCIL SUPPLIES	82.50	
			\$ 82.50
HUMAN RESOURCES OFFICER			
2/09/2024	CATERING - CEO MEETING	90.00	
11/09/2024	CATERING - RUOK DAY	16.40	
			\$ 106.40
COMMUNITY DEVELOPMENT & TOURISM - MANAGER			
9/09/2024	KITCHEN SUPPLIES	4.50	
16/09/2024	KITCHEN SUPPLIES	3.10	
			\$ 7.60
INFORMATION & DIGITAL INNOVATION - MANAGER			
10/09/2024	KITCHEN SUPPLIES	30.05	
			\$ 30.05
DEVELOPMENT SERVICES OFFICER			
29/09/2024	CATERING - BFB - TRAINING	28.50	
			\$ 28.50

COMMUNITY SERVICES - ADMINISTRATION & PROJECTS			
9/09/2024	KITCHEN SUPPLIES	76.20	
19/09/2024	KITCHEN SUPPLIES	29.10	
			\$ 105.30
Total Coles Card Expenditure			\$ 386.02

The following table presents payment made by Council for the Woolworths Card Account – September 2024. Paid on 17th October by EFT52391 - \$3,065.71

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
COMMUNITY DEVELOPMENT & TOURISM - MANAGER			
27/09/2024	VISITORS CENTRE - KITCHEN SUPPLIES	4.75	
			\$ 4.75
BKB TOURISM OFFICER			
2/09/2024	VISITORS CENTRE - KITCHEN SUPPLIES	6.45	
12/09/2024	VISITORS CENTRE - KITCHEN SUPPLIES	9.00	
22/09/2024	VISITORS CENTRE - KITCHEN SUPPLIES	65.45	
24/09/2024	BKB - PROGRAM & EVENTS	58.75	
30/09/2024	BKB - PROGRAM & EVENTS	56.27	
			\$ 195.92
PROCUREMENT CO-ORDINATOR			
19/09/2024	KITCHEN SUPPLIES	91.80	
			\$ 91.80
CORPORATE ADMIN CO-ORDINATOR			
3/09/2024	KITCHEN SUPPLIES	13.50	
9/09/2024	KITCHEN SUPPLIES	13.50	
			\$ 27.00
DEVELOPMENT SERVICES OFFICER			
10/09/2024	BFB - SUPPLIES	65.20	
			\$ 65.20
DEVELOPMENT SERVICES OFFICER			
4/09/2024	ANIMAL SUPPLIES	33.20	
9/09/2024	BFB - SUPPLIES	96.64	

		\$ 129.84
	KILLARA CLIENT CARE OFFICER	
2/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	29.65
6/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	119.43
11/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	26.30
20/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	30.53
		\$ 205.91
	KILLARA ADMIN OFFICER	
4/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	92.03
4/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	287.43
5/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	12.00
11/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	327.70
11/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	56.05
12/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	13.70
18/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	423.66
18/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	52.90
25/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	508.04
25/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	96.45
26/09/2024	CLIENT MEALS / KITCHEN SUPPLIES	119.66
		\$ 1,989.62
	RECREATION SERVICES COORDINATOR	
10/09/2024	KIOSK STOCK	118.90
10/09/2024	OFFICE SUPPLIES	34.00
19/09/2024	OFFICE / KITCHEN SUPPLIES	44.75
25/09/2024	PROGRAMS & EVENTS	73.97
		\$ 271.62
	RECREATIONAL & YOUTH SERVICES MANAGER	
2/09/2024	OFFICE / KITCHEN SUPPLIES	59.20
		\$ 59.20
	LIBRARY MANAGER	
18/09/2024	KITCHEN SUPPLIES	24.85
		\$ 24.85
Total Woolworths Card Expenditure		\$ 3,065.71

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

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Sep-24	PN1310	FUEL PURCHASES	\$100.54
Sep-24	PN1808	FUEL PURCHASES	\$114.74
Sep-24	PN1905	FUEL PURCHASES	\$138.82
Sep-24	PN1906	FUEL PURCHASES	\$560.49
Sep-24	PN1907	FUEL PURCHASES	\$83.20
Sep-24	PN2004	FUEL PURCHASES	\$201.98
Sep-24	PN2005	FUEL PURCHASES	\$98.85
Sep-24	PN2006	FUEL PURCHASES	\$47.00
Sep-24	PN2013	FUEL PURCHASES	\$195.36
Sep-24	PN2015	FUEL PURCHASES	\$512.63
Sep-24	PN2016	FUEL PURCHASES	\$257.38
Sep-24	PN2019	FUEL PURCHASES	\$143.17
Sep-24	PN2101	FUEL PURCHASES	\$337.88
Sep-24	PN2105	FUEL PURCHASES	\$78.03
Sep-24	PN2309	FUEL PURCHASES	\$79.88
Sep-24	PN2311	FUEL PURCHASES	\$348.35
Sep-24	PN2312	FUEL PURCHASES	\$357.20
Sep-24	PN2313	FUEL PURCHASES	\$198.34
Sep-24		CARD FEES ONLY	\$3.85
		TOTAL	\$3,857.69
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Sep-24	LIGHT VEHICLES	FUEL PURCHASES	\$5,277.23
Sep-24	MACHINERY / PLANT	FUEL PURCHASES	\$20,142.66
Sep-24	KEROSENE	STOCK	\$1,837.20
		TOTAL	\$27,257.09
CESM / BFB			
Sep-24	CESM / BFB	FUEL PURCHASES	\$1,283.11
		TOTAL	\$1,283.11
RANGERS			
Sep-24	RANGERS	FUEL PURCHASES	\$546.22
		TOTAL	\$546.22
TOTAL FUEL PURCHASES			\$32,944.11

Payment to Dun Direct on 10th October 2024 by EFT52278 - \$31,954.67
Payment to Caltex Starcard on 17th October 2024 by EFT52342 - \$210.25
Payment to Business Fuel Card on 17th October 2024 by EFT52341 - \$829.19
Total Fuel Payment - \$32,994.11

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$3,404,068.56 was submitted to the Ordinary Meeting of Council on Wednesday, 20th November 2024.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$3,404,068.56 was submitted to each member of the Council on Wednesday, 20th November 2024, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

13.4.3 Budget Variation - RFT 07 of 2023 Northam Bike Hub Upgrades

File Reference:	1.4.6.19
Reporting Officer:	Colin Young (Executive Manager Corporate Services), Paul Devcic (Executive Manager Engineering Services)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Press release to be issued:	No

BRIEF

This report is for Council to consider a variation to Request for Tender (RFT) 07 of 2023 - Northam Bike Hub Upgrades to the value of \$42,650.

ATTACHMENTS

1. Conceptual Design Plan [**13.4.3.1** - 1 page]

A. BACKGROUND / DETAILS

In March 2023 the Shire appointed Three Chillies to undertake detailed design of the Northam Bike Hub Upgrades – Request for Quote (RFQ) 06 of 2023 – Northam Bike Hub Detailed Design.

In November 2023 the Shire invited Request for Tender (RFT) 07 of 2023 – Northam Bike Hub Upgrades. These works were awarded to Avon Valley Plant and Equipment (AVPE). The RFT documentation included the track design and price schedule produced by Three Chillies as part of the detailed design stage.

On 21 October 2024, lead contractor AVPE met with Officers and members of the Northam BMX Club to discuss issues with track design and material volumes.

A non-conformance has been identified with the design of the second straight. This relates to the section where the 'pro' track merges with the 'beginner' section (refer Attachment 13.4.3.1 for the track design). AVPE has built this part of the track as per the design, however:

- There are two distinct track levels at the merge point;

- The pro straight design does not meet the required width specified in the AusCycling Facility Guide for National Standards.

The two distinct levels create a safety hazard for riders and therefore require substantial re-working of the track to unify levels.

A shortfall in the specified material volumes has also been identified by the contractor. The Three Chillies design and associated pricing schedule estimated the amount of fill required and this was used in RFT 07 of 2023. The contractor has subsequently identified a shortfall of approximately 700 tonnes of clay fill material.

To address the track modifications and material volume shortfall, the contractor has provided a variation request for the following:

- Track design issues: four additional days @ \$135/hr * three staff working 10hr days = \$16,200 + GST
- Additional surface material (cracker dust) * two semi loads @ \$25/tonne = \$1,250 + GST
- Additional jump building material (clay) – supply & deliver 700 tonnes at \$16/tonne = \$11,200 + GST
- Spread, compact and trim 700 tonnes @ \$20/tonne = \$14,000 + GST

The total variation for all materials and associated work is \$42,650 + GST.

On January 24, 2024, Council resolved to “Authorise the Chief Executive Officer to make variations (maximum increase of 10% to awarded price) prior to entering a contract for Northam Bike Hub Upgrades, Request for Tender 07 of 2023 with Avon Valley Plant & Equipment” (resolution C.4936).

The proposed variation exceeds this threshold and therefore, requires Council consideration.

If the variation is not approved, non-conforming track modifications may be required to compensate for material shortages. Additionally, the track configuration will no longer meet the AusCycling Facility Guide for National Standards.

In August 2024, a variation was authorised to upgrade the stormwater treatment design, replacing soak-wells with interconnected pits and pipes to mitigate localised ponding. The variation, totalling \$18,393 (excluding GST), was below the 10% threshold and was able to be approved by 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 3.2: Grow participation in sport, recreation and leisure activities with quality regional facilities.

Priority Action: Nil.

B.2 Financial / Resource Implications

A budget amendment of \$42,650 will be required to complete the BMX track upgrades. This amendment is proposed to be allocated from the untied surplus from the 2023/24 financial year. The unaudited Financial Report identifies the untied surplus is \$126,566 of which \$42,650 is proposed to be allocated as per the table below:

G/L	IE	Account Name	Original Budget Ex GST	Proposed Budget Ex GST
PC11359	2101	Northam BMX Track	\$285,908	\$328,558
N/A	N/A	Untied Surplus 2023/24	\$0	-\$42,650

B.3 Legislative Compliance

Local Government Act 1995, Section 6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

B.4 Policy Implications

The variation to budget is unable to be performed by the Chief Executive Officer under Council Policy CP.31 Budget Variation Report and hence requires Council consideration.

As per Council Policy CP.26 use of any identified untied surplus at the end of a financial year will be limited to one (or more) of the following transactions, at the discretion of Council:

1. Transferred to a Reserve Account to be nominated by the Council;
2. Allocated to a "one-off" capital project nominated by the Council;
3. Retirement of debt (where possible).

B.5 Stakeholder Engagement / Consultation

On 21 October 2024, lead contractor AVPE met with Officers and members of the Northam BMX Club to discuss proposed variations.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Potential loss of grant funding	Unlikely (2) x Medium (3) = Moderate (6)	Variation approval allows the contractor to meet approved scope and timeline. Request extension to timeframe for grant funding expenditure.
Health & Safety	N/A	N/A	N/A
Reputation	Unsafe track not fit for purpose.	Possible (3) x Medium (3) = Moderate (9)	Approve resources to enable proposed track modification.
Service Interruption	Delays or incomplete track due to material shortfall.	Almost Certain (5) x Medium (3) = High (15)	Approve proposed variation to enable project delivery.
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

Officers have explored the possibility of reducing the scope of this variation however, reducing the scope would compromise the track compliance and completeness, and could result in the track being unable to be utilised by the BMX Club and the community.

The budget required to fund the variation is proposed to be allocated from the untied surplus from the 2023/24 financial year.

RECOMMENDATION

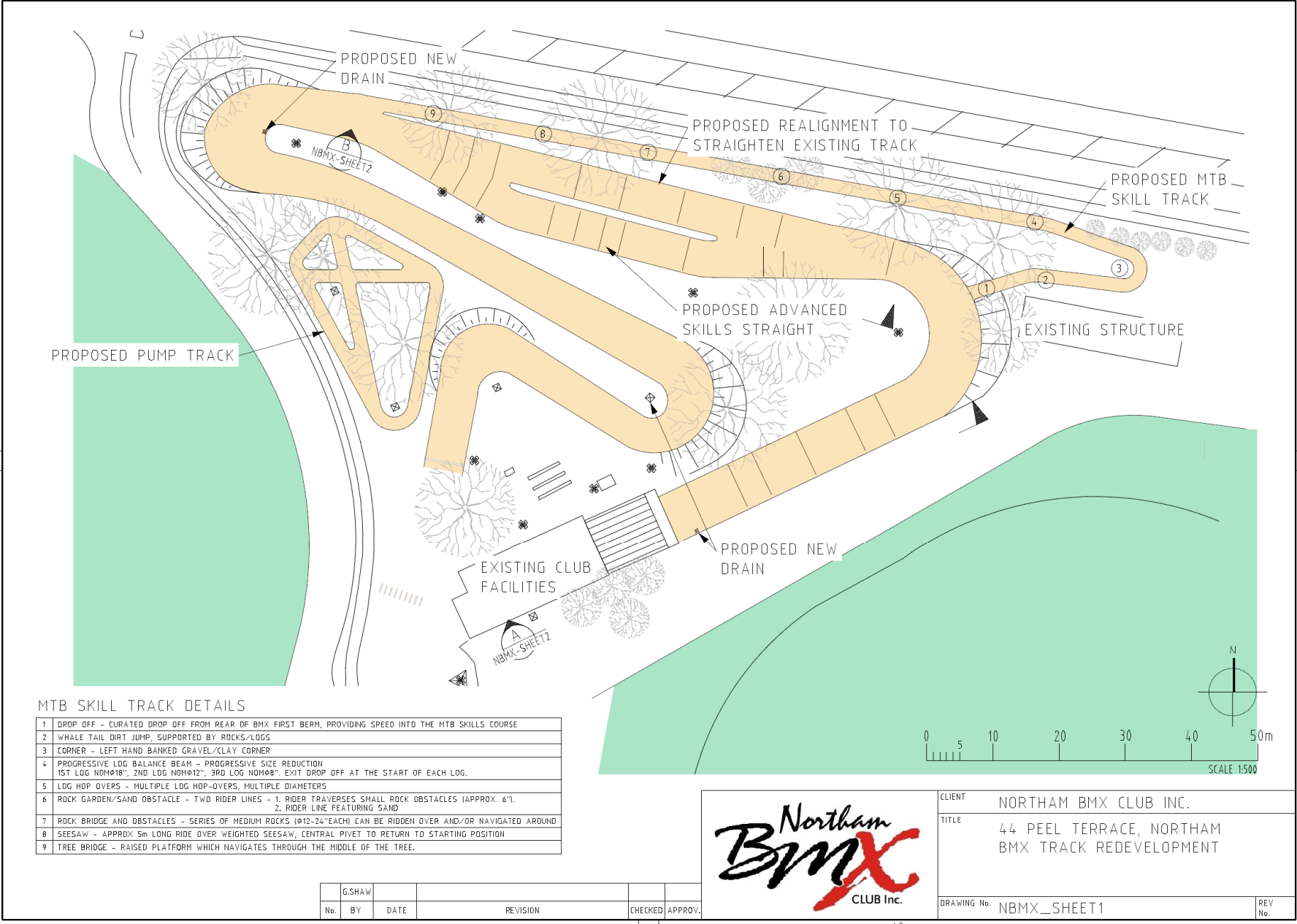
That Council:

1. **APPROVES** by **ABSOLUTE MAJORITY** amendments to the 2024/25 budget as per the below table to fund the variation of \$42,650 for RFT 07 of 2023 Northam Bike Hub Upgrades:

G/L	IE	Account Name	Original Budget Ex GST	Proposed Budget Ex GST
PC11359	2101	Northam BMX Track	\$285,908	\$328,558
N/A	N/A	Untied Surplus 2023/24	\$0	-\$42,650

2. **APPROVES** a contract variation of \$42,650 for RFT 07 of 2023 Northam Bike Hub Upgrades.

ABSOLUTE MAJORITY OF 6 REQUIRED



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) (b) and (c) of the *Local Government Act 1995*, meet behind closed doors to consider agenda items:

- 14.1 - Purchase of a Portion of Reserve 35626 as the matter relates to a contract entered into, or which may be entered into, by the local government;
- 14.2 - Rates Write-off Request – A11174 as the matter relates to the personal affairs of a person;
- 14.3 - Australia Day Council WA – Community Citizen of the Year Awards 2025 as the matter relates to the personal affairs of persons.

14.1 PURCHASE OF A PORTION OF RESERVE 35626

14.2 RATES WRITE-OFF REQUEST - A11174

14.3 AUSTRALIA DAY COUNCIL WA – COMMUNITY CITIZEN OF THE YEAR AWARDS 2025

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