



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Agenda

Ordinary Council Meeting

23 July 2025



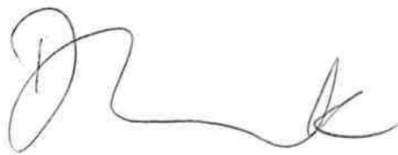
NOTICE PAPER
Ordinary Council Meeting
23 July 2025

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 23 July 2025 at 5:30 pm.

There was a Forum meeting held in the Council Chambers on 16 July 2025 at 5:30pm to discuss the contents of this agenda.

Yours faithfully



Debbie Terelinck
Chief Executive Officer

DISCLAIMER

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

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1 DECLARATION OF OPENING

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

President C R Antonio will invite Cr J E G Williams 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

J E G Williams

M P Ryan

L C Biglin

D A Hughes

C M Poulton

H J Appleton

Staff:

Chief Executive Officer

Executive Manager Engineering Services

Executive Manager Development & Community Services

Executive Manager Corporate Services

Manager Governance & Risk

Governance & Risk 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 M I Girak was granted leave of absence from 07 July 2025 to 08 August 2025 (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	
20/06/2025	State Budget Briefing Breakfast - Narrogin
20/06/2025	Avon-Midland Country Zone Meeting - York
24/06/2025	Australian Local Government Association Regional Conference - Canberra
25/06/2025	Australian Local Government Association Conference (ALGA) - Canberra
26/06/2025	ALGA - Canberra
27/06/2025	ALGA Ministers Forum - Canberra
03/07/2025	Regional Capitals Alliance Meeting - Perth
30/06/2028	Triple M Fortnightly Radio Interview
30/06/2025	Northam Rotary Club Changeover Dinner - Northam
03/07/2025	Regional Capitals Government Forum - Perth
04/07/2025	Regional Capitals Alliance (WA) Meeting - Perth
04/07/2025	St Joseph's Founders Day Celebration – Northam (Cr Mencshelyi attended)
04/07/2025	Citizenship Ceremony - Northam
05/07/2025	Lions Community Markets - Northam
05/07/2025	Northam Lions Club Changeover night
07/07/2025	AROC Governance Group Meeting - Toodyay
08/07/2025	Northam Ballooning Meeting
10/07/2025	NAIDOC Week events - Northam
12/07/2025	WA Motocross & ATV State Championships event - Northam
14/07/2025	Triple M Radio Fortnightly Radio Interview
16/07/2025	Ballardong Office opening with Minister Punch
18/07/2025	Northam Country Club Business Lunch
21/07/2025	Voice of the Avon Radio Interview
23/07/2025	Community Transport Forum – Northam
23/07/2025	Quarterly Meeting with the Northam Chamber of Commerce
Upcoming Events	
25/07/2025	Bringing Dowerin Downtown Lunch - Perth
26/07/2025	St John's Volunteer Recognition Awards – Northam
28/07/2025	Triple M Radio Fortnightly Radio Interview
31/07/2025	Aged Care Meeting - Northam
02/08/2025	Lions Community Markets - Northam
07/08/2025	Northam Golf Club State Sands Championship Event – Official Opening
08/08/2025	Avon Descent Parade and Bilya Festival - Northam

09/08/2025	Avon Descent Start
10/08/2025	Avon Descent Finish - Bayswater
11/08/2025	Triple M Radio Fortnightly Radio Interview
14/08/2025	Transport and Roads Forum - Perth
14/08/2025	Wheatbelt Development Commission Board Meeting - Northam
18/08/2025	Voice of the Avon Radio Interview
21/08/2025	Regional Capitals Alliance Strategic Planning Session - Perth
22/08/2025	Avon-Midland Zone Meeting – Shire of Chittering
23/08/2025	National Sheep Dog Trials – Start - Northam
25/08/2025	Triple M Fortnightly Radio Interview

Operational Matters:

The Community Grants Program has recently been rebadged. Designed to support local community organisations, and aligned with the Shire's Strategic Direction, the two distinct funding opportunities are now known as: Bright Ideas Grant and the Community Growth Grant

Events Calendar:

In addition to the many community events, early August sees some major events within the Shire, including the State Sands Championships at the Northam Golf Club and the Bilya Festival and Street Parade which is the night before the start of the Avon Descent. Examples of community events include the USKU International Karate Championship in Northam and the National Sheep Dog Trials

Strategic Matters:

The Regional Development Assessment Panel regularly meets to assess some of the bigger proposed developments within the Shire.

The link for agendas and minutes can be found [here](#).

6 PUBLIC QUESTIONS

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Local Government Act 1995 s6.10

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) A petition is to –
 - (a) be addressed to the President;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and Page 13
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).
- (3) At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the Council has considered the issues raised in the petition.

8.2 PRESENTATIONS

Local Government Act 1995 s6.11

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the CEO.

8.3 DEPUTATIONS

Local Government Act 1995 s6.9

Shire of Northam Standing Orders Amendment Local Law 2018

- (1) Any person or group wishing to be received as a deputation by the Council is to either-
 - (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the Presiding Member, at the meeting, address the Council.
- (2) The CEO may either-
 - (a) approve the request and invite the deputation to attend a meeting of the Council; or
 - (b) refer the request to the Council to decide by simple majority whether or not to receive the deputation.
- (3) Any matter which is the subject of a deputation to the Council is not to be decided by the Council until the deputation has completed its presentation.

9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

10 CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD 18 JUNE 2025

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on Wednesday, 18 June 2025 be confirmed as a true and correct record of that meeting.

10.2 CONFIRMATION OF MINUTES FROM THE SPECIAL COUNCIL MEETING HELD 09 JULY 2025

RECOMMENDATION

That the minutes of the Special Council meeting held on Wednesday, 09 July 2025 be confirmed as a true and correct record of that meeting.

10.3 NOTES FROM THE COUNCIL FORUM MEETING HELD 16 JULY 2025

RECOMMENDATION

That Council RECEIVES the notes from the Council Forum meeting held on Wednesday, 16 July 2025.

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

12 REPORTS OF COMMITTEE MEETINGS

Nil.

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Council Plan (Corporate Business Plan Component) Review & Workforce Strategy

File Reference:	2.3.1.1
Reporting Officer:	Tamika Van Beek (Governance Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Absolute Majority
Press release to be issued:	Yes

BRIEF

For Council to approve the revised Corporate Business components of the Council Plan for 2025/26 and the Workforce Strategy 2025/26 to 2028/29.

ATTACHMENTS

1. NORTHAM _ Council Plan (2025) [**13.1.1.1** - 54 pages]
2. Workforce Strategy 2025 to 2029 - Part 1 [**13.1.1.2** - 27 pages]
3. CONFIDENTIAL REDACTED - Workforce Strategy 2025 to 2029 - Part 2 - Appendix 1 [**13.1.1.3** - 4 pages]

A. BACKGROUND / DETAILS

In 2022 the Shire of Northam adopted its new Council Plan, which for the first time incorporated the Strategic Community Plan and Corporate Business Plan into one document. In accordance with the *Local Government Act 1995*, the Council is required to review the Corporate Business Plan every 12 months. In effect the Corporate Business Plan operationalises the Strategic Community Plan.

Under the legislative process, the review of the Corporate Business Plan is undertaken by Council as part of the Integrated Planning and Report Framework and does not require public consultation. To assist Council to comply with the legislative requirements of the Council Plan, while having the Strategic Community Plan and Corporate Business Plan remain as one document, it has been split into two identifiable components to enable the Corporate Business component to be reviewed on an annual basis. Under the Local Government Integrated Planning and Reporting Framework, there is provision for a Workforce Strategy that informs and is informed by the Council Plan. The Workforce Plan for the Shire expired in 2021, and work has been undertaken to develop a new Workforce Strategy for four years, commencing in 2025/26.

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 Council Plan is utilised to provide direction to the Shire's budget, consequently there are significant financial implications identified within the Plan.

The Workforce Strategy 2025/26 to 2028/29 includes an Action Plan and Workforce Requirements that will inform the development of the Shire's Long Term Financial Plan and annual budget.

B.3 Legislative Compliance

Local Government Act 1995, s5.56 - planning for the future requirements.

Local Government (Administration) Regulations, part 5, s19DA – Corporate Business Plan requirements.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

No external engagement has been undertaken.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Inability to deliver on identified actions.	Possible (3) x Medium (3) = Moderate (9)	Council has the option of adjusting the Council Plan during budget process if actions or projects are unaffordable. Long Term Financial Plan (LTFP) modelling has taken place to assess the affordability of the Council Plan and Workforce Strategy.
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Local Government Act non-compliance.	Possible (2) x Minor (3) = Moderate (6)	<i>Local Government Act 1995</i> requirements have been referenced in the report and complied with.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The Corporate Business Plan elements of the Council Plan 2022 to 2032 have been reviewed and updated in consultation with Council Members. The revised Council Plan, incorporating the updated Corporate Business components is provided in Attachment 13.1.1.1.

No changes have been made to the strategy or objectives of the Council, however, there have been adjustments to the actions contained within the Corporate Business components. These adjustments have been made based on changing circumstances, both internally and externally. From an internal perspective staff have reviewed the actions to ensure they are deliverable within the ensuing 12 months, where feasible.

The Shire of Northam Workforce Strategy 2025/26 to 2028/29 provides information on how capable the Shire is to deliver the services and infrastructure required by the community. This aligns with the Local Government Integrated Planning and Reporting Framework as an Informing Strategy.

As defined in the Local Government Integrated Planning and Reporting Framework, the following information has been gathered to develop the Workforce Strategy:

- The Shire of Northam Council Plan “*Our Plan for the Future*” 2022-2032 provides the enduring aspirations of the community. This has been considered in assessing how the workforce will need to change over the long term.
- The Corporate Business Plan component of the Council Plan outlines the short-term operations of the Shire, identifying what it will deliver and who is responsible.
- Information about the external factors that impact the workforce including current and projected economic factors, market factors, competitor factors and the level of supply.

In developing this Workforce Strategy, the following processes have been used:

- Workforce analysis to determine how capable the workforce currently is in terms of achieving the Corporate Business Plan objectives outlined in the Shire's Council Plan.
- Analysis to identify and assess the strengths, weaknesses, opportunities and threats that are currently facing the workforce.
- Forecasting to analyse how the workforce will need to change over time to deliver the objectives in the Corporate Business Plan component of the Shire's Council Plan.
- Strategy development to identify how the Shire will build workforce capability to deliver the Corporate Business Plan components of the Shire's Council Plan, with the view to achieving long term community priorities.

The Workforce Strategy 2025/26 to 2028/29 is provided in Attachment 13.1.1.2 and confidential Attachment 13.1.1.3 for adoption.

RECOMMENDATION 1

That Council, by ABSOLUTE MAJORITY, ADOPTS the revised Corporate Business components of the Council Plan 2025/26 as presented in Attachment 13.1.1.1.

ABSOLUTE MAJORITY OF 6 REQUIRED

RECOMMENDATION 2

That Council ADOPTS the Shire of Northam Workforce Strategy 2025/26 to 2028/29 as presented in Attachments 13.1.1.2 and 13.1.1.3.



Our plan for the future

SHIRE OF NORTHAM | COUNCIL PLAN

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INTRODUCTION

Kiya Wandju, hello and welcome to the Shire of Northam's Council Plan. This plan combines our Strategic Community Plan and Corporate Business Plan into one succinct document.

More than 800 community members and key partners helped to shape this plan, addressing three key areas:

- Where are we now?
- Where do we want to be?
- How do we get there?

This plan embraces the FUTYR® strategic planning approach, follows the Integrated Planning and Reporting Framework guidelines and satisfies a legislative requirement for all local governments to have a plan for the future.

This plan describes:

- A future vision for the Shire of Northam
- How the Shire will achieve and resource its aims
- How success will be measured and reported

In accordance with the Division 3, Section 19C of the Local Government (Administration) Regulations the elements of the Council Plan which constitute the strategic community plan element are specific to our vision, aspiration, and aims. In accordance with regulations any proposed changes to these elements will not occur without public consultation. All other elements of this plan form part of the Corporate Business Plan requirements as outlined in Division 3, Section 19D of the Local Government Administration) Regulations, and will be reviewed annually by Council.



The Shire of Northam acknowledges the Traditional Custodians of this country and wishes to pay respect to Ballardong and Whadjuk Elders past and present.

Executive Message

We are proud to present the Shire of Northam's plan for the future: 2022 – 2032. This plan brings our Strategic Community Plan and Corporate Business Plan together into one succinct document that clearly articulates the future of the Shire of Northam.

We commenced this major review in 2021 and embarked on an extensive process of community engagement through surveying, reviewing our current plans and strategies, and additional community engagement through a series of workshops. We also undertook an internal review of our current performance across a range of areas, held a series of elected member and staff workshops and a final review and endorsement by Council. As a result, we believe, together, we have developed a robust plan for the future of our Shire, which builds on the achievements of the past four years.

Importantly, our Plan for the Future articulates a clear vision for our Shire, it also details the strategies, aims and key actions we will be applying in order to achieve the vision we have established. These strategies, aims and actions have not been developed in isolation, they have been developed in partnership with the community and through the significant amount of feedback and input that you have provided. We also recognise that the world we live in is fast paced with a constantly changing environment and to thrive we need to be flexible, adaptive and willing to change direction if the external environment warrants it. We will be reviewing our progress on a regular basis, providing you with feedback on how we are going and providing you with regular opportunities to input.

We recognise that achieving our vision for the Shire of Northam will not be easy and it will be unachievable without the buy-in and support of our community. We will provide leadership and be proactive in our actions, however without your backing we will not be able to deliver on all of our aims. We want to be brave and ambitious in moving our Shire forward and we welcome your ideas, input and feedback.

Communication and engagement with the broader community are both areas we will be seeking to enhance. We have listened to you and heard your desire for more information and involvement in what the Shire of Northam does. This will be an evolving process as we look to try some new communication initiatives, bring back a few old ones and continue to understand your ideas on how we can keep you, as a member of our community, informed and engaged.



President Chris Antonio
Shire President



Ms Debbie Terelink
Chief Executive Officer

Shire of Northam at a Glance

Located in the picturesque Avon Valley, 50km outside of the Perth metropolitan area, the Shire of Northam is rich in Aboriginal and European cultural heritage. After Fremantle, it has the highest concentration of significant heritage buildings in Western Australia.

Part of the Nyoongar nation and home to Ballardong and Whadjuk people, Northam was one of the first European settlements following the founding of the Swan River Colony in 1829. Gazetted in 1836, the town grew with the establishment of a flour mill in the 1860s. By the 1890s, Northam became a vital gateway to the Goldfields when the Perth to Eastern Goldfields railway was routed through Northam.

After World War II, many migrants and refugees were offered support and decided to stay and build new lives in the area contributing to the Shire's rich cultural diversity. In the 1970's, immigrant architect, Iwan Iwanoff, designed stunning examples of Brutalist style architecture for the Library and former Chamber offices. Still standing and celebrated, these buildings were recognised by the Australian Institute of Architects with an award for enduring architecture in 2021.

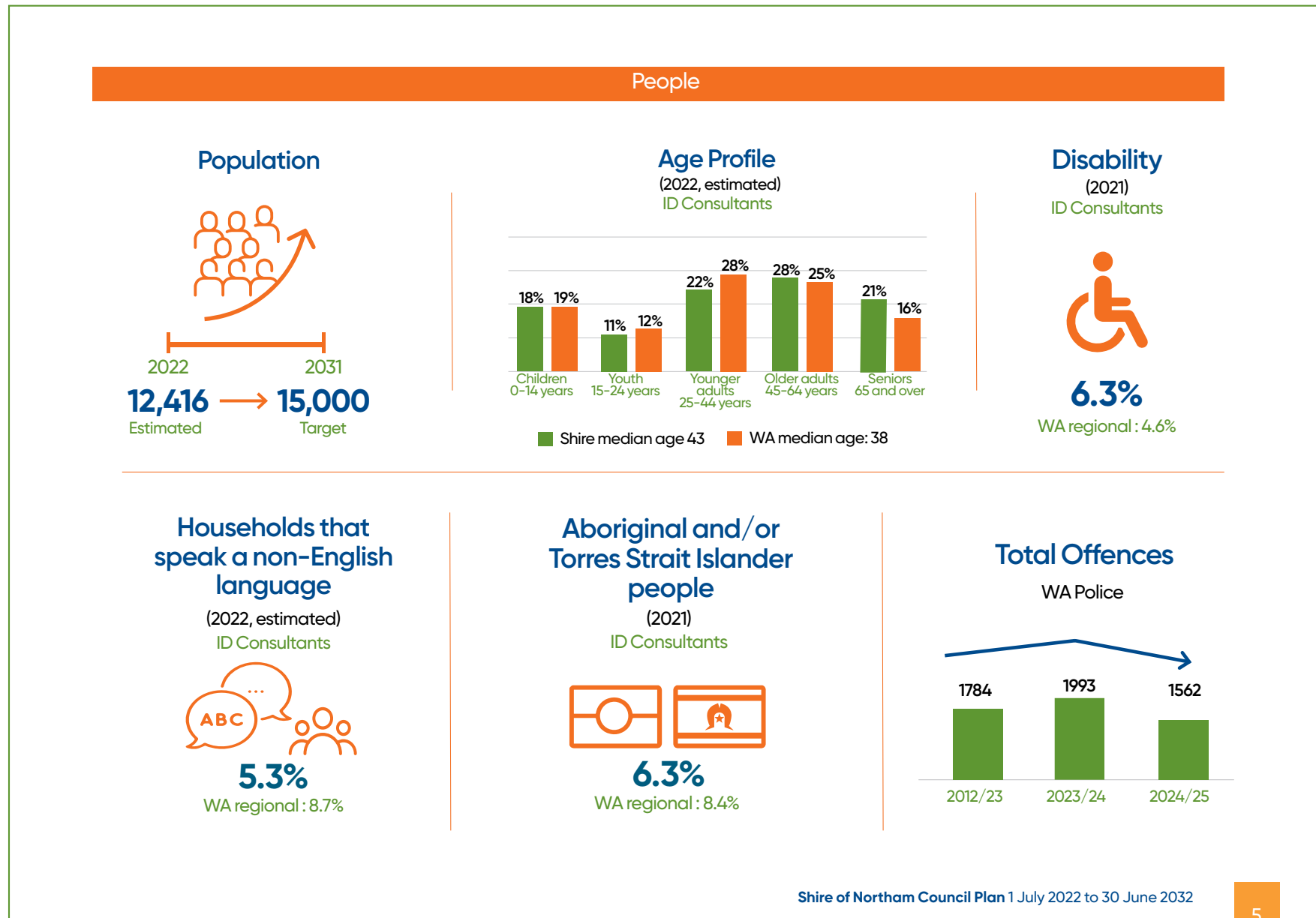
The Shire is part of the significant Avon Valley agricultural region with more than 2.6 million hectares of farming land. The region produces around one billion dollars of exports with agricultural produce representing the largest export product. The main produce is wheat, barley, oats, sheep, wool and cattle.

Northam is the key administration, business, industry and service centre for the Avon Region, with townships situated in Bakers Hill, Clackline, Grass Valley, Spencers Brook and Wundowie. With an estimated

population of 11,013 people in 2020, there are plans for the Shire to grow significantly. Identified as a regional growth centre, the Northam Regional Centre Growth Plan sets a vision for Northam to house 20,000 people by 2031 and service more than 50,000 people across the Avon Region.

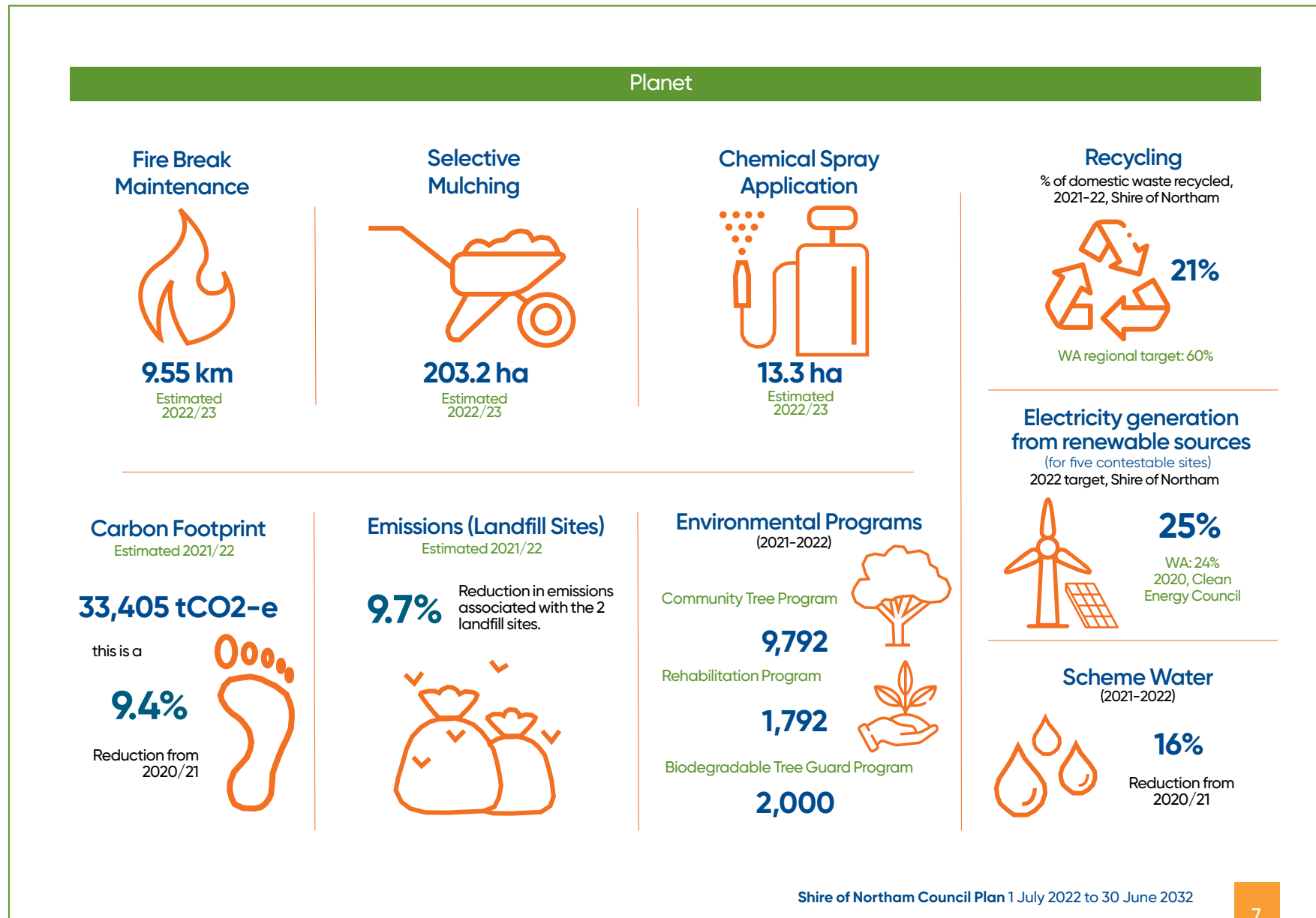
The Shire of Northam has a growing focus on sustainability, necessitated by its location in one of the Earth's most biologically rich, yet threatened, terrestrial regions. One of 36 recognised biodiversity hotspots around the world, and the only globally recognised biodiversity hotspot in Australia, the South West Australia Ecoregion contains more than 1,500 endemic species of vascular plants found nowhere else on Earth. Having lost more than 70 per cent of its primary native vegetation, it is vital to conserve remaining nature reserves and the many threatened plants and birds.

Overall, there is a growing climate of opportunity in the Shire of Northam. Perceptions of Northam as a place to live and work are rapidly improving. From 2015 to 2021, the overall liveability score given by residents improved from 54 to 70 out of 100. And, in an independent survey of 98 business owners and managers, 85 per cent rated the Shire of Northam positively as a place to own or operate a business.



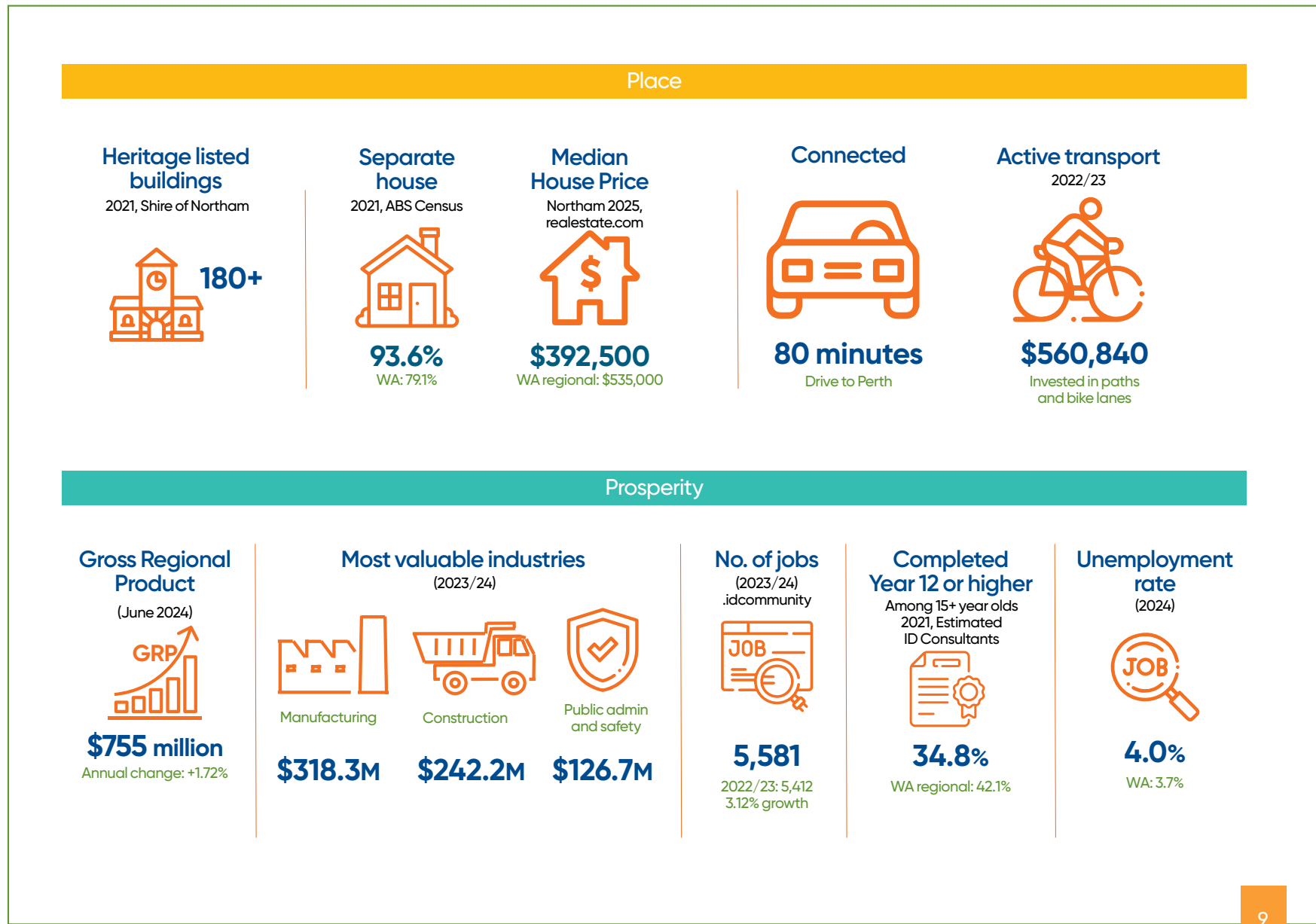
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8





Strategic Community Plan

The Strategic Community Plan element of this Council Plan was developed in 2022, based on both current and anticipated resources and capacity, demographic trends, and the aspirations of our community which have been interpreted by the Council based on extensive public consultation. Importantly the plan has been developed to guide the Council in carrying out its functions as a local government to use our best endeavours to meet the needs of current and future generations through an integration of service delivery, environmental protection, social advancement and economic prosperity.

The life of the Strategic Community Plan element of the Council Plan is 10 years, with interim reviews to occur in 2026 and 2030, prior to a complete review being undertaken in 2032. To help guide us on our journey the Council has established a range of performance indicators.



Our Vision

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

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

11

Our purpose

The Shire of Northam exists to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle while respecting our heritage and facilitating economic growth.

To fulfill our purpose, and work towards achievement of the community's vision and aspirations, we take on six key roles:



Advocate

We are a voice for the local community on key issues.



Facilitate

We help to make it possible or easier to meet community needs.



Partner

We form strategic alliances in the interests of the community.



Provide

We directly provide a range of services to meet community needs.



Fund

We help fund organisations to deliver essential community services.



Regulate

We regulate compliance with legislation, regulations and local laws.



Our plan for the future

To achieve the vision, the community helped shape a plan for the future.

There are five core performance areas in this plan – people, planet, place, prosperity and performance. These areas are interrelated, and each must be satisfied to deliver excellent quality of life in the Shire of Northam.

For each area, there is an overarching aspirational statement and desired outcomes, summarised below. Over the following pages, we explore each area in more detail. We describe the current situation, recent achievements, what we will keep doing, and our plan for the future. “What we will keep doing” covers business as usual activities, with a focus on continuous improvement. “Our plan for the future” describes priority projects to meet local needs and aims. When deciding on priority projects, Council considers a range of comprehensive supporting strategies and community suggestions.

					
	People	Planet	Place	Prosperity	Performance
ASPIRATION	A healthy, connected and safe community with access to quality services.	Leading in sustainability.	Responsibly planned towns and rural communities.	A diverse and growing economy.	Open and accountable leadership with effective governance.
AIMS / OBJECTIVES	<ol style="list-style-type: none"> 1. A safe community. 2. A caring and inclusive community. 3. A happy and healthy community. 	<ol style="list-style-type: none"> 4. Healthy and attractive natural habitats, rivers and waterways. 5. A resilient community. 6. Shared responsibility for climate action and sustainability. 	<ol style="list-style-type: none"> 7. Urban and rural environments are sensibly planned and developed. 8. Attractive and welcoming places. 9. Safe, efficient and sustainable movement of people and vehicles. 	<ol style="list-style-type: none"> 10. An attractive destination for investors, business and visitors; helping to grow the economy and local jobs. 11. Quality education opportunities for everyone. 	<ol style="list-style-type: none"> 12. Excellence in organisational performance and customer service. 13. A well informed and engaged community.

Corporate Business Plan

The Corporate Business Plan element of this Council Plan is reviewed annually. The Corporate Business Plan section sets out, consistently with the relevant priorities established in the strategic community plan, our priorities for dealing with the aim and aspirations of the community in the district. The Corporate Business Plan is utilised to guide our internal business planning by identifying the actions we will be taking to achieve the objectives identified within the strategic community plan. To facilitate this the Shire of Northam has annual delivery plans for each Department, which articulate the specific actions and aim outlined in this plan and expresses how they will be delivered.

The life of the corporate business plan element is four years, with a review required annually. To help guide our performance, the Council has established a range of performance indicators.



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How to read this plan

Pillar. There are five pillars in the Shire of Northam – People, Planet, Place, Prosperity and Performance.

Outcomes describe the desirable result or benefits to the community from delivering services, facilities, activities and projects.

PEOPLE

A healthy, connected and safe community with access to quality services

Our plan for the future

Outcome 1 - A safe community

Aims	Actions	Linked Strategies	Responsible	Timing			
				22-23	22-24	24-25	25-26

The **aspiration statement** describes a desired state that is important to and valued by the community.

Aims describe what the Shire will strive to attain to support achievement of the outcome.

Actions describe priority projects the Shire will undertake with consideration for community needs and resourcing constraints.

Linked strategies provide further information about how aims and actions will be achieved.

Responsible indicates the department of position that is responsible for the action.

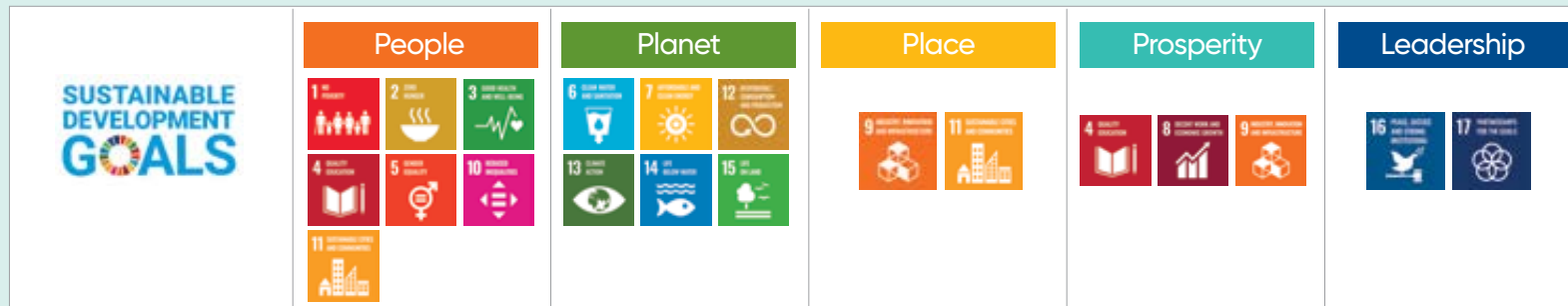
Timing shows when an action is planned to take place.

Priorities

Priorities shift over time in response to what's happening locally and globally. To provide quality of life outcomes, the Shire of Northam must stay abreast of and adapt to changes in the political, environmental, social, technological, economic and legal landscape. We must also respond to changing community expectations.

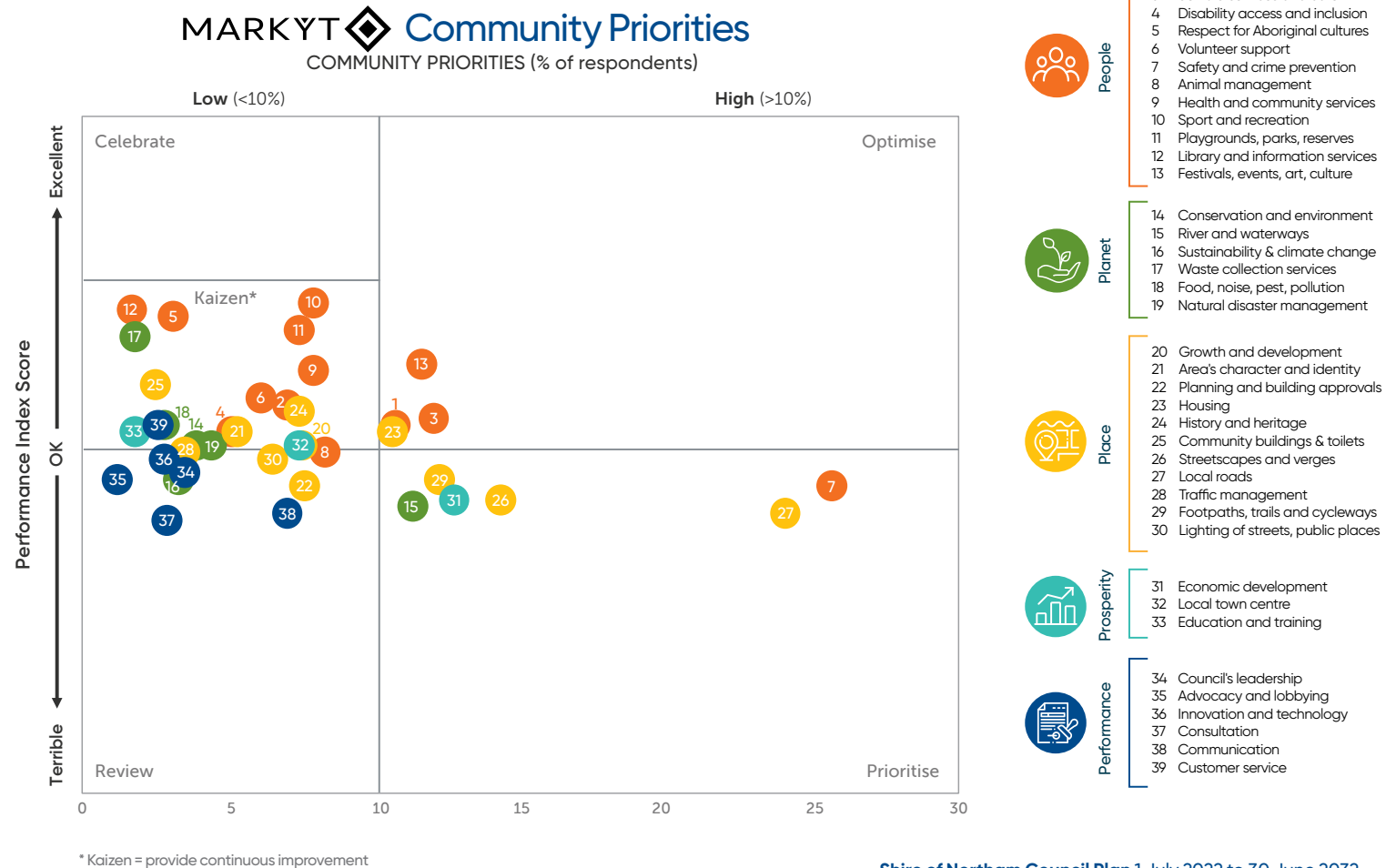
Global Priorities

The United Nations' Sustainable Development Goals (SDGs) provide a global roadmap to increase prosperity, end social injustice and poverty, and improve health and wellbeing, all while protecting the environment for current and future generations. 17 goals were agreed by all UN member states, including Australia. The Shire of Northam will be a catalyst for change; promoting and facilitating the achievement of goals and relevant targets in the local community. Learn more about the SDGs at <https://sdgs.un.org/goals>.



Local Priorities

To understand local needs and priorities, the Shire of Northam commissioned an independent review. In 2021, 881 community members completed a MARKYT® Community Scorecard. The top priorities were community safety and crime prevention and local roads, followed by streetscapes and verges, economic development, footpaths, trails and cycleways, and the river and waterways.



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PEOPLE



**A healthy, connected and safe
community with access to
quality services.**



Our plan for the future

Outcome 1. A safe community.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
1.1. Play our role in promoting a safe and crime free community.	1.1.1. Provide communications to our community to promote safety and crime prevention information, services and programs.	Community Safety and Crime Prevention Plan	CEO Office and Development & Community Services	●	●	●	●	
1.2. Provide accessible and safe public spaces.	1.2.1. Undertake lighting audits in priority areas	Community Safety and Crime Prevention Plan	Development & Community Services	●				
	1.2.2. Prepare a Masterplan for the Northam Cemetery that identifies the capacity of the existing facility and provides a planned approach for future expansion and upgrades.		Corporate Services	●	●			

Outcome 2. A caring and inclusive community.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
2.1. Demonstrate the Shire's commitment to being a Child Safe organisation by providing a welcoming, inclusive and safe environment for children and young people who engage with the Shire.	2.1.1. Partner with local service providers to offer an extended program of free and affordable activities for children and youth, including after school, weekend and holiday programs		Corporate Services	●	●	●	●	
	2.1.2. Advocate to attract new businesses to meet youth and family leisure needs (e.g. ten pin bowling, arcade games, trampolines, movies, climbing facilities, etc)		Development & Community Services	●	●	●	●	
	2.1.3. Implement the 10 National Principles for Child Safe Organisations. (e.g engagement with young people, implementing complaints processes and procedures, staff training etc)		Development & Community Services	●				
2.2. Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.	2.2.1. Liaise with Department of Communities to understand local needs for short term crisis accommodation, counselling and support services.	Community Safety and Crime Prevention Plan	Development & Community Services	●				
	2.2.2. Provide more ACROD parking bays with space for independent wheelchair users to get wheelchairs in and out of cars safely (consider locations such as Bilya Koort Boodja, opposite Centrelink, Bernard Park, hospital, Fitzgerald St, Old Northam Railway Station and Grey St Surgery).	Disability Access & Inclusion Plan	Engineering Services	●				
	2.2.3. Advocate for more high care nursing beds in the Shire.	Wheatbelt Integrated Aged Care Plan	Shire President	●	●	●	●	

● Covered by existing funding

○ Needs additional external funding

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

Outcome 2. A caring and inclusive community (cont.)

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
2.3. Showcase and celebrate diversity	2.3.1. Provide Aboriginal cultural awareness training and promotions programs to the community.		Development & Community Services	●	●	●	●	
	2.3.2. Provide cultural awareness training to all Shire of Northam Staff and Elected Members.		CEO Officer and Development & Community Services	●		●		
	2.3.3. Provide dual language and Nyoongar place naming at key areas and facilities across the Shire.	Tracks and Trails Masterplan Signage Strategy	Development & Community Services	●				
	2.3.4. Facilitate transition of Bilya Koort Boodja management to traditional owners in a self-determined model		Development & Community Services	●	●			
	2.3.5. Partner with Wundowie Progress Association to advocate for funding for a Wundowie museum and gallery, and interpretive history walk, to curate and showcase local culture, heritage and artefacts.	Wundowie Community Plan	Development & Community Services	●				
	2.3.6. Development of a Heritage Places Masterplan.		Development & Community Services	●	●			

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

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
3.1. Remain a regional health centre and grow to safeguard access to quality health and community services.	3.1.1. Advocate for attraction and retention of specialist and ancillary health services in Northam.		Shire President	●	●			
3.2. Grow participation in sport, recreation and leisure activities with quality regional facilities.	3.2.1. Provide a review of the Shire of Northam Recreation Facilities Development Plan.	Northam Recreation Facilities Development Plan	Corporate Services	●				
	3.2.2. Following activation of Wundowie youth sport and recreation, provide an assessment the need for new community hub in Wundowie.	Wundowie Community Plan	Corporate Services	●	●			

● Covered by existing funding

○ Needs additional external funding

Outcome 3. A happy, healthy, and connected community (cont.)

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
3.2. Grow participation in sport, recreation and leisure activities with quality regional facilities.	3.2.3. Partner with Wundowie Progress Association to pilot a community garden.	Wundowie Community Plan	CEO Office	●				
	3.2.4. Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park, BMX track, outdoor exercise equipment and improved safer access to external toilets.	Northam Recreation Facilities Development Plan	Corporate Services	○				
	3.2.5. Partner with Cricket Association to provide lighting to allow for evening cricket at Bert Hawke precinct.		Corporate Services	●				
3.3. Grow participation in arts, culture and community activities.	3.3.1. Provide an Events Strategy to activate community places and facilities, covering signature, Shire and community events.		CEO Office	●				
3.4. Grow community capacity by supporting community groups and volunteers.	3.4.1. Provide support and guidance to organisations who work with young people in the form of access to online resources, training and assistance with development of policies and/or procedures.		Development & Community Services	●				

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Outgoing Priority Actions from 2024/25.

Aims	Priority Actions	Status	Comments
1.1. Play our role in promoting a safe and crime free community	Advocate for greater visibility by Police and Youth Officers in known hotspots.	Continuing as Business as Usual	<ul style="list-style-type: none"> This is an ongoing action of the Community Safety Committee, that includes Northam and Wundowie Police representatives. Shire Officers regularly liaise with Police requesting additional patrols and visibility when there are areas of concern reported to the Shire. Listed as requiring external funding however no funding necessary as the action is to 'advocate'. This action will continue as business as usual for the Shire and the Community Safety Committee.
	Develop internal service level agreement for the management and timely removal of graffiti on council owned assets.	Continuing as Business as Usual	<ul style="list-style-type: none"> Graffiti removal is business as usual for the Shire. It is practice that graffiti will be removed within 5 days of it being reported or 3 days if it is deemed offensive. Requirements to be added to the ICS process Promapp for the reporting and removal of graffiti.
2.3. Showcase and celebrate diversity	Provide a Heritage Officer to coordinate planning, preserving and showcasing our history and heritage.	Removed	<ul style="list-style-type: none"> To date no funding has been identified for staffing resources in this area and it is highly unlikely that funding will be available in the short to medium term. It is proposed that in the first instance the Shire's focus be on developing a Heritage Places Master Plan that would support future funding applications for the renewals and upgrades to premier heritage places. Funding for a consultant to undertake this Master Plan is being considered as part of the 2025/26 budget development.
3.1. Remain a regional health centre and grow to safeguard access to quality health and community services.	Advocate for improved GP and nurse practitioner service availability at Wundowie Health Clinic.	Continuing as Business as Usual	<ul style="list-style-type: none"> Current services offered from Wundowie Health Centre include child health and immunisation, speech pathology and occupational therapy. Centre does have capacity for telehealth but not well utilised. GP service not offered for about 10 years and nurse practitioners no longer funded through WACHS. A nurse practitioner would be a good solution, however funding a private service is the only option. Attracting nurse practitioners is difficult. Any GP services would have to be self-sufficient in terms of managing appointments and billing. Actions can be progressed as business as usual.

Outgoing Priority Actions from 2024/25 (cont.)

Aims	Priority Actions	Status	Comments
3.2. Grow participation in sport, recreation and leisure activities with quality regional facilities.	Provide additional Wundowie youth sport and recreation programs and activities.	Continuing as Business as Usual	<ul style="list-style-type: none"> In 2024/25 the Shire collaborated with the Wundowie Progress Association to deliver a tee-ball program and organised a tennis clinic.
	Provide an assessment of the structural adequacy, and undertake a needs assessment, for the Wundowie Swimming Pool, to determine extent of required refurbishment.	Completed	<ul style="list-style-type: none"> The assessment was undertaken and the preferred option is to maintain the existing facility at its current standard. Moving forward, the intention is to incorporate the concept of a water park as part of the Needs and Feasability Study for the proposed Wundowie Community Hub.
	Provide a refurbishment to the Wundowie Swimming Pool (if need determined).	Completed	<ul style="list-style-type: none"> The assessment was undertaken and the preferred option is to maintain the existing facility at its current standard. Moving forward, the intention is to incorporate the concept of a water park as part of the Needs and Feasability Study for the proposed Wundowie Community Hub.
	Provide an investigation to provide a year-round golf facility in Northam (considering alternatives options for watering fairways during summer, such as water reuse and desalination).	Completed	<ul style="list-style-type: none"> Assessment undertaken by consultants, GHD. Refer to 6.1.4 and 6.1.5 for comments.
3.4. Grow community capacity by supporting community groups and volunteers.	Provide support for community groups to build their capacity in governance, marketing, and grant acquisition.	Continuing as Business as Usual	<ul style="list-style-type: none"> Training and support is provided to sporting clubs and community groups as the need is identified. Anticipated to deliver 2 workshops with Lotterywest prior to the end of 2024/25. Forum held with Community and Progress Associations held on 10 April 2025.

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PLANET



Leading in sustainability.



Our plan for the future

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

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
4.1. Create a healthy and attractive river system to enhance sustainability recreation and tourism.	4.1.1. Partner with the State Government to improve the health of the Avon and Mortlock River environments.		Development & Community Services	●	●	●	●	
	4.1.2. Provide an Avon River town pool management plan.		Development & Community Services	●				
	4.1.3. Advocate for a regional approach to catchment management.		CEO Office	●				
	4.1.4. Provide options to support a White Swan breeding program.		Development & Community Services	●				
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.	4.2.1. Provide a natural area management strategy for Shire controlled reserves.		Development & Community Services	●				
	4.2.2. Partner with NRM and other Local Governments to develop and implement the Corella Management Plan.		Development & Community Services	●	●	●	●	
	4.2.3. Provide remediation of Shire controlled contaminated site at Lot 100 Clarke Street, Northam.		Development & Community Services		●			
	4.2.4. Provide remediation of Shire controlled contaminated site at 3-5 Boronia Avenue, Wundowie.		Development & Community Services	●				
	4.2.5. Provide a Local Planning Policy to achieve an increase in sustainability in developments.		Development & Community Services	●				

● Covered by existing funding

○ Needs additional external funding

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Outcome 5. A resilient community.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
5.1. Build community resilience to cope with natural disasters and emergencies, including pandemics, storms, flooding and fire.	5.1.1. Provide up to date Local Emergency Management Arrangements.		Development & Community Services	●	●	●		
	5.1.2. Partner DFES to provide a flood mitigation and event response plan detailing the location of emergency response, such as sand bags.		Development & Community Services	●				
	5.1.3. Partner with DFES to provide a new facility for Wundowie Bushfire Brigade.		Development & Community Services		●			
	5.1.4. Provide a review of the Local Laws and Bushfire Brigades Manual.		Development & Community Services	●				
	5.1.5. Advocate to relevant authorities to install telecommunication towers in identified blackspots including Wundowie, Northam/Toodyay Road and Northam York Road to increase coverage for emergency services and the general community.		Development & Community Services	●				
	5.1.6. Review Bushfire Risk Management Plan.		Development & Community Services				●	

Outcome 6. Shared responsibility for climate action and sustainability.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
6.1. Lead by example through the use and promotion of sustainable practices.	6.1.1. Provide a climate change adaption position and strategy/action plan.	Local Planning Strategy	Development & Community Services	●				
	6.1.2. Provide a plan for transition of relevant Council facilities to use clean energy sources.		Development & Community Services	●	●	●	●	
	6.1.3. Provide a plan to incorporate water efficiency into Council facilities and operations.		Development & Community Services	●	●			
	6.1.4. Undertake upgrading of water reuse system.	Local Planning Strategy; Northam Regional centre Growth Plan	Engineering Services	●				

● Covered by existing funding

○ Needs additional external funding

Outcome 6. Shared responsibility for climate action and sustainability (cont.)

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
6.1. Lead by example through the use and promotion of sustainable practices (cont.)	6.1.5. Provide an assessment of opportunities for alternative, sustainable water, sources, such as small desalination plants, to irrigate Councils parks, ovals and reserves.		Engineering Services	●				
	6.1.6. Provide community education program to encourage residents and businesses to adopt sustainable practices to reduce waste, water use, energy use and emissions..		Development & Community Services	●	●	●	●	
	6.1.7. Provide a transition plan to convert the Shire's Heavy vehicle fleet to electric and/or hydrogen vehicles.		Corporate Services	●				
6.2. Provide sustainable waste management	6.2.1. Provide a feasibility study for introducing a 3 bin system with a new bin for food and organic (FOGO) materials.	Strategic Waste Minimisation Plan.	Development & Community Services	●				
	6.2.2. Partner with other local governments, including Avon Regional Organisation of Council, to develop a regional waste management strategy to reduce waste to landfill.		CEO Office	●				
	6.2.3. Undertake investigations in to a revised land form, with in the current approved footprint of the Old Quarry Landfill site, to expand the life of the facility.		Development & Community Services	●	●			

● Covered by existing funding

○ Needs additional external funding

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

Outgoing Priority Actions from 2024/25.

Aims	Priority Actions	Status	Comments
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.	Provide additional human resources to facilitate implementation of the biodiversity actions in the Local Planning Strategy.	Completed	<ul style="list-style-type: none"> A new position of Sustainability Officer was created as part of the organisation re-alignment. This role is filled on a part-time basis and is undertaking actions from the Local Planning Strategy that focus on biodiversity.
6.1. Lead by example through the use and promotion of sustainable practices.	Provide an assessment of existing capacity of the Northam wastewater reuse system to improve current efficiency of the system and allow expansion.	Completed	<ul style="list-style-type: none"> Consultants GHD have completed a comprehensive assessment of the Northam Reuse Water Scheme, with a 3-stage proposal outlined for improvement and expansion of the Scheme. Advocacy for funding to implement the 3-stage proposal being progressed.



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PLACE



Responsibly planned towns and
rural communities.



Our plan for the future

Outcome 7. Urban and rural communities are sensibly planned and developed.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
7.1. Provide sufficient land and development opportunities to enable local communities to grow.	7.1.1. Provide a review of the Land Rationalisation Strategy including retention or sale/ disposal/ transfer of landholding or conversion to freehold (or from freehold to reserve).	Local Planning Strategy	Development & Community Services	●				
	7.1.2. Provide urban renewal planning for the Avonvale area.	Local Planning Strategy	Development & Community Services	●				
	7.1.3. Provide urban renewal planning for the West Northam area.	Local Planning Strategy	Development & Community Services	●				
	7.1.4. Advocate for the Water Corporation to install infill sewerage in west Northam and River precincts and wastewater treatment plants.	Local Planning Strategy	Development & Community Services	●				
7.2. Ensure community access to safe and diverse housing options.	7.2.1. Advocate for the Housing Authority to provide improved social housing across the Shire.		Shire President	●	●	●	●	
7.3. Showcase Northam's unique history and heritage.	7.3.1. Facilitate a local planning policy to guide the development of heritage listed places.	Local Planning Strategy	Development & Community Services	●				
	7.3.2. Provide options for repurpose and maximise usage of the Town Hall and Lesser Hall.		Engineering Services	●	●			
	7.3.3. Partner with Northam Agricultural Society to refurbish and maximise usage of Northam Agricultural Pavilion.		Development & Community Services	●				
	7.3.4. Provide an assessment of the costs and benefits of reinstating the Poole Street pedestrian bridge.		Engineering Services	●				

● Covered by existing funding

○ Needs additional external funding

Outcome 8. Attractive and welcoming places.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
8.1. Have neat and attractive business precincts.	8.1.1. Provide for footpath renewals within Central Business District.		Engineering Services	●	●	●	●	
8.2. Have attractive streetscapes and urban environments.	8.2.1. Provide improved Townsite Streetscapes by commencing implementation of the Streetscape Concept Plan.	Townsite Streetscape Plan	Engineering Services	●	●			
8.3. Enhance public open space, parks and playgrounds.	8.3.1. Provide a Public Open Space Strategy with consideration for new, and rationalisation of current, parks, playgrounds and dog exercise areas.	Local Planning Strategy	Development & Community Services	●				
	8.3.2. Undertake a detailed design for the trails and associated activation infrastructure for Mt Ommanney.	Trails Master Plan	Corporate Services	●	●			●
8.4. Encourage responsible animal management.	8.4.1. Provide a community education program through a formal process or framework that can be implemented annually to encourage responsible dog and cat ownership, with a focus on registrations, de-sexing and containment to reduce the number of stray dogs and cats.		Development & Community Services	●				

● Covered by existing funding

○ Needs additional external funding

Outcome 9. Safe roads and greater use of sustainable transport options.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
91. Maintain a safe efficient road network and supporting infrastructure.	91.1. Advocate for Main Roads to improve road safety on Great Eastern Hwy (including Lakes to Bakers Hill, Clackline and Hoggarth Road, and turning lanes at Inkpen Road and Trimmer Road).	Wundowie Community Plan	CEO Office	●				
	91.2. Provide electric vehicle charging infrastructure in Bakers Hill.		Engineering Services	●				
	91.3. Provide electric vehicle charging infrastructure in Wundowie.		Engineering Services		●			
92. Encourage more people to use active and shared transport.	92.1. Provide a dual use path on Clarke Street: Suburban Rd to Inkpen St.	Northam Bike Plan	Engineering Services			●		
	92.2. Provide review of the Northam Bike Plan to identify completed works, and outstanding or new actions to priorities.	Northam Bike Plan	Engineering Services		●		●	
	92.3. Provide well planned signage and end-of-trip facilities for bikes, with consideration for expected growth inevitable including electronic bikes, scooters and gophers and the need for secure parking, electronic charging stations etc.	Northam Bike Plan	Engineering Services	○	○	○	○	
	92.4. Partner with groups to provide education, encouragement and enforcement activities which aim to increase cycling participation, such as BikeWeek and Cycle to School/Work days.	Northam Bike Plan	Corporate Services	●	●	●	●	
	92.5. Provide improved tracks and trails.	Trails Master Plan	Corporate Services	●	●	●	●	
	92.5. Partner with local communities and progress associations to assess demand and potential future requirements for new school bus shelters.	Wundowie Community Plan	Engineering Services	●	●	●	●	

● Covered by existing funding

○ Needs additional external funding

Outgoing Priority Actions from 2023/24.

Aims	Priority Actions	Status	Comments
7.1. Provide sufficient land and development opportunities to enable local communities to grow.	Provide a review of the Local Planning Scheme 6, including a comprehensive evaluation of the success of the current Local Planning Strategy	Continuing as Business as Usual	<ul style="list-style-type: none"> Statutory review completed 2024/25 with the next review due 2029/30. Actions from the Strategy review yet to be implemented which will trigger modifications to the Local Planning Scheme in 2025/26.
7.2. Ensure community access to safe and diverse housing options.	Facilitate the development of innovative housing solutions through the local planning strategy.	Continuing as Business as Usual	<ul style="list-style-type: none"> Actions included in Local Planning Strategy to encourage innovative and variety of housing to meet the community's needs.
	Facilitate through the local planning framework a variety of housing choices including age - friendly accommodation and lifestyle villages in appropriate locations.	Completed	<ul style="list-style-type: none"> Actions included in Local Planning Strategy to encourage innovative and variety of housing to meet the community's needs.
7.3. Showcase Northam's unique history and heritage.	Partner with Railway Station Heritage Group to develop formal Railway Station Precinct Plan.	Removed	<ul style="list-style-type: none"> It is proposed that works required in future for the Old Northam Railway Station will be considered as part of the Heritage Places Masterplan that will identify the priority heritage places for the Shire and high level works that will be required to maintain these high-value places.
9.1. Maintain a safe efficient road network and supporting infrastructure.	Provide electric vehicle charging infrastructure in Northam CBD and various Council facilities.	Completed	<ul style="list-style-type: none"> Three EV charging stations installed in carpark on Minson Avenue as well as 3 Council Facilities.



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PROSPERITY



A diverse and growing economy.



Our plan for the future

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

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
10.1. Pursue economic growth, innovation and diversification.	10.1.1. Develop a 2050 Vision for the Shire of Northam that encompasses the communities values, aspirations and priorities for the future, while providing a road map for thoughtful planning that is transparent, informed and well supported.		CEO Office	●				
	10.1.2 Provide a platform to showcase business success stories.		CEO Office	●				
	10.1.3 Partner with Wheatbelt Development Commission to advocate for Regional Government employees to reside in the area.	Housing Strategy	CEO Office	●				
	10.1.4 Provide a review for the Northam Airport masterplan, with the view of facilitating expansion opportunities through infrastructure.		Engineering Services	●				
10.2. Revitalise and activate town centers.	10.2.1 Develop a signage plan that provides a framework for entry statements, locality signs and other major signage within the Shire.	Signage Strategy	Engineering Services	●				
	10.2.2 Activate Minson Avenue from Avon Bridge to the Peel Terrace Bridge by encouraging the adoption of Minson Avenue Design Guidelines, private investment within the precinct, and continued improvements to Bernard Park.	Local Planning Strategy	Development & Community Services	●	●	●	●	
	10.2.3 Provide activities to revitalise Bakers Hill and Wundowie town centres.		Development & Community Services	●	●			
10.3. Identify, develop and promote tourism experiences and supporting services.	10.3.1 Advocate for a national or international ballooning event in Northam every two years.		CEO Office		●		●	
	10.3.2 Facilitate national, state and regional recreational and sporting events.		Corporate Services	●				
	10.3.3 Provide overnight caravan and RV parking facilities in Northam and Bakers Hill.	Bakers Hill Community Plan	Engineering Services	●				

● Covered by existing funding

○ Needs additional external funding

Outcome 11. Quality education opportunities for everyone.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
11.1. Advocate for improved access to education, training and personal development opportunities.	11.1.1. Advocate to attract a university or research centre of excellence to be based in Northam.		Shire President	●				
	11.1.2 Advocate for Muresk Institute to be a university campus.		Shire President		●			
	11.1.3 Advocate for the State Government to enhance local educational opportunities.	Northam Youth Wellbeing Plan	Shire President	●				

● Covered by existing funding

○ Needs additional external funding

Shire of Northam Council Plan 1 July 2022 to 30 June 2032

Outgoing Priority Actions from 2023/24.

Aims	Priority Actions	Status	Comments
10.2. Promote industrial development with a focus on the Avon Industrial Park and Avon Logistics Hub.	Provide entry statements and signage for Northam Light Industrial Areas to raise the profile of LIAs and local businesses within.	Removed	<ul style="list-style-type: none"> The development of a signage plan as outlined in Action 10.2.1 will inform future implementation of major signage across the Shire.
11.1. Advocate for improved access to education, training and personal development opportunities.	Advocate for diverse and relevant educational opportunities to be delivered at Central Regional TAFE (Northam Campus) to attract and retain students in the region.	Continuing as Business as Usual	<ul style="list-style-type: none"> Wheatbelt RDA application for development of a Regional University Study Hub in Northam successful, with a financial contribution being provided by the Shire towards the premises. Northam Regional University Study Hub expected to be open in mid 2025. CEO continues as a member of the Regional Coordinating Committee to advocate for expanded educational opportunities in the Wheatbelt through TAFE. Shire continues to support Central Regional TAFE's Awards.

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PERFORMANCE



Open and accountable
leadership with
effective governance.



Our plan for the future

Outcome 12. Excellence in organisational performance and customer service.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
12.1. Maintain a high standard of corporate governance and financial management.	12.1.1. Provide the community with an annual explanation of the Shire's short term financial commitments and overall financial health.		Corporate Services	●	●	●	●	
12.2. Be an innovative and efficient organisation that provides outstanding customer service.	12.2.1 Provide a service review of planning and building services with a customer experience focus.		CEO Office	●				
	12.2.2 Provide a quality assurance framework (AS4801 or ISO9001) across the organisation.		CEO Office	●				
12.3. Effectively manage the Shire's assets.	12.3.1 Provide a modern, fit for purpose Administration Building.		Engineering Services	●	●			

Outcome 13. A well informed and engaged community.

Aims	Priority Actions	Supporting Strategies	Responsible	25-26	26-27	27-28	28-29	Future
13.1. Provide strong, open and accountable leadership and be more visible and relevant for community members.	13.1.1. Provide a biennial community survey to assess community priorities and perceived performance levels.	MARKYT Community Scorecard	CEO Office	●				
13.2. Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.	13.2.1. Provide a campaign to populate the customer database with email addresses and permissions to send e-rates, e-newsletters and other notifications.		CEO Office	●	●	●	●	

● Covered by existing funding

○ Needs additional external funding

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Outgoing Priority Actions from 2023/24.

Aims	Priority Actions	Status	Comments
12.4. Have a happy competent and committed workforce that lives local.	Provide scholarships, traineeships and grants program for local youth who wish to study and work for the Shire of Northam in high demand service areas.	Continuing as Business as Usual	<ul style="list-style-type: none"> In 2024/25 an Aboriginal trainee Ranger position was implemented, bringing the number of traineeships available in the Shire to 3. Opportunities for work experience placements are being implemented with a student to be placed in the Visitors Centre in May 2025. The Shire participated in the 2024 Careers Expo hosted by Directions. A Study Assistance Program has been introduced to support existing staff to upskill and obtain qualifications, particularly in Local Government professions where skill shortages are being experienced.
13.2. Engage the community about Shire projects, activities and decisions in a timely, open and effective manner.	Provide electronic notice boards in strategic locations across the Shire to display key messages.	Completed	<ul style="list-style-type: none"> Electronic board installed at the Northam Recreation Precinct. Installation of further boards is dependent on funding.



Resourcing the Plan

An engaged and well supported workforce

The Shire is committed to attracting, training and retaining a skilled and engaged workforce to achieve the outcomes in the Council Plan. The Workforce Plan is regularly reviewed to ensure workforce resources are aligned with organisation and community needs.

As of 2025, the Shire employed 128.68 full time equivalent staff to deliver services.

Please see the Shire's Workforce Plan at www.northam.wa.gov.au for more information.

Service area planning

Service area planning is being introduced to provide efficient and cost-effective delivery of priority projects and continuous improvement of existing services and facilities. The following table summarises the number of employees in each team, expressed as the full-time equivalent (FTE), and the operating budget per team (rounded to 1 decimal place) in 2025.

Directorate	Service teams	Employees (FTE)	Operating Budget
Office of the CEO	<ul style="list-style-type: none"> Governance Risk Management Records Management Community Engagement Communications Human Resources Organisational safety 	11	\$2.82m
Corporate Services	<ul style="list-style-type: none"> Finance Information Technology Customer Service Recreation, Aquatics & Youth Respite (adult) 	43.6	\$7.23m
Development Services	<ul style="list-style-type: none"> Environment & Sustainability Public Health Building Compliance Town Planning Ranger Services Fire & Emergency Management Bushfire Mitigation Waste Management Community Development Library Services Aboriginal Heritage Community Safety Visitor Servicing 	29.28	\$8.11m
Engineering Services	<ul style="list-style-type: none"> Civil works, construction & maintenance Parks, Recreation & Reserves Building assets 	44.8	\$10.28m
Total		128.68	\$28.45m

Managing Risk

To mitigate risks associated with the provision of Shire services, the Shire implements an enterprise-wide risk management framework and plan.

The Shire's risk management policy aims to build a risk-management environment supported through systematic practices. These practices are aimed at safeguarding Shire people, assets, property, environment, reputation, finances and information.

The risk management policy, among other things, focuses on establishing the Council's appetite for risk. Risk appetite is the amount of risk exposure, or potential adverse impact from an event, that the Shire is willing to accept in pursuit of its aims. Once the risk appetite threshold has been breached, risk management controls and actions are required to bring the exposure level back within the accepted range. The Shire has a risk appetite that it tolerates, consisting of low, medium, high and extreme risks, as detailed in the table below:

Risk Rating	Minimum treatment required	Description
Extreme	Reject and avoid or mitigate	Immediate action required in consultation with Chief Executive Officer of Executive Manager to either avoid the risk entirely or to reduce the risk to a low, medium or high rating. A Council decision, or at a minimum, Council advice is required.
High risk	Accept and mitigate	These risks need to be mitigated with actions as required and managers need to be assigned these risks.
Medium risk	Accept	Manage by specific monitoring or response procedures.
Low risk	Accept	Manage by routine procedures.

The Council has established an Audit & Risk Management Committee which, among other things, monitors the organisations risk management, including performance.

The Shire of Northam manages risk in accordance with the principles, framework and guidelines detailed in AS/NZ ISO 31000:2009 and will:

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

Commitment to Value

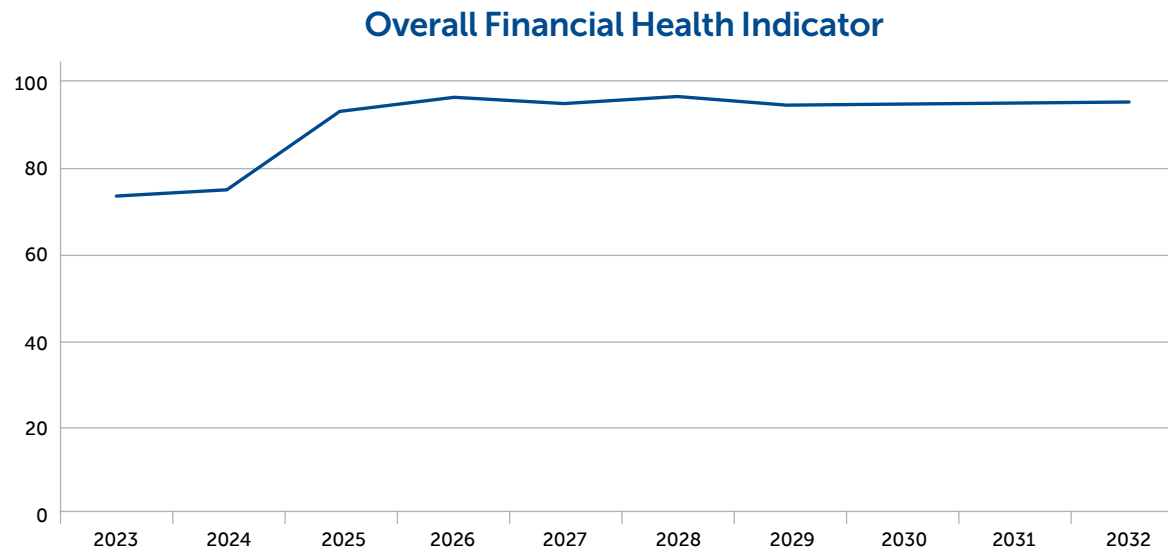
The Shire is committed to providing the community with value from money.

Long term financial planning and annual budgeting is undertaken to responsibly manage expenditure. Shire services, facilities and special projects are funded through various revenue streams. This includes grants from State and Commonwealth government, Lotterywest and others, rates, fees and charges, and cash reserves.

The COVID-19 pandemic has had a significant impact on the Shire of Northam's financial position. A combination of significant resource allocation to support the local community through the initial phases of the pandemic, coupled with a year of no rate increases, significant discounts on rates offered and limited fees and charges has adversely impacted the Shire's financial health indicators. This is mainly due to the operating surplus ratio not meeting targeted requirements.

A financial recovery plan is in place to address the operating surplus ratio, and return the Shire to a surplus in 2024/25 as shown in the Financial Health Indicator radar charts.

The Shire's Overall Financial Health Indicator is presented as a score out of 100 and is determined by the results of the seven financial health indicators in the radar charts: 1) current ratio, 2) asset consumption, 3) asset renewal, 4) asset sustainability, 5) debt service coverage, 6) operating surplus and 7) own source revenue.

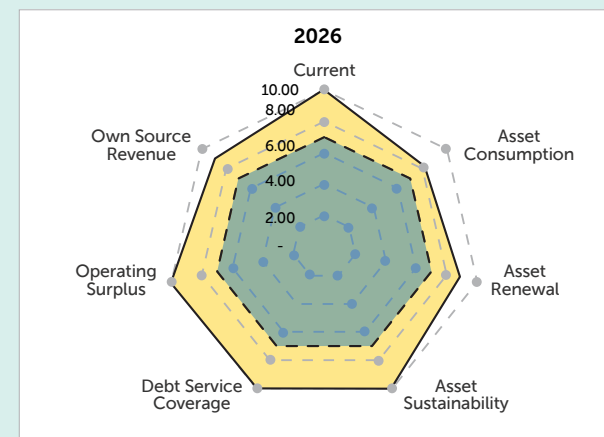
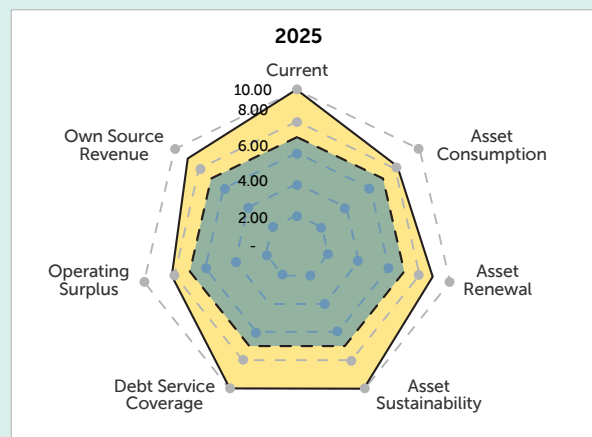
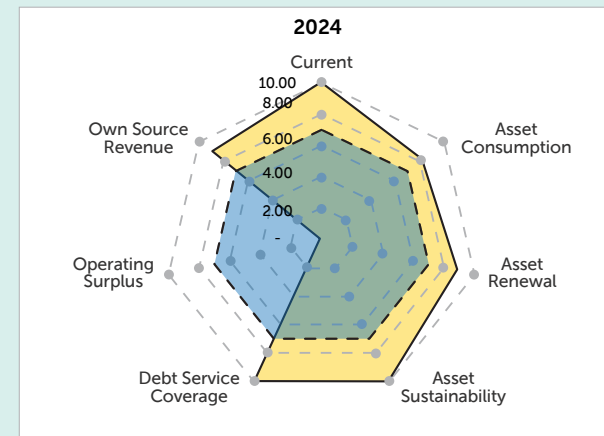
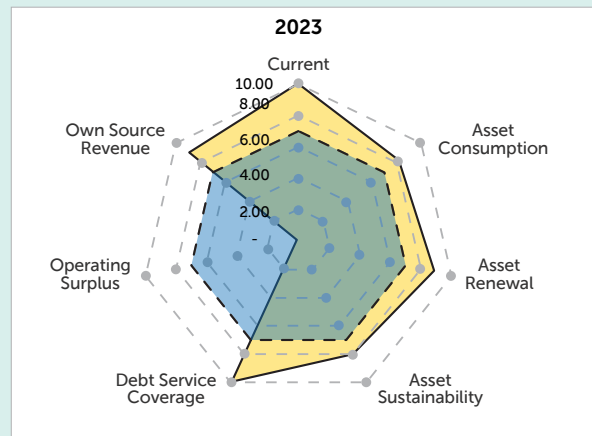


Financial Health Indicator Radar Charts

In the financial health indicator charts right, the blue section of the spider graph indicates the minimum standard, and the yellow section indicates the Shire's projected performance.

Please see the Shire's Long Term Financial Plan at www.northam.wa.gov.au for more information. This plan is next due for review in 2025/26.

To learn more about the Shire's financial health indicators, please visit: www.mycouncil.wa.gov.au/Council/ViewCouncil/157



Shire of Northam Investment Plan – Key Capital Projects

This plan includes a number of new projects that will require additional capital expenditure. Estimated costs are provided below. These projects will need to be resourced through a combination of grant, reserve, debt and other external funding sources.

Priority Projects	2025/26	2026/27	2027/28	2028/29
People				
3.2.7 Provide additional Bakers Hill Recreation Precinct infrastructure with consideration for a skate park BMX track, outdoor exercise equipment and improved safer access to external toilets.		\$30,000		
3.2.8 Partner to fund Cricket Association to provide lighting to allow for evening cricket at Bert Hawke precinct.	\$764,000			
Planet				
5.1.3 Partner with DFES to provide a new facility for Wundowie Bushfire Brigade.		\$443,000		
6.1.5 Undertake upgrading of water reuse system.	\$2,500,000			
Place				
7.3.3 Partner with Northam Agricultural Society to refurbish and maximise usage of Northam Agricultural Pavilion.		\$650,000		
8.1.1 Provide for footpath renewals within Northam Central Business District.	\$350,000	\$350,000		
8.3.2 Undertake detailed design for the Trails and associated activation infrastructure for Mt Ommanney.	\$53,000			
9.2.1 Provide a dual use path on Clarke Street: Suburban Rd to Inkpen St.			\$250,000	
9.2.5 Provide improved tracks and trails.			\$200,000	
Prosperity				
10.1.4 Provide a review for the Northam Airport masterplan, with the view of facilitating expansion opportunities through infrastructure.		\$100,000		
10.2.1 Develop a signage plan that provides a framework for entry statements, locality signs and other major signage within the Shire.	\$125,000			
10.4.3 Provide overnight caravan and RV parking facilities in Northam and Bakers Hill.	\$129,972			
Performance				
12.3.1 Provide a modern, fit for purpose Administration Building.		\$1,100,000		



Development and reporting

The Local Government Act 1995 requires all local governments to plan for the future. As of 2021, Council was required to adopt a 10 year Strategic Community Plan, 4 year Corporate Business Plan and Annual Budget that were integrated with asset management plans, a workforce plan and a long-term financial plan.

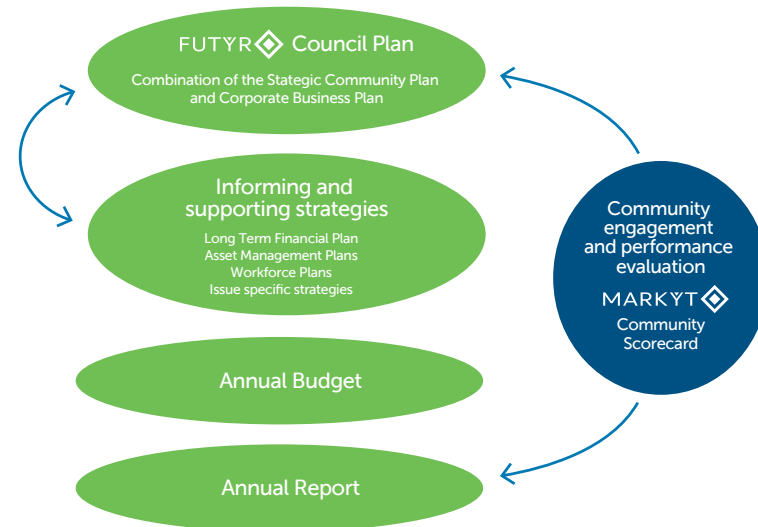
To streamline reporting and strengthen integration, we have combined the Strategic Community Plan and Corporate Business Plan into one succinct document and named it our Council Plan.

In 2021/22, Council embraced the FUTYR® approach to conduct a major review of its Strategic Community Plan and Corporate Business Plan. This is a community-led, integrated and streamlined approach designed specifically for local government. It involved:

- Desktop research
- Detailed review of current plans and strategies to align and integrate outcomes and actions
- Community perceptions survey and benchmarking using the MARKYT Community Scorecard
- Series of workshops with Elected Members, staff, key stakeholders and local community members

We express our deepest thanks to more than 800 community members who assisted with development of the Council Plan. We heard from a good cross section of people in the local community, including youth, families, seniors, people with disability, people with diverse cultural backgrounds, local businesses owners and managers, and representatives from local community organisations.

To track progress against outcomes in this plan, Council will monitor real and perceived performance levels from various sources. Results will be reported in the Annual Report. Please visit www.northam.wa.gov.au to access the Shire's latest Annual Report.



MARKYT
Community Scorecard

881 Community members

MARKYT
Community VoiceBank

47,555 Word count of ideas and suggestions

FUTYR
Community Workshop

77 Participants



Community Scorecard

2021 Performance Measures

The Shire of Northam aims to participate in an independent study to monitor and benchmark performance every two years.

The Shire aims to be above the MARKYT® industry average and strives to be the industry leader in all areas.

This chart shows the Shire's Performance Index Score out of 100 compared to the MARKYT® Industry Standards. The preferred target zone is shown as coloured bars.

LEGEND

- Shire of Northam 2021 performance score
- Shire of Northam 2019 performance score
- ◐ No change in performance from 2019 to 2021
- Target zone. Shading shows industry average to industry high from the MARKYT® Community Scorecard. For further information, visit www.catalyse.com.au/markyt.





Have an idea about how the Shire of Northam could be a more vibrant and growing community that values heritage and preserves the environment?

Please reach out to one of your elected members or the responsible officer at the Shire of Northam to share your thoughts and ideas.

In person: 395 Fitzgerald Street, Northam
Phone: (08) 9622 6100
Email: records@northam.wa.gov.au



www.northam.wa.gov.au



Shire of Northam
Heritage, Commerce and Lifestyle

WORKFORCE STRATEGY 2025/26 – 2028/29



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EXECUTIVE SUMMARY

The Shire of Northam Workforce Strategy 2025/26 to 2028/29 provides information on how capable the Shire is to deliver the services and infrastructure required by the community. This aligns with the Local Government Integrated Planning and Reporting Framework (IPRF) as an Informing Strategy.

As defined in the Local Government Integrated Planning and Reporting Framework, the following information has been gathered to develop the Workforce Strategy:

- The Shire of Northam Council Plan "Our Plan for the Future" 2022-2032 provides the enduring aspirations of the community. This has been considered in assessing how the workforce will need to change over the long term.
- The Corporate Business Plan component of the Council Plan outlines the short term operations of the Shire, identifying what it will deliver and who is responsible.
- Information about the external factors that impact the workforce including current and projected economic factors, market factors, competitor factors and the level of supply.

In developing this Workforce Strategy, the following processes have been used:

- Workforce analysis to determine how capable the workforce currently is in terms of achieving the Corporate Business Plan objectives outlined in the Shire's Council Plan.
- Analysis to identify and assess the strengths, weaknesses, opportunities and threats that are currently facing the workforce.
- Forecasting to analyse how the workforce will need to change over time to deliver the objectives in the Corporate Business Plan component of the Shire's Council Plan.
- Strategy development to identify how the Shire will build workforce capability to deliver the Corporate Business Plan components of the Shire's Council Plan, with the view to achieving long term community priorities.

The Shire had a previous Integrated Workforce Plan for the period 2019 to 2021, which included 10 strategies. The new Workforce Strategy 2025/26 to 2028/29 builds on the previous Plan and focuses on the anticipated workforce planning and development requirements for the next 4 financial years.

The Workforce Strategy 2025/26 to 2028/29 will be informed by and inform future reviews of the Shire's Council Plan (including the Corporate Business Plan component), the Long Term Financial Plan and the Asset Management Plan. Throughout the life of the Workforce Strategy, the Shire will undertake annual reviews to ensure the actions are implemented and monitored.

1. WORKFORCE STRATEGY OVERVIEW & OBJECTIVES

While workforce planning is not about predicting the future, it should be future-focused and based on identifying and exploring a range of alternative future scenarios. Working through the process enables the Shire of Northam to analyse the potential impact of these scenarios, including:

- What is the workforce we will need? (demand)
- How does the future demand compare with the workforce we have? (supply)
- How well do these align with the strategic direction of the Council Plan? (community priorities)

Workforce planning enables the identification of current, transitional and future workforce supply and demand, and clarifies the human resource requirements for the Shire.

While workforce planning and workforce development are commonly linked, they are not the same:

Workforce **planning** is the driver of workforce development.
Workforce **development** can be one outcome of workforce planning.

Workforce development refers to the various activities undertaken to address any gaps and mitigate risks identified through workforce planning e.g. succession planning/career development, knowledge management and/or job redesign.

Workforce planning and workforce development are interdependent. Planning is pointless without execution and execution is less effective without planning.

1.1. Context of Workforce Strategy

Workforce planning is part of Shire of Northam's business and financial planning processes and is informed by business plans and strategies. This Workforce Strategy also aligns with the Local Government Integrated Planning and Reporting Framework.

People and Culture, Organisational Development (OD) and Human Resources (HR) strategies are informed by workforce planning to ensure the organisation responds effectively to challenge and change.

As indicated in Figure 1 and 2 below, the Workforce Strategy is informed by the Council Plan and other Informing Strategies. In turn, the Workforce Strategy links to budget and business planning, as well as providing the road map for actions relating to the workforce across the entire employee lifecycle.

This program of activity is largely focused on developing our people and our organisation with a remit across the complete end-to-end employee experience.

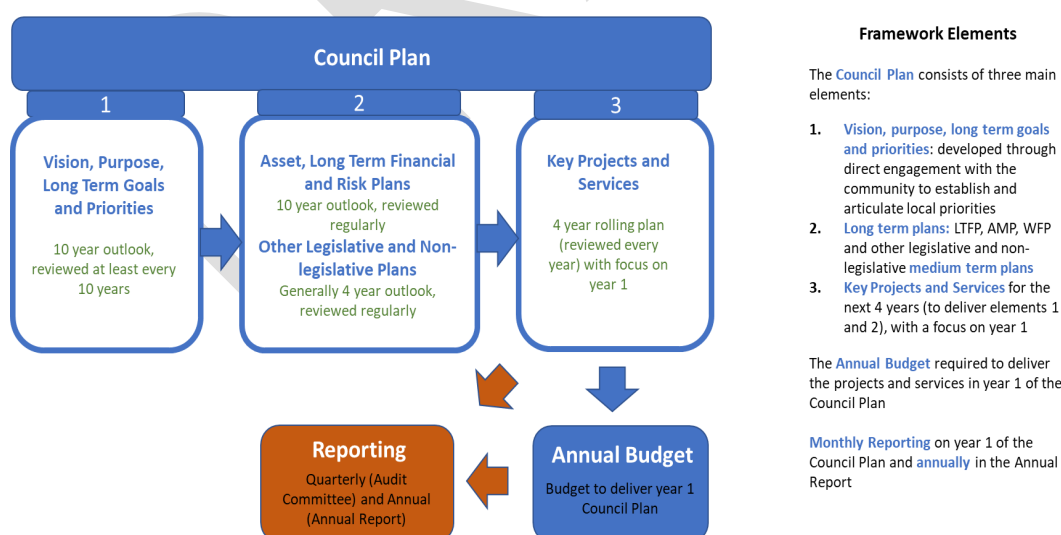
Data gathered through employee surveys together with other sources, is fed back into the workforce planning process which informs and supports the next program of work relating to people and organisational development.

Figure 1 Broader Context Shire of Northam's Workforce Strategy

Drivers	Workforce Planning	Action Areas
Internal Context Council Plan Other Informing Strategies, plans & programs Budget Business Planning External Context Public sector context Political, social & economic factors Global, national & local employment market trends	Process 1. Supply analysis 2. Demand analysis 3. Equity, Diversity & Inclusion 4. Gap analysis 5. Solution formulation 6. Monitoring progress Informed by Workforce Metrics: - Employment statistics - Employee Survey	People & Culture Program of Work: - Recruitment - Learning & development - Engagement & retention - Succession planning /talent pipeline - Organisational Development - Diversity & Inclusion - Wellbeing & Safety - Employee experience

Figure 2 Local Government Planning Context

Local Government Planning and Reporting Framework



The role of Local Government is to oversee the delivery of a diverse range of programs, services, facilities and projects for their community. Effective workforce planning is fundamental in meeting the community's needs now and into the future. Achieving the optimum combination of staffing, volunteers and contractors is vital.

2. ORGANISATIONAL STRUCTURE

2.1 The Service Delivery Model

The Shire recognises that it has a range of service delivery models across the organisation, including:

- "Own Right" Service Provision – the Shire exclusively uses its internal resources to provide services.
- Contestability - assessing and comparing the efficiency and effectiveness of a current means of service provision by comparison with other providers (private and/or public).
- Competitive Tendering - exposing the provision of services to competition through a formal tendering process irrespective of whether the service has been traditionally provided by Shire employees or an external provider. The tendering process may involve "in house" staff teams tendering with external providers for specific projects, services and activities.
- Contracting Out - contracting with an external organisation to provide a service.
- Collaborative Ventures - undertakings or projects which have been developed as a result of two or more parties (Local Governments, State or Federal Governments, private sector, community groups) working together to achieve common objectives. This is the model relied upon by the various Local Governments engaged in resource sharing activities (i.e. shared service delivery).

Historically, for important services, Council has adopted an 'own right' service provision model, whereby it is delivering its services utilising its own internal resources exclusively. This is becoming increasingly challenging as the complexity and competitiveness in the private market has grown significantly in recent times. As a consequence, the Shire will continue to explore opportunities to provide its services and facilities in the most efficient and cost effective manner possible, applying the most appropriate service delivery model available.

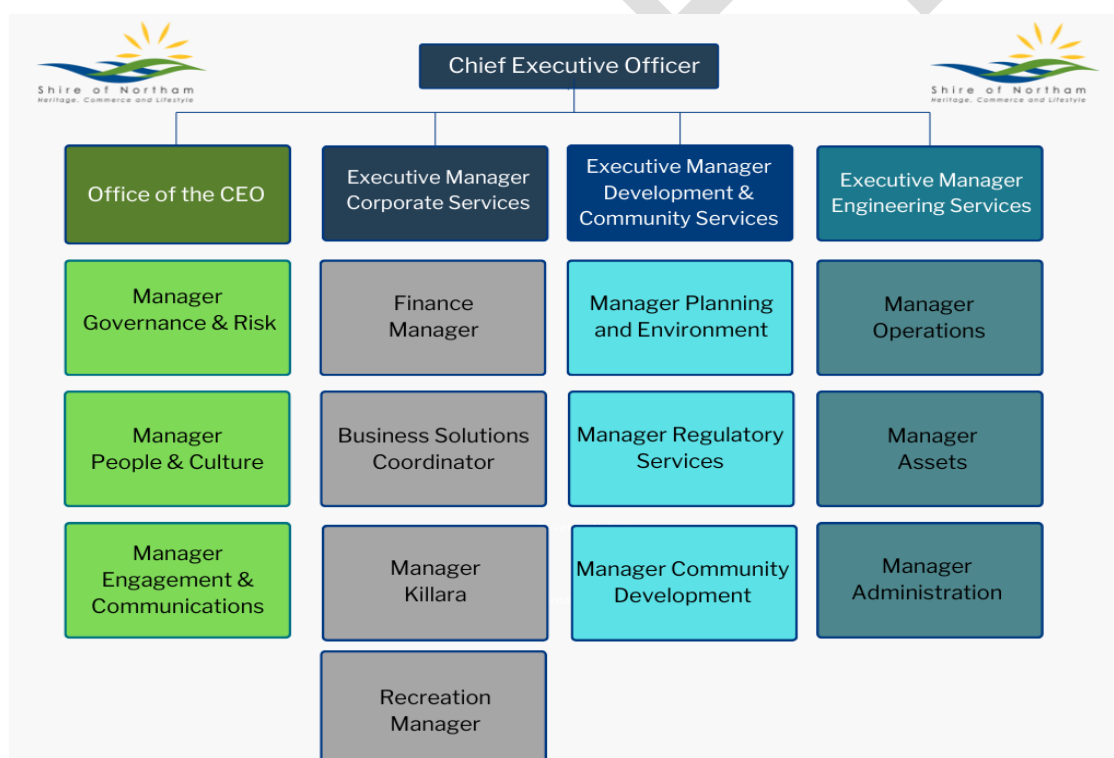
In order to deliver the required services, the following organisational structure was implemented in October 2024. This resulted from a realignment of the organisation's structure undertaken between April and October 2024, with the following objectives:

- Stronger alignment to the Council Plan and the community's priorities for the Shire.

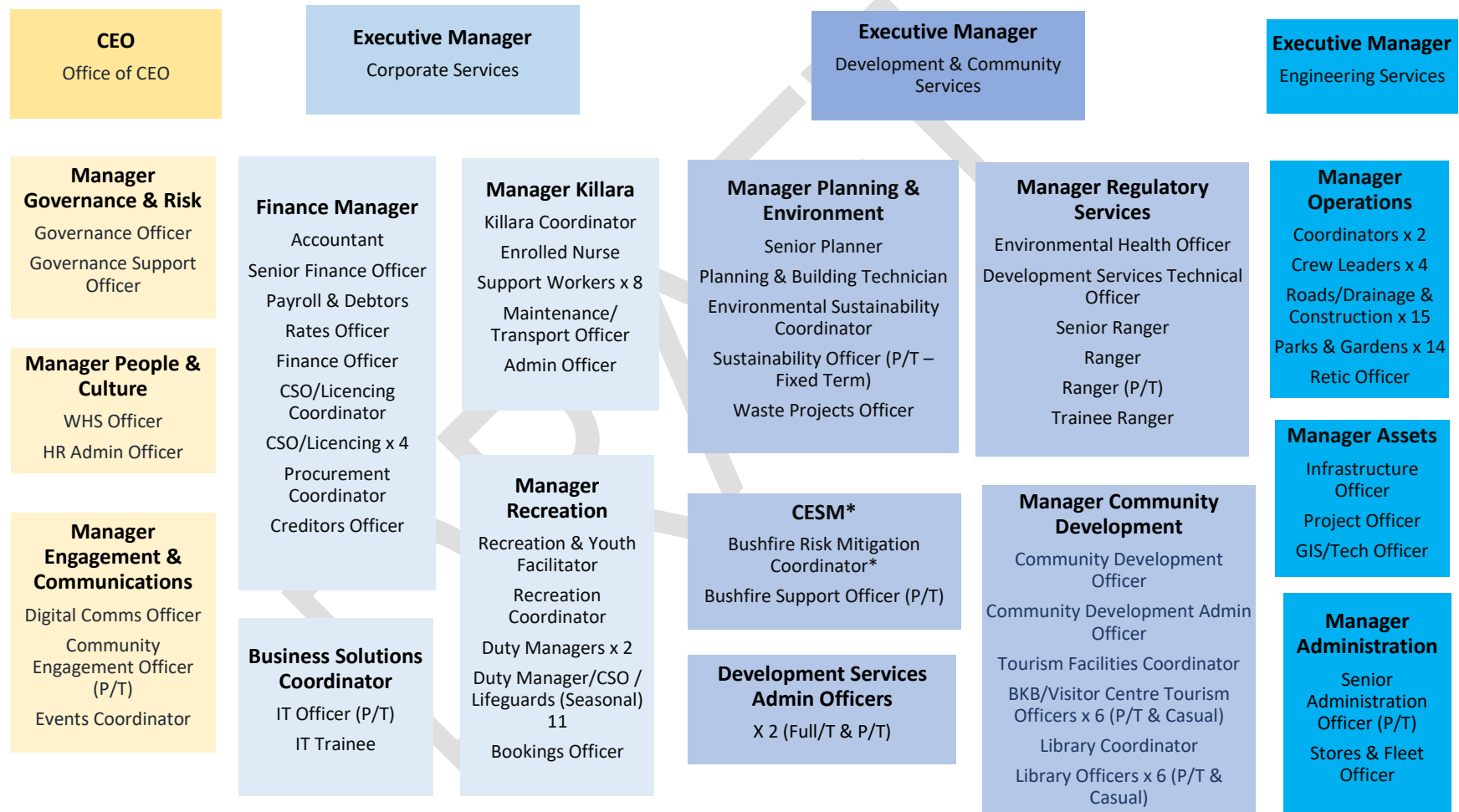
- Enhanced capability to deliver on changing environment i.e. Local Government Act reform, traffic management arrangements, environmental sustainability, communications.
- Stronger, more resilient teams.
- Creating of more “boots on the ground” roles.
- Strengthening capacity to minimise single point of reliance.
- Improved efficiency.

The realignment resulted in the creation of 4 Executive areas, rather than the previous 5. The organisational structure at the Executive/Management level is detailed in Figure 3 below and the broader organisational structure is detailed in Section 2.2. A further breakdown of the Shire's workforce in 2025/26 and anticipated future requirements for the following 3 years is outlined in Appendix 1.

Figure 3 Organisational Structure at Executive/Management Level



2.2 Current Organisational Structure/Areas of Responsibility



3 SHIRE OF NORTHAM – WHO WE ARE AND WHAT WE DO

The Shire of Northam (the Shire) is a diverse regional local government situated in the Avon Valley within WA's Wheatbelt Region, and is bounded by the Local Governments of Mundaring, York, Toodyay, Goomalling and Cunderdin.

The total area of the Shire is 1,443 km² and is a mix of residential, rural residential and rural lifestyles. Northam is the largest townsite, 96 kilometres from Perth, and is the main urban and commercial hub of the Shire. Other localities within the Shire of Northam include Bakers Hill, Buckland, Burlong, Clackline, Copley, Grass Valley, Irishtown, Jennapullin, Katrine, Malabaine, Meenaar, Mokine, Muluckine, Muresk, Southern Brook, Spencers Brook, Throssell, Woottating and Wundowie.

With an estimated population of 12,416 people (ABS 2024), the Shire supports a diverse population in terms of age, ethnicity, socio-economic status and lifestyle. The Shire of Northam is known for its Aboriginal culture, and this is reflected in an Aboriginal population of approximately 6.3% of the population (ABS 2021).

Northam has been clearly established by the State Government as a Regional Centre, resulting in many Government Departments having a strong 'regional' presence in the townsite, including the Wheatbelt Development Commission, Department of Primary Industry & Regional Development, Main Roads WA, WA Country Health Services and WA Police. The presence of Government agencies in Northam provides the opportunity for the Shire to work closely with these agencies on a range of strategies, initiatives and projects.

Northam acts as the regional centre for the Avon area, which includes servicing communities including, Toodyay, York, Beverly, Goomalling, Quairading, Cunderdin, Tammin, Dowerin, Wyalkatchem and Koorda. Consequently, the population catchment area for Northam is approximately 30,000.

3.1 Our Vision

The Shire of Northam recognises the importance of planning for the future and has developed a Council Plan "Our Plan for the Future" 2022 to 2032 which sets the strategic direction for the Shire. Our vision:

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

3.2 Our Purpose

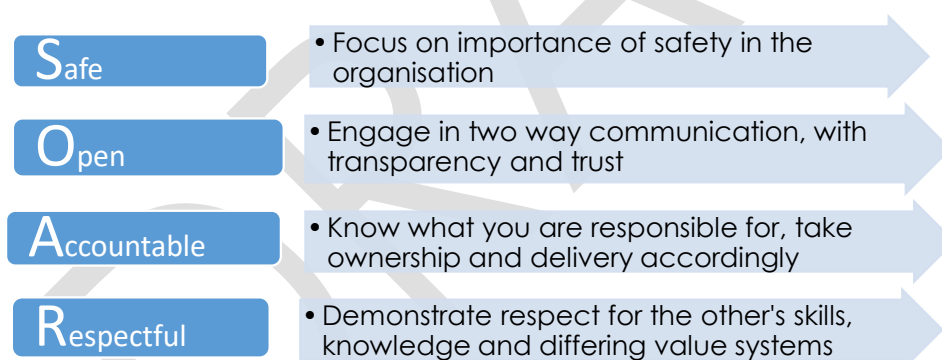
In relation to our purpose, the Shire exists to deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle while respecting our heritage and facilitating economic growth. To fulfill our purpose, and work towards achievement of the community's vision and aspirations, the Shire takes on six key roles:

- Advocate – we are a voice for the local community on key issues.
- Partner – we form strategic alliances in the interests of the community.
- Fund – we help fund organisations to deliver essential community services.
- Facilitate – we help to make it possible or easier to meet community needs.
- Provide – we directly provide a range of services to meet community needs.
- Regulate – we regulate compliance with legislation, regulations and local laws.

3.3 Our Values

The values that underpin the delivery of the Council Plan and the management of the organisation are outlined below:

Figure 4 Organisational Values



4 INTERNAL AND EXTERNAL ENVIRONMENTAL SCAN

4.1 External

State & Regional Factors

Western Australia has a population of around 2.9 million people, of which more than half make up the State's workforce of some 1.6 million people. WA has the fourth largest workforce in Australia, and the highest rate of workforce participation of all the states (excluding ACT and NT).

- Aboriginal Australians make up 3.2% of the State's workforce, while those born overseas make up 34.1%.
- Youth aged 15–24 comprise about 18.8%, while those over 60 comprise 15.5%
- WA's male to female workforce ratio is 71% to 63%.
- In Western Australia, 23.8% of the population aged 15 and over held a Bachelor or Higher degree in 2021. This percentage is slightly lower than the national average of 26.3%. Overall, 54.3% of the population in WA had some form of educational qualification, while 36.5% had no qualifications. 39.1% have no post school qualifications.

The vast majority (around 83%) of the State's population and workers reside in Greater Perth (including Mandurah). However, the regions are quite diverse in nature and incorporate a variable mix of employment in areas such as services, resource projects, agribusiness and tourism.

The labour market in the next two decades will be shaped by technological advances, digital connectivity, globalisation, an ageing population and changing economic structures. These five trends are driving change and are expected to lead to the restructuring of labour markets throughout Australia, including local government.

The 2024/25 State Budget indicates:

- a. estimated wages growth in the order of:

2024/25	3.75%
2025/26	3.5%
- b. estimated unemployment remaining stable at approximately 4%
- c. estimated employment growth in the order of:

2024/25	2.5%
2025/26	1.75%

In a regional context, Northam is the regional centre for the Avon Valley. The Avon Valley is made up of the communities of Toodyay, York, Beverley and Goomalling, providing a population catchment of approximately 22,000. While the labour force in each of the other communities is significantly smaller than in Northam, the unemployment rate in Northam is sitting at 4% and is in line with the national average.

Impact on Future Skill Needs & Staffing Requirements in Local Government

Internal/External Factors	Impact
Ageing Workforce	<ul style="list-style-type: none"> - Loss of corporate knowledge - Alter methods to source/attract new staff from further afield, where practical - Need for succession planning to share knowledge - No young staff to refresh ageing staff - People staying in positions longer – no capacity to bring on trainees - Skills gaps - Difficulty in filling gaps as older staff leave
Technological Change and Digitisation	<ul style="list-style-type: none"> - Need a cultural shift in some areas - Need to upskill current employees - New data analysis and interpretation skills required - Change in the way we work – more automation and artificial intelligence - Upgrade of equipment and software programs - Change in service delivery - Cyber security challenges
Increase in Governance and Compliance levels	<ul style="list-style-type: none"> - Requires more time for reporting, monitoring and audits - Increase in knowledge base essential - Change in operating processes - Change in management practices
Change in Community Expectations	<ul style="list-style-type: none"> - Change what roles are needed and at what level - Continuous review of resources to meet changing needs of community - Increasing need for community engagement and consultation
New Legislation /Regulation	<ul style="list-style-type: none"> - Changes to Aged and Disability care systems - Duty of Care – potential increase in litigation - Takes time and ability to learn and implement changes - Results in increased governance and management related roles - Asset Management – statutory requirements - Work Health and Safety “chain of responsibility” – increased training needs

Growth within Local Government area	<ul style="list-style-type: none"> - Increased workloads – burn out of staff - Taking over new properties/facilities – increase in staff and cost of training - New facilities – increase costs - New infrastructure - need for enhanced project management skills and systems
Waste Management	<ul style="list-style-type: none"> - Need to educate the community and workforce – increased time and resource
Change in Funding level	<ul style="list-style-type: none"> - Reduced funding sources - Cost shifting by State and Federal Governments – increasing staffing required
Government Funding changes	<ul style="list-style-type: none"> - Change to Government Apprenticeship policy and funding changes will result in a lack of tradespeople for future outdoor roles
Population decrease	<ul style="list-style-type: none"> - Taking skilled young people out of the district

Source: ALGA Local Government Workforce & Future Skills Report

Key Issues for Shire of Northam's Workforce

As noted, Local Government as well as a range of other sectors are experiencing key issues such as an ageing workforce, staff turnover, challenges with attracting appropriately skilled and qualified staff, and physical work demands. This will need to be monitored carefully for the health and wellbeing of employees.

It is likely that Shire of Northam will continue to face skill gaps in the following areas:

- Managers/ Supervisors – Leadership, change management, people management
- Information Technology – Database management, software and product knowledge, cyber security, managing use of artificial intelligence
- Engineering – Civil engineering and project management skills
- Project Managers – Contract management and experience in major project development and planning
- Professions such as town planners, environmental health officers, building surveyors, accountants.

On current trends, the Shire will face worsening shortages in the following areas:

Key shortages: Civil Engineers, Town Planners, Building Surveyors, Environmental Health Officers, ICT technicians, Project Managers, Accountants, Community Development Officers.

Minor shortages: Aged Care Support workers, Environmental/Sustainability officers, Accounts/Payroll officers, Customer Service officers, Rangers, Supervisor/Team Leader functions, Governance officers, GIS officers, and Plant Operators.

4.2 Internal

The following is a SWOT analysis of internal factors relating to the Shire's workforce:

<p>Strengths</p> <ul style="list-style-type: none"> • Positive organisational and team culture • Competent, adaptable and stable leadership • Good governance • Relevant policies in place • Relevant processes in place and documented • Flexibility/work-life balance • Study assistance offered • Access to training and professional development • Focus on safety and well-being • Role diversity • Workforce diversity • Regularly seek and act on feedback (customers and employees) • Know the community – active involvement • Industry networking and collaboration • Reward & Recognition Program • Proximity to home for locally-based staff • Drive in-Drive out option 	<p>Weaknesses</p> <ul style="list-style-type: none"> • Community trust • Low rates base and limited revenue growth • Higher salaries and benefits offered by competitors including Local Government sector • Location/distance from Perth/key services • Lack of private rental accommodation and Shire housing • Limited public transport • Limited employment opportunities in the region • Performance management – not always timely/consistent • Innovation – limited/insufficient emphasis/support • Knowledge capture and deployment
<p>Opportunities</p> <ul style="list-style-type: none"> • Build resilience (individual and organisation) • Harnessing technology including artificial intelligence (process improvement, e-business) • Partnerships and resource sharing (community, business, other local governments) • Improved communications (internal and external) • Greater employee engagement • Succession planning 	<p>Threats</p> <ul style="list-style-type: none"> • Community expectations (service level demands; infrastructure demands; influence on Council decision-making) • Climate change/natural disaster risk • Economic conditions – slowed economic growth or excessive wages growth • Change readiness • Lack of strategic approach to innovation • Ageing workforce • Staff turnover • Loss of corporate knowledge

<ul style="list-style-type: none"> • Development of a remuneration strategy • Improved induction/onboarding processes • Improved performance management systems • Coaching/Mentoring Programs • New Industrial Agreement • Remote working options • Flexible job roles • Aim for best practice in key areas e.g. leadership, culture • Improved systems • Economic growth in the region • Population growth • Diverse workforce • Upgraded Administration offices 	<ul style="list-style-type: none"> • Changing work environment • Service level demands • Social Media toxicity, speed and reach • Artificial Intelligence • Stress and burnout • New Industrial Agreement resulting in negative culture or not meeting expectations • Funding reductions • Skills shortages and gaps
--	--

In a local government context, competition for talent in Western Australia is high. Many professionals are attracted to City local governments or local governments located along the coastal strip. While the size and scale of Northam puts it in the larger quartile of local governments in Western Australia, it is significantly smaller in scale than the local governments it may be competing with for talent such as other regional centres including Bunbury, Busselton, Albany, Kalgoorlie, Esperance, Geraldton and Broome. Compounding this challenge is Northam's proximity to Perth, which results in direct competition with the metropolitan market for talent.

Whilst proximity to Perth, can be a perceived disadvantage, it also provides some potential short term opportunities in attracting talent, particularly those younger professionals willing to drive in/drive out to gain experience and/or for career advancement. Historically this has resulted in higher turnover rates as young professionals have in the past viewed Northam as an opportunity to develop their career or get into the industry and as soon as the opportunity arises to work back in the metropolitan area, they leave.

As a larger regional centre with a larger labour force (compared with other regional local governments), significant number of Government Agencies, and a range of other professional opportunities, competition for talent within Northam is improving.

While the Shire is one of the larger employers in the community, competition with other agencies such as Main Roads WA, Department of Primary Industry & Regional Development, a significant number of banks and agri-businesses and a range of contractors servicing the region, represents a challenge to attract and retain quality local staff.

It is difficult to analyse the competitiveness of rewards offered by the Shire of Northam in comparison to other major employers within the local community, however anecdotally the Shire is competitive. This assertion is made as over the past five years very few, if any employees, have left the Shire for positions with other local employers. The challenge however is that the Shire is not overly competitive in terms of rewards in comparison to other Local Governments, the mining and private sector, and State and Federal Government agencies.

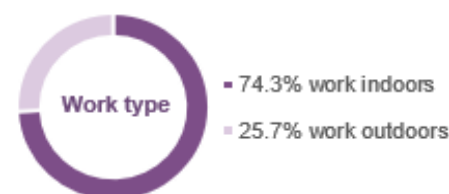
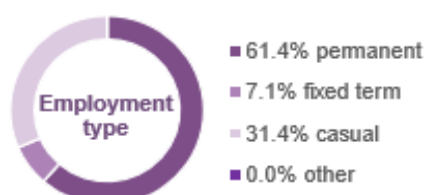
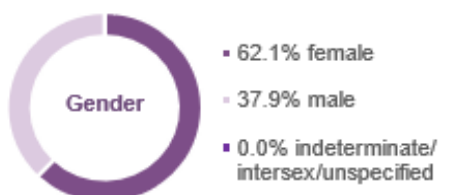
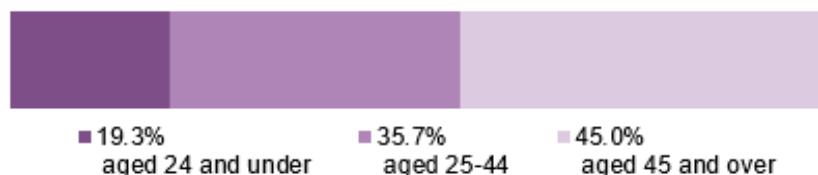
5 WORKFORCE DEMOGRAPHICS

The below provides an overview of the demographics of the Shire of Northam's current workforce.

Diversity



Age profile



(as at 31 March 2025)

6 STRATEGIES

Analysing the information available for our workforce, the Shire has established a range of strategies to guide the organisation into the future, from both a workforce planning and workforce development perspective.

The section below outlines the outcomes to be achieved and the priority focus areas. Specific actions and timeframes related to each focus area are detailed in the Action Plan contained in Section 8.

The current and future workforce requirements for 2025/26 to 2027/28 are contained in Appendix 1. It is anticipated that the Strategy will be in review stage in 2028/29 and the workforce requirements from that year onwards will be considered as part of the updated Strategy.

6.1 Outcomes & Priority Focus Areas

This Workforce Strategy aims for the following outcomes:

Safe and Well at Work - Prioritising physical and mental health and wellbeing

Flexible, Adaptive People - Building a robust, future-ready workforce

Attracting & Retaining Talent - Attracting talented people in a competitive market

Inclusive and Diverse - Promoting inclusion, valuing difference and building belonging

Right People, Right Place, Right Time - Positioning people to evolve with change and challenge. Ensuring Council Plan and business as usual service delivery requirements can be achieved by our workforce.

ACTION AREA 1 - Safe & Well at Work

A focus on physical and mental health and wellbeing is necessary and it is important that people feel supported, connected and engaged at work. Support good mental and physical health is central to the sustainability of our people and the success of our planned strategies. It is important that the Shire maximises staff wellbeing by encouraging healthy behaviours and preventing, assessing and treating potential risks. Empowering staff by involving them in decision-making and providing autonomy is also an important contributor to being well at work.

ACTION AREA 2 - Flexible, Adaptive People

It is important given the changing nature of Local Government and the influence of external factors that the Shire has a focus on building a flexible, adaptive workforce that can respond to ongoing, continuous change and challenge. The development of a robust and future-ready organisation is essential to the delivery of the community's priorities as outlined in the Council Plan.

ACTION AREA 3 - Attracting & Retaining Talent

Attraction and retention of appropriately qualified and skilled staff has been a focus of the Shire for a number of years. This is proving challenging in the current environment, particularly with the strength of sectors such as mining and the lack of locally available housing and childcare. Retention strategies will focus on developing and upskilling of the people we already have in order to retain and engage them and delivering development opportunities and career pathways.

ACTION AREA 4 - Inclusive & Diverse

The Shire is committed to being a flexible and accessible workplace. We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all, including Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and people living with disability.

The Shire's Employee Diversity and Inclusion Plan points to the need to:

- Embark on a range of strategies that remove structural barriers to increase equality and access for women and gender diverse people.
- Increase participation in our workforce by people living with a disability (including invisible disability).
- Place a greater focus on older workers to actively engage in new ways.
- Provide more consistent and equal access to flexible work across all areas.

ACTION AREA 5 - Right People, Right Place, Right Time

Change is no longer an occasional event. It is recognised that the success of our staff and organisation relies on being able to work with and through change. It is essential that our workforce be equipped with change-readiness tools, an understanding of change models and the support to effectively evolve, respond and adapt to change in ways that build greater flexibility and resilience. This also requires alignment between our workforce capability and capacity, and the requirements of our Council Plan and business as usual service delivery (refer Appendix 1 for identified Workforce Requirements).

Throughout the life of the Strategy, the Shire will undertake annual reviews to ensure the actions are implemented and monitored to achieve the defined outcomes.

7 KEY STAKEHOLDERS AND ROLES

The Workforce Strategy is focussed on the Shire's staff and once adopted by Council, the responsibility for leading, overseeing, shaping and delivering on the actions of the Strategy rest with the Executive Team, Managers and the People and Culture area. Key stakeholders and the respective roles are as follows:

Strategic Direction: Executive Team & Managers

- align organisational activities with the needs of our community
- align the vision and direction of the organisation with the adopted Council Plan
- oversee the development and delivery of plans and strategies
- ensure good governance and sound business management.

Supply Analysis: People and Culture & Managers

- ensure recruitment and talent pipelines are effective
- maintain systems that provide the people we need across the organisation
- facilitate the human resources required for all program delivery.

Demand Analysis: People and Culture & Executive Team

- map and plan current and future workforce needs
- anticipate where and when additional people will be required.

Gap Analysis: Executive Team & People and Culture

- assess where current supply and demand are not aligned
- identify skills match and professional experience shortfalls
- anticipate and address gaps in a timely manner to maintain business continuity and high-quality service delivery.

Solution Formulation: Executive Managers, Managers & People and Culture

- consider how current employees can be upskilled or new people recruited
- assess roles and responsibilities to ensure work is right-sized and well-defined
- apply agility and creativity to continuously evolve our workforce
- partner with leaders to design or redesign roles and recruit for both aptitude and behaviours.

Evaluation: People and Culture

- review and refine continuously to adjust solutions
- report regularly to Executive on results and recommendations for future actions.

8. ACTION PLAN

Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
ACTION AREA 1 – Safe & Well at Work				
Implement initiatives focused on psychosocial safety in the workplace	Ensure policies and procedures are developed, reviewed and implemented that support psychological safety in our workplace such as codes of conduct, and deal with matters such as bullying, harassment, and sexual harassment.	Executives Managers WHS Officer	Ongoing	Increase employee satisfaction, motivation and productivity. Minimise workers compensation claims. Reduce absence levels.
Implement recommendations from Three Steps to Safety Program	Complete actions from the Local Government Insurance Services "Three Steps to Safety Program" from 2023. Participate in next program scheduled for 2026.	Executives Managers WHS Officer	2025/26 2026/27	Improved work health and safety outcomes.
Implement a Mental Health Training and Professional Development Program	Identify and facilitate delivery of a program of training for the Executive, leaders and	Manager People & Culture	2026/27	Equip staff to respond to

Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
	employees that supports a psychologically safe workplace. Equip leaders to notice and respond to mental health concerns through the provision of training and professional development.	WHS Officer		mental health concerns. Demonstrate a caring inclusive environment.

DRAFT



Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
ACTION AREA 2 – Flexible, Adaptive People				
Business Improvement Team	Support regular meetings of the Business Improvement team. Facilitate employee participation in regular meetings of the Business Improvement team.	Executives Managers BI Team	Ongoing	Creating an agile workforce that can adapt to the changing needs of the organisation. Identify business improvements that contribute to employee engagement and increased productivity.
Implement Lean Continuous Improvement Training	Identify and facilitate delivery of a program of training for the Business Improvement team members that focuses on skills development in lean continuous improvement tools and techniques.	Executives BI Team	2025/26	Implement a process improvement approach that uses collaborative team effort to improve performance.



Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
Implement a Leadership Capability Framework	Develop and implement a Leadership Capability Framework.	Executives Managers Manager People & Culture	2026/27	Brings focus to the behaviours and attitudes that together make up our desired culture.
Training Needs Analysis and Corporate Training Program	Undertake a training needs analysis of the organisation that informs development of a corporate training program that equips staff to deliver on the current and future needs of the organisation.	Managers Manager People & Culture	2026/27	Understand current and future capability. Implement a targeted program of skill development.
Study Assistance Program	Review Study Assistance Policy to ensure relevancy and effectiveness to support employees to gain suitable qualifications, skills and expertise.	Manager People & Culture	2026/27	Support workforce to upskill and gain qualifications to enhance service delivery.



Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
ACTION AREA 3 – Attracting & Retaining Talent				
Remuneration Strategy	Develop and implement a remuneration strategy informed by negotiation of a Shire of Northam Industrial Agreement.	Executives Manager People & Culture	2025/26	Clearly defined entitlements that are competitive and aligned to realistic employee expectations.
Undertake Biennial Staff Perception Survey	Undertake the staff perception survey every two years.	Executives Manager People & Culture	2025/26 2027/28	Gauge the satisfaction of employees and identify areas for improvement to ensure improved results.
Improved Induction and Onboarding Process	Implement initiatives to support improved induction and onboarding of employees including a defined induction process; access to in-person and online presentations and resources; and implementation of the Pulse HR system.	Executives Managers People & Culture	2026/27	Clearly define the induction and onboarding processes for new employees.



Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
				Ensure new employees feel supported in their workplace. Reduce staff turnover for employees in the first year of service.

DRAFT



Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
ACTION AREA 4 – Inclusive & Diverse				
Implement the Access and Inclusion Plan	Communicate and implement the Shire's Access and Inclusion Plan through recruitment, induction, training and other relevant workforce programs.	Manager People & Culture Executives Managers	Ongoing	Provide an inclusive, diverse workforce that will support the needs of a diverse community.
Traineeships	Identify and develop a program of traineeships that provide increased employment opportunities for young people, Aboriginal and Torres Strait Islander people, people with disability.	Manager People & Culture Executives Managers	2026/27	Increase number of traineeships or equivalent available.

Strategy/Focus	Action	Responsible Officer(s)	Timeframe	Performance Objectives
ACTION AREA 5 – Right People, Right Place, Right Time				
Develop a Change Management Framework	Develop and implement a Change Management Framework that assists the workforce to understand and adapt to change.	Manager People & Culture Executives	2025/26	Ensure the workforce is equipped to understand and adapt to a changing environment.
Review Recruitment Approaches	Undertake a comprehensive review of the Shire's recruitment approaches and processes to ensure relevancy and effectiveness, and implement changes as needed to meet the organisation's contemporary workforce requirements.	Manager People & Culture	2026/27	Effectively recruit staff to ensure the workforce is able to meet the needs of the community as identified in the Council Plan.
Review Workforce Strategy	Undertake a comprehensive review of the Shire of Northam's Workforce Strategy 2025/26 to 2028/29 and consider if additional actions are required for implementation in 2027/28 and 2028/29.	Executives Manager People & Culture	2027/28	Ensure the Strategy remains relevant and contemporary to the workforce and organisation's needs.



13.1.2 Western Australian Local Government Association (WALGA) - Annual General Meeting

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

BRIEF

For Council to nominate voting delegates to attend the 2025 Western Australian Local Government Association (WALGA) Annual General Meeting.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Western Australian Local Government Association (WALGA) will be holding the annual Local Government Convention from 22 to 24 September 2025. The Annual General Meeting (AGM) is held alongside the convention on 23 September 2025 and is an opportunity for WALGA to share its annual report and discuss issues raised by its members.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

WALGA has advised that the agenda for the Annual General Meeting will be available no later than 22 August 2025. Once the AGM agenda is provided and the motions are known, relevant information will be provided to Council Members to assist with voting.

The Shire President and Deputy Shire President have both indicated their intention to attend the 2025 WALGA Local Government Convention and are recommended to be the Shire of Northam's voting delegates to the WALGA Annual General Meeting.

At the time of writing this report Cr J E G Williams is the only other Council Member to indicate their intention to attend the 2025 WALGA Local Government Convention. It is suggested that Council nominate Cr J E G Williams as the proxy voting delegate in the event that the Shire President or Deputy President are unable to attend.

RECOMMENDATION

That Council:

- 1. NOMINATES the Shire President and Deputy Shire President as voting delegates at the 2025 Western Australian Local Government Association Annual General Meeting; and**
- 2. NOMINATES Cr J E G Williams as a proxy voting delegate at the 2025 Western Australian Local Government Association Annual General Meeting.**

13.1.3 Change of Council Meeting Date - September 2025

File Reference:	2.1.3.1
Reporting Officer:	Tamika Van Beek (Governance Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Communication Required:	Yes

BRIEF

The purpose of this report is to seek approval to change the date of the Council Forum and Ordinary Council Meeting currently scheduled on 17 and 24 September 2025, in accordance with the *Local Government Act 1995*.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

In accordance with Section 5.3 of the *Local Government Act 1995*, a local government is to hold ordinary meetings of the council no more than three months apart and at such times and places as determined by the council.

The Council's adopted schedule of Ordinary Council Meetings for 2025 includes a Forum meeting to be held on 17 September 2025 and an Ordinary Meeting to be held on 24 September 2025. Due to the Shire President, Deputy Shire President, Cr J E G Williams and Chief Executive Officer proposing to attend the 2025 Western Australian Local Government (WALGA) Local Government Convention from 22 to 24 September 2025, it is recommended that Council consider rescheduling these meetings.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance.

Outcome 13: A well informed and engaged community.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

There are no significant financial implications associated with this change.

B.3 Legislative Compliance

Local Government Act 1995

- Section 5.3 — Ordinary and special council meetings
 - (1) A council is to hold ordinary meetings no more than 3 months apart.
- Section 5.25 — Regulations about council and committee meetings and committees
 - (1)(g) Giving public notice of the date and agenda for council meetings.

Local Government (Administration) Regulations 1996

- Regulation 12 — Public notice of council or committee meetings

The Act and Regulations require that any change to the meeting details must be published on the Local Government's official website as soon as practicable after the change is made.

B.4 Policy Implications

CP.2 Attendance at Events - Council Members and the Chief Executive Officer applies to the reason the change of meeting dates is proposed.

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Nil.		
Service Interruption	Nil.		
Compliance	Failure to provide appropriate public notice of the meeting change may result in non-compliance with the Act and Regulations.	Rare (1) x Minor (2) = Low (2)	Adoption of the Officer's recommendation will mitigate this risk.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The proposed change to the meeting date is as follows:

- Council Forum Meeting:
 - **Current Date:** 17 September 2025
 - **Proposed Date:** 10 September 2025
- Ordinary Council Meeting:
 - **Current Date:** 24 September 2025
 - **Proposed Date:** 17 September 2025

If Council resolves to change the date, this will be published on the Shire of Northam website in accordance with the *Local Government (Administration) Regulations 1996* and on the Shire's social media platforms.

RECOMMENDATION

That Council:

1. **APPROVES** the change of date for the Council Forum Meeting from 17 September 2025 to 10 September 2025.
2. **APPROVES** the change of date for the Ordinary Council Meeting from 24 September 2025 to 17 September 2025.
3. **REQUESTS** the Chief Executive Officer to publish the change of meeting dates on the Shire of Northam website in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* and on the Shire's social media platforms.

13.1.4 Delegated Authority Register 2025/26 - Amendment

File Reference:	2.3.1.6
Reporting Officer:	Tamika Van Beek (Governance Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Communication Required:	No

BRIEF

For Council to endorse an amendment to the Shire of Northam Delegated Authority Register that was reviewed and endorsed in May 2025, to include the Senior Planner position.

ATTACHMENTS

1. Delegated Authority Register 2025-26 Revision 7.0 [**13.1.4.1** - 204 pages]

A. BACKGROUND / DETAILS

In accordance with the *Local Government Act 1995*, a local government may delegate to the Chief Executive Officer (CEO) any of its powers or the discharge of any of its duties under the Act, other than those prescribed under s.5.43 (Limits on Delegations to CEO).

The Delegated Authority Register supports effective governance and efficient decision-making by ensuring appropriate authorisations are in place. The review has been undertaken to ensure compliance with legislative requirements, reflect current organisational needs, and promote good governance practices.

All delegations made by Council must be by an Absolute Majority as prescribed by s.5.42 which legislates Council's ability to delegate functions to the CEO and s.5.44 also allows the CEO to delegate to any employee the exercise of any of the CEO's powers or discharge of duties.

While s.5.44 provides the CEO the power to delegate to any employee, this is generally understood to only include the employees who have been approved by Council to be included in the Delegated Authority Register.

Since the review was conducted in May 2025, the Shire has appointed a Senior Planner. This role is not currently captured in the Delegated Authority

Register and there are functions that are appropriate to be allocated by the CEO to this role.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Local Government Act 1995

s.5.16 - Delegation of some powers and duties to certain committees

s.5.42 - Delegation of some powers and duties to CEO

s.5.43 - Limits on delegations to CEO

s.5.44 - CEO may delegate powers and duties to other employees

s.5.46 - Register of, and records relevant to, delegations to CEO and employees

s.5.16 - Delegation of functions to Committees.

Local Government (Administration) Regulations 1996

r.18G - Delegations to CEOs, limits on (Act s. 5.43)

r.19 - Delegates to keep certain records (Act s. 5.46(3))

B.4 Policy Implications

The Delegated Authority Register aligns with Council's governance and operational policies.

B.5 Stakeholder Engagement / Consultation

No external has been undertaken in relation to this matter.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Nil.		
Reputation	Lack of appropriate Delegated	Possible (3) x Medium (3) =	Council considers adopting the

	Authority means the CEO or sub delegates are unable to make decisions in a timely manner.	Moderate (9)	Officer's Recommendation.
Service Interruption	The CEO and sub-delegates are unable to carry out operational duties due to lack of delegated authority.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation.
Compliance	The Delegated Authority Register remains unchanged, meaning many delegations are not included, or unnecessary.	Possible (3) x Medium (3) = Moderate (9)	Council considers adopting the Officer's Recommendation.
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The objective of delegated authority is to assist with improving Council decision-making efficiency within the constraints allowed by relevant legislation. Without delegated authority, there would be a significant increase in items presented to Council for decision. Having appropriate delegations in place allows day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff, if appropriate.

It is noted that Council has the ability to recommend to change or revoke any delegations as listed below, either now or at any point in the future, with the exception of delegations by the State Government to local government.

Amendments made to the delegated authority register to include the Senior Planner position have been made in alignment to the delegations of the Manager Planning & Environment position and are summarised below:

Delegation No.	Delegation Name
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Planning and Development Act 2005</i>	
10.1.1	Illegal Development
<i>Local Planning Scheme No. 6</i>	
11.1.1	Planning Determinations
11.1.2	Waiver of Application Fees – Development Applications
11.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision / Amalgamation or Strata Title Approval

A marked-up copy of the Delegated Authority Register showing proposed changes is provided in Attachment 13.1.4.1.

RECOMMENDATION

That Council, BY ABSOLUTE MAJORITY, ENDORSES the amended Delegated Authority Register 2025/26 as provided in Attachment 13.1.4.1.

ABSOLUTE MAJORITY OF SIX (6) REQUIRED



Shire of Northam
Heritage, Commerce and Lifestyle

**Shire of Northam
2025/26**

Delegated Authority Register

Delegation Register
Shire of Northam



Version Control

Amendments File Reference 2.3.1.6			
Meeting/Review Date	Resolution No	Delegation No	Revision No
20/10/2010	C.1313	Complete	4.0
20/07/2011	C.1543	Complete/Minor	4.1
21/12/2011	C.1665	Complete	4.2
19/04/2012	CEO	Minor	4.3
25/07/2012	CEO	Minor	4.4
08/08/2012	C.1754	Minor	4.5
18/01/2013	CEO	Minor	4.6
19/06/2013	C.2069	Complete	4.7
16/07/2014	C.2242	Complete	4.8
17/06/2015	C.2458	Minor	4.9
15/06/2016	C.2724	Complete	5.0
21/06/2017	C.3059	Complete	5.1
20/06/2018	C.3383	Complete	5.2
19/06/2019	C.3687	Complete	5.3
30/03/2020	C.3912	F05 – Minor	5.4
15/04/2020	C.3923	P03 (minor) P14 (new) C01 (new)	5.5
17/06/2020	C.3955	Complete	5.6
20/05/2020	C.3936	F07 (new)	5.6a
16/09/2020	C.4034	F07 (revoked)	5.7
16/06/2021	C.4233	Complete	5.8
17/11/2021	C.4336	A06 Added	5.9
15/06/2022	C.4487	Minor review O06 (new)	6.0
21/06/2023	C.4767	Complete	6.1
19 June 2024	C.5050	Complete	6.2
17 July 2024	C.5073	Adoption of the Model Template	6.3
21 August 2024	C.5101	Modification to 3.1.11	6.4
N/A – CEO sub-delegations	N/A – CEO sub-delegations	Added Officers to 1.2.25 & 4.1.1, sub-delegation by CEO	6.5
27/11/2024	C.5192 & CEO sub-delegations	Added 1.1.1	6.6
27/11/2024	N/A CEO sub-delegations	Various for Mgr Operations	6.7

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26/02/2025	C.5240	Added 5.1.12, Corrected staff position titles, Added Mgr Operations	6.8
28/05/2025	C.5315	Minor Review	6.9
<u>07/07/2025</u>		<u>Addition of Senior Planner</u>	<u>7.0</u>

Shire of Northam

DELEGATION REGISTER

Current as at ~~28 May~~07 July 2025

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EXPLANATION NOTES

General

Section 5.42 of the *Local Government Act 1995* allows a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act.

Section 5.44 of the Act provides for the Chief Executive Officer to delegate any of their powers to another employee, this must be done in writing. The Act allows the Chief Executive Officer to place conditions on any delegations if desired. The powers cannot, however, be further sub delegated.

Other legislation details the possibility of Council delegating to the CEO, other employees, or other persons, pursuant to the:

- *Building Act 2011*
- *Bush fires Act 1954*
- *Dog Act 1974*
- *Cat act 2011*
- *Food Act 2008*
- *Graffiti Vandalism Act 2016*
- *Public Health Act 2015*
- *Planning and Development Act 2005*

The purpose of this document is to detail which authorities have been delegated by Council to the Chief Executive Officer. The document also indicates delegations which the Chief Executive Officer intends to delegate to other staff, however this is for information/indication purposes only and may change from time to time at the discretion of the Chief Executive Officer. The register details the related document(s) where the power to delegate is derived from, which includes legislation and policies of the Council.

Transfer of Authority Due to Absence

Where an Officer has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Register of, and Records Relevant to, Delegations - Section 5.46

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

Delegation Register

Shire of Northam



- How the person exercised the power or discharged the duty;
- When the person exercised the power or discharged the duty; and

The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit, Risk and Improvement Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	Local Government Act 1995: s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit, Risk and Improvement Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.
Compliance Links:	Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 – The appointment, function and responsibilities of Audit Committees Audit and Risk Management Committee - Terms of Reference
Record Keeping:	The Audit and Risk Management Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

Version Control:

1	First adopted 27 November 2024.
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Authorise a Persons to Perform Specified Functions under the Local Government Act 1995

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.24 Authorising persons under this Subdivision s.3.31(2) General Procedure for entering property s.3.39(1) Power to remove and impound s.3.40A(1) Abandoned vehicle wreck may be taken s.9.24(1)(c) and (2)(b) Prosecutions, commencing Local Government (Miscellaneous Provisions) Act 1960 s.449 Pounds, establishing; poundkeepers and rangers, appointing
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to authorise persons for the purposes of <i>Part 3, Division 3, Subdivision 2 – Certain provisions about land</i> - to exercise the Local Government's powers under s.3.25 to 3.27 inclusive, to issue and administer notices requiring certain things to be one by owner or occupier of land [s.3.24] 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to authorise an employee to remove and impound any goods that are involved in a contravention that can lead to impounding [s.3.39(1)]. 4. Authority to authorise an employee to remove and impound a vehicle that has been determined as an abandoned vehicle wreck [s.3.40A(1)]. 5. Authority to appoint fit and proper persons as poundkeepers or rangers [Misc.Prov.s.449]. 6. Authority to authorise persons to commence prosecutions for offences under the Local Government Act 1995 and any Local Laws made under the Local Government Act 1995 [s.9.24(1)(c) and (2)(b)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A register of Authorisations is to be maintained as a Local Government Record.

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	<p>b. Only persons who are appropriately qualified and trained may be authorised to perform relevant functions.</p> <p>c. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub Delegates are limited to items 1-5 of the listed functions.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	<p>The appointment & record keeping of authorisations are to be facilitated through Governance and kept in the "Appointment of Authorised Persons Register".</p> <p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.2 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the district and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the district, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.3 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of \$5,000.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
3	

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. When exercising authority to authorise persons under s.3.31 (2): <ul style="list-style-type: none"> • A register of Authorisations is to be maintained as a Local Government Record. • Only persons who are appropriately qualified and trained may be appointed as Authorised persons. • Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Executive Manager Engineering Services Senior Ranger
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Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	Manager Regulatory Services Manager Planning & Environment Development Services Technical Officer Manager Operations <u>Senior Planner</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <u>Local Government Act 1995:</u> Authorise person – refer s.3.31 (2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
3	

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.5 Declare Vehicle to be an Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.40A(2),(4) and (5) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(2), (4) and (5)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.5 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.6 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.42 Impounded non-perishable goods s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Pre-auction estimates and tenders for amounts considered to exceed \$20,000 shall be referred to Council for consideration prior to sale. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). Authority to appoint authorised person for this purpose may be delegated - refer Delegated Authority 1.2.1 Authorise Persons to Perform Specified Functions.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
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Local Government Act 1995

1. Local Government Act 1995 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Any recovery of costs through legal action under s3.48 is only delegated to the Chief Executive Officer.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 :Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.7 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.8 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is partially or wholly closed without giving local public notice (including for repairs and maintenance), local public notice is to be given as soon as practicable after the thoroughfare is closed and Council Members should be made aware via the Council Member Portal [s.3.50(8)]. b. Permanent closure of thoroughfares should be referred to Council for determination.

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Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
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Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services Community Emergency Services Manager Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. The following listed sub-delegates are limited to determining road closures in an emergency, where it is determined that there is reasonable and imminent risk to public safety or property and subject to the road closure being given effect through sufficient and compliant traffic management: Community Emergency Services Manager

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local

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	<p>Government (Uniform Local Provisions) Regulations 1996.</p> <p>b. Permission may only be granted where, the proponent has:</p> <ul style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Executive Manager Engineering Services Manager Building and Health Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Manager Operations
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CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995 .
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes. Each approval must be recorded in the Shire's statutory Register of Gates.

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1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11 (1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11 (1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11 (4)]. 3. Authority to impose conditions on granting permission [ULP r.11 (6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11 (8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance.

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	iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Any decision made regarding Crossovers should be in conjunction with the Council Policy CP.36 Crossovers.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

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Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p> <p>Refer also Delegation 1.4.1 under the <i>Template Activities in Thoroughfares and Public Places and Trading Local Law</i></p> <p>Council Policy - CP.36 Crossovers</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

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1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Executive Manager Engineering Services
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	Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) 1996: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a landowner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Executive Manager Engineering Services Manager Operations
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is an adopted budget for the proposed goods or services.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.16 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so, to enter a contract of a prescribed kind under which another person or business is to supply goods or services [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where : <ol style="list-style-type: none"> i. the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and

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	iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract. The variation should not materially alter the specification or structure provided for by the initial tender. [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be

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	<p>agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)].</p> <p>8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
Council Conditions on this Delegation:	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$500,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary, does not change the scope of the contract and does not exceed available budget allocations.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>

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	f. Where any delegate or sub-delegate has a conflict of interest, they must preclude themselves from the tendering process.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities. b. Executive Manager Development and Community Services and Executive Manager Engineering Services are limited to items 1, 2, 3 and 4 of the functions listed, subject to item a of sub delegates conditions.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government									
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO									
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (exemptions)									
Delegate:	Chief Executive Officer									
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<div>1. Authority to undertake tender exempt procurement, in accordance with the Procurement Policy requirements where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)].</div> <div>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].</div>									
Council Conditions on this Delegation:	<div>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$ value specified for the following categories:</div> <table><tr><th>Category</th><th>Maximum Value for individual contracts</th></tr><tr><td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td>\$500,000</td></tr><tr><td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td>\$500,000</td></tr><tr><td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation</td><td>\$500,000</td></tr></table>		Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$500,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation	\$500,000
Category	Maximum Value for individual contracts									
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$500,000									
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$500,000									
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation	\$500,000									

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	condition (b.) specified below [F&G.r.(2)(f)]	
	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$500,000
	Goods or services supplied by a person registered on the Aboriginal Business Directory WA OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<\$250,000* *as specified in F&G.r.11(2)(h)(ii)
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$500,000
<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the \$ value delegated above, the decision is to be referred to Council.</p>		
Express Power to Sub-Delegate:		Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: Appointed by CEO	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: Conditions on the delegation also apply to sub-delegation.	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.19 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Functions and General) Regulation 1996: r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)].

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	8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	<p>a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$500,000 or less and the expense is included in the adopted Annual Budget.</p> <p>b. Council Policy CP.24 Procurement must be consulted in the establishment of a pre-qualified panel.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation regarding contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures. Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.20 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Functions and General) Regulations 1996: r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy CP.24 Procurement - Regional Price Preference
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.21 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and contracts formed through a public tender.
Council Conditions on this Delegation:	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> It is exercised at the sole discretion of the Local Government; It is in the best interests of the Local Government; It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$500,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the</p>

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	<p>Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Procurement Policy.</p> <p>e. This authority may only be exercised where the total consideration under the resulting contract is \$500,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>
Express Power to Sub-Delegate:	Not applicable

Compliance Links:	Local Government (Functions and General) Regulations 1996 Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.22 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Procurement Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Procurement Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8.

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	<p>d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration through the Council portal.</p> <p>e. The CEO cannot sub-delegate this authority.</p>
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Compliance Links:	Local Government (Functions and General) Regulations 1996 Council Policy CP.24 Procurement
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1.2.23 Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property Local Government (Functions and General) Regulations 1996: R.30 Dispositions of property excluded from Act s.3.58
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> a. the highest bidder at public auction [s.3.58(2)(a)]. b. the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property, that is prescribed as exempt from the provisions of s.3.58: <ol style="list-style-type: none"> a. disposal of land to an adjoining owner, where the market value is less than \$5000 and the delegate has determined that the land would not be of benefit to anyone other than the adjoining owner. [F&G.r.30(2)(a)] b. disposal of land, by lease, to an employee of the local government for use as the employee's residence [F&G.r.30(2)(d)]. c. disposal of land, by lease, for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land. [F&G.r.30(2)(e)] d. disposal of land, by lease, of a residential property to a person for residential purposes [F&G.r.30(2)(f)]. e. disposal of property (other than land / buildings), where the property is disposed within 6 months after it has been unsuccessfully put out to auction, public tender or private treaty via Statewide public notice [F&G r.(2A)]

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	<ul style="list-style-type: none"> f. disposal of property, other than land / buildings, where the market value is determined as less than \$20,000. [F&G r.30(3)(a)] g. disposal of property, other than land / buildings, where the entire consideration received for the disposal is used to purchase other property AND the total value of the other property is not more, or worth more, than \$75,000. [F&G.r.30(3)(b)] <p>4. The Chief Executive Officer and Shire President are delegated authority to execute leases and licences on behalf of the Shire of Northam, for freehold land owned by the Shire, or Crown land managed/leased by the Shire, subject to compliance with:</p> <ul style="list-style-type: none"> a. s.3.58 of the Act & exclusion set out in F&G r.30. b. CP.58 Property Management (Leases and Licences) Policy & related procedures.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a value of less than \$500,000. c. When determining the method of disposal: <ul style="list-style-type: none"> i. Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> o Reserve price has been set by independent valuation. o Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> o Negotiate the sale of the property up to a - 10% variance on the valuation; and

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	<ul style="list-style-type: none"> o Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. iv. A disposal under Functions and General Regulations 30(2)(a),(f), (2A) or (3)(a),(b), the disposal method selected must obtain a best value outcome for the Local Government. v. A disposal under Functions and General Regulations 30(2)(d), must be assessed as equitable in context of disposals to other employees of the Local Government. vi. Disposal methodology must consider and where practicable demonstrate environmentally responsible outcomes. d. Disposal by lease or licence: <ul style="list-style-type: none"> vii. The lease or licence being in accordance with the Shire's Leasing & Licencing Policy (as then applicable); viii. The term of the lease being no greater than 12 years for Northam Airport Hangar Sites (lease only) and 5 years for all other property (lease or licence); ix. The granting of a lease or licence is permitted under the Shire's management order or lease; x. The rental fee payable being no greater than \$30,000 (plus GST) per annum during the initial year of the lease term; and xi. The area leased being no greater than 2,000m². e. Variation, extension, assignment, sub-letting of existing lease or licence: <ul style="list-style-type: none"> xii. The variation being minor in nature and be in accordance with the Shire's Leasing & Licensing Policy (as then applicable). Elected Members to be notified 14 days prior to the exercise of this delegation for any proposal to vary the terms of a lease. This will provide Elected Members with the opportunity to request further information or request for the item to be tabled at Council. xiii. The extension being in accordance with the option provisions of the original lease. xiv. Lease variation, extension, assignment or sub-letting must be for the same or similar purpose as the existing lease. xv. Compliance with s.3.58 of the Act, including advertising and seeking submissions if required.
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Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	xvi. In the event an objecting submission is received this delegation does not apply and the proposal is presented to Council for consideration.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager of Engineering Services Executive Manager of Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Sub delegated authority is limited to 3(f) of the functions under this delegation.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58 Council Policy CP.58 Property Management (Leases and Licences)
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.24 Acquisition of Interest in Land by Lease or other Short Term Instrument

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.59 Commercial enterprises by local governments Local Government (Functions and General) Regulations 1996: r.8A Amount prescribed for major land transactions; exempt land transactions prescribed r.8 Exempt land transactions prescribed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to acquire an interest in land (includes buildings), by lease or other short term instrument ONLY, where the total value of the consideration and anything done by the Shire is less than the threshold amount for a major land transaction [s.3.59(1), r.8A(1)]. 2. Authority to acquire an interest in land by lease or other short term instrument ONLY through an exempt land transaction [s.3.59(1), r.8(1)]: <ol style="list-style-type: none"> a. without intending to produce a profit to the Local Government; and b. without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Delegation excludes authority to purchase in fee simple land or buildings and is therefore limited to leases, rental or other short term acquisition instruments that do not commit the Local Government for a period greater than 3 months. b. Delegation is limited to acquisitions that are necessary to achieve an objective determined by Council resolution, including objectives identified in the adopted Plan for the Future, a Policy or Strategy and for which an associated budget allocation has been included, and is available, in the Annual Budget. <p>NOTE - <u>Examples</u> of acquisitions necessary to achieve an approved objective may include hiring a venue for a community event or short term lease of storage space for equipment while a refurbishment is completed.</p>

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	<p>c. Where the acquisition total consideration value is greater than \$5,000, the value is to be verified by at least one written valuation obtained from a suitably licensed valuer not more than 3-months prior to the execution of the associated acquisition contract.</p> <p>d. In accordance with s.5.43, this delegation is limited to acquisitions that have a total consideration value of \$10,000 or less.</p> <p>e. Documents that give effect to an acquisition under this delegation, must be executed by a person duly authorised under s.9.49A.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to subdelegations.</i>	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>s.3.59 Commercial enterprises by local Government s.9.49A Execution of documents s.6.2 Annual Budget Corporate Business Plan as adopted by Council</p> <p>Local Government (Functions and General) Regulations 1995 – Regulations 8A and 8</p> <p>Residential Tenancy Act 1987</p> <p>Commercial Tenancy (Retail Shops) Agreements Act 1985</p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.25 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Financial Management) Regulations 1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [FM.r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services Manager of Finance Community Emergency Services Manager Manager Engagement and Communication
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Delegates that approve the payment must not verify the liability. The verification of incurring the liability via the purchase order, invoice and evidence of goods / service received, must be undertaken independent of the payment approval. Community Emergency Services Manager and Manager Engagement and Communication is restricted to the use of the credit card in accordance with the Credit, Fuel & Transaction Cards Policy.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995
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Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	<p>Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p> <p>CP.14 Credit, Fuel & Transaction Cards</p>
Record Keeping:	Use of this delegation is reported to Council in a separate register and maintained by the Executive Manager Corporate Services.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.26 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire [s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Write-off a rates or service charge debt up to \$5,000 in accordance with the CP. 34 Write Off / Waive Fees or Debts Policy [s.6.12(1)(c) & (2)]. b. A debt or concession may only be waived/granted in accordance with CP. 34 Write Off / Waive Fees or Debts Policy.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: Council Policy CP.29 Rates Hardship Council Policy CP 34 Write Off / Waive Fees or Debts
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.27 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy CP.25 Investment . b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates.

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

	2. Investment decisions are limited to a maximum of \$2M per transaction on the short-term money market.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy CP.25 Investment
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.28 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Manager of Finance
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.29 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy CP.29 Rates Hardship. b. Agreements must be in writing and, subject to the Council Policy CP.29 Rates Hardship, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy CP.29 Rates Hardship Policy
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.30 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.50(2) Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire [s.6.50].
Council Conditions on this Delegation:	a. Excludes determining the due date and instalment due dates applicable to levying rates as part of the adoption of the annual budget. <u>NOTE</u> - Financial Management Reg.64 specifies that instalment due dates are to be determined when adopting the annual budget. b. Decisions under this delegation are limited to determining due date and instalment due dates applicable to interim rating only.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

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1.2.31 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy CP.29 Rates Hardship.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub delegation is limited to item 2 of the functions that may be carried out.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Use of this delegation is reported to Council in a separate register and maintained by the Executive Manager Corporate Services.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.32 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Council Policy CP.29 Rates Hardship.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p>Council Policy CP.29 Rates Hardship</p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.33 Recovery of Rates Debts - Actions to Take Possession of Unoccupied Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegation must comply with Council Policy CP.29 Rates Hardship. b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.

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	d. This delegation does not extend to occupied dwellings. Any dwellings that are occupied must be presented to Council for consideration. .
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Council Policy F 4.8CP.29 Rates Hardship
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.34 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation. b. An extension is not to be granted for a period exceeding 6 weeks.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.35 Affixing of Common Seal & Signing Documents

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Common Seal 1. Affix the common seal of the Shire of Northam to any document which has been authorised by Council either specifically or generally. 2. Sign documents on behalf of the local government. Authorisation to sign 3. Sign documents on behalf of the local government.
Council Conditions on this Delegation:	The specific authorities established are limited by the following conditions: a. The signing of any contract must be supported by a formal resolution of Council, or the works subject of the contract being incorporated into the current Annual Budget and being less than \$500,000; or b. The signing of any contract must be supported by a specific action in the current Plan for the Future.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Corporate Services Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	a. Sub Delegates are excluded from signing documents under the Common Seal on behalf of the Shire. b. Sub Delegates may only execute documents relevant to matters within the scope of the activity of their Directorate. Documents relevant to the activities of multiple Directorates may only be executed by the Chief Executive Officer.

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Local Government Act 1995

1. Local Government Act 1995 Delegations

	<p>c. The documents identified for the purpose of this authorisation are listed as follows:</p> <ul style="list-style-type: none"> • State or Commonwealth Government Funding Agreements • Memorandum of Understanding • Contracts and legal instruments, including contract variations, related to: <ul style="list-style-type: none"> ○ Procurement Contracts ○ Service Agreements (incoming or outgoing services)
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Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.36 Extend Time for Lodging an Objection

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.9.5 Objection may be lodged
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to extend the time for a person to make an objection regarding a relevant prescribed decision of the Local Government [s.9.5(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

Delegation Register

Local Government Act 1995

1. Local Government Act 1995 Delegations

1.2.37 Control of Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government Act 1995: s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Northam that the Shire of Northam could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)]
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Executive Manager Engineering Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Parks and Reserves Act 1895 Land Administration Act 1997 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of delegation as part of the annual review on 28 May 2025
2	

Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3 CEO to Employees

1.3.1 Determine if an Emergency for Emergency Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government Act 1995: s.3.34(2) Entry in emergency
Delegate/s:	Executive Manager Development and Community Services Community Emergency Services Manager
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
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Delegation Register

Shire of Northam



1. Local Government Act 1995 Delegations

1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Delegate/s:	Executive Manager Engineering Services Manager Operations
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to 1.4.1 this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b)]. 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express Power to Sub-Delegate:	Nil.

Compliance Links:	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.
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1. Local Government Act 1995 Delegations

	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>.</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

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1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
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1. Local Government Act 1995 Delegations

1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Delegate/s:	Executive Manager Engineering Services Manager Operations
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.11: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
CEO Conditions on this Delegation:	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> .
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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1. Local Government Act 1995 Delegations

	<p>This delegated authority is effective only in alignment with Delegated Authority 1.2.11 Public Thoroughfares – Dangerous Excavations.</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

Version Control:

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1. Local Government Act 1995 Delegations

1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Delegate/s:	Executive Manager Engineering Services Manager Operations
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.13 Private Works on, over or under Public Places
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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1. Local Government Act 1995 Delegations

1.3.5 Electoral Enrolment Eligibility Claims and Electoral Roll

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government Act 1995: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election Local Government (Elections) Regulations 1995: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Delegate/s:	Executive Manager Corporate Services Manager Governance & Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.4.32(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice

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1. Local Government Act 1995 Delegations

	<p>[s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</p> <p>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</p> <p>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</p>
CEO Conditions on this Delegation:	<p>a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).</p>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Department of Local Government, Sport and Cultural Industries: Returning Officer Manual</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46, <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes & be entered into the Enrolment Eligibility Register.</p>

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1. Local Government Act 1995 Delegations

1.3.6 Destruction of Electoral Papers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Elections) Regulations 1996: r.82(4) Keeping election papers – s4.84(a)
Delegate/s:	Executive Manager Corporate Services Manager Governance & Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
CEO Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46, <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes, and with the Local Government (Elections) Regulations 1997 r.82.

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1. Local Government Act 1995 Delegations

1.3.7 Information to be Available to the Public

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<i>Local Government (Administration) Regulations 1996:</i> r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.5.95(1)(b) & (3)(b) Limits on right to inspect local government information
Delegate/s:	Executive Manager Corporate Services Manager Governance & Risk
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 2. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)]. 3. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
CEO Conditions on this Delegation:	a. The Manager Governance & Risk may only exercise item 1 and may only be exercised when it is in relation to the owners and occupiers register and electoral rolls.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1. Local Government Act 1995 Delegations

1.3.8 Financial Management Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management r.11 Payments, procedures for making etc
Delegate/s:	Executive Manager Corporate Services Manager of Finance
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> i. Collection of money owed to the Shire; ii. Safe custody and security of money collected or held by the Shire; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating purchase orders, cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained, and petty cash [r.11]; vi. Making of payments in accordance with Delegated Authority 1.2.25; vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements.
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit

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1. Local Government Act 1995 Delegations

	and Risk Committee at least once within each 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Local Government (Audit) Regulations 1996</p> <p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

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1. Local Government Act 1995 Delegations

1.3.9 Audit – CEO Review of Systems and Procedures

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures
Delegate/s:	Executive Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
CEO Conditions on this Delegation:	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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1. Local Government Act 1995 Delegations

1.3.10 Infringement Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice Building Regulations 2012: Regulation 70(1A), (1), (2) Approved officers and authorised officers
Delegate/s:	Executive Manager Development and Community Services Senior Ranger Ranger Manager Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> (i) Executive Manager Development and Community Services (ii) Senior Ranger (iii) Ranger c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved

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1. Local Government Act 1995 Delegations

	<p>Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices:</p> <p>(i) Executive Manager Development and Community Services</p> <p>(ii) Manager Regulatory Services</p> <p>NOTE: <i>Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i></p>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1. Local Government Act 1995 Delegations

1.4 Local Law Delegations to the CEO

1.4.1 Shire of Northam Local Law Administration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express Power or Duty Delegated:	<p>All the powers, duties, functions roles and responsibilities of the local government under the following local laws:</p> <ul style="list-style-type: none"> Activities In Thoroughfares Amendment Local Law 2018 Cat Local Law 2019 Cemeteries Amendment Local Law 2017 Dogs Amendment Local Law 2018 Establishment, Maintenance and Equipment of Bush Fire Brigades Extractive Industry Amendment Local Law 2018 Fencing Local Law 2019 Health Amendment Local Law 2018 and JSC Undertaking Local Government Property Local Law 2008 Operation of Waste Disposal Facilities Local Law 2008 - Reviewed 2017 Parking Local Law 2019 Pest Plant Local law 2019 Repeal Local Law 2008 Standing Orders Amendment Local Law 2018 Waste Local Law 2020
Delegate/s:	<p>Executive Manager Development and Community Services</p> <p>Executive Manager Engineering Services</p> <p>Manager Planning and Environment</p> <p>Environmental Health Officer</p> <p>Waste Management Officer</p> <p>Manager Regulatory Services</p> <p>Development Services Technical Officer</p> <p>Senior Ranger</p> <p>Ranger</p> <p>Manager Operations</p> <p><u>Senior Planner</u></p>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the local government under the Shire's Local Laws.
CEO Conditions on this Delegation:	a. Determinations and decisions under the Shire of Northam's Local Laws having regard to the relevant Council policies in force at the time.

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1. Local Government Act 1995 Delegations

	<p>b. The administration of the <i>Extractive Industries Local Law 2016</i>, including any enforcement action and collection of the annual licence fee be delegated to the CEO, but that the exercise of the following powers be reserved to the Council:</p> <ul style="list-style-type: none"> (i) Issue or refusal of a licence under clause 3.1 (2) (ii) Determination of a licence period under clause 3.1 (3) (a) (iii) Transfer, cancel or refusal to renew a licence under clauses 4.1 (2), 4.2 and 4.3 (4) determination of any security under clause 5.1 (1). <p>c. Exclusions – Renewal of a licence where it is proposed to vary the conditions of the licence; or where the licensee has not complied with the conditions of the licence.</p>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant or Refuse a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].

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2. Building Act 2011 Delegations

	6. Authority to refuse building permits due to errors in information or documentation submitted, subject to the provisions of <i>Building Act 2011</i> [s.22].
Council Conditions on this Delegation:	a. An officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i> , approve plans in which they have an interest. b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.
Express Power to Sub-Delegate:	<i>Building Act 2011</i> : s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Regulatory Services Planning & Building Technician
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Planning & Building Technician is limited to class 1 & 10 buildings.

Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT Building Services (Registration) Act 2011 – Section 7 Home Building Contracts Act 1991 – Part 3A, Division 2, Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.2 Grant or Refuse Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26]. 6. Authority to refuse demolition permits due to errors in information or documentation submitted, subject to the provisions of <i>Building Act 2011</i> [s.22].
Council Conditions on this Delegation:	a. An officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i> , approve plans in which they have an interest.

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2. Building Act 2011 Delegations

	<p>b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.</p> <p>c. Any buildings or structure on the Shire of Northam Municipal Inventory or Heritage List are to be referred to Council for decision.</p>
Express Power to Sub-Delegate:	<p><i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>

Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Executive Manager Development and Community Services Manager Regulatory Services Planning and Building Technician</p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>1. Planning & Building Technician is limited to class 1 & 10 buildings.</p>

Compliance Links:	<p>Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit</p> <p>Building Services (Complaint Resolution and Administration) Act 2011 -- Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage Act 2018</p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

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2. Building Act 2011 Delegations

2.1.3 Grant Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. An officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest. b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Regulatory Services Planning & Building Technician
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> 1. Planning & Building Technician is limited to class 1 & 10 buildings.

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2. Building Act 2011 Delegations

Conditions on the delegation also apply to sub-delegation.	
Compliance Links:	Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT Building Services (Complaint Resolution and Administration) Act 2011 -- Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Decisions under this delegated authority must be consistent with r.5 of the <i>Building Regulations 2012</i>. b. NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Building Act 2011: s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.5 Designate Contractors as Authorised Persons (Inspectors)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person <i>Building Regulations 2012:</i> r.4A Authorised persons
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person contracted, or employed by an entity contracted, by the Shire as an authorised person [s.96(3) & r.4A(2)] for the purposes of monitoring whether Part 8 provisions are being complied with. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Designation of authorised persons under this delegation is limited to performing Authorised Person functions under s.93(2)(d).
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<u>Building Act 2011:</u> s.97 each designated authorised person must have an identity card. r.4B Identity cards
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

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2. Building Act 2011 Delegations

2.1.6 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.114 Service of building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to make Building Orders in relation to: <ol style="list-style-type: none"> Building work Demolition work An existing building or incidental structure [s.110(1)]. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. Authority to revoke a building order [s.117]. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> take any action specified in the order ; or commence or complete any work specified in the order; or if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. Serve a building order in accordance with Section 114 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> An Officer to whom this authority is delegated cannot, in accordance with the provisions of the <i>Building Act 2011</i>, approve plans in which they have an interest.

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2. Building Act 2011 Delegations

	b. An Officer must have the prescribed qualifications to be delegated authority to approve or refuse plans of buildings or unauthorised building works.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<u>Building Act 2011:</u> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.7 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Building and Health Planning and Building Technician Development Services Support Officers
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.8 Authorise persons to commence proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person to commence a prosecution for an offence against the <i>Building Act 2011</i> [s.133(1)(b)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.9 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a Certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Council Conditions on this Delegation:	a. An Officer must have the prescribed qualifications to be delegated authority in accordance with Building Regulation 5.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Regulatory Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.10 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51 (2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51 (3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51 (5)].
Council Conditions on this Delegation:	a. Decisions under this delegation must be consistent with modifications to AS 1926.1-2012 prescribed in Building Regulation 15B.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Regulatory Services Development Services Technical Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
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2. Building Act 2011 Delegations

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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2. Building Act 2011 Delegations

2.1.11 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Regulatory Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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2. Building Act 2011 Delegations

2.1.12 Appoint approved officers and authorised officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as "approved officers".</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as "authorised officers" for the purposes of Building Regulation 70(2).</i></p>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	This delegation is not to be sub-delegated.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	N/A

Compliance Links:	Building Regulations 2012 r.70(3) each authorised officer must be issued a certificate of appointment.
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2. Building Act 2011 Delegations

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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3. Bush Fires Act 1954 Delegations

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	Bush Fires Act 1954: s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	<p>Bush Fires Act 1954: s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p>Bush Fire Regulations 1954: r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy

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3. Bush Fires Act 1954 Delegations

	[s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	<p>Bush Fires Act 1954:</p> <ul style="list-style-type: none"> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <p>Bush Fire Regulations 1954:</p> <ul style="list-style-type: none"> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].

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3. Bush Fires Act 1954 Delegations

	<p>5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</p> <p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954: r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a person operating a bee smoker device during a prescribed period [r.39CA(5)]. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. a person using explosives [r.39D(2)]. a person using fireworks [r.39E(3)] Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	<p>Bush Fires Act 1954:</p> <ul style="list-style-type: none"> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <p>Bush Fires Regulations 1954: r.27(3) Permit, issue of</p>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].

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3. Bush Fires Act 1954 Delegations

	5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. determine that these matters have been acted upon to the satisfaction of the Shire. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint employees to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire. [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954: s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire or those on behalf of the Shire to do [s.58].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.59(3) Prosecution of offences
Express Power or Duty Delegated:	Bush Fires Act 1954: s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer Executive Manager Development and Community Services Senior Ranger Ranger/s Community Emergency Services Manager
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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3. Bush Fires Act 1954 Delegations

3.1.12 Powers, Duties and Functions of a Local Government

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Bush Fires Act 1954: s.48 Delegation by local government
Express Power or Duty Delegated:	Bush Fires Act 1954 Bush Fire Regulations 1954
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to perform all of the powers, duties and functions of the local government under the <i>Bush Fires Act 1954</i> and <i>Bush Fires Regulations 1954</i> .
Council Conditions on this Delegation:	Excludes powers and duties that; are subject to separate delegated authority within this Register; are prescribed in the Act with a requirement for a resolution of the local government; and are prescribed by the Act for performance by appointed officers.
Express Power to Sub-Delegate:	NIL – Sub-delegation is prohibited by s.48(3)

Compliance Links:	Bush Fires Act 1954 Bush Fire Regulations 1954
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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4. Cat Act 2011 Delegations

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1 (4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make a determination on a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Request an applicant to provide, within no more than 21 days, any document or information required to determine the application and may require the information to be verified by statutory declaration. 4. Authority to cancel a cat registration [s.10]. 5. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 6. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire's District [Regs. Sch. 3 cl.1 (4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4. Cat Act 2011 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Customer Service Coordinator Customer Service Officer Procurement Coordinator Development Services Support Officer Finance Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	<p>Cat Regulations 2012</p> <ul style="list-style-type: none"> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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4. Cat Act 2011 Delegations

4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Act 2011: s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire's District [s.26].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Cat Regulations 2012 r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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4. Cat Act 2011 Delegations

4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Act 2011: s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. A local government to which an application is made may require the applicant to give the local government, within a specified time of not more than 21 days, any document or information that it requires to determine the application and may require the applicant to verify the information by statutory declaration. 4. Authority to cancel an approval to breed cats [s.38]. 5. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Cat Regulations 2012
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4. Cat Act 2011 Delegations

	<p>r.21 Application for approval to breed cats (s.36(2))</p> <p>r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))</p> <p>r.23 Person who not be refused approval to breed cats (s.37(5))</p> <p>r.24 Duration of approval to breed cats (s.37(6))</p> <p>r.25 Certificate given to approved cat breeder (s.39(1))</p>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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4. Cat Act 2011 Delegations

4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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4. Cat Act 2011 Delegations

4.1.5 Authorise a person to perform Specified functions under the Cat Act 2011

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Act 2011: s.73 Prosecutions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person to commence a prosecution for an offence against the <i>Cat Act 2011</i> and the <i>Cat Local Law 2019</i> [s.73(1)(b) & (2)(b)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
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4. Cat Act 2011 Delegations

4.1.6 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013.
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
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4. Cat Act 2011 Delegations

4.1.7 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Regulations 2012: Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

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4. Cat Act 2011 Delegations

4.1.8 Local Government Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.44 Delegation by local government
Express Power or Duty Delegated:	Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Notices of decisions must include advice as to objection and review rights in accordance with Part 4, Division 5 of the Cat Act 2011 and r.11 of the Cat (Uniform Local Provisions) Regulations 2013 as applicable.
Council Conditions on this Delegation:	Notices of decisions must include advice as to objection and review rights in accordance with Part 4, Division 5 of the Cat Act 2011 and r.11 of the Cat (Uniform Local Provisions) Regulations 2013 as applicable.
Express Power to Sub-Delegate:	Cat Act 2011: s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Excludes powers and duties that; are subject to separate delegated authority within this Register; are prescribed in the Act with a requirement for a resolution of the local government; and are prescribed by the Act for performance by appointed officers.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of new delegation as part of the annual review 28 May 2025
2	Annual review 28 May 2025

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4. Cat Act 2011 Delegations

4.2 Cat Act Delegations - CEO to Employees

4.2.1 Infringement Notices – Extensions and Withdrawals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Cat Act 2011: s.45 Delegation by CEO of local government
Express Power or Duty Delegated:	Cat Act 2011: s.64 Extension of time s.65 Withdrawal of notice
Delegate/s:	Executive Manager Development and Community Services Senior Ranger
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the period of 28 days has elapsed [s.64]. Authority, within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].
CEO Conditions on this Delegation:	<ol style="list-style-type: none"> The delegate who issued the initial infringement must not authorise the withdrawal of said infringement.
Express Power to Sub-Delegate:	Nil.

Compliance Links:	Cat Regulations 2012: r.28 Withdrawal of infringement notice (s.65(1))
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Appoint Registration Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.3 Terms Used (<i>Registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act</i>)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to authorise a person for the purposes of performing the prescribed office of Registration Officer under the Dog Act 1976 [s.3].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. A register of Authorisations is to be maintained as a Local Government Record. c. Only persons who are appropriately qualified and trained may be appointed as Authorised persons. d. Authorisations are to be provided in writing by issuing a Certificate of Authorisation.
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
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5. Dog Act 1976 Delegations

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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5. Dog Act 1976 Delegations

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of \$200.00 [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in

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5. Dog Act 1976 Delegations

	contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Dog Act 1976 s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.4 Grant Exemption as to Number of Dogs Kept at Premises

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.26(3) Limitation as to numbers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve, and determine conditions that apply to, an exemption as to the limit to the number of dogs that can be kept at a premises [s.26(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. Decisions under this delegation must comply with the relevant provisions of the <i>Dog Act 1976</i>, the <i>Dogs Amendment Local Law 2018</i> and CP.60 Multiple Dog Policy including: <ul style="list-style-type: none"> Consider and be satisfied that for any particular premises the provisions of the <i>Dog Act 1976</i> relating to kennel establishments need not be applied in the circumstances [s.26(3)]. Apply the provisions of s.26(4). Conditions that must be applied to an approved exemption, include those listed in R 9.1 Multiple Dog Policy.
Express Power to Sub-Delegate:	Dog Act 1976 s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal Council Policy –CP.60 Multiple Dog Policy
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5. Dog Act 1976 Delegations

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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5. Dog Act 1976 Delegations

5.1.5 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the <i>Dogs Amendment Local Law 2018</i> .
Express Power to Sub-Delegate:	<u>Dog Act 1976</u> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.6 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Includes recovery of expenses relevant to: Dog Act 1976 s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government Dog Regulations 2013 r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
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5. Dog Act 1976 Delegations

5.1.7 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.8 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.33E(1) Individual dog may be declared to be dangerous dog (declared) s.40 Destruction of dogs etc.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)]. 2. Authority to carry out an order of the State Administrative Tribunal in relation to a dangerous dog [s.40]
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. This delegation should not be delegated to the same person / position who initially declared the dog dangerous.
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Nil.
CEO Conditions on this Sub-Delegation:	Nil.

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5. Dog Act 1976 Delegations

Conditions on the delegation also apply to sub-delegation.	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – See s.33H(5) of the Dog Act 1976
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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5. Dog Act 1976 Delegations

5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. This delegation should not be delegated to the same person / position who initially declared the dog dangerous.
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1	Adoption of Model Delegation Register
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5. Dog Act 1976 Delegations

5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976: s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025

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5. Dog Act 1976 Delegations

5.1.12 Dog enforcement functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976 s. 10AA - Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976 s. 44 Enforcement proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authorise an employee to take proceedings under the Act, whether civil or penal [Act, s. 44(2)(b)]
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services.
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	The Chief Executive Officer must be informed prior to proceedings being taken.

Compliance Links:	Criminal Procedure Act 2004 s. 3(1) Terms used - public authority for the purposes of the Act s. 20(1)(b) Who can commence prosecution NOTE: Decisions under this Delegation may be referred for review by the State Administrative Tribunal (SAT) [s. 16A, s. 17(4) and (6)].
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	First adopted 26 February 2025
2	Annual review 28 May 2025

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5. Dog Act 1976 Delegations

5.1.13 Local Government Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Dog Act 1976 s. 10AA - Delegation of local government powers and duties
Express Power or Duty Delegated:	Dog Act 1976 Dog Regulations 2013
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	All the powers and duties of the local government under the Dog Act 1976 and Dog Regulations 2013.
Council Conditions on this Delegation:	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express Power to Sub-Delegate:	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Senior Ranger Ranger
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Excludes powers and duties that; are subject to separate delegated authority within this Register; are prescribed in the Act with a requirement for a resolution of the local government; and are prescribed by the Act for performance by Authorised Officers which is to be facilitated through Governance.

Compliance Links:	Dog Act 1976 Dog Regulations 2013 Dogs Amendment Local Law 2018
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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1	New delegation adopted as part of annual review 28 May 2025
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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Executive Manager Development and Community Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$5,000. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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6. Food Act 2008 Delegations

Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.
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Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders and Certificates of Clearance

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	Food Act 2008: s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Executive Manager Development and Community Services Manager Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation should be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Executive Manager Development and Community Services Manager Regulatory Services Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none">Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WAFood Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1WA Priority Classification SystemVerification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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6. Food Act 2008 Delegations

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6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – <i>Food Regulations 2009</i> do not provide for sub-delegation.

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6. Food Act 2008 Delegations

Compliance Links:	Public Health Act 2016 s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	Food Act 2008: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Executive Manager Development Service Manager Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Item 2 is limited delegation to the CEO.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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6. Food Act 2008 Delegations

6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	Food Regulations 2009: r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Chief Executive Officer Executive Manager Development and Community Services Manager Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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6. Food Act 2008 Delegations

6.1.7 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Food Act 2008: s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	Food Act 2008: r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Executive Manager Development and Community Services Manager Regulatory Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express Power or Duty Delegated:	Graffiti Vandalism Act 2016: s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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7. Graffiti Vandalism Act 2016 Delegations

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2	Annual review 28 May 2025

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7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express Power or Duty Delegated:	Graffiti Vandalism Act 2016: s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to deal with an objection to a notice [s.22(3)]. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express Power or Duty Delegated:	Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express Power or Duty Delegated:	Graffiti Vandalism Act 2016: s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Engineering Services Executive Manager Development and Community Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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8. Health (Miscellaneous Provisions) Act 1911

8 Health (Miscellaneous Provisions) Act 1911

8.1.1 Appointment and Authorisation of Deputy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Miscellaneous Provisions) Act 1911 Section 26 Powers of local government</i>
Express Power or Duty Delegated:	<i>Health (Miscellaneous Provisions) Act 1911 Section 26 Powers of local government</i>
Positions Appointed	Chief Executive Officer Executive Manager Development and Community Services Manager Regulatory Services Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Appoints and authorises any person to be its <i>Health (Miscellaneous Provisions) Act 1911</i> deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe. Such appointment shall not affect the exercise or discharge by the local government itself of any power or function.
Council Conditions on this Delegation:	The power to prosecute is only to be exercised on recommendation from the Manager Regulatory Services and with the written approval of the Executive Manager Development and Community Services in consultation with the Chief Executive Officer.
Express Power to Sub-Delegate:	N/A

Compliance Links:	<i>Health (Miscellaneous Provisions) Act 1911</i>
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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1	New delegation as part of annual review 28 May 2025
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8. Public Health Act 2016 Delegations

9 Public Health Act 2016 Delegations

9.1 Council to CEO

9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Health (Asbestos) Regulations 1992: r.15D(7) Infringement Notices
Express Power or Duty Delegated:	Health (Asbestos) Regulations 1992: r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	Criminal Procedure Act 2004 – Part 2
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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8. Public Health Act 2016 Delegations

9.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Public Health Act 2016: s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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8. Public Health Act 2016 Delegations

9.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Public Health Act 2016: s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ul style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21 (4)].

Compliance Links:	Public Health Act 2016 <ul style="list-style-type: none"> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained
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8. Public Health Act 2016 Delegations

	<p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	<p>Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i>, Record Keeping Policy & relevant processes.</p>

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8. Public Health Act 2016 Delegations

9.1.4 Dealing with Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Public Health Act 2016: s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.260 Return of seized item s.262 Cost of destruction or disposal of forfeited items s.263 Return of forfeited items s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if no contravention of the <i>Public Health Act 2016</i> has occurred and return seized items or forfeited items to the person from whom the items were seized or to any other person who is determined to be entitled to it [s.260 and 263]. 2. Authority to recover the cost of destruction or disposal of forfeited items [s.262]. 3. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21 (4)].

Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions about compensation may be referred for review by the State Administration Tribunal [s.265]
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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8. Public Health Act 2016 Delegations

9.1.5 Appoint Designated Officer – Information Sharing

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Public Health Act 2016: s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	Public Health Act 2016 s.299 Information Sharing
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, to appoint Designated Officer/s for the purposes of s.299 [s.299(1)].
Council Conditions on this Delegation:	a. Appointments must be consistent with requirements outlined in the Chief Health Officer's Information Sharing Guideline , prepared in accordance with s.300.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	Public Health Act 2016 s.300 Guidelines relating to information sharing. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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10. Local Planning Scheme Delegations

10 Planning and Development Act 2005 Delegations

10.1 Council to CEO

10.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Planning and Development Act 2005: s.214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order. 4. Instruct prosecution in respect of any breach, contravention or offence under <i>the Planning & Development Act 2005</i>, gazetted Local Planning Schemes, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and all subsidiary legislation made under those acts.

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10. Local Planning Scheme Delegations

Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Planning & Environment <u>Senior Planner</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	1. Sub delegation is limited to items 1 – 3 under the functions.

Compliance Links:	Planning and Development Act 2005 - Part 13 Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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10. Local Planning Scheme Delegations

11 Local Planning Scheme No. 6 Delegations

11.1 Council to CEO

11.1.1 Planning Determinations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Planning Scheme No. 6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. The Chief Executive Officer, Pursuant to Clause 82, Part 10 of Schedule 2 of the Deemed Provisions for Local Planning Schemes, is delegated authority to determine applications for development approval, including amendments, made under Shire of Northam Local Planning Scheme No. 6 (the Scheme), with or without conditions subject to consistency with the Scheme, including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below. 2. Where applications for development approval have been advertised for consultation purposes, in accordance with the provisions of Clause 64 of the Deemed Provisions for Local Planning Schemes and/or Part 4 of the R-Codes, if: <ol style="list-style-type: none"> a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or b. Submissions that raise concerns with the proposed development were received and those concerns are, in the opinion of the delegated officer, clearly not material planning considerations; c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but; <ol style="list-style-type: none"> i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the delegated officer and the applicant, and/or the party or parties that lodged the submissions
Council Conditions on this Delegation:	

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10. Local Planning Scheme Delegations

	<p>(the delegated officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and</p> <p>Exclusions</p> <p><u>General Exclusions</u></p> <p>a. Applications for development approval for development exceeding \$7M in value and/or a net increase of in excess of 10 dwellings and/or uses listed as 'P', 'D' or 'A' or 'I' within the Scheme at variance with Scheme requirements and standards.</p> <p>b. Applications for single dwellings (refer to Delegation 9.1.2)</p> <p><u>Specific Exclusions and Exceptions for Minor Works etc.</u></p> <p>c. Subject to (h) below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.</p> <p>d. Subject to (h) below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.</p> <p>e. Subject to (h) below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clauses 3.4.2 or 3.4.3 of the Scheme (uses not listed in the Zoning Table) may only be refused under delegated authority.</p> <p>f. Subject to (h) below, applications for development approval that must be assessed under the provisions of Part 3, Clauses 3.8 up to and including 3.12 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority, except for minor modifications or extensions. (Note: Should the delegated officer feel that the application may warrant approval, the application shall be reported to Council for consideration).</p> <p>g. Subject to (h) below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that are assessed under the provisions of Clause 4.13.7 of the Scheme (the 'Cash Payment in Lieu of the Provision of Car Parking' provisions) may only be refused under delegated authority. (Note: Should the delegated officer feel that</p>
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10. Local Planning Scheme Delegations

	<p>the application may warrant approval, the application shall be reported to Council for consideration).</p> <p>h. Subject to (i) below, the provisions of 1 - 7 above do not apply to applications for an extension of time to commence a development approval, alterations and/or expansions where the amendments do not substantially change the approved development, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.</p> <p>i. Where an extension of time to commence a development approval is granted pursuant to 8 above, the term of any renewal shall not exceed 24 months, however, an unlimited number of renewals may be granted under delegated authority.</p> <p>An officer to who this authority is delegated cannot determine applications for plans in which they may have a conflict of interest.</p>
Express Power to Sub-Delegate:	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

Sub-Delegate/s: <i>Appointed by CEO</i>	<p>Executive Manager Development and Community Services Manager Planning & Environment <u>Senior Planner</u></p>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	<p>Nil.</p>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the <i>Local Government Act 1995</i> s.5.18 & s.5.46 the <i>State Records Act 2000</i> , Record Keeping Policy & relevant processes.

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10. Local Planning Scheme Delegations

11.1.2 Waiver of Application Fees – Development Applications

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Planning and Development Regulations 2009 s.52 Local government may waive or refund fee Local Planning Scheme No. 6
Express Power or Duty Delegated:	Planning and Development Regulations 2009 Local Planning Scheme No. 6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Waive or refund, defer in whole or part, payment of a fee for a planning service or development application.
Council Conditions on this Delegation:	a. A debt or concession may only be waived/granted in accordance with C 3.4 Write Off / Waive Fees or Debts Policy.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager Planning & Environment <u>Senior Planner</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Council Policy C 3.4 Write Off / Waive Fees or Debts
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

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10. Local Planning Scheme Delegations

11.1.3 Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO Local Planning Scheme No. 6
Express Power or Duty Delegated:	Local Planning Scheme No. 6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to advise the Western Australian Planning Commission with regards to clearance of conditions of development approval, clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the Planning and Development Act 2005 and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, and Local Planning Policies.
Council Conditions on this Delegation:	Nil.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Development and Community Services Manager of Planning & Environment <u>Senior Planner</u>
CEO Conditions on this Sub-Delegation: <i>Conditions on the delegation also apply to sub-delegation.</i>	Nil.

Compliance Links:	Nil.
Record Keeping:	Details pertaining to this delegation must be recorded and maintained in accordance with the Local Government Act 1995 s.5.18 & s.5.46 the State Records Act 2000, Record Keeping Policy & relevant processes.

Version Control:

1	Adoption of Model Delegation Register
2	Annual review 28 May 2025
3	

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12 Statutory Authorisations and Delegations to Local Government from State Government Entities

12.1 Environmental Protection Act 1986

12.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 47, 19-Mar-2004
Page: 919 [Pdf](#) - 476kb

EV401

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 232. 20-Dec-2013
Page: 6282 [Pdf](#) - 3Mb

EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.1.3 Noise Management Plans – Construction Sites

Published by:
Environment

GOVERNMENT GAZETTE
Western Australia
[Previous](#) [Close](#) [Next](#)

No. 71. 16-May-2014
Page: 1548 [Pdf](#) - 2Mb

EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.2 Planning and Development Act 2005

12.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. <p>In respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittaring Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorook Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuballing Shire of Cuse Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dongroybrook-Balingup Shire of Doregin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goswells Shire of Halls Creek Shire of Harvey Shire of Inland Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalgoorlie-Boulder Shire of Kalbarri Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kunene Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Mookatharra City of Murrumbidgee Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Morawa Shire of Mount Marshall Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

Shire of Nannup
Shire of Narrogin
Shire of Narembea
Town of Narrogin
City of Newcastle
Shire of Ngaanyatjaraku
Shire of Northam
Shire of Northampton
Shire of Nungah
Shire of Peppermint Grove
Shire of Perenjori
City of Perth
Shire of Pingelly
Shire of Plantagenet
Town of Port Hedland
Shire of Quairading
Shire of Ravensthorpe
City of Rockingham
Shire of Roebourne
Shire of Sandstone
Shire of Serpentine Jarrahdale
Shire of Shark Bay
City of South Perth
City of Stirling
City of Subiaco
City of Swan

Shire of Tembin
Shire of Three Springs
Shire of Toodyay
Shire of Trayning
Shire of Upper Gascoyne
Town of Victoria Park
Shire of Victoria Plains
Town of Vincent
Shire of Wagin
Shire of Wandaring
City of Wanneroo
Shire of Waroona
Shire of West Arthur
Shire of Westonia
Shire of Wilkepin
Shire of Williams
Shire of Wiluna
Shire of Wongan-Ballidu
Shire of Woodanilling
Shire of Wyalkatchem
Shire of Wyndham-East Kimberley
Shire of Yalgoo
Shire of Yilgarn
Shire of York

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.3 Main Roads Act 1930

12.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#).

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

Dated:

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

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Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

WESTERN AUSTRALIA ROAD TRAFFIC CODE 2000 REGULATION 297(2) INSTRUMENT OF AUTHORISATION

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

Dated:

THE COMMON SEAL OF THE)
COMMISSIONER OF MAIN ROADS)
WAS AFFIXED BY)
)
)
COMMISSIONER OF MAIN ROADS)
FOR THE TIME BEING IN THE PRESENCE OF:)

Signature of Witness

Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be
bound by the above conditions.

THE COMMON SEAL OF THE)
.....)
WAS AFFIXED PURSUANT TO A RESOLUTION)
OF THE COUNCIL IN THE PRESENCE OF)

Chief Executive Officer

Witness

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government

12.4 Road Traffic (Vehicles) Act 2012

12.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Delegation Register

Shire of Northam



11. Statutory Authorisations and Delegations to Local Government from State Government



Government of Western Australia
Department of Transport

Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](https://transport.wa.gov.au)

Extracted on line on 15 March 2021

Delegation Register

Shire of Northam



DELEGATIONS TO EMPLOYEES – QUICK REFERENCE GUIDE

EXECUTIVE MANAGER CORPORATE SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.18	Tenders for Goods and Services - Exempt Procurement
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.25	Payments from the Municipal or Trust Funds
1.2.26	Defer, Grant Discounts, Waive or Write Off Debts.
1.2.27	Power to Invest and Manage Investments
1.2.28	Rate Record Amendment
1.2.29	Agreement as to Payment of Rates and Service Charges
1.2.30	Determine Due Date for Rates or Service Charges
1.2.31	Recovery of Rates or Service Charges
1.2.32	Recovery of Rates Debts – Require Lessee to Pay Rent
1.2.33	Recovery of Rates Debts - Actions to Take Possession of Unoccupied Land
1.2.34	Rate Record – Objections
1.2.35	Affixing of Common Seal & Signing Documents
1.3.5	Electoral Enrolment Eligibility Claims and Electoral Roll
1.3.6	Destruction of Electoral Papers
1.3.7	Information to be Available to the Public
1.3.8	Financial Management Systems and Procedures
1.3.9	Audit – CEO Review of Systems and Procedures

EXECUTIVE MANAGER DEVELOPMENT AND COMMUNITY SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.1	Authorise a Persons to Perform Specified Functions under the Local Government Act 1995
1.2.4	Powers of Entry
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.2.6	Confiscated or Uncollected Goods
1.2.7	Disposal of Sick or Injured Animals
1.2.8	Close Thoroughfares to Vehicles
1.2.9	Obstruction of Footpaths and Thoroughfares
1.2.13	Private Works on, over or under Public Places
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders

Delegation Register

Shire of Northam



1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)
1.2.25	Payments from the Municipal or Trust Funds
1.2.35	Affixing of Common Seal & Signing Documents
1.2.37	Control of Reserves and Certain Unvested Facilities
1.3.1	Determine if an Emergency for Emergency Powers of Entry
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Building Act 2011 Delegations</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.4	Designate Employees as Authorised Persons
2.1.5	Designate Contractors as Authorised Persons (Inspectors)
2.1.6	Building Orders
2.1.7	Inspection and Copies of Building Records
2.1.9	Referrals and Issuing Certificates
2.1.10	Private Pool Barrier – Alternative and Performance Solutions
2.1.11	Smoke Alarms – Alternative Solutions
<i>Bush Fires Act 1954</i>	
3.1.11	Prosecution of Offences
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations
4.1.2	Cat Control Notices
4.1.3	Approval to Breed Cats
4.1.4	Recovery of Costs – Destruction of Cats
4.1.6	Applications to Keep Additional Cats
4.1.7	Reduce or Waiver Registration Fee
4.1.8	Local Government Functions
4.2.1	Infringement Notices – Extensions and Withdrawals
<i>Dog Act 1974</i>	
5.1.1	Appoint Registration Officer
5.1.2	Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons
5.1.3	Refuse or Cancel Registration
5.1.4	Grant Exemption as to Number of Dogs Kept at Premises
5.1.5	Kennel Establishments
5.1.6	Recovery of Moneys Due Under this Act
5.1.7	Dispose of or Sell Dogs Liable to be Destroyed
5.1.8	Declare Dangerous Dog
5.1.10	Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice
5.1.11	Determine Recoverable Expenses for Dangerous Dog Declaration
5.1.12	Dog enforcement functions
5.1.13	Local Government Functions

Delegation Register

Shire of Northam



<i>Food Act 2008</i>	
6.1.1	Determine Compensation
6.1.2	Prohibition Orders and Certificates of Clearance
6.1.3	Food Business Registrations
6.1.5	Debt Recovery and Prosecutions
6.1.6	Abattoir Inspections and Fees
6.1.7	Food Businesses List – Public Access
<i>Graffiti Vandalism Act 2016</i>	
7.1.1	Give Notice Requiring Obliteration of Graffiti
7.1.2	Notices – Deal with Objections and Give Effect to Notices
7.1.3	Obliterate Graffiti on Private Property
7.1.4	Powers of Entry
<i>Health (Miscellaneous Provisions) Act 1911</i>	
8.1.1	Appointment and Authorisation of Deputy
<i>Planning and Development Act 2005</i>	
10.1.1	Illegal Development
<i>Local Planning Scheme No. 6</i>	
11.1.1	Planning Determinations
11.1.2	Waiver of Application Fees – Development Applications
11.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/ Amalgamation or Strata Title Approval

EXECUTIVE MANAGER ENGINEERING SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.8	Close Thoroughfares to Vehicles
1.2.9	Obstruction of Footpaths and Thoroughfares
1.2.10	Gates Across Public Thoroughfares
1.2.11	Public Thoroughfare – Dangerous Excavations
1.2.12	Crossing – Construction, Repair and Removal
1.2.13	Private Works on, over or under Public Places
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
1.2.15	Expressions of Interest for Goods and Services
1.2.16	Tenders for Goods and Services – Call Tenders
1.2.17	Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
1.2.19	Panels of Pre-Qualified Suppliers for Goods and Services
1.2.20	Application of Regional Price Preference Policy
1.2.23	Disposing of Property (Tender, Auction, Private Treaty, Lease or Licence)
1.2.25	Payments from the Municipal or Trust Funds
1.2.35	Affixing of Common Seal & Signing Documents
1.2.37	Control of Reserves and Certain Unvested Facilities
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Delegation Register

Shire of Northam



1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Graffiti Vandalism Act 2016</i>	
7.1.1	Give Notice Requiring Obliteration of Graffiti
7.1.2	Notices – Deal with Objections and Give Effect to Notices
7.1.3	Obliterate Graffiti on Private Property
7.1.4	Powers of Entry

MANAGER PLANNING & ENVIRONMENT	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Planning and Development Act 2005</i>	
10.1.1	Illegal Development
<i>Local Planning Scheme No. 6</i>	
11.1.1	Planning Determinations
11.1.2	Waiver of Application Fees – Development Applications
11.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/ Amalgamation or Strata Title Approval

ENVIRONMENTAL HEALTH OFFICER	
Delegation No	Delegation Title
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Food Act 2008</i>	
6.1.3	Food Business Registrations
<i>Health (Miscellaneous Provisions) Act 1911</i>	
8.1.1	Appointment and Authorisation of Deputy

MANAGER REGULATORY SERVICES	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.9	Obstruction of Footpaths and Thoroughfares
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration

Delegation Register

Shire of Northam



<i>Building Act 2011</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.7	Inspection and Copies of Building Records
2.1.9	Referrals and Issuing Certificates
2.1.10	Private Pool Barrier – Alternative and Performance Solutions
2.1.11	Smoke Alarms – Alternative Solutions
<i>Food Act 2008</i>	
6.1.2	Prohibition Orders and Certificates of Clearance
6.1.3	Food Business Registrations
6.1.5	Debt Recovery and Prosecutions
6.1.6	Abattoir Inspections and Fees
6.1.7	Food Businesses List – Public Access
<i>Health (Miscellaneous Provisions) Act 1911</i>	
8.1.1	Appointment and Authorisation of Deputy

DEVELOPMENT SERVICES TECHNICAL OFFICER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Building Act 2011</i>	

SENIOR RANGER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.2.7	Disposal of Sick or Injured Animals
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Bush Fires Act 1954</i>	
3.1.11	Prosecution of Offences
<i>Cat Act 2011</i>	
4.1.2	Cat Control Notices
4.1.8	Local Government Functions
4.2.1	Infringement Notices – Extensions and Withdrawals
<i>Dog Act 1974</i>	
5.1.8	Declare Dangerous Dog
4.1.8	Local Government Functions

RANGER

Delegation Register

Shire of Northam



Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.5	Declare Vehicle is Abandoned Vehicle Wreck
1.3.10	Infringement Notices
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Bush Fires Act 1954</i>	
3.1.11	Prosecution of Offences
<i>Cat Act 2011</i>	
4.1.2	Cat Control Notices
4.1.8	Local Government Functions

COMMUNITY EMERGENCY SERVICES MANAGER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.8	Close Thoroughfares to Vehicles
1.2.25	Payments from the Municipal or Trust Funds Conditions: Delegated authority is restricted to use of credit card in accordance with the Credit Card Use Policy.
1.3.1	Determine if an Emergency for Emergency Powers of Entry
<i>Bush Fires Act 1954</i>	
3.1.11	Prosecution of Offences

MANAGER OF FINANCE	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.25	Payments from the Municipal or Trust Funds
1.2.27	Power to Invest and Manage Investments
1.2.28	Rate Record Amendment
1.3.8	Financial Management Systems and Procedures

SHIRE PRESIDENT & CHIEF BUSH FIRE CONTROL OFFICER	
Delegation No	Delegation Title
<i>Bush Fires Act 1954</i>	
3.1.2	Prohibited Burning Times - Vary

MANAGER GOVERNANCE AND RISK	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.3.5	Electoral Enrolment Eligibility Claims and Electoral Roll
1.3.6	Destruction of Electoral Papers
1.3.7	Information to be Available to the Public

Delegation Register

Shire of Northam



WASTE MANAGEMENT OFFICER	
Delegation No	Delegation Title
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration

MANAGER ENGAGEMENT AND COMMUNICATION	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.25	Payments from the Municipal or Trust Funds
	Conditions: Delegated authority is restricted to use of credit card in accordance with the Credit Card Use Policy.

PLANNING & BUILDING TECHNICIAN	
Delegation No	Delegation Title
<i>Building Act 2011</i>	
2.1.1	Grant or Refuse a Building Permit
2.1.2	Grant or Refuse Demolition Permits
2.1.3	Grant Occupancy Permits or Building Approval Certificates
2.1.7	Inspection and Copies of Building Records

DEVELOPMENT SERVICES SUPPORT OFFICER	
Delegation No	Delegation Title
<i>Building Act 2011</i>	
2.1.7	Inspection and Copies of Building Records
4.1.1	Cat Registrations

CUSTOMER SERVICE COORDINATOR	
Delegation No	Delegation Title
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations

CUSTOMER SERVICE OFFICER	
Delegation No	Delegation Title
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations

PROCUREMENT COORDINATOR	
Delegation No	Delegation Title
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations

Delegation Register

Shire of Northam



FINANCE OFFICER	
Delegation No	Delegation Title
<i>Cat Act 2011</i>	
4.1.1	Cat Registrations

MANAGER OPERATIONS	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
1.2.8	Close Thoroughfares to Vehicles
1.2.9	Obstruction of Footpaths and Thoroughfares
1.2.10	Gates Across Public Thoroughfares
1.2.11	Public Thoroughfare – Dangerous Excavations
1.2.12	Crossing – Construction, Repair and Removal
1.2.13	Private Works on, over or under Public Places
1.2.14	Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift
1.3.2	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare
1.3.3	Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares
1.3.4	Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration

SENIOR PLANNER	
Delegation No	Delegation Title
<i>Local Government Act 1995</i>	
1.2.4	Powers of Entry
<i>Local Law Delegations</i>	
1.4.1	Shire of Northam Local Law Administration
<i>Planning and Development Act 2005</i>	
10.1.1	Illegal Development
<i>Local Planning Scheme No. 6</i>	
11.1.1	Planning Determinations
11.1.2	Waiver of Application Fees – Development Applications
11.1.3	Clearance of Conditions of Development Approval, or Conditions of Subdivision/ Amalgamation or Strata Title Approval

13.2 ENGINEERING SERVICES

Nil.

13.3 DEVELOPMENT & COMMUNITY SERVICES

13.3.1 CP.50 Trading on Thoroughfares and Public Places Policy Trial review

File Reference:	2.3.1.2
Reporting Officer:	Pierce Lloyd (Environmental Health Officer)
Responsible Officer:	Chadd Hunt (Executive Manager Development & Community Services)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Communication Required:	No

BRIEF

For Council to consider the outcome of a trial of changes to CP.50 Trading on Thoroughfares and Public Places and continuation of the policy direction following conclusion of the trial.

ATTACHMENTS

1. DS POLICY 09 CP 50 Trading on Thoroughfares Public Places V4 (1)
[13.3.1.1 - 7 pages]

A. BACKGROUND / DETAILS

On 18 September 2024, a Policy Workshop was held with Council Members to provide for discussion and input into Council Policy CP.50 Trading on Thoroughfares and Public Places following requests from the community for more flexibility within the policy.

On 16 October 2024, Council adopted the amended policy in Attachment 13.3.1.1, for a trial period from 17 October 2024 to 30 June 2025.

Council requested a report after the trial end date to determine if the changes to the policy should be adopted on a more permanent basis.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Performance. Outcome 12: Excellence in organisational performance and customer service.
Objective 12.1: Maintain a high standard of corporate governance and financial management.
Priority Action: Nil.

B.2 Financial / Resource Implications

N/A

B.3 Legislative Compliance

Local Government Act 1995

Food Act 2008

Environmental Protection (Noise) Regulations 1997

B.4 Policy Implications

Policy changes to be adopted following the trial period.

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Nil.		
Health & Safety	Food safety and waste management.	Possible (3) x Minor (2) = Moderate (6)	Registered Food Businesses only, waste receptacles required as part of approval. Time limited approvals.
Reputation	Complaints from static local food businesses.	Likely (4) x Minor (2) = Moderate (8)	Policy trial period of 6 months.
Service Interruption	Nil.		
Compliance	Non-compliance with relevant legislation.	Possible (3) x Minor (2) = Moderate (6)	Ensure processes are documented.
Property	Public liability insurance risk.	Low (1) x Medium (3) = Low (3)	Public liability of \$20 million required by stallholders &

			traders prior to approval.
Environment	General wear and tear of reserve areas.	Low (1) x Medium (3) = Low (3)	Daily approvals only, to ensure environmental impacts can be effectively monitored. Capacity to remove location if circumstances require.

B.7 Natural Environment Considerations

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

C. OFFICER'S COMMENT

Since Council's resolution on 16 October 2024, a Street Trader Permit has been issued for the Mitchell Avenue location and the Wundowie Oval location for most weekends, to a local mobile food business operator.

During the trial period, the Shire of Northam received no complaints from local businesses or residents relating to the mobile food business making use of trading zones in the amended policy.

The Northam Chamber of Commerce, which has been identified as a relevant stakeholder, has advised they received some questions from food businesses within the CBD at the start of the trial, and have not received feedback from local businesses or residents in the Wundowie area.

The Shire received one email during the trial period from a local Wundowie resident advising they had utilised the mobile food business at the Wundowie Oval on multiple occasions and were grateful for the service.

Based on the positive feedback provided and no complaints being received, it is recommended that the changes made to CP.50 Trading on Thoroughfares and Public Places in October 2024 continue on a more permanent basis. The updated version of the policy with tracked changes, including removal of reference to the trial period ending 30 June 2025, is included as Attachment 13.3.1.1.

RECOMMENDATION

That Council ADOPTS CP.50 Trading on Thoroughfares and Public Places Policy presented in Attachment 13.3.1.1.



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

HEALTH

CP.50 Trading on Thoroughfares & Public Places ~~(Trial ending 30 June 2025)~~

<i>Responsible Department</i>	Development and Community Services
<i>Resolution Number</i>	C.5152
<i>Resolution Date</i>	16/10/2024
<i>Next Scheduled Review</i>	2024/2025 2026/2027
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Thoroughfares and Public Places and Trading Local Law 2018 Local Government Act 1995 Food Act 2008 Environmental Protection (Noise) Regulations 1997

OBJECTIVE

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

~~The trial period ending 30 June 2025 will allow Council to determine if there is a need for street trading within the Shire of Northam. This Policy may be reviewed after the end date.~~

SCOPE

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

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

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

POLICY



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

1.0 STALLHOLDERS

Definitions

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



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

1.1 Types of Stalls

A stall is operated either for COMMUNITY or COMMERCIAL purposes.

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

1.2 Location of Stalls

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

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

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

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

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

2.0 STREET TRADING

Definitions

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



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

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

Street trading from a Public Place requires a permit.

Public Place:

includes-

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

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

Vehicle:

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

Street Trader:

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

Itinerant Trader:

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

Regular Trader:

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

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

2.1 Types of Street Traders and permits:

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

2.2 Location of FOOD Street Traders:



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

2.2.1 Itinerant FOOD Trader:

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

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

2.2.2 Regular FOOD Trader:

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

2.3 Location of NON-FOOD Street Traders:

2.3.1 Itinerant NON-FOOD Trader:

NOT permitted in the Shire of Northam.

2.3.2 Regular NON-FOOD Trader:

Permit required.

3.0 TRADING ZONES

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

3.1 Locations



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

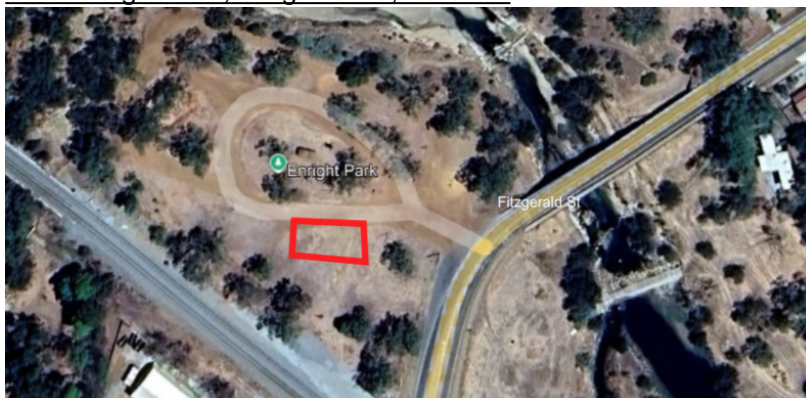
3.1.1 Wundowie Oval – Banksia Ave, Wundowie



3.1.2 Information Bay, Mitchell Avenue, Northam



3.1.3 Enright Park, Fitzgerald St, Northam



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



Shire of Northam Policy

CP.50 Trading on Thoroughfares & Public Places

3.2 Approval conditions:

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

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

Food is to be take away service only.

Approved vehicles are not permitted to remain on-site overnight

3.3 Operating hours:

Table 1: Approved Regular Food Trader operating hours:

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

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

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

CONSIDERATION OF APPLICATIONS

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

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

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

13.4 CORPORATE SERVICES

13.4.1 Rates Exemption Application - 260 Fitzgerald St, 53 & 55 Wellington St, 49 Old York Rd, Northam

File Reference:	A14364, A12511, A12512, A15384
Reporting Officer:	Ann-Kathrin Schall (Accountant), Lee Baglin (Finance 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

Seeking Council direction for a rate exemption application for 'land used exclusively for charitable purposes' in accordance with section 6.26(2)(g) of the *Local Government Act 1995* for properties A14364, A12511, A12512 and A15384.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Application for Rate Exemption Form [13.4.1.1 - 3 pages]
2. CONFIDENTIAL REDACTED - Certificate of Incorporation [13.4.1.2 - 1 page]
3. CONFIDENTIAL REDACTED - Notice of endorsement for charity tax concessions and as a deductible gift recipient [13.4.1.3 - 4 pages]
4. CONFIDENTIAL REDACTED - Charitable Collections Licence [13.4.1.4 - 3 pages]
5. CONFIDENTIAL REDACTED - List of land holdings in the Shire of Northam [13.4.1.5 - 1 page]
6. CONFIDENTIAL REDACTED - Statement outlining the nature of the operation [13.4.1.6 - 2 pages]
7. CONFIDENTIAL REDACTED - Annual Report 2023/24 [13.4.1.7 - 34 pages]
8. CONFIDENTIAL REDACTED - Audited Financial Statements 2022/23 [13.4.1.8 - 14 pages]
9. CONFIDENTIAL REDACTED - Audited Financial Statements 2023/24 [13.4.1.9 - 15 pages]
10. CONFIDENTIAL REDACTED - Copy of Budget for 2024/25 [13.4.1.10 - 1 page]
11. CONFIDENTIAL REDACTED - 2029 Growth Strategy [13.4.1.11 - 1 page]

A. BACKGROUND / DETAILS

Avon Community Employment Support Centre Inc T/A Essential Personnel (Essential Personnel) has submitted an application for rate exemption for their properties at 260 Fitzgerald Street, 53 and 55 Wellington Street, and 49 Old York Road, Northam. Essential Personnel is requesting a rate exemption on the basis that the properties are used exclusively for charitable purposes.

Essential Personnel was established in 1986 to provide employment opportunities for people with disabilities and is a registered charity and public benevolent institution providing services and supports to individuals in the Metropolitan area and the Wheatbelt.

Below is an overview of the properties included in the rates exemption application:

- 260 Fitzgerald Street, Northam (A14364) - Disability Employment Services Northam office. Participants can walk in or attend with appointment and request assistance in finding employment.
- 53 Wellington Street, Northam (A12511) - NDIS services Northam Skills Centre. The building was funded by Lotterywest and extensively renovated in 2022. Wheatbelt participants can access the Skills Centre with accessible facility for skill development, socialising or group and learning activities.
- 55 Wellington Street, Northam (A12512) - Vacant land adjacent to 53 Wellington Street Northam the Skills Centre. Currently used for parking, but Essential Personnel are assessing different options for future use including extending the Skills Centre or building a new Respite House.
- 49 Old York Road, Northam (A15384) - Shed with small office for Property Care Services, where machines, tools and vehicles used to provide gardening and cleaning services are stored.

The following documentation has been provided with their rates exemption application:

- Application for Rates Exemption Form
- Certificate of Incorporation
- Notice of endorsement for charity tax concessions and as a deductible gift recipient
- Charitable Collections Licence
- List of land holdings in the Shire of Northam
- Statement outlining the nature of the operation
- Annual Report 2023/24
- Audited Financial Statements for 2022/23 and 2023/24
- 2024/25 Budget
- 2029 Growth Strategy.

In order for a rates exemption to be applicable, the land must be used exclusively for charitable purposes as required by the *Local Government Act 1995*. The above documentation does not support that the properties are used exclusively for charitable purposes, and a rates exemption is therefore not applicable.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance	Area:	People.
Outcome 2: A caring and inclusive community.		
Objective 2.2: Improve support for vulnerable groups, including people who are at risk, seniors, and those with disability.		
Priority Action: Nil.		

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

The *Local Government Act 1995* Section 6.26(2) defines land that is not rateable, allowing Council to grant an exemption of rates.

(2) The following land is not rateable land —

- (a) land which is the property of the Crown and — [...]; and
- (b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and
- (c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and
- (d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and
- (e) land used exclusively by a religious body as a school for the religious instruction of children; and
- (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*; and
- (g) land used exclusively for charitable purposes;
- (h) land vested in trustees for agricultural or horticultural show purposes; and
- (i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the *Financial Management Act 2006*) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make

- a contribution to the local government; and
- (j) land which is exempt from rates under any other written law; and
- (k) land which is declared by the Minister to be exempt from rates.

It should be noted that 'charitable purposes' is not currently defined in the Local Government Act 1995 or other statutes; rather it is defined at common law. The Charities Act 2013 Part 3, Division 1, Section 12 defines charitable purpose.

12 Definition of charitable purpose

(1) In any Act:

charitable purpose means any of the following:

- (a) the purpose of advancing health;
- (b) the purpose of advancing education;
- (c) the purpose of advancing social or public welfare;
- (d) the purpose of advancing religion;
- (e) the purpose of advancing culture;
- (f) the purpose of promoting reconciliation, mutual respect and tolerance between groups of individuals that are in Australia;
- (g) the purpose of promoting or protecting human rights;
- (h) the purpose of advancing the security or safety of Australia or the Australian public;
- (i) the purpose of preventing or relieving the suffering of animals;
- (j) the purpose of advancing the natural environment;
- (k) any other purpose beneficial to the general public that may reasonably be regarded as analogous to, or within the spirit of, any of the purposes mentioned in paragraphs (a) to (j);

Note: In the case of a purpose that was a charitable purpose before the commencement of this Act and to which the other paragraphs of this definition do not apply, see item 7 of Schedule 2 to the Charities (Consequential Amendments and Transitional Provisions) Act 2013.

(l) the purpose of promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a State, a Territory or another country, if:

(i) in the case of promoting a change—the change is in furtherance or in aid of one or more of the purposes mentioned in paragraphs (a) to (k); or

(ii) in the case of opposing a change—the change is in opposition to, or in hindrance of, one or more of the purposes mentioned in those paragraphs.

(2) Paragraph (l) of the definition of charitable purpose in subsection (1) is the only paragraph of that definition that can apply to the purpose of promoting or opposing a change to any matter established by law, policy or practice in the Commonwealth, a State, a Territory or another country.

(3) For the purposes of this section, it does not matter whether a purpose is directed to something in Australia or overseas.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Email correspondence and rates exemption application from Essential Personnel.

The Best Practice Guideline for Rates and Charitable Land Use Exemption Applications issued by WALGA and WA Rates Officers Association in 2021 was referenced in the preparation of this report.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Loss of yearly rates revenue if rates exemption approved.	Likely (4) x Minor (2) = Moderate (8)	Ensure the rateable status of the property is correct.
Health & Safety	N/A	N/A	N/A
Reputation	Negative perception from the community.	Minor (2) x Unlikely (2) = Low (4)	Ensure proper processes are followed in compliance with the <i>Local Government Act 1995</i> .
Service Interruption	N/A	N/A	N/A
Compliance	Local Government Act 1995 not complied with.	Possible (3) x Minor (2) = Moderate (6)	Ensure consideration is given to 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

For a rates exemption for charitable purposes to be applicable, it must be found that land is used exclusively for charitable purposes. The land use for

each property has been assessed against the criteria under the *Local Government Act 1995* as follows:

1. 260 Fitzgerald Street, Northam (A14364) - The land is used to provide disability employment services and administration services, which does not meet the criteria for being used exclusively for charitable purposes. Therefore, a rates exemption is not applicable.
2. 53 Wellington Street, Northam (A12511) - The land is used for the NDIS services Northam Skills Centre and does not meet the criteria for being used exclusively for charitable purposes, therefore a rates exemption is not applicable.
3. 55 Wellington Street, Northam (A12512) – As the land is vacant and currently used for parking, it is not used for charitable purposes, and a rates exemption is not applicable.
4. 49 Old York Road, Northam (A15384) - The land is used for their Property Care Services. Even though commercial activities such as the Property Care Services may go towards funding charitable activities, the use of the property includes the undertaking of commercial activities. Therefore, a rates exemption is not applicable.

Based on the above assessment, it is recommended that Council does not support the rates exemption applications for the above properties as the land is not exclusively used for charitable purposes.

RECOMMENDATION

That Council does NOT SUPPORT a rate exemption for land used exclusively for charitable purposes for Avon Community Employment Support Centre Inc. trading as Essential Personnel for the below properties:

- 1. 260 Fitzgerald St, Northam (A14364)**
- 2. 53 Wellington St, Northam (A12511)**
- 3. 55 Wellington St, Northam (A12512)**
- 4. 49 Old York Road, Northam (A15384).**

13.4.2 Budget Amendment 2024/25

File Reference:	8.2.7.1
Reporting Officer:	Colin Young (Executive Manager Corporate Services)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Absolute Majority
Communication Required:	No

BRIEF

To consider and adopt amendments to the 2024/25 Budget as presented.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The amendments to the 2024/25 Budget are proposed to realign several items that have been recorded as operating expenditure that can be deemed as capital in nature. This will maximise capitalisation and improve the Shire's overall operating position.

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 amendments net out and as such have no impact on the 2024/25 Budget.

B.3 Legislative Compliance

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

Regulation 33A of the Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

CP.31 Budget Variation Reporting.

B.5 Stakeholder Engagement / Consultation

No external engagement has been undertaken.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Changes do not reflect the current position of Council.	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation.
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	All Council purchasing policies and guidelines have been adhered to.	Unlikely (2) x Minor (2) = Low (4)	Ensure that existing policies and processes are implemented and are compliant with relevant legislation.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The following amendments are proposed to the 2024/25 Budget that are considered capital expenditure in nature, rather than operating expenditure:

1. Extensive shoulder grading was carried out on Trimmer Road to the value of \$127,582.
2. Emergency repairs were carried out to Irishtown Road involving new asphalt and concrete stabilisation to the value of \$47,990.
3. Repairs carry out to the intersection of Grey and Duke Street to the value of \$14,405.
4. East Street footpath works to the value of \$4,800.
5. Throssell Street footpath works to the value of \$5,400.
6. Asphalt repairs to Gordon Street footpath to the value of \$9,800.
7. Bridge repairs Wongamine Creek, Irishtown Road as per Main Roads WA scope to the value of \$79,389.
8. Newcastle Road Bridge repairs as per Main Roads WA scope to the value of \$49,555.

RECOMMENDATION

That Council, by ABSOLUTE MAJORITY, ADOPTS the following amendments to the 2024/25 Budget:

Item	From	Credit (\$)	To	Debit (\$)
Trimmer Road	RM1034	-127,582	RC1034	127,582
Irishtown Road	RM1025	-47,990	RC1025	47,990
Grey and Duke Intersection	RM2006	-14,405	RC2006	14,405
East Street Footpath	FM2020	-4,800	FC2020	4,800
Throssell Street Footpath	FM2023	-5,400	FC2023	5,400
Gordon Street Footpath	FM2005	-9,800	FC2005	9,800
Irishtown Road Bridge	MB4109	-79,389	BR4109	79,389
Parking Striling Street	MB638	-49,555	BR638	49,555
Impact		\$-338,921		\$338,921

ABSOLUTE MAJORITY OF 6 REQUIRED

13.4.3 Budget Adoption 2025/26

This will be provided as a late item to the Ordinary Council Meeting.

13.4.4 Accounts & Statement of Accounts - June 2025

File Reference:	2.1.3.4
Reporting Officer:	Elijah Moorhead (Creditors Officer)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Communication Required:	No

BRIEF

For Council to receive the accounts for the period from 1 June to 30 June 2025.

ATTACHMENTS

1. Declaration June 2025 [**13.4.4.1** - 7 pages]
2. Accounts & Statement of Accounts - June 2025 [**13.4.4.2** - 47 pages]

A. BACKGROUND / DETAILS

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

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachments 13.4.1.1 and 13.4.1.2. 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 Budget review.

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

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

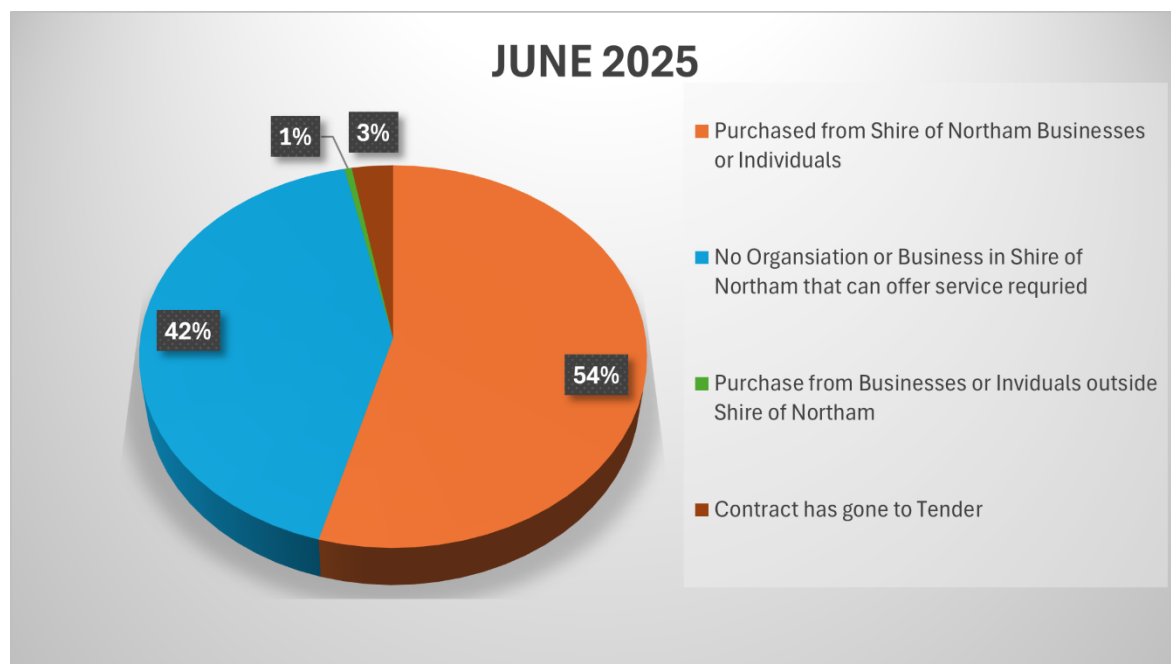
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (1) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant financial standards and legislation.
Health & Safety	N/A	N/A	N/A
Reputation	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 June 2025:



RECOMMENDATION

That Council **RECEIVES** the payments for the period 1 June to 30 June 2025, as listed below:

- Municipal Fund payment cheque numbers 49 to 54 = \$25,098.01
- Municipal Fund EFT54455 to EFT544755 = \$1,801,977.48
- Direct Debits = \$102,415.88
- Superannuation = \$96,966.14
- Payroll = \$538,470.57

TOTAL: \$2,564,928.08

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

Payment dates 1st June 2025 – 30th June 2025

- Municipal Fund payment cheque numbers 49 to 54 Total \$25,098.01.

Electronic Funds Transfer

- Municipal Fund EFT54455 to EFT54755 Total \$1,801,977.48.
- Direct Debits Total \$102,415.88.
- Note: Payroll and Superannuation are not included in the Accounts & Statement of Accounts Report – June 2025.

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	\$ 58,957.00	\$ 1,347,298.21	\$ 35,524.36	\$ 103,669.20	\$ 560,578.12	\$ 2,106,026.89
December	\$ 28,867.18	\$ 1,433,063.04	\$ 102,149.69	\$ 107,652.19	\$ 590,900.78	\$ 2,262,632.88
January	\$ 166,945.47	\$ 2,177,046.79	\$ 4,774.22	\$ 159,095.99	\$ 887,264.70	\$ 3,395,127.17
February	\$ 57,177.59	\$ 1,214,338.07	\$ 140,597.61	\$ 112,196.28	\$ 615,632.02	\$ 2,139,941.57
March	\$ 123,624.61	\$ 1,431,177.72	\$ 6,812.91	\$ 105,679.31	\$ 581,300.06	\$ 2,248,594.61
April	\$ 18,738.69	\$ 983,549.40	\$ 96,377.13	\$ 106,533.73	\$ 586,905.55	\$ 1,792,104.50
May	\$ 118,251.96	\$ 1,906,699.58	\$ 35,541.23	\$ 97,531.88	\$ 552,751.71	\$ 2,710,776.36
June	\$ 25,098.01	\$ 1,801,977.48	\$ 102,415.88	\$ 96,966.14	\$ 538,470.57	\$ 2,564,928.08
Total	\$ 825,697.21	\$ 20,271,820.58	\$ 853,811.43	\$ 1,154,096.41	\$ 7,623,283.99	\$ 30,728,709.62

The following table presents all payments made for the month from Council credit cards paid by direct debit to Commonwealth Bank \$9,424.42.

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
15/05/2025-QANTAS AIRWAYS LTD-RETURN FLIGHTS PERTH - CANBERRA 23 JUNE -27 JUNE. NGA CONFERENCE 2025 - DEBBIE TERRELINCK	1610.80	
15/05/2025-QANTAS AIRWAYS LTD-RETURN FLIGHTS PERTH - CANBERRA 23 JUNE -27 JUNE. NGA CONFERENCE 2025 - CHRIS ANTONIO	1610.80	
27/05/2025-WANEWSDTI OSBORNE PARK WA-WEST AUSTRALIAN NEWSPAPER SUBSCRIPTION	32.00	
		\$ 3,253.60

Executive Manager of Corporate Services	
1/05/2025 -GOLDEN CARERS PTY LTD-ONLINE YEARLY SUBSCRIPTION TO GOLDEN CARERS - ACTIVITIES, GAMES ETC FOR DAY CENTRE	74.95
7/05/2025 -STARLINK INTERNET-CESM PHONE PLAN	195.00
8/05/2025-DOMINOES ESTORE NORTHAM-CATERING FOR STRATEGIC COUNCIL MEETING & BUDGET WORKSHOP	234.00
9/05/2025-QUEST INNALOO-ACCOMMODATION FOR LICENSING TRAINING-JOANNE SEATON	1022.12
8/05/2025-MERCHANT WARRIOR/HOLIDAY INN WEST PERTH- ACCOMODATION FOR TRAINING (JENNY ABBOTT)	1373.09
12/05/2025-SHIRE OF NORTHAM-DEPT OF TRANSPORT-PLATE SWAP FROM N10734 to 1IPG734	31.10
14/05/2025-WHITNEY CONSULTING-WORKSHOP- WRITING GRANTS WITH AI (DAVID EMERY)	79.00
14/05/2025-ADOBE-LIBRARY MONTHLY LICENCE FEE	238.97
14/05/2025-SHIRE OF NORTHAM-DEPT OF TRANSPORT-PN2503 - REGISTRATION (NEW EV)	142.95
14/05/2025-SHIRE OF NORTHAM-DEPT OF TRANSPORT-PN2502 -REGISTRATION (NEW GATOR)	134.55
08/05/2025-SHIRE OF NORTHAM-DEPT OF TRANSPORT-PN2403 - REGISTRATION	272.35
	\$ 3,798.08
Executive Manager of Engineering Services	
8/05/2025 CH & MK BLACKHURST PTY NORTHAM-PIT INSPECTION OF NEW GATOR TO BE LICENCED	189.65
	\$ 189.65
Executive Manager of Development Services	
NIL	0.00
	\$ -
Community Emergency Services Manager	
2/05/2025 -FORMSTACK,LLC-MONTHLY SOFTWARE FEE	102.14
2/05/2025-INTNL TRANSACTION FEE-(USD BANK FEE)	2.55
5/05/2025 -BUNNINGS JOONDALUP-VEHICLE CLEANING EQUIPMENT FOR FIRE APPLICANCES.	165.91
	\$ 270.60
Manager Engagement & Communications	

1/05/2025 -FACE BOOK-EVENT ADS-VARIOUS	130.59
1/05/2025-BIG W-LAPEL MICS- ANDROID COMPATIBLE	79.00
12/05/2025-ALDI STORE-BAG FOR FILMING EQUIPMENT	-40.18
PAYMENT TAKEN FROM PERSONAL CARD & REFUNDED TO CORPORATE CARD	
23/05/2025-SQUARESPACE-BKB DOMAIN RENEWAL	27.00
15/05/2025-NEWSPAPER-A5 ENVELOPES FOR VIP PACKS TO ELEVATE	10.95
20/05/2025-SUPPLIES TO INSTALL WINDOW CLINGS	61.89
22/05/2025-COLES-MILK	15.50
26/05/2025-SQUARESPACE-2130940 BKB WEBSITE HOSTING	300.00
28/05/2025-BOOKING.COM-ACCOMMODATION FOR PRODUCTION CREW FOR ELEVATE FESTIVAL	1327.74
	\$ 1,912.49
Total Credit Card Expenditure	\$ 9,424.42

The following table presents payment made by Council for the Coles Card Account – May 2025. Paid on 20th June 2025 by EFT54640 - \$174.05.

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	ENGINEERING - SENIOR ADMIN OFFICER		
30/04/2025	KITCHEN SUPPLIES	23.70	
9/05/2025	KITCHEN SUPPLIES	69.70	
19/05/2025	KITCHEN SUPPLIES	8.70	
27/05/2025	KITCHEN SUPPLIES	30.20	
		\$	132.30
	MANAGER COMMUNITY DEVELOPMENT		
5/05/2025	CATERING - NCAG MEETING	10.10	
5/05/2025	CATERING - NCAG MEETING	9.00	
14/05/2025	KITCHEN SUPPLIES	4.35	
		\$	23.45
	LIBRARY BRANCH MANAGER		
12/05/2025	KITCHEN SUPPLIES	18.30	
		\$	18.30

	\$ -
	\$ -
Total Coles Card Expenditure	\$ 174.05

The following table presents payment made by Council for the Woolworths Card Account – May 2025. Paid on 27th June 2025 by EFT54754 - \$3424.18.

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
	CSO / LICENCING COORDINATOR		
1/05/2025	KITCHEN SUPPLIES	9.25	
12/05/2025	KITCHEN SUPPLIES	8.70	
19/05/2025	KITCHEN SUPPLIES	54.00	
21/05/2025	KITCHEN SUPPLIES	10.35	
26/05/2025	KITCHEN SUPPLIES	135.55	
		\$ 217.85	
	CSO / LICENCING OFFICER		
6/05/2025	KITCHEN SUPPLIES	64.65	
12/05/2025	OFFICE SUPPLIES	87.00	
15/05/2025	KITCHEN SUPPLIES	4.35	
27/05/2025	KITCHEN SUPPLIES	20.05	
		\$ 176.05	
	CSO / LICENCING OFFICER		
7/05/2025	KITCHEN SUPPLIES	16.35	
8/05/2025	OFFICE SUPPLIES	8.30	
		\$ 24.65	
	EMERGENCY SERVICES SUPPORT OFFICER		
20/05/2025	KITCHEN SUPPLIES	28.80	
		\$ 28.80	
	WASTE PROJECTS OFFICER		
19/05/2025	KITCHEN SUPPLIES	32.84	
		\$ 32.84	
	MANAGER COMMUNITY DEVELOPMENT		

8/05/2025	KITCHEN SUPPLIES	47.55	
			\$ 47.55
	EVENTS COORDINATOR		
28/05/2025	KITCHEN SUPPLIES	88.65	
29/05/2025	ELEVATE FESTIVAL SUPPLIES	409.29	
			\$ 497.94
	TOURISM FACILITIES COORDINATOR		
9/05/2025	KITCHEN SUPPLIES	4.35	
19/05/2025	KITCHEN/OFFICE SUPPLIES	50.70	
			\$ 55.05
	KILLARA COORDINATOR		
5/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	60.75	
9/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	49.50	
23/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	96.00	
24/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	62.45	
			\$ 268.70
	KILLARA MANAGER		
12/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	304.48	
22/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	28.50	
			\$ 332.98
	KILLARA SUPPORT WORKER		
5/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	547.30	
5/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	6.60	
7/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	8.70	
15/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	38.05	
19/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	272.46	
19/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	23.00	
22/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	8.60	
26/05/2025	CLIENT MEALS / KITCHEN SUPPLIES	326.93	
			\$ 1,231.64
	RECREATION MANAGER		
8/05/2025	KITCHEN SUPPLIES	6.99	
9/05/2025	KITCHEN SUPPLIES	6.60	
14/05/2025	KITCHEN SUPPLIES	5.99	
15/05/2025	KIOSK STOCK	300.00	
26/05/2025	KIOSK STOCK	128.00	
			\$ 447.58

LIBRARIES BRANCH MANAGER			
7/05/2025	KITCHEN SUPPLIES	9.30	
14/05/2025	KITCHEN SUPPLIES	9.05	
21/05/2025	KITCHEN SUPPLIES	11.50	
29/05/2025	KITCHEN/OFFICE SUPPLIES	32.70	
			\$ 62.55
Total Woolworths Card Expenditure			\$ 3,424.18

The following table presents payment made by Council for Fuel Purchases / Products – May 2025.

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
May-25	PN1310	FUEL PURCHASES	\$42.74
May-25	PN1906	FUEL PURCHASES	\$167.12
May-25	PN2004	FUEL PURCHASES	\$399.11
May-25	PN2005	FUEL PURCHASES	\$87.88
May-25	PN2013	FUEL PURCHASES	\$233.22
May-25	PN2015	FUEL PURCHASES	\$151.90
May-25	PN2016	FUEL PURCHASES	\$348.56
May-25	PN2019	FUEL PURCHASES	\$54.37
May-25	PN2101	FUEL PURCHASES	\$234.05
May-25	PN2309	FUEL PURCHASES	\$71.09
May-25	PN2311	FUEL PURCHASES	\$196.38
May-25	PN2312	FUEL PURCHASES	\$227.28
May-25	PN2313	FUEL PURCHASES	\$376.73
May-25	PN2413	FUEL PURCHASES	\$156.73
May-25	PN2414	FUEL PURCHASES	\$390.13
		CARD FEES ONLY	\$23.10
		TOTAL	\$3,160.39
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
May-25	LIGHT VEHICLES	FUEL PURCHASES	\$13,842.65
May-25	MACHINERY / PLANT	FUEL PURCHASES	\$15,958.35
		TOTAL	\$29,801.00
CESM / BFB			
May-25	CESM / BFB	FUEL PURCHASES	\$3,034.18
		TOTAL	\$3,034.18

RANGERS			
May-25	RANGERS	FUEL PURCHASES	\$751.12
		TOTAL	\$751.12
TOTAL FUEL PURCHASES			\$36,746.69

Payment to Dun Direct on 20th June 2025 by EFT54357 - \$34,804.80.
 Payment to Caltex Starcard on 20th June 2025 by EFT54269 - \$817.66.
 Payment to Business Fuel Card on 20th June 2025 by EFT54267- \$1,142.23.
 Total Fuel Payment - \$36,764.69.

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,564,928.08 was submitted to the Ordinary Meeting of Council on Wednesday, 23rd July 2025.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,564,928.08 was submitted to each member of the Council on Wednesday, 23rd July 2025, 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

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49	13/06/2025	PETTY CASH	REC CENTRE - PETTY CASH	1		128.50
INV REC CEN29/05/2025		PETTY CASH	REC CENTRE - PETTY CASH	1	128.50	
50	13/06/2025	SHIRE OF NORTHAM	BSL FEES - MAY 2025	1		190.00
INV T1080	05/06/2025	SHIRE OF NORTHAM	BSL FEES - MAY 2025	1	25.00	
INV T1977	06/06/2025	SHIRE OF NORTHAM	BSL FEES - MAY 2025	1	165.00	
51	13/06/2025	WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 02/04/2025 to 29/05/2025	1		19,677.32
INV 9025685004/04/2025		WATER CORPORATION	WELLINGTON ST - REPAIR	1	1,286.16	
INV 9025685820/05/2025		WATER CORPORATION	REFRACTORY RD - REPAIR	1	780.50	
INV 9022053221/05/2025		WATER CORPORATION	9022053227 STANDPIPE - OPP 53 CLARKE ST NORTHAM - 12/03/2025 to 19/05/2025		321.52	
INV 9007923523/05/2025		WATER CORPORATION	9007923503 MEDIAN STRIP NEWCASTLE RD - 17/03/2025 to 21/05/2025		295.47	
INV 9010596327/05/2025		WATER CORPORATION	9010596320 GEORGE NUICH PARK - 18/03/2025 to 25/05/2025		1,046.28	
INV 9007938929/05/2025		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 31/03/2025 to 26/05/2025		2,249.50	
INV 9007938503/06/2025		WATER CORPORATION	9007938502 CLACKLINE HALL - 02/04/2025 to 29/05/2025		2.94	
INV 9007938703/06/2025		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 02/04/2025 to 29/05/2025		9,857.70	
INV 9007891706/06/2025		WATER CORPORATION	9007891775 HOOPER PARK - 03/04/2025 to 04/06/2025		433.87	
INV 9007892506/06/2025		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 03/04/2025 to 04/06/2025		3,403.38	
52	20/06/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DID141 - 01/07/2025-30/06/2026	1		2,384.00
INV 1CIG323	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1CIG323 - 01/07/2025-30/06/2026		86.80	
INV 1GBO74419/05/2025		SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GBO744 - 01/07/2025-30/06/2026		234.95	
INV 1EFJ949	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1EFJ949 - 01/07/2025-30/06/2026		234.95	

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INV 1DID141	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DID141 - 01/07/2025-30/06/2026		436.15	
INV N.4633	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4633 - 01/07/2025-30/06/2026		86.80	
INV N.4030	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4030 - 01/07/2025-30/06/2026		436.15	
INV 1DWZ14	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1DWZ147 - 01/07/2025-30/06/2026		86.80	
INV 1GAZ650	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1GAZ650 - 01/07/2025-30/06/2026		234.95	
INV N.2014	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.2014 - 01/07/2025-30/06/2026		86.80	
INV N.2501	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.2501 - 01/07/2025-30/06/2026		86.80	
INV N.3113	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.3113 - 01/07/2025-30/06/2026		86.80	
INV N.4521	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR N.4521 - 01/07/2025-30/06/2026		234.95	
INV 1TOV601	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TOV601 - 01/07/2025-30/06/2026		25.55	
INV 1TOV602	19/05/2025	SHIRE OF NORTHAM	12 MTHS REGISTRATION FOR 1TOV602 - 01/07/2025-30/06/2026		25.55	
53	27/06/2025	PETTY CASH	ADMIN - PETTY CASH	1		928.10
INV ADMIN	20/06/2025	PETTY CASH	ADMIN - PETTY CASH	1	473.95	
INV KILLAR	25/06/2025	PETTY CASH	KILLARA - PETTY CASH	1	454.15	
54	27/06/2025	WATER CORPORATION	9007840281 GRASS VALLEY HALL - 07/04/2025 to 09/06/2025	1		1,790.09
INV 90079233	16/05/2025	WATER CORPORATION	28003434917 - STIRLING STREET RIVERFRONT - 10/03/2025 - 15/05/2025	1	5.88	
INV 9007892009	06/2025	WATER CORPORATION	9007892057 BAKERS HILL OLD BFB FIRE SHED - 03/04/2025 to 04/06/2025		2.94	
INV 9007840311	06/2025	WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 07/04/2025 to 09/06/2025		20.57	
INV 9007840211	06/2025	WATER CORPORATION	9007840281 GRASS VALLEY HALL - 07/04/2025 to 09/06/2025		1,760.70	

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EFT54455	06/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1916 - PLANT MTCE	1		2,089.16
INV 396389	01/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	346.99	
INV 397340	14/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT REPAIRS	1	167.75	
INV 397372	14/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1916 - PLANT MTCE	1	697.37	
INV 397972	23/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT REPAIRS	1	101.89	
INV 397975	23/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	117.30	
INV 398233	28/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT REPAIRS	1	110.00	
INV 398711	01/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	174.00	
INV 400247	22/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN1913 - PLANT REPAIRS	1	86.52	
INV 400512	26/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - PLANT PARTS	1	164.01	
INV 400657	27/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	123.33	
EFT54456	06/06/2025	ALCHEMY TECHNOLOGY	SOFTWARE SUBSCRIPTION	1		2,680.26
INV 9324	23/05/2025	ALCHEMY TECHNOLOGY	SOFTWARE SUBSCRIPTION	1	2,680.26	
EFT54457	06/06/2025	ALEXANDER COOMBES	SKYWHALES - 31/05/2025	1		1,446.72
INV 000169	07/04/2025	ALEXANDER COOMBES	SKYWHALES - 31/05/2025	1	1,446.72	
EFT54458	06/06/2025	ALLMARK & ASSOCIATES PTY LTD	NAME BADGES	1		129.80
INV IN00464621	05/05/2025	ALLMARK & ASSOCIATES PTY LTD	NAME BADGES	1	129.80	
EFT54459	06/06/2025	ALPHA PROJECTS WA PTY LTD	CROSSOVER REBATE	1		2,000.00
INV NK 26/0526/05/2025		ALPHA PROJECTS WA PTY LTD	CROSSOVER REBATE	1	2,000.00	

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EFT54460	06/06/2025	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2025	1		3,342.24
INV MAY 2023	1/05/2025	ATTILA JOHN MENCSELYI	COUNCILLOR PAYMENTS FOR MAY 2025	1	3,342.24	
EFT54461	06/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	1		200.00
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		24.50	
INV 63	05/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		16.50	
EFT54462	06/06/2025	AVON VALLEY TOYOTA / ISUZU	PN2105 - VEHICLE MTCE	1		811.83
INV JC14022	11/05/2025	AVON VALLEY TOYOTA / ISUZU	PN2105 - VEHICLE MTCE	1	811.83	
EFT54463	06/06/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - MAY 2025	1		1,100.00
INV 21608	22/05/2025	BIDDULPH & TURLEY BARRISTERS AND SOLICITORS (INCORPORATING FORMBYS LAWYERS)	LEGAL FEES - MAY 2025	1	1,100.00	
EFT54464	06/06/2025	BRENT BOYLE	STAFF - REIMBURSEMENT	1		29.13
INV 1218979	27/05/2025	BRENT BOYLE	STAFF - REIMBURSEMENT	1	29.13	
EFT54465	06/06/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING CONSUMABLES APRIL 2025	1		1,039.70
INV 0005002	05/05/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING CONSUMABLES APRIL 2025	1	1,039.70	
EFT54466	06/06/2025	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2025	1		500.00
INV MAY 2023	1/05/2025	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR MAY 2025	1	500.00	

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EFT54467	06/06/2025	BUILDING & ENERGY	BSL FEES - MAY 2025	1		8,646.83
INV T1977	06/06/2025	BUILDING & ENERGY	BSL FEES - MAY 2025	1	8,646.83	
EFT54468	06/06/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BSL FEES - MAY 2025	1		406.55
INV T1080	05/06/2025	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BSL FEES - MAY 2025	1	406.55	
EFT54469	06/06/2025	BUNNINGS BUILDING SUPPLIES P/L	ELEVATE FESTIVAL - 01/06/2025	1		751.00
INV 2182/998516	05/06/2025	BUNNINGS BUILDING SUPPLIES P/L	ELEVATE FESTIVAL - 01/06/2025	1	751.00	
EFT54470	06/06/2025	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - 14/05/2025 - 13/11/2025	1		681.25
INV 9824128014	04/06/2025	CANNON HYGIENE AUSTRALIA PTY LTD	VISITORS CENTRE - SANITATION - 14/05/2025 - 13/11/2025	1	681.25	
EFT54471	06/06/2025	CARRINGTONS TRAFFIC SERVICES	REC CENTRE - EQUIPMENT HIRE	1		1,226.54
INV 0005013815	05/06/2025	CARRINGTONS TRAFFIC SERVICES	REC CENTRE - EQUIPMENT HIRE	1	1,226.54	
EFT54472	06/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - PLANT MTCE	1		4,499.99
INV 0000494106	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN2415 - PLANT MTCE	1	836.00	
INV 0000494306	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN2403 - PLANT MTCE	1	589.05	
INV 0000494606	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1619 - PLANT MTCE	1	703.45	
INV 0000494806	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1620 - PLANT MTCE	1	740.85	
INV 0000494906	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN2106 - PLANT MTCE	1	616.00	
INV 0000494706	05/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1612 - PLANT MTCE	1	1,014.64	
EFT54473	06/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	1		120.00
INV 63	05/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions		120.00	
EFT54474	06/06/2025	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MAY 2025	1		6,357.75
INV MAY 20231	05/06/2025	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR MAY 2025	1	6,357.75	

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EFT54475	06/06/2025	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 2023	1/05/2025	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54476	06/06/2025	COMMISSIONER OF MAIN ROADS	RATES CREDIT REFUND - A2374	1		124.56
INV A2374	05/06/2025	COMMISSIONER OF MAIN ROADS	RATES CREDIT REFUND - A2374		124.56	
EFT54477	06/06/2025	COMMON GROUND TRAILS PTY LTD	REC CENTRE - CONSULTING SERVICES - MAY 2025	1		2,200.00
INV INV-181821	05/2025	COMMON GROUND TRAILS PTY LTD	REC CENTRE - CONSULTING SERVICES - MAY 2025	1	2,200.00	
EFT54478	06/06/2025	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JUNE 2025	1		770.41
INV CINS318	20/05/2025	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JUNE 2025	1	770.41	
EFT54479	06/06/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL - REPAIRS	1		678.69
INV 138916	02/05/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL - REPAIRS	1	678.69	
EFT54480	06/06/2025	DALE MARGARET DYSON (SAPPHIRE EVENTS)	ELEVATE FESTIVAL - 01/06/2025	1		1,700.00
INV 10669	11/04/2025	DALE MARGARET DYSON (SAPPHIRE EVENTS)	ELEVATE FESTIVAL - 01/06/2025	1	1,700.00	
EFT54481	06/06/2025	DEBORAH L MOODY	ELEVATE FESTIVAL - 1/06/2025	1		500.00
INV 50	01/06/2025	DEBORAH L MOODY	ELEVATE FESTIVAL - 1/06/2025	1	500.00	
EFT54482	06/06/2025	DEPENDABLE LAUNDRY SOLUTIONS	KILLARA - REPAIRS	1		420.75
INV DI20250526	05/2025	DEPENDABLE LAUNDRY SOLUTIONS	KILLARA - REPAIRS	1	420.75	
EFT54483	06/06/2025	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 2023	1/05/2025	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54484	06/06/2025	DNA TYRE RECOVERY	WASTE COLLECTION - MAY 2025	1		2,061.13
INV 1432	27/05/2025	DNA TYRE RECOVERY	WASTE COLLECTION - MAY 2025	1	2,061.13	

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EFT54485	06/06/2025	EXTREME AMUSEMENTS CO	ELEVATE FESTIVAL - 01/06/2025	1		3,630.00
INV 0000127026/05/2025		EXTREME AMUSEMENTS CO	ELEVATE FESTIVAL - 01/06/2025	1	3,630.00	
EFT54486	06/06/2025	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MTCE	1		2,114.40
INV 86470	21/05/2025	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MTCE	1	1,077.92	
INV 86471	21/05/2025	FRONTLINE FIRE & RESCUE EQUIPMENT	BFB - PLANT MTCE	1	1,036.48	
EFT54487	06/06/2025	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 20231/05/2025		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54488	06/06/2025	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 20231/05/2025		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54489	06/06/2025	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MAY 2025	1		2,272.07
INV MAY 20231/05/2025		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR MAY 2025	1	2,272.07	
EFT54490	06/06/2025	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING	1		324.00
INV 3527	19/03/2025	LUCY'S TEAROOMS	CATERING - COUNCIL FORUM MEETING	1	324.00	
EFT54491	06/06/2025	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 20231/05/2025		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54492	06/06/2025	MARY'S CATERING AND EVENTS	ELEVATE FESTIVAL - 01/06/2025	1		2,599.17
INV 138	05/03/2025	MARY'S CATERING AND EVENTS	ELEVATE FESTIVAL - 01/06/2025	1	2,599.17	
EFT54493	06/06/2025	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2025	1		1,905.73
INV MAY 20231/05/2025		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR MAY 2025	1	1,905.73	
EFT54494	06/06/2025	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	VARIOUS OVALS - PARTS	1		9,674.50
INV 59329	15/05/2025	MIRACLE RECREATION EQUIPMENT - SUPERIOR NOMINEES PTY LTD T/AS	VARIOUS OVALS - PARTS	1	9,674.50	

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EFT54495	06/06/2025	NAVMAN WIRELESS PTY LTD	RANGERS - SUBSCRIPTION 15.05.2025 - 14.06.2025	1		171.38
INV 9331556515/05/2025		NAVMAN WIRELESS PTY LTD	RANGERS - SUBSCRIPTION 15.05.2025 - 14.06.2025	1	171.38	
EFT54496	06/06/2025	NO DIG EQUIPMENT	ENGINEERING SERVICES - HEAVY FLEET PURCHASE	1		63,030.00
INV 0002000419/05/2025		NO DIG EQUIPMENT	ENGINEERING SERVICES - HEAVY FLEET PURCHASE	1	63,030.00	
EFT54497	06/06/2025	NORTHAM AGRICULTURAL SOCIETY	ELEVATE FESTIVAL - 1/06/2025	1		3,000.00
INV 1294	25/05/2025	NORTHAM AGRICULTURAL SOCIETY	ELEVATE FESTIVAL - 1/06/2025	1	3,000.00	
EFT54498	06/06/2025	NORTHAM LIQUOR BARONS	CEO OFFICE - EQUIPMENT HIRE	1		718.87
INV 1210-17605/05/2025		NORTHAM LIQUOR BARONS	CEO OFFICE - EQUIPMENT HIRE	1	450.00	
INV 15851	26/05/2025	NORTHAM LIQUOR BARONS	COUNCIL - SUPPLIES	1	268.87	
EFT54499	06/06/2025	NORTHAM TOWN TEAM INC	ELEVATE FESTIVAL - 1/06/2025	1		3,000.00
INV FFS0106205/06/2025		NORTHAM TOWN TEAM INC	ELEVATE FESTIVAL - 1/06/2025	1	3,000.00	
EFT54500	06/06/2025	OFFICEWORKS SUPERSTORES PTY LTD	BFB - OFFICE SUPPLIES	1		1,718.00
INV 6216739215/05/2025		OFFICEWORKS SUPERSTORES PTY LTD	BFB - OFFICE SUPPLIES	1	1,718.00	
EFT54501	06/06/2025	OHURA GROUP PTY LTD T/A OHURA CONSULTING	CEO OFFICE - CONSULTING SERVICES APRIL 2025	1		2,468.40
INV INV-064101/05/2025		OHURA GROUP PTY LTD T/A OHURA CONSULTING	CEO OFFICE - CONSULTING SERVICES APRIL 2025	1	2,468.40	
EFT54502	06/06/2025	OXTER SERVICES	AIRPORT - SUPPLIES	1		224.29
INV 30145	20/05/2025	OXTER SERVICES	AIRPORT - SUPPLIES	1	224.29	
EFT54503	06/06/2025	PHILLIP JAMES COLLINS	GRANT - TRAVEL JUNIOR CURLING CHAMPIONSHIP	1		500.00
INV JH 29052029/05/2025		PHILLIP JAMES COLLINS	GRANT - TRAVEL JUNIOR CURLING CHAMPIONSHIP	1	500.00	
EFT54504	06/06/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING (STATUTORY) 01/04/2025 - 07/05/2025	1		17,283.75

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INV 2025.19	23/05/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING (STATUTORY) 01/04/2025 - 07/05/2025	1	8,703.75	
INV 2025.20	23/05/2025	PLEXUS TOWN PLANNING	DEVELOPMENT SERVICES - CONSULTING (STRATEGIC) 12/03/2025 - 07/05/2025	1	8,580.00	
EFT54505	06/06/2025	PROTEC ASPHALT	WUNDOWIE - CAPITAL WORKS	1		8,892.00
INV 40350	16/05/2025	PROTEC ASPHALT	WUNDOWIE - CAPITAL WORKS	1	8,892.00	
EFT54506	06/06/2025	RAC BUSINESSWISE	KILLARA - MEMBERSHIP 2025/26	1		1,554.00
INV PPH2028-27/05/2025		RAC BUSINESSWISE	KILLARA - MEMBERSHIP 2025/26	1	1,554.00	
EFT54507	06/06/2025	REFRACTORY ROAD - LLOYD REIDY	ELEVATE FESTIVAL - 1/06/2025	1		3,000.00
INV 83	31/05/2025	REFRACTORY ROAD - LLOYD REIDY	ELEVATE FESTIVAL - 1/06/2025	1	3,000.00	
EFT54508	06/06/2025	ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1		216.00
INV 1331	19/05/2025	ROOGENIC - ROO TEA PTY LTD	BKB - STOCK	1	216.00	
EFT54509	06/06/2025	SHEILA HICKS	RATES CREDIT REFUND - A15861	1		261.05
INV A15861	05/06/2025	SHEILA HICKS	RATES CREDIT REFUND - A15861		261.05	
EFT54510	06/06/2025	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	NORTHAM POOL - TRAINING	1		623.00
INV FAINV0106/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	NORTHAM POOL - TRAINING	1	89.00	
INV FAINV0106/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	NORTHAM POOL - TRAINING	1	89.00	
INV FAINV0106/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	REC CENTRE - TRAINING	1	89.00	
INV FAINV0119/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	NORTHAM POOL - TRAINING	1	89.00	
INV FAINV0123/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	NORTHAM POOL - TRAINING	1	89.00	
INV FAINV0123/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	REC CENTRE - TRAINING	1	89.00	

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INV FAINV0123/05/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	REC CENTRE - TRAINING	1	89.00	
EFT54511	06/06/2025	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1		5,877.99
INV SIN-406229/04/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	5,101.40	
INV SIN-407014/05/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	379.67	
INV SIN-407423/05/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORM	1	396.92	
EFT54512	06/06/2025	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1		410.44
INV 1460363	04/03/2025	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1	410.44	
EFT54513	06/06/2025	T-QUIP	PN2106 - PLANT PARTS	1		783.32
INV 139197#621/05/2025		T-QUIP	PN2106 - PLANT PARTS	1	689.64	
INV 139345#628/05/2025		T-QUIP	PN2106 - PLANT PARTS	1	93.68	
EFT54514	06/06/2025	THE PRINT SHOP BUNBURY	ELEVATE FESTIVAL - 01/06/2025	1		1,097.80
INV 1696495	15/05/2025	THE PRINT SHOP BUNBURY	ELEVATE FESTIVAL - 01/06/2025	1	1,097.80	
EFT54515	06/06/2025	TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - MAY 2025	1		3,112.11
INV INV1816414/05/2025		TOTAL GREEN RECYCLING PTY LTD	WASTE COLLECTION - MAY 2025	1	3,112.11	
EFT54516	06/06/2025	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 12/05/2025 - 25/05/2025	1		770.00
INV 0000632524/05/2025		WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT 12/05/2025 - 25/05/2025	1	770.00	
EFT54517	06/06/2025	WA LIBRARY SUPPLIES	LIBRARY - SUPPLIES	1		706.00
INV 0014177114/05/2025		WA LIBRARY SUPPLIES	LIBRARY - SUPPLIES	1	706.00	
EFT54518	06/06/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1		137.50

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INV SI-01340	27/02/2025	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	DEVELOPMENT SERVICES - TRAINING	1	137.50	
EFT54519	06/06/2025	WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	C.202324-05 - WASTE PROCESSING CLAIM ONE	1		39,366.01
INV 0000531030	04/2025	WESTERN TREE RECYCLERS - CRANESWEST (WA) PL T/AS	C.202324-05 - WASTE PROCESSING CLAIM ONE	1	39,366.01	
EFT54520	06/06/2025	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE	1		3,151.35
INV 0030172223	05/2025	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MTCE	1	3,151.35	
EFT54521	06/06/2025	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	ELEVATE FESTIVAL - 1/06/2025	1		1,700.00
INV 037	02/06/2025	WHEATBELT FACE PAINTING COMPANY - CARA GRIGIO T/AS	ELEVATE FESTIVAL - 1/06/2025	1	1,700.00	
EFT54522	06/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1		254.14
INV 224777	06/05/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	107.81	
INV 224689	06/05/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	146.33	
EFT54523	09/06/2025	BEAM ME UP MEDIA PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		1,650.00
INV INV-020403	06/2025	BEAM ME UP MEDIA PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	1,650.00	
EFT54524	09/06/2025	CARNIVAL AMUSEMENTS	ELEVATE FESTIVAL - 1/06/2025	1		6,234.00
INV INV-149913	04/2025	CARNIVAL AMUSEMENTS	ELEVATE FESTIVAL - 1/06/2025	1	6,234.00	
EFT54525	09/06/2025	CCA PRODUCTIONS	ELEVATE FESTIVAL - 1/06/2025	1		21,378.50
INV RMS-37803	06/2025	CCA PRODUCTIONS	ELEVATE FESTIVAL - 1/06/2025	1	21,378.50	
EFT54526	09/06/2025	ENCHANTED CHARACTERS PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		2,948.00
INV INV-072705	02/2025	ENCHANTED CHARACTERS PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	2,948.00	

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EFT54527	09/06/2025	EVENT FLOORING WA - BILLABONG MOBILE ACCOM PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1		4,789.40
INV INV-391904/06/2025		EVENT FLOORING WA - BILLABONG MOBILE ACCOM PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	4,789.40	
EFT54528	09/06/2025	FOCUS PROMOTIONS - BD MANAGEMENT PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1		3,186.00
INV 16193	12/05/2025	FOCUS PROMOTIONS - BD MANAGEMENT PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	3,186.00	
EFT54529	09/06/2025	GRANDSTAND VENTURES PTY LTD T/AS GRANDSTAND AGENCY	ELEVATE FESTIVAL - 1/06/2025	1		1,485.00
INV INV-739103/06/2025		GRANDSTAND VENTURES PTY LTD T/AS GRANDSTAND AGENCY	ELEVATE FESTIVAL - 1/06/2025	1	1,485.00	
EFT54530	09/06/2025	JAMIE GARLETT	ELEVATE FESTIVAL - 1/06/2025	1		500.00
INV 1/06/202501/06/2025		JAMIE GARLETT	ELEVATE FESTIVAL - 1/06/2025	1	500.00	
EFT54531	09/06/2025	KARINJA HOLDINGS PTY LTD	RATES CREDIT REFUND - A11635	1		1,278.70
INV A11635	09/06/2025	KARINJA HOLDINGS PTY LTD	RATES CREDIT REFUND - A11635		1,278.70	
EFT54532	09/06/2025	MANTA EVENTS T/AS WESTSIDE CARNIVALS	ELEVATE FESTIVAL - 1/06/2025	1		18,150.00
INV INV-010904/06/2025		MANTA EVENTS T/AS WESTSIDE CARNIVALS	ELEVATE FESTIVAL - 1/06/2025	1	18,150.00	
EFT54533	09/06/2025	MARY'S CATERING AND EVENTS	ELEVATE FESTIVAL - 1/06/2025	1		907.50
INV 139	09/06/2025	MARY'S CATERING AND EVENTS	ELEVATE FESTIVAL - 1/06/2025	1	907.50	
EFT54534	09/06/2025	OHURA GROUP PTY LTD T/A OHURA CONSULTING	CEO OFFICE - CONSULTING SERVICES - MAY 2025	1		7,331.25
INV INV-066201/06/2025		OHURA GROUP PTY LTD T/A OHURA CONSULTING	CEO OFFICE - CONSULTING SERVICES - MAY 2025	1	7,331.25	
EFT54535	09/06/2025	PROUDMARYTRIBUTE - EDWARD PARISE & FRANK CELENZA	ELEVATE FESTIVAL - 1/06/2025	1		10,200.00
INV 2	01/06/2025	PROUDMARYTRIBUTE - EDWARD PARISE & FRANK CELENZA	ELEVATE FESTIVAL - 1/06/2025	1	10,200.00	

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EFT54536	09/06/2025	THE HARBOUR AGENCY PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		24,750.00
INV 0005505517	10/2024	THE HARBOUR AGENCY PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	24,750.00	
EFT54537	09/06/2025	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	DEPOT - CAPITAL WORKS	1		68,514.60
INV 101202	30/04/2025	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	DEPOT - CAPITAL WORKS	1	68,514.60	
EFT54538	13/06/2025	ACROBATCH	ELEVATE FESTIVAL - 1/06/2025	1		7,700.00
INV AB-NOR03	06/2025	ACROBATCH	ELEVATE FESTIVAL - 1/06/2025	1	7,700.00	
EFT54539	13/06/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1		4,192.14
INV 395930	26/03/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	PN2404 - PLANT MTCE	1	613.00	
INV 397339	14/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - SMALL PLANT MTCE	1	334.05	
INV 397758	17/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	587.06	
INV 398231	28/04/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - SMALL PLANT MTCE	1	315.61	
INV 400143	21/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - SMALL PLANT MTCE	1	18.19	
INV 400249	22/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	P100 - SMALL PLANT MTCE	1	462.59	
INV 400507	26/05/2025	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	1,861.64	
EFT54540	13/06/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	DEPOT - SUPPLIES	1		2,727.45
INV SI-00027828	05/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	DEPOT - SUPPLIES	1	2,727.45	
EFT54541	13/06/2025	ANDY'S PLUMBING SERVICE	CEMETARY TOILETS - MTCE	1		3,220.80
INV A19994	09/06/2025	ANDY'S PLUMBING SERVICE	WUNDOWIE RV PARK - MTCE	1	475.20	
INV A19990	09/06/2025	ANDY'S PLUMBING SERVICE	BERT HAWKE PAVILION - REPAIRS	1	583.00	

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INV A20001	09/06/2025	ANDY'S PLUMBING SERVICE	AIRPORT TOILETS - MTCE	1	437.80	
INV A19992	09/06/2025	ANDY'S PLUMBING SERVICE	CEMETARY TOILETS - MTCE	1	503.80	
INV A20002	09/06/2025	ANDY'S PLUMBING SERVICE	CEMETARY TOILETS - MTCE	1	737.00	
INV A19995	09/06/2025	ANDY'S PLUMBING SERVICE	YOUTH PRECINCT TOILETS - MTCE	1	484.00	
EFT54542	13/06/2025	ASTROTOURISM WA PTY LTD	ADVERTISEMENT - SIGNAGE	1		940.50
INV 1357	03/04/2025	ASTROTOURISM WA PTY LTD	ADVERTISEMENT - SIGNAGE	1	940.50	
EFT54543	13/06/2025	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	CEO OFFICE - MEMBERSHIP - 2025-2026	1		800.00
INV INV-249610	06/2025	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	CEO OFFICE - MEMBERSHIP - 2025-2026	1	800.00	
EFT54544	13/06/2025	AUTOPRO NORTHAM	PN1608 - VEHICLE PARTS	1		9.14
INV 1220429	03/06/2025	AUTOPRO NORTHAM	PN1608 - VEHICLE PARTS	1	9.14	
EFT54545	13/06/2025	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1		3,662.10
INV 1124	02/06/2025	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	1,047.55	
INV 1126	10/06/2025	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	1,998.00	
INV 1127	10/06/2025	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	616.55	
EFT54546	13/06/2025	BARFIELD EARTHMOVING - JAYCOURT NOMINEES PTY LTD T/AS	TRIMMER ROAD - MATERIALS	1		4,950.00
INV INV-006301	06/2025	BARFIELD EARTHMOVING - JAYCOURT NOMINEES PTY LTD T/AS	TRIMMER ROAD - MATERIALS	1	4,950.00	
EFT54547	13/06/2025	BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1		125.61
INV 4039305129	05/2025	BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	87.11	
INV 4039327529	05/2025	BOC LIMITED	VARIOUS LOCATIONS - MEDICAL SUPPLIES	1	38.50	
EFT54548	13/06/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING - MAY 2025	1		9,846.39
INV 0005067	30/05/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING - MAY 2025	1	8,878.40	

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INV 0005152	31/05/2025	BRIGHTMARK GROUP PROPERTIES PTY LTD	C.202425-03 - CLEANING CONSUMABLES - MAY 2025	1	967.99	
EFT54549	13/06/2025	BUNNINGS BUILDING SUPPLIES P/L	VISITORS CENTRE - SUPPLIES	1		282.48
INV 2182/00327/05/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	54.87	
INV 2182/00430/05/2025		BUNNINGS BUILDING SUPPLIES P/L	VISITORS CENTRE - SUPPLIES	1	111.65	
INV 2182/003803/06/2025		BUNNINGS BUILDING SUPPLIES P/L	PN1805 - PLANT PARTS	1	38.10	
INV 2182/003803/06/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	18.10	
INV 2182/003805/06/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	11.94	
INV 2182/003805/06/2025		BUNNINGS BUILDING SUPPLIES P/L	PN2104 - PLANT PARTS	1	47.82	
EFT54550	13/06/2025	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - FEES & CHARGES	1		57.07
INV 25074	19/05/2025	BURGESS RAWSON (WA) PTY LTD	DEVELOPMENT SERVICES - FEES & CHARGES	1	57.07	
EFT54551	13/06/2025	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1		630.43
INV 25-0000505/06/2025		CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	326.43	
INV 25-0000505/06/2025		CADD'S FASHIONS	CEO OFFICE - UNIFORMS	1	76.00	
INV 25-0000505/06/2025		CADD'S FASHIONS	CEO OFFICE - UNIFORMS	1	228.00	
EFT54552	13/06/2025	CANDICE PARKES	STAFF - REIMBURSEMENT	1		101.54
INV VW 9/06/09/06/2025		CANDICE PARKES	STAFF - REIMBURSEMENT	1	101.54	
EFT54553	13/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - PLANT MTCE	1		7,059.80
INV 0000494020/05/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN2403 - PLANT MTCE	1	1,372.36	
INV 0000493920/05/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1706 - PLANT MTCE	1	1,971.64	
INV 0000497106/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1810 - PLANT MTCE	1	3,715.80	
EFT54554	13/06/2025	CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1		250.80
INV 0000483907/04/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	250.80	

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EFT54555	13/06/2025	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK - SANITATION - MAY 2025	1		1,097.04
INV 2386155	31/05/2025	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILETS - SANITATION - MAY 2025	1	155.50	
INV 2386154	31/05/2025	CLEANAWAY DANIELS SERVICES PTY LTD	APEX PARK - SANITATION - MAY 2025	1	310.99	
INV 2386153	31/05/2025	CLEANAWAY DANIELS SERVICES PTY LTD	BERNARD PARK TOILETS - SANITATION - MAY 2025	1	310.98	
INV 2386152	31/05/2025	CLEANAWAY DANIELS SERVICES PTY LTD	BAKERS HILL TOILETS - SANITATION - MAY 2025	1	241.82	
INV 2386156	31/05/2025	CLEANAWAY DANIELS SERVICES PTY LTD	CLACKLINE PUBLIC TOILETS - SANITATION - MAY 2025	1	77.75	
EFT54556	13/06/2025	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - MAY 2025	1		4,452.14
INV INV95373	31/05/2025	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION - MAY 2025	1	4,452.14	
EFT54557	13/06/2025	CONTRAFLOW PTY LTD	BILYA FESTIVAL - 8/08/2025	1		792.00
INV T18/104130	30/05/2025	CONTRAFLOW PTY LTD	BILYA FESTIVAL - 8/08/2025	1	792.00	
EFT54558	13/06/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA - MTCE	1		907.60
INV 139195	30/05/2025	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	KILLARA - MTCE	1	907.60	
EFT54559	13/06/2025	DAMIAN'S PLUMBING	BERT HAWKE OVAL - REPAIRS	1		1,144.00
INV INV-120329	05/2025	DAMIAN'S PLUMBING	BERT HAWKE OVAL - REPAIRS	1	1,144.00	
EFT54560	13/06/2025	DARU SALAM	ELEVATE FESTIVAL - 1/06/2025	1		500.00
INV 1402252001	06/2025	DARU SALAM	ELEVATE FESTIVAL - 1/06/2025	1	500.00	
EFT54561	13/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE OLD CHANGEROOMS & PUBLIC TOILETS - MTCE	1		9,954.80
INV 1351	27/05/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MTCE	1	327.80	
INV 1352	27/05/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	165.00	
INV 1355	02/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	WUNDOWIE OLD CHANGEROOMS & PUBLIC TOILETS - MTCE	1	1,996.50	

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INV 1353	02/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - REPAIRS	1	319.00	
INV 1360	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,150.00	
INV 1361	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN TIP - REPAIRS	1	407.00	
INV 1359	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	OLD WUNDOWIE CHANGROOMS & POST OFFICE - MTCE	1	320.00	
INV 1356	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL & REC CENTRE - MTCE	1	814.00	
INV 1362	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INKPEN FIRE SHED - MTCE	1	264.00	
INV 1357	03/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,755.00	
INV 1364	04/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE & BKB - REPAIRS	1	643.50	
INV 1365	09/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	RUSHTON PARK - MTCE	1	297.00	
INV 1366	09/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DEPOT - REPAIRS	1	203.50	
INV 1367	09/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DEPOT - MTCE	1	207.90	
INV 1369	10/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT TOILETS - MTCE	1	214.50	
INV 1368	10/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	WHEATBELT NRM - MTCE	1	870.10	
EFT54562	13/06/2025	ECHO NEWSPAPER	ADVERTISEMENT - NEWSPAPER - MAY 2025	1		880.00
INV 0004046516	05/05/2025	ECHO NEWSPAPER	ADVERTISEMENT - NEWSPAPER - MAY 2025	1	880.00	
EFT54563	13/06/2025	EXTREME AMUSEMENTS CO	ELEVATE FESTIVAL - 1/06/2025	1		105.00
INV 0000146410	06/06/2025	EXTREME AMUSEMENTS CO	ELEVATE FESTIVAL - 1/06/2025	1	105.00	
EFT54564	13/06/2025	EYES ON YOU SECURITY PTY LTD	CCTV - MTCE	1		1,634.00
INV INV-038004	06/06/2025	EYES ON YOU SECURITY PTY LTD	CCTV - MTCE	1	1,634.00	

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EFT54565	13/06/2025	FELIX ENTERPRISES PTY LTD T/AS IG CHAMBERLAIN & CO	RATES CREDIT REFUND - A16787	1		2,577.00
INV A16787	12/06/2025	FELIX ENTERPRISES PTY LTD T/AS IG CHAMBERLAIN & CO	RATES CREDIT REFUND - A16787		2,577.00	
EFT54566	13/06/2025	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM FOUR	1		41,713.10
INV 0000105130	04/2025	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM FOUR	1	41,713.10	
EFT54567	13/06/2025	FLOWGEN PTY LTD	WWTP - MTCE	1		17,952.00
INV INV-102727	05/2025	FLOWGEN PTY LTD	WWTP - MTCE	1	17,952.00	
EFT54568	13/06/2025	GLENDA MAREE SINCLAIR	STAFF - REIMBURSEMENT	1		63.80
INV 9AEC2A103	06/2025	GLENDA MAREE SINCLAIR	STAFF - REIMBURSEMENT	1	63.80	
EFT54569	13/06/2025	GRAFTON ELECTRICS	BAKERS HILL REC CENTRE - MTCE	1		518.32
INV A977	04/06/2025	GRAFTON ELECTRICS	KILLARA - REPAIRS	1	132.00	
INV A991	05/06/2025	GRAFTON ELECTRICS	BAKERS HILL REC CENTRE - MTCE	1	386.32	
EFT54570	13/06/2025	HOCKING PLANNING & ARCHITECTURE PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - MAY 2025	1		9,276.30
INV INV-490530	05/2025	HOCKING PLANNING & ARCHITECTURE PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - MAY 2025	1	385.00	
INV INV-490630	05/2025	HOCKING PLANNING & ARCHITECTURE PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - MAY 2025	1	2,786.30	
INV INV-490730	05/2025	HOCKING PLANNING & ARCHITECTURE PTY LTD	ENGINEERING SERVICES - CONSULTING SERVICES - MAY 2025	1	6,105.00	
EFT54571	13/06/2025	IN PHASE TEST & TAG	NORTHAM DEPOT - MTCE	1		351.00
INV 0000701503	06/2025	IN PHASE TEST & TAG	NORTHAM DEPOT - MTCE	1	351.00	
EFT54572	13/06/2025	INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER T/AS	ELEVATE FESTIVAL - 1/06/2025	1		1,600.00
INV 40	01/06/2025	INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER T/AS	ELEVATE FESTIVAL - 1/06/2025	1	1,600.00	

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EFT54573	13/06/2025	JAIME ELIZABETH HAWKINS	STAFF - REIMBURSEMENT	1		54.22
INV CH 10/06.10/06/2025		JAIME ELIZABETH HAWKINS	STAFF - REIMBURSEMENT	1	54.22	
EFT54574	13/06/2025	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - APRIL 2025	1		11,394.90
INV 005775-D30/05/2025		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - MAY 2025	1	4,598.00	
INV 005773-D30/05/2025		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - APRIL 2025	1	5,146.90	
INV 005774-D30/05/2025		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION - MAY 2025	1	1,650.00	
EFT54575	13/06/2025	JS TECHNOLOGY & DIGITAL PTY LTD	CEO OFFICE - OFFICE SUPPLIES	1		250.00
INV INV0606.06/06/2025		JS TECHNOLOGY & DIGITAL PTY LTD	CEO OFFICE - OFFICE SUPPLIES	1	250.00	
EFT54576	13/06/2025	LED SIGN SCREEN DELIVERED - DIGITAL SIGNS WA PTY LTD T/A	MOTHER'S DAY MOVIE & MARKETS - 10/05/2025	1		3,025.00
INV 0000129106/05/2025		LED SIGN SCREEN DELIVERED - DIGITAL SIGNS WA PTY LTD T/A	MOTHER'S DAY MOVIE & MARKETS - 10/05/2025	1	3,025.00	
EFT54577	13/06/2025	LG BEST PRACTICES PTY LTD	CORPORATE SERVICES - TRAINING	1		1,980.00
INV 22812	17/04/2025	LG BEST PRACTICES PTY LTD	CORPORATE SERVICES - TRAINING	1	1,980.00	
EFT54578	13/06/2025	LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	NORTHAM MOTORSPORT FESTIVAL - 26/04/2025	1		4,290.00
INV INV-143323/05/2025		LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	NORTHAM MOTORSPORT FESTIVAL - 26/04/2025	1	4,290.00	
EFT54579	13/06/2025	LOUNGE BACKLINE PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		3,215.30
INV 507798	27/05/2025	LOUNGE BACKLINE PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	3,215.30	
EFT54580	13/06/2025	MARK WERNER DE HAAS	RATES CREDIT REFUND - A15444	1		400.75
INV A15444	12/06/2025	MARK WERNER DE HAAS	RATES CREDIT REFUND - A15444		400.75	
EFT54581	13/06/2025	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1		9,680.00
INV 86294	31/05/2025	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1	9,680.00	

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EFT54582	13/06/2025	MCLEODS LAWYERS	LEGAL FEES - MAY 2025	1		1,909.71
INV 145547	30/05/2025	MCLEODS LAWYERS	LEGAL FEES - MAY 2025	1	1,207.80	
INV 145852	30/05/2025	MCLEODS LAWYERS	LEGAL FEES - MAY 2025	1	701.91	
EFT54583	13/06/2025	MENZA CONCEPTS PTY LTD	INKPEN & OLD QUARRY TIP - SUPPLIES	1		4,906.55
INV 000296	30/05/2025	MENZA CONCEPTS PTY LTD	INKPEN & OLD QUARRY TIP - SUPPLIES	1	4,906.55	
EFT54584	13/06/2025	MORRIS PEST & WEED CONTROL	VARIOUS LOCATIONS - MTCE	1		21,742.99
INV INV-391210/06/2025		MORRIS PEST & WEED CONTROL	VARIOUS LOCATIONS - MTCE	1	10,747.28	
INV INV-391310/06/2025		MORRIS PEST & WEED CONTROL	VARIOUS LOCATIONS - MTCE	1	1,958.00	
INV INV-391110/06/2025		MORRIS PEST & WEED CONTROL	VARIOUS LOCATIONS - MTCE	1	9,037.71	
EFT54585	13/06/2025	NORTHAM DISTRICTS GLASS PTY LTD	REC CENTRE - MTCE	1		5,745.00
INV INV-106427/05/2025		NORTHAM DISTRICTS GLASS PTY LTD	PN2406 - VEHICLE MTCE	1	1,050.00	
INV INV-106628/05/2025		NORTHAM DISTRICTS GLASS PTY LTD	PN1703 - PLANT MTCE	1	1,450.00	
INV INV-106628/05/2025		NORTHAM DISTRICTS GLASS PTY LTD	PN1003 - PLANT MTCE	1	825.00	
INV INV-106830/05/2025		NORTHAM DISTRICTS GLASS PTY LTD	REC CENTRE - MTCE	1	2,420.00	
EFT54586	13/06/2025	NORTHAM RESOURCES LIMITED	RATES CREDIT REFUND - A16691	1		557.96
INV A16691	12/06/2025	NORTHAM RESOURCES LIMITED	RATES CREDIT REFUND - A16691		278.98	
INV A16604	12/06/2025	NORTHAM RESOURCES LIMITED	RATES CREDIT REFUND - A16604		278.98	
EFT54587	13/06/2025	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		2,550.90
INV 9125975505/05/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	797.50	
INV 9125979505/05/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	158.40	
INV 9126413113/05/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	797.50	
INV 9126871621/05/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	797.50	
EFT54588	13/06/2025	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY - MTCE	1		1,298.00

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INV 71474	09/06/2025	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY - MTCE	1	1,298.00	
EFT54589	13/06/2025	ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	C.202324-12 - MAY 2025	1		1,189.53
INV 0020392002/05/2025		ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	C.202324-12 - APR 2025	1	519.11	
INV 0020432929/05/2025		ORACLE CUSTOMER MANAGEMENT SOLUTIONS PTY LTD	C.202324-12 - MAY 2025	1	670.42	
EFT54590	13/06/2025	PERTH BOUNCY CASTLE HIRE - KGO ENTERPRISES PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1		2,972.94
INV 37157	01/06/2025	PERTH BOUNCY CASTLE HIRE - KGO ENTERPRISES PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	2,972.94	
EFT54591	13/06/2025	PIERCE LLOYD	STAFF - REIMBURSEMENT	1		230.00
INV 11-02-00C19/05/2025		PIERCE LLOYD	STAFF - REIMBURSEMENT	1	230.00	
EFT54592	13/06/2025	POWERLYT	CORPORATE SERVICES - COUNSULTING SERVICES - MAY 2025	1		1,031.91
INV INV2529 29/05/2025		POWERLYT	CORPORATE SERVICES - COUNSULTING SERVICES - MAY 2025	1	1,031.91	
EFT54593	13/06/2025	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - MAY 2025	1		88.60
INV 399930	31/05/2025	PUBLIC TRANSPORT AUTHORITY	TRAIN TICKETS - MAY 2025	1	88.60	
EFT54594	13/06/2025	S & N CREATIONS	VISITORS CENTRE - STOCK	1		2,209.90
INV INV-389126/05/2025		S & N CREATIONS	VISITORS CENTRE - STOCK	1	290.40	
INV INV-389026/05/2025		S & N CREATIONS	VISITORS CENTRE - STOCK	1	1,919.50	
EFT54595	13/06/2025	SERENITY RISK SOLUTIONS PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1		28,997.78
INV INV-236403/06/2025		SERENITY RISK SOLUTIONS PTY LTD	ELEVATE FESTIVAL - 1/06/2025	1	28,997.78	
EFT54596	13/06/2025	SHOP FOR SHOPS - WMFG PTY LTD T/A	VISITORS CENTRE - STOCK	1		637.55
INV INV1072-30/05/2025		SHOP FOR SHOPS - WMFG PTY LTD T/A	VISITORS CENTRE - STOCK	1	637.55	

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EFT54597	13/06/2025	SLATER-GARTRELL SPORTS	HENRY STREET OVAL - SUPPLIES	1		825.00
INV SG72569/26/05/2025		SLATER-GARTRELL SPORTS	HENRY STREET OVAL - SUPPLIES	1	825.00	
EFT54598	13/06/2025	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT - RADIO - MAY 2025	1		4,576.00
INV 7180036431/05/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT - RADIO - MAY 2025	1	2,695.00	
INV 7180036231/05/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT - RADIO - MAY 2025	1	1,430.00	
INV 7180036331/05/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT - RADIO - MAY 2025	1	220.00	
INV 7180036131/05/2025		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISMENT - RADIO - MAY 2025	1	231.00	
EFT54599	13/06/2025	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	ELEVATE FESTIVAL - 1/06/2025	1		4,992.20
INV FAINV0120/11/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	CEO OFFICE - TRAINING	1	170.00	
INV FAINV0110/06/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	ELEVATE FESTIVAL - 1/06/2025	1	4,622.20	
INV FAINV0110/06/2025		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	GRANT- WHEATBELT NORTH REGIONAL RECOGNITION AWARDS	1	200.00	
EFT54600	13/06/2025	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1		601.53
INV SIN-407628/05/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORM	1	73.77	
INV SIN-407729/05/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	518.32	
INV SIN-407830/05/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	9.44	
EFT54601	13/06/2025	SYNERGY	168614990 STREETLIGHTING - 25/04/2025 to 24/05/2025	1		33,840.21
INV 2886267402/05/2025		SYNERGY	288626740 CLACKLINE HALL - 27/02/2025 to 01/05/2025		141.93	
INV 3613334219/05/2025		SYNERGY	361333420 AVON MALL - 15/03/2025 to 16/05/2025		424.71	
INV 7471705326/05/2025		SYNERGY	747170530 SKATE PARK - CLARKE ST - 22/03/2025 to 23/05/2025		68.84	
INV 3577049826/05/2025		SYNERGY	357704980 CLARKE ST PUMP - 22/03/2025 to 23/05/2025		837.31	

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INV 3577018226/05/2025		SYNERGY	357701820 BROOME TCE PUMP - 22/03/2025 to 23/05/2025		169.24	
INV 3577020026/05/2025		SYNERGY	357702000 BROOME TCE BBQ LIGHTS - 22/03/2025 to 23/05/2025		163.79	
INV 3577048426/05/2025		SYNERGY	357704840 ROTARY WHEEL - 22/03/2025 to 23/05/2025		147.29	
INV 3577043626/05/2025		SYNERGY	357704360 BROOME TCE PUMP - 22/03/2025 to 23/05/2025		142.85	
INV 3577031827/05/2025		SYNERGY	357703180 STORMWATER DAM PUMP - 01/04/2025 to 26/05/2025		145.28	
INV 3613331827/05/2025		SYNERGY	361333180 SUSPENSION BRIDGE LIGHTING - 22/03/2025 to 26/05/2025		173.67	
INV 3575476627/05/2025		SYNERGY	357547660 RUSHTON PARK - 20/03/2025 to 21/05/2025		189.94	
INV 3575473327/05/2025		SYNERGY	357547330 APEX PARK TOILETS - 22/03/2025 to 26/05/2025		184.36	
INV 3575474728/05/2025		SYNERGY	357547470 MORBY COTTAGE - 25/03/2025 to 26/05/2025		134.93	
INV 3980651129/05/2025		SYNERGY	398065110 GRASS VALLEY HALL - 29/03/2025 to 28/05/2025		465.53	
INV 9291252029/05/2025		SYNERGY	092912520 GRASS VALLEY OVAL - 29/03/2025 to 28/05/2025		121.87	
INV 9414532329/05/2025		SYNERGY	941453230 GRASS VALLEY BFB FIRE SHED - 29/03/2025 to 28/05/2025		340.97	
INV 3805238630/05/2025		SYNERGY	380523860 OLD QUARRY RD REFUSE SITE - RUBBISH DEPOT AT OLD QUARRY RD NORTHAM LOT 422 RES 26840 - 28/03/2025 to 29/05/2025		443.47	
INV 1686149903/06/2025		SYNERGY	168614990 STREETLIGHTING - 25/04/2025 to 24/05/2025		26,423.21	
INV 9152416403/06/2025		SYNERGY	915241640 AUXILLARY LIGHTING - 28/04/2025 to 27/05/2025		150.12	
INV 3616695009/06/2025		SYNERGY	361669500 OXIDATION PONDS - 06/05/2025 to 04/06/2025		2,970.90	
EFT54602	13/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2025	1		264.49
INV 0681-S3025/05/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2025	1	75.12	
INV 0682-S3001/06/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - MAY 2025	1	189.37	
EFT54603	13/06/2025	TELAIR PTY LTD	OLD QUARRY - SUBSCRIPTION - MAY 2025	1		89.00
INV TA22358-31/05/2025		TELAIR PTY LTD	OLD QUARRY - SUBSCRIPTION - MAY 2025	1	89.00	

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EFT54604	13/06/2025	THE PRINT SHOP BUNBURY	ADVERTISEMENT - BROCHURE - BFB VOLUNTEER	1		187.00
INV 1698601	03/06/2025	THE PRINT SHOP BUNBURY	ADVERTISEMENT - BROCHURE - BFB VOLUNTEER	1	187.00	
EFT54605	13/06/2025	THE REC NORTHAM HOTEL - DUCHESS OUT PTY LTD T/AS	ELEVATE FESTIVAL - 1/06/2025	1		6,360.00
INV 0206	29/05/2025	THE REC NORTHAM HOTEL - DUCHESS OUT PTY LTD T/AS	ELEVATE FESTIVAL - 1/06/2025	1	6,360.00	
EFT54606	13/06/2025	THE TOODYAY HERALD INC	ADVERTISEMENT - NEWSPAPER - APR 2024	1		191.68
INV 0028089	12/04/2024	THE TOODYAY HERALD INC	ADVERTISEMENT - NEWSPAPER - APR 2024	1	191.68	
EFT54607	13/06/2025	THREE CHILLIES DESIGN	NORTHAM BMX TRACK - CAPITAL WORKS	1		18,365.58
INV INV-022703	06/2025	THREE CHILLIES DESIGN	NORTHAM BMX TRACK - CAPITAL WORKS	1	18,365.58	
EFT54608	13/06/2025	TINT A CAR	DEPOT - MTCE	1		395.00
INV 1098770806	03/2025	TINT A CAR	DEPOT - MTCE	1	395.00	
EFT54609	13/06/2025	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - MATERIALS	1		4,427.37
INV INV-569231	05/2025	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	IRISHTOWN ROAD - MATERIALS	1	1,913.87	
INV INV-565231	05/2025	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - MATERIALS	1	2,513.50	
EFT54610	13/06/2025	VINCELEC	CREATE 298 - REPAIRS	1		2,409.32
INV IV2567	29/05/2025	VINCELEC	ST JOHN'S PARK - MTCE	1	270.00	
INV IV2575	30/05/2025	VINCELEC	DOG POUND - REPAIRS	1	523.80	
INV IV2579	03/06/2025	VINCELEC	BERT HAWKE PAVILLION - MTCE	1	537.02	
INV IV2581	05/06/2025	VINCELEC	KILLARA - REPAIRS	1	180.00	
INV IV2586	10/06/2025	VINCELEC	CREATE 298 - REPAIRS	1	898.50	
EFT54611	13/06/2025	WARRICKS NEWSAGENCY	LIBRARY - SUBSCRIPTION - MAY & JUN 2025	1		443.58
INV SN00 01703	06/2025	WARRICKS NEWSAGENCY	KILLARA - SUBSCRIPTION - APR & MAY 2025	1	108.50	

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INV SN00 01703/06/2025		WARRICKS NEWSAGENCY	LIBRARY - SUBSCRIPTION - MAY & JUN 2025	1	335.08	
EFT54612	13/06/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2504 - PLANT MTCE	1		1,211.50
INV INV-207115/05/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2304 - VEHICLE MTCE	1	442.50	
INV INV-208529/05/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2504 - PLANT MTCE	1	769.00	
EFT54613	13/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1		1,432.86
INV 224687	06/05/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	121.83	
INV 224681	06/05/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	20.53	
INV 224982	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE/METER READING	1	153.29	
INV 225081	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE/METER READING	1	96.57	
INV 224991	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	175.10	
INV 224988	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER SERVICE/METER READING	1	72.37	
INV 224987	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER SERVICE/METER READING	1	56.37	
INV 224986	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE/METER READING	1	362.46	
INV 224984	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE/METER READING	1	206.85	
INV 224989	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM LIBRARY - COPIER SERVICE/METER READING	1	128.96	
INV 224983	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER SERVICE/METER READING	1	16.13	
INV 25321	10/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - SUPPLIES	1	22.40	
EFT54614	13/06/2025	ZANADOO	BANKSIA & HOVEA ST - CAPITAL WORKS	1		8,580.00

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INV 1005	23/05/2025	ZANADOO	WUNDOWIE PRIMARY SCHOOL - CAPITAL WORKS	1	2,640.00	
INV 1007	23/05/2025	ZANADOO	CHIDLOW & MAY ST - CAPITAL WORKS	1	2,420.00	
INV 1006	23/05/2025	ZANADOO	BANKSIA & HOVEA ST - CAPITAL WORKS	1	3,520.00	
EFT54615	20/06/2025	ALCHEMY TECHNOLOGY	KILLARA - SOFTWARE SUBSCRIPTION	1		5,775.44
INV 9383	30/05/2025	ALCHEMY TECHNOLOGY	KILLARA - SOFTWARE SUBSCRIPTION	1	5,775.44	
EFT54616	20/06/2025	ALISON MAY ROWLAND	STAFF - REIMBURSEMENT	1		60.00
INV JG 10/06/10/06/2025		ALISON MAY ROWLAND	STAFF - REIMBURSEMENT	1	60.00	
EFT54617	20/06/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1910 - PLANT PARTS	1		90.15
INV SI-00028213/06/2025		ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1910 - PLANT PARTS	1	90.15	
EFT54618	20/06/2025	ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1		102.30
INV IN00466510/06/2025		ALLMARK & ASSOCIATES PTY LTD	BADGES & NAME PLAQUES	1	102.30	
EFT54619	20/06/2025	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - MAY 2025	1		451.00
INV 119090	31/05/2025	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - MAY 2025	1	451.00	
EFT54620	20/06/2025	AUSTRALIA POST	AUSTRALIA POST CHARGES - MAY 2025	1		1,083.87
INV 1014055103/06/2025		AUSTRALIA POST	AUSTRALIA POST CHARGES - MAY 2025	1	1,083.87	
EFT54621	20/06/2025	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	DEVELOPMENT SERVICES - TRAINING	1		528.00
INV 57778	30/05/2025	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	DEVELOPMENT SERVICES - TRAINING	1	264.00	
INV 57779	30/05/2025	AUSTRALIAN INSTITUTE OF BUILDING SURVEYORS	DEVELOPMENT SERVICES - TRAINING	1	264.00	
EFT54622	20/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions	1		200.00
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	

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INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		26.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		24.50	
INV 66	19/06/2025	AUSTRALIAN SERVICES UNION	Payroll Deductions/Contributions		16.50	
EFT54623	20/06/2025	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 20/05/2025	1		141,741.64
INV PAYG 2018/06/2025		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 20/05/2025	1	71,393.82	
INV PAYG 5/(18/06/2025		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 05/06/2025	1	70,347.82	
EFT54624	20/06/2025	AVON CONCRETE	IRISHTOWN ROAD - MTCE	1		10,813.00
INV 2094	12/06/2025	AVON CONCRETE	IRISHTOWN ROAD - MTCE	1	10,813.00	
EFT54625	20/06/2025	AVON VALLEY TOYOTA / ISUZU	PN2018 - VEHICLE MTCE	1		611.12
INV JC14019402/12/2024		AVON VALLEY TOYOTA / ISUZU	PN2018 - VEHICLE MTCE	1	611.12	
EFT54626	20/06/2025	AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - MAY 2025	1		109,546.11
INV 0006992430/05/2025		AVON WASTE	C.202122-04 - WASTE FACILITY MANAGEMENT - MAY 2025	1	107,796.11	
INV 0006992513/06/2025		AVON WASTE	ELEVATE FESTIVAL - 1/06/2025	1	1,750.00	
EFT54627	20/06/2025	BACK 2 THE GRIND - CHELSEA HUGHES	STALL HOLDER FEE - REFUND	1		29.00
INV 184991	28/05/2025	BACK 2 THE GRIND - CHELSEA HUGHES	STALL HOLDER FEE - REFUND	1	29.00	
EFT54628	20/06/2025	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	GRANT - AUSTRALIA DAY BREAKFAST 2025	1		132.00
INV 2	09/06/2025	BAKERS HILL PROGRESS & RECREATION ASSOCIATION	GRANT - AUSTRALIA DAY BREAKFAST 2025	1	132.00	

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EFT54629	20/06/2025	BENCHMARK CONSULTING WA - BENCHMARK SURVEYS WA PTY LTD T/AS	C.202425-07 - CLAIM 1 - MAY 2025	1		39,240.74
INV 2794	06/06/2025	BENCHMARK CONSULTING WA - BENCHMARK SURVEYS WA PTY LTD T/AS	C.202425-07 - CLAIM 1 - MAY 2025	1	39,240.74	
EFT54630	20/06/2025	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MTCE	1		1,982.00
INV INV-327612/06/2025		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MTCE	1	132.00	
INV INV-327612/06/2025		BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE - MTCE	1	1,850.00	
EFT54631	20/06/2025	BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1		180.27
INV 3066031423/05/2025		BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1	87.78	
INV 3066031404/06/2025		BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1	92.49	
EFT54632	20/06/2025	BUILDING & ENERGY	BSL FEES - MAY 2025	1		406.55
INV T1080	05/06/2025	BUILDING & ENERGY	BSL FEES - MAY 2025	1	406.55	
EFT54633	20/06/2025	BUNNINGS BUILDING SUPPLIES P/L	NORTHAM MOTORSPORT FESTIVAL - 27/04/2025	1		375.50
INV 2182/998028/05/2025		BUNNINGS BUILDING SUPPLIES P/L	NORTHAM MOTORSPORT FESTIVAL - 27/04/2025	1	375.50	
EFT54634	20/06/2025	BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR MAY 2025	1		1,142.23
INV 3704152231/05/2025		BUSINESS FUEL CARDS PTY LTD (FLEET CARD)	FUEL CHARGES FOR MAY 2025	1	1,142.23	
EFT54635	20/06/2025	CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1		702.76
INV 25-0000505/06/2025		CADD'S FASHIONS	CORPORATE SERVICES - UNIFORMS	1	266.35	
INV 25-00004916/06/2025		CADD'S FASHIONS	ENGINEERING SERVICES - UNIFORMS	1	436.41	
EFT54636	20/06/2025	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR MAY 2025	1		817.66
INV 126	31/05/2025	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR MAY 2025	1	817.66	
EFT54637	20/06/2025	CDA AIR & SOLAR YORK	DEPOT - CAPITAL WORKS	1		24,960.00

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INV 0002320005/06/2025		CDA AIR & SOLAR YORK	DEPOT - CAPITAL WORKS	1	24,960.00	
EFT54638	20/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions	1		120.00
INV 66	19/06/2025	CHILD SUPPORT AGENCY	Payroll Deductions/Contributions		120.00	
EFT54639	20/06/2025	CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - MAY 2025	1		2,787.26
INV INV-726131/05/2025		CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - MAY 2025	1	2,254.60	
INV INV-083302/06/2025		CLOUD COLLECTIONS PTY LTD	DEBT COLLECTION - JUN 2025	1	532.66	
EFT54640	20/06/2025	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - MAY 2025	1		174.05
INV 215	31/05/2025	COLES - WEX AUSTRALIA PTY LTD	COLES PURCHASES - MAY 2025	1	174.05	
EFT54641	20/06/2025	DALLIMORE CARPETS -(CHOICES BY DALLIMORE)	BERT HAWKE PAVILLION - CAPITAL WORKS	1		24,276.20
INV INV-934511/06/2025		DALLIMORE CARPETS -(CHOICES BY DALLIMORE)	ADMIN - MTCE	1	250.00	
INV INV-934611/06/2025		DALLIMORE CARPETS -(CHOICES BY DALLIMORE)	BERT HAWKE PAVILLION - SUPPLIES	1	550.00	
INV INV-934411/06/2025		DALLIMORE CARPETS -(CHOICES BY DALLIMORE)	BERT HAWKE PAVILLION - CAPITAL WORKS	1	23,476.20	
EFT54642	20/06/2025	DAVID AARON EMERY	STAFF - REIMBURSEMENT	1		213.81
INV CY 28/0528/05/2025		DAVID AARON EMERY	STAFF - REIMBURSEMENT	1	213.81	
EFT54643	20/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DOG POUND - REPAIRS	1		29,170.30
INV 1354	02/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	ELIZABETH PLACE - MTCE	1	7,166.50	
INV 1372	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DOG POUND - MTCE	1	1,551.00	
INV 1375	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MTCE	1	577.50	
INV 1371	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DOG POUND - REPAIRS	1	10,065.00	

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INV 1370	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERNARD PARK & INKPEN TIP - MTCE	1	511.50	
INV 1374	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK - MTCE	1	434.50	
INV 1373	11/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT TOILETS - REPAIRS	1	192.50	
INV 1378	12/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DOG POUND - REPAIRS	1	1,441.00	
INV 1377	12/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VISITORS CENTRE - MTCE	1	327.80	
INV 1376	12/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT - MTCE	1	456.50	
INV 1385	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	165.00	
INV 1381	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT TOILET - MTCE	1	231.00	
INV 1387	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	SOUTHERN BROOK HALL - REPAIRS	1	401.50	
INV 1384	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERNARD PARK TOILETS & SUSPENSION BRIDGE - MTCE	1	544.50	
INV 1386	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,290.00	
INV 1379	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,735.00	
INV 1380	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,700.00	
INV 1382	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VISITORS CENTRE - MTCE	1	214.50	
INV 1383	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	CLACKLINE TOILETS - REPAIRS	1	165.00	
EFT54644	20/06/2025	DUN DIRECT PTY LTD	FUEL CHARGES FOR MAY 2025	1		34,804.80
INV MAY 2023	1/05/2025	DUN DIRECT PTY LTD	FUEL CHARGES FOR MAY 2025	1	34,804.80	
EFT54645	20/06/2025	E FIRE & SAFETY	KILLARA - MTCE	1		839.85
INV 635744	11/06/2025	E FIRE & SAFETY	KILLARA - MTCE	1	422.40	

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INV 635742	11/06/2025	E FIRE & SAFETY	TOWN/LESSER HALL - MTCE	1	162.80	
INV 635738	11/06/2025	E FIRE & SAFETY	REC CENTRE - MTCE	1	254.65	
EFT54646	20/06/2025	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM 6	1		6,672.60
INV 0000106110	06/2025	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM 6	1	5,130.40	
INV 0000106412	06/2025	FIRE MITIGATION SERVICES	C.202425-01 - CLAIM 7	1	1,542.20	
EFT54647	20/06/2025	FRAMESWEST	REC CENTRE - MTCE	1		374.00
INV 0000853012	06/2025	FRAMESWEST	REC CENTRE - MTCE	1	374.00	
EFT54648	20/06/2025	FRESH START RECOVERY PROGRAMME	ELEVATE FESTIVAL - 1/06/2025	1		792.00
INV 0029282406	06/2025	FRESH START RECOVERY PROGRAMME	ELEVATE FESTIVAL - 1/06/2025	1	792.00	
EFT54649	20/06/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES - JUN 2025	1		5,100.00
INV J25023	16/06/2025	HINTERLAND URBAN & REGIONAL PLANNING CONSULTANTS	DEVELOPMENT SERVICES - CONSULTING SERVICES - JUN 2025	1	5,100.00	
EFT54650	20/06/2025	JOHN CHARLES LUCAS	ELEVATE FESTIVAL - 1/06/2025	1		2,904.00
INV 604	10/06/2025	JOHN CHARLES LUCAS	ELEVATE FESTIVAL - 1/06/2025	1	2,904.00	
EFT54651	20/06/2025	KLEENWEST	DEPOT - SUPPLIES	1		274.73
INV 0010624519	03/2025	KLEENWEST	DEPOT - SUPPLIES	1	187.00	
INV 0011005111	06/2025	KLEENWEST	REC CENTRE - SUPPLIES	1	87.73	
EFT54652	20/06/2025	LGIS WA	OVERPAYMENT - REFUND	1		5,121.19
INV CY 18/0603/01	2025	LGIS WA	OVERPAYMENT - REFUND	1	5,121.19	
EFT54653	20/06/2025	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - JUN 2025	1		1,283.33
INV 0000104025	05/2025	MALINOWSKI HOLDINGS PTY LTD	AVON MALL - RENT - JUN 2025	1	1,283.33	
EFT54654	20/06/2025	MANDALAY TECHNOLOGIES PTY LTD	SOFTWARE SUBSCRIPTION - 1/07/2025 - 30/06/2026	1		20,888.42

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INV INV-86601	1/06/2025	MANDALAY TECHNOLOGIES PTY LTD	SOFTWARE SUBSCRIPTION - 1/07/2025 - 30/06/2026	1	20,888.42	
EFT54655	20/06/2025	MCLEODS LAWYERS	LEGAL FEES - MAY 2025	1		1,851.74
INV 145853	30/05/2025	MCLEODS LAWYERS	LEGAL FEES - MAY 2025	1	1,851.74	
EFT54656	20/06/2025	MICHAEL WARD (MUSIC)	ELEVATE FESTIVAL - 1/06/2025	1		2,250.00
INV 01/06/2021	6/06/2025	MICHAEL WARD (MUSIC)	ELEVATE FESTIVAL - 1/06/2025	1	2,250.00	
EFT54657	20/06/2025	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MTCE	1		4,042.50
INV 3295	13/06/2025	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MTCE	1	418.00	
INV 3294	13/06/2025	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MTCE	1	3,624.50	
EFT54658	20/06/2025	MORRIS MACHINING AND FABRICATION PTY LTD	PN2104 - PLANT MTCE	1		500.00
INV 000000051	6/06/2025	MORRIS MACHINING AND FABRICATION PTY LTD	PN2104 - PLANT MTCE	1	500.00	
EFT54659	20/06/2025	MORRIS PEST & WEED CONTROL	BKB - MTCE	1		948.00
INV INV_202:1	1/06/2025	MORRIS PEST & WEED CONTROL	ADMIN - MTCE	1	420.00	
INV INV_202:1	1/06/2025	MORRIS PEST & WEED CONTROL	BKB - MTCE	1	528.00	
EFT54660	20/06/2025	NORTHAM AGRICULTURAL SOCIETY	GRANT - NORTHAM FARMERS SHOW 2024	1		500.00
INV 1296	13/06/2025	NORTHAM AGRICULTURAL SOCIETY	GRANT - NORTHAM FARMERS SHOW 2024	1	500.00	
EFT54661	20/06/2025	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	GRANT - 61ST AVON VALLEY TRAP CARNIVAL	1		800.00
INV 2504	18/06/2025	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	GRANT - 61ST AVON VALLEY TRAP CARNIVAL	1	800.00	
EFT54662	20/06/2025	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	ENGINEERING SERVICES - LIGHT FLEET PURCHASE	1		35,541.59
INV 625466	17/06/2025	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	ENGINEERING SERVICES - LIGHT FLEET PURCHASE	1	35,541.59	
EFT54663	20/06/2025	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1		896.50

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INV 0000590618/05/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2025	1	107.00	
INV 0000590730/05/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MAY 2025	1	54.00	
INV 0000591403/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	77.00	
INV 0000591504/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	48.00	
INV 0000591906/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	162.50	
INV 0000592009/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	102.00	
INV 0000592411/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	114.00	
INV 0000592513/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	48.00	
INV 0000592616/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	72.00	
INV 0000592918/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	54.00	
INV 0000593018/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	10.00	
INV 0000592818/06/2025		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JUN 2025	1	48.00	
EFT54664	20/06/2025	NORTHAM RAILWAYS FOOTBALL CLUB INC	OVERPAYMENT - REFUND	1		450.00
INV 32059	22/05/2025	NORTHAM RAILWAYS FOOTBALL CLUB INC	OVERPAYMENT - REFUND	1	450.00	
EFT54665	20/06/2025	NORTHAM TOWING SERVICE	FREIGHT CHARGES - JUN 2025	1		275.00
INV 214462	18/06/2025	NORTHAM TOWING SERVICE	FREIGHT CHARGES - JUN 2025	1	275.00	
EFT54666	20/06/2025	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		5,128.20
INV 9127301229/05/2025		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	5,128.20	
EFT54667	20/06/2025	NUTRIEN WATER	HENRY STREET OVAL - SUPPLIES	1		459.45
INV 4136244806/06/2025		NUTRIEN WATER	HENRY STREET OVAL - SUPPLIES	1	459.45	
EFT54668	20/06/2025	PIPI KATHRINE HEMA	RATES CREDIT REFUND - A14634	1		686.19
INV A14634	19/06/2025	PIPI KATHRINE HEMA	RATES CREDIT REFUND - A14634		686.19	
EFT54669	20/06/2025	PROFESSIONAL LOCKSERVICE	DOG POUND - MTCE	1		1,086.25

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INV 00111622	12/06/2025	PROFESSIONAL LOCKSERVICE	DOG POUND - MTCE	1	1,086.25	
EFT54670	20/06/2025	PROTEC ASPHALT	IRISHTOWN ROAD - MTCE	1		41,976.00
INV 40366	18/06/2025	PROTEC ASPHALT	IRISHTOWN ROAD - MTCE	1	20,988.00	
INV 40367	18/06/2025	PROTEC ASPHALT	IRISHTOWN ROAD - MTCE	1	20,988.00	
EFT54671	20/06/2025	SHELDON GRAEME LAMP	STAFF - REIMBURSEMENT	1		63.80
INV 35013EF/31	03/2025	SHELDON GRAEME LAMP	STAFF - REIMBURSEMENT	1	63.80	
EFT54672	20/06/2025	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1		10,568.31
INV INV-270831	05/2025	SPECIALIZED CLEANING GROUP PTY LTD	ENGINEERING SERVICES - EQUIPMENT HIRE	1	10,568.31	
EFT54673	20/06/2025	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	CORPORATE SERVICES - TRAINING	1		89.00
INV FAINV0123	05/2025	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	CORPORATE SERVICES - TRAINING	1	89.00	
EFT54674	20/06/2025	STERRA - AVON VALLEY PLANT & EQUIPMENT PTY LTD T/AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1		57,530.00
INV IV11521	29/01/2025	STERRA - AVON VALLEY PLANT & EQUIPMENT PTY LTD T/AS	ENGINEERING SERVICES - EQUIPMENT HIRE	1	57,530.00	
EFT54675	20/06/2025	SUPAGAS PTY LTD	POOL HEATERS - GAS - 13/05/2025	1		3,715.09
INV 922069DI13	05/2025	SUPAGAS PTY LTD	POOL HEATERS - GAS - 13/05/2025	1	3,715.09	
EFT54676	20/06/2025	TREVOR EASTWELL	ELEVATE FESTIVAL - 1/06/2025	1		470.00
INV 67	01/06/2025	TREVOR EASTWELL	ELEVATE FESTIVAL - 1/06/2025	1	420.00	
INV 66	12/06/2025	TREVOR EASTWELL	COMMUNITY TRANSPORT - 12/06/2025	1	50.00	
EFT54677	20/06/2025	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 26/05/2025 - 15/06/2025	1		1,155.00
INV 0000635714	06/2025	WA CONTRACT RANGER SERVICES	C.202324-01 - POUND MANAGEMENT - 26/05/2025 - 15/06/2025	1	1,155.00	

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EFT54678	20/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1		145.61
INV 224990	04/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - COPIER SERVICE/METER READING	1	145.61	
EFT54679	20/06/2025	WINDSOCKS AUSTRALIA PTY LTD	NORTHAM POOL - SUPPLIES	1		316.21
INV INV/202503/02/2025		WINDSOCKS AUSTRALIA PTY LTD	NORTHAM POOL - SUPPLIES	1	316.21	
EFT54680	20/06/2025	ZANADOO	GILLET ROAD - REPAIRS	1		880.00
INV 1011	20/05/2025	ZANADOO	GILLET ROAD - REPAIRS	1	880.00	
EFT54681	27/06/2025	ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1612 - PLANT PARTS	1		79.41
INV SI-00028-20/06/2025		ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN2103 - PLANT PARTS	1	38.63	
INV SI-00028-25/06/2025		ALL PARTS WA - DUSTY ROADS SOLUTIONS PTY LTD T/AS	PN1612 - PLANT PARTS	1	40.78	
EFT54682	27/06/2025	AMD AUDIT AND ASSURANCE	CORPORATE SERVICES - FEES & CHARGES	1		11,550.00
INV INV-146431/05/2025		AMD AUDIT AND ASSURANCE	CORPORATE SERVICES - FEES & CHARGES	1	11,550.00	
EFT54683	27/06/2025	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 17/06/2025	1		67,953.82
INV PAYG 1725/06/2025		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 17/06/2025	1	67,953.82	
EFT54684	27/06/2025	AUTOPRO NORTHAM	BFB - SUPPLIES	1		501.35
INV 1213686	02/05/2025	AUTOPRO NORTHAM	BFB - SUPPLIES	1	425.93	
INV 1224059	18/06/2025	AUTOPRO NORTHAM	PN2305 - PLANT PARTS	1	75.42	
EFT54685	27/06/2025	AVON VALLEY ARTS SOCIETY (INC)	GRANT - NORTHAM ART PRIZE	1		300.00
INV 1128	24/06/2025	AVON VALLEY ARTS SOCIETY (INC)	GRANT - NORTHAM ART PRIZE	1	300.00	
EFT54686	27/06/2025	AVON VALLEY TOYOTA / ISUZU	PN2304 - VEHICLE MTCE	1		822.24
INV JC14019013/11/2024		AVON VALLEY TOYOTA / ISUZU	PN2304 - VEHICLE MTCE	1	822.24	

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EFT54687	27/06/2025	AVON WASTE	C.2020-01 - WASTE COLLECTION 18/04/2025	1		127,658.04
INV 69070	18/04/2025	AVON WASTE	C.2020-01 - WASTE COLLECTION 18/04/2025	1	43,292.02	
INV 69920	30/05/2025	AVON WASTE	C.2020-01 WASTE COLLECTION 30/05/2025	1	42,145.39	
INV 70235	13/06/2025	AVON WASTE	C.2020-01 WASTE COLLECTION 13/06/2025	1	42,220.63	
EFT54688	27/06/2025	BAILEYS FERTILISERS	HENRY ST OVAL - MTCE	1		3,745.51
INV 58429	19/06/2025	BAILEYS FERTILISERS	HENRY ST OVAL - MTCE	1	3,745.51	
EFT54689	27/06/2025	BLACKWELL PLUMBING AND GAS PTY LTD	DOG POUND - MTCE	1		1,130.00
INV INV-325712/05/2025		BLACKWELL PLUMBING AND GAS PTY LTD	DOG POUND - MTCE	1	1,130.00	
EFT54690	27/06/2025	BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1		66.02
INV 3066031411/06/2025		BOOKTOPIA DIRECT PTY LTD	LIBRARY - STOCK	1	66.02	
EFT54691	27/06/2025	BOOTH PRINT	ADVERTISEMENT - POSTERS & FLYERS - APR 2025	1		431.20
INV 9658	04/04/2025	BOOTH PRINT	ADVERTISEMENT - POSTERS & FLYERS - APR 2025	1	431.20	
EFT54692	27/06/2025	BRIDGELEY COMMUNITY CENTRE / CHURCH OF CHRIST	GRANT - CAROLS ON FITZGERALD 2024	1		1,100.00
INV 0000385625/06/2025		BRIDGELEY COMMUNITY CENTRE / CHURCH OF CHRIST	GRANT - CAROLS ON FITZGERALD 2024	1	1,100.00	
EFT54693	27/06/2025	BUCCI HOLDINGS PTY LTD T-AS VISIMAX	RANGERS - SUPPLIES	1		39.30
INV INV-156928/03/2025		BUCCI HOLDINGS PTY LTD T-AS VISIMAX	RANGERS - SUPPLIES	1	39.30	
EFT54694	27/06/2025	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - MATERIALS	1		602.00
INV 2182/005803/06/2025		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - MATERIALS	1	602.00	
EFT54695	27/06/2025	CENTRAL MOBILE MECHANICAL REPAIRS	PN1809 - PLANT MTCE	1		5,860.83
INV 0000496806/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1809 - PLANT MTCE	1	1,665.07	
INV 0000497006/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1805 - PLANT MTCE	1	1,171.94	

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INV 0000496906/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN2107 - PLANT MTCE	1	1,140.04	
INV 0000497309/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1509 - PLANT MTCE	1	1,089.66	
INV 0000497209/06/2025		CENTRAL MOBILE MECHANICAL REPAIRS	PN1913 - PLANT MTCE	1	794.12	
EFT54696	27/06/2025	CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1		1,040.05
INV 0000543018/06/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	613.25	
INV 0000565619/06/2025		CIVIL PRODUCTS WA - ASCENTION PROPERTIES PL T/AS	DEPOT - SUPPLIES	1	426.80	
EFT54697	27/06/2025	CLACKLINE FENCING CONTRACTORS	HENRY ST OVAL - MTCE	1		240.00
INV 1712	13/06/2025	CLACKLINE FENCING CONTRACTORS	HENRY ST OVAL - MTCE	1	240.00	
EFT54698	27/06/2025	COMBINED TYRES PTY LTD	PN2302 - VEHICLE MTCE	1		3,157.00
INV INV-604024/04/2025		COMBINED TYRES PTY LTD	PN2003 - PLANT MTCE	1	924.00	
INV INV-623513/06/2025		COMBINED TYRES PTY LTD	PN2302 - VEHICLE MTCE	1	1,793.00	
INV INV-626723/06/2025		COMBINED TYRES PTY LTD	PN1806 - VEHICLE MTCE	1	440.00	
EFT54699	27/06/2025	COUNTRYWIDE GROUP	P100 - SMALL PLANT PARTS	1		54.00
INV ACC003116/06/2025		COUNTRYWIDE GROUP	P100 - SMALL PLANT PARTS	1	54.00	
EFT54700	27/06/2025	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JULY 2025	1		770.41
INV CINS318819/06/2025		CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - JULY 2025	1	770.41	
EFT54701	27/06/2025	DAMIAN'S PLUMBING	WWTP - REPAIRS	1		616.00
INV INV-129220/06/2025		DAMIAN'S PLUMBING	WWTP - REPAIRS	1	616.00	
EFT54702	27/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1		11,237.10
INV 1388	15/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	DEPOT - MTCE	1	391.60	

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INV 1391	16/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - REPAIRS	1	610.50	
INV 1390	16/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	250.00	
INV 1389	16/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	4,004.00	
INV 1396	19/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	YOUTH PRECINCT TOILETS - MTCE	1	434.50	
INV 1392	19/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	OLIVE ROAD - MTCE	1	1,815.00	
INV 1395	19/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	VARIOUS LOCATIONS - MTCE	1	1,570.00	
INV 1394	19/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MTCE	1	198.00	
INV 1393	19/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MTCE	1	869.00	
INV 1397	23/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	INPEN TIP - REPAIRS	1	280.50	
INV 1399	24/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHM POOL - REPAIRS	1	588.50	
INV 1400	24/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BKB - MTCE	1	121.00	
INV 1401	24/06/2025	DCM CARPENTRY AND MAINTENANCE PTY LTD	BERT HAWKE PAVILION - MTCE	1	104.50	
EFT54703	27/06/2025	FIRE & SAFETY SUPPLIES WA	BFB - UNIFORM	1		107.00
INV 001967	19/06/2025	FIRE & SAFETY SUPPLIES WA	BFB - UNIFORM	1	107.00	
EFT54704	27/06/2025	FIRE MITIGATION SERVICES	PURKISS DRIVE - MTCE	1		566.50
INV 0000107024	06/2025	FIRE MITIGATION SERVICES	PURKISS DRIVE - MTCE	1	566.50	
EFT54705	27/06/2025	FRAMESWEST	PN1612 - PLANT REPAIRS	1		2,887.50
INV 0000861924	06/2025	FRAMESWEST	PN1612 - PLANT PARTS	1	467.50	
INV 0000852624	06/2025	FRAMESWEST	PN1612 - PLANT REPAIRS	1	2,420.00	

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EFT54706	27/06/2025	GARRY CULBONG	BKB - STOCK	1		1,000.00
INV GARYCC14/04/2025		GARRY CULBONG	BKB - STOCK	1	1,000.00	
EFT54707	27/06/2025	GRAFTON ELECTRICS	WUNDOWIE OVAL - MTCE	1		3,696.44
INV B1008	25/06/2025	GRAFTON ELECTRICS	NORTHAM POOL - REPAIRS	1	1,675.96	
INV A980	25/06/2025	GRAFTON ELECTRICS	WUNDOWIE OVAL - MTCE	1	2,020.48	
EFT54708	27/06/2025	INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1		745.58
INV INV-230717/06/2025		INTERFIRE AGENCIES PTY LTD T/A LOVETT FAMILY TRUST	BFB - SUPPLIES	1	745.58	
EFT54709	27/06/2025	IXOM OPERATIONS PTY LTD	WWTP - SUPPLIES	1		4,374.95
INV 6970787	31/05/2025	IXOM OPERATIONS PTY LTD	NORTHAM POOL & WWTP - MTCE	1	522.75	
INV 6974926	12/06/2025	IXOM OPERATIONS PTY LTD	WWTP - SUPPLIES	1	3,852.20	
EFT54710	27/06/2025	J & A BUILDING PTY LTD	NORTHAM TIP - CAPITAL WORKS	1		10,400.00
INV 3903	23/06/2025	J & A BUILDING PTY LTD	NORTHAM TIP - CAPITAL WORKS	1	10,400.00	
EFT54711	27/06/2025	JH COMPUTER SERVICES WA PTY LTD	IT - SUPPORT	1		3,740.00
INV 005844-D17/06/2025		JH COMPUTER SERVICES WA PTY LTD	IT - SUPPORT	1	3,740.00	
EFT54712	27/06/2025	JOHN FRANCIS DAVID NARIS	RATES CREDIT REFUND - A71	1		715.51
INV A71	27/06/2025	JOHN FRANCIS DAVID NARIS	RATES CREDIT REFUND - A71		715.51	
EFT54713	27/06/2025	KATHY DAVIS	BKB - PROGRAMS & EVENTS	1		800.00
INV BKB187L25/06/2025		KATHY DAVIS	BKB - PROGRAMS & EVENTS	1	800.00	
EFT54714	27/06/2025	KOOJEDDA COUNTRY	VISITORS CENTRE - STOCK	1		90.00
INV 21	24/06/2025	KOOJEDDA COUNTRY	VISITORS CENTRE - STOCK	1	90.00	
EFT54715	27/06/2025	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1		1,318.43

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INV 403237	12/05/2025	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	458.70	
INV 403366	16/05/2025	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	178.15	
INV 403486	23/05/2025	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	18.10	
INV 403613	29/05/2025	LANDGATE	CORPORATE SERVICES - FEES & CHARGES	1	600.28	
INV 1481865	03/06/2025	LANDGATE	DEVELOPMENT SERVICES - FEES & CHARGES	1	63.20	
EFT54716	27/06/2025	LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1		22,305.97
INV 6569	11/06/2025	LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	5,805.14	
INV 6570	11/06/2025	LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	13,592.70	
INV 6568	11/06/2025	LGC EQUIPMENT HIRE - KOPPELEN GLOBAL PL T/AS	ELEVATE FESTIVAL - 1/06/2025	1	2,908.13	
EFT54717	27/06/2025	LIGHT APPLICATION PTY LTD	SUSPENSION BRIDGE - MTCE	1		1,455.30
INV INV/202518/06/2025		LIGHT APPLICATION PTY LTD	SUSPENSION BRIDGE - MTCE	1	1,455.30	
EFT54718	27/06/2025	LUCY'S TEAROOMS	CATERING - COUNCIL MEETING - APR 2025	1		468.00
INV 3537	07/05/2025	LUCY'S TEAROOMS	CATERING - COUNCIL MEETING - APR 2025	1	288.00	
INV 3546	19/05/2025	LUCY'S TEAROOMS	CATERING - CITIZENSHIP CEREMONY - MAY 2025	1	180.00	
EFT54719	27/06/2025	LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	CATERING - COUNCIL FORUM MEETING - 11/05/2025	1		1,026.12
INV 0000001518/06/2025		LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	ORDINARY COUNCIL MEETING - 18/05/2025	1	504.09	
INV 0000001418/06/2025		LUME BRASSERIE - INDO - ASIAN KITCHEN PTY LTD T/A	CATERING - COUNCIL FORUM MEETING - 11/05/2025	1	522.03	
EFT54720	27/06/2025	MARQUEE MAGIC	ELEVATE FESTIVAL - 1/06/2025	1		9,322.00
INV 0106225	12/06/2025	MARQUEE MAGIC	ELEVATE FESTIVAL - 1/06/2025	1	9,322.00	
EFT54721	27/06/2025	MENZA CONCEPTS PTY LTD	PN2501 - VEHICLE PARTS	1		1,244.10

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INV 000291	16/05/2025	MENZA CONCEPTS PTY LTD	PN2501 - VEHICLE PARTS	1	1,244.10	
EFT54722	27/06/2025	NEWGROUND WATER SERVICES PTY LTD	BAKERS HILL OVAL - MTCE	1		2,277.00
INV 1252099	23/06/2025	NEWGROUND WATER SERVICES PTY LTD	BAKERS HILL OVAL - MTCE	1	2,277.00	
EFT54723	27/06/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JUN 2025	1		1,743.50
INV 3533	24/06/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JUN 2025	1	907.50	
INV 3532	24/06/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JUL 2025	1	335.50	
INV 3531	24/06/2025	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT - NEWSPAPER - JUL 2025	1	500.50	
EFT54724	27/06/2025	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X3	1		300.00
INV 7013	26/06/2025	NORTHAM COUNTRY CLUB INC	SENIOR SPORT X3	1	300.00	
EFT54725	27/06/2025	NORTHAM FAMILY PRACTICE	SON - MEDICAL - 2025	1		3,040.00
INV 25	09/04/2025	NORTHAM FAMILY PRACTICE	SON - MEDICAL - 2025	1	3,040.00	
EFT54726	27/06/2025	NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	GRANT - ANZAC DAY 2025	1		300.00
INV 21/05/20221/05/2025		NORTHAM SUB BRANCH RETURNED & SERVICES LEAGUE	GRANT - ANZAC DAY 2025	1	300.00	
EFT54727	27/06/2025	NUTRIEN WATER	WUNDOWIE OVAL - SUPPLIES	1		21.78
INV 4136365220/06/2025		NUTRIEN WATER	WUNDOWIE OVAL - SUPPLIES	1	21.78	
EFT54728	27/06/2025	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY - MTCE	1		3,635.89
INV 71617	13/06/2025	OCTAGON LIFTS PTY LTD	NORTHAM LIBRARY - MTCE	1	3,635.89	
EFT54729	27/06/2025	OXTER SERVICES	DEPOT - SUPPLIES	1		346.68
INV 30243	16/06/2025	OXTER SERVICES	BERT HAWKE OVAL - SUPPLIES	1	81.84	
INV 30257	19/06/2025	OXTER SERVICES	NAIDOC WEEK - 10/07/2025	1	106.44	

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INV 30267	23/06/2025	OXTER SERVICES	DEPOT - SUPPLIES	1	158.40	
EFT54730	27/06/2025	PROFESSIONAL LOCKSERVICE	ADMIN - SUPPLIES	1		785.84
INV 0011166520/06/2025		PROFESSIONAL LOCKSERVICE	ADMIN - SUPPLIES	1	785.84	
EFT54731	27/06/2025	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT CHARGES - JUN 2025	1		1,485.00
INV 0003915412/06/2025		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	FREIGHT CHARGES - JUN 2025	1	1,485.00	
EFT54732	27/06/2025	RHYTHM CIVIL	HAILSTONE BRIDGE - MTCE	1		4,184.90
INV 185110	05/06/2025	RHYTHM CIVIL	STANDPIPE CARD - REFUND	1	50.00	
INV INV-003617/06/2025		RHYTHM CIVIL	MITCHINSON BRIDGE - MTCE	1	737.00	
INV INV-003517/06/2025		RHYTHM CIVIL	HAILSTONE BRIDGE - MTCE	1	3,397.90	
EFT54733	27/06/2025	ROBERT DAVID LOWE	RATES CREDIT REFUND - A15573	1		197.25
INV A15573	23/06/2025	ROBERT DAVID LOWE	RATES CREDIT REFUND - A15573		197.25	
EFT54734	27/06/2025	SAPIO PTY LTD	CCTV - EQUIPMENT HIRE	1		1,155.00
INV 304448	13/06/2025	SAPIO PTY LTD	CCTV - EQUIPMENT HIRE	1	1,155.00	
EFT54735	27/06/2025	SKYWORKS WA	ELEVATE FESTIVAL - 1/06/2025	1		2,310.00
INV 00283	03/06/2025	SKYWORKS WA	ELEVATE FESTIVAL - 1/06/2025	1	2,310.00	
EFT54736	27/06/2025	SPECIALISED TREE SERVICE PTY LTD	VARIOUS LOCATIONS - MTCE	1		3,498.00
INV INV-016219/06/2025		SPECIALISED TREE SERVICE PTY LTD	VARIOUS LOCATIONS - MTCE	1	3,498.00	
EFT54737	27/06/2025	STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1		227.80
INV SIN-408719/06/2025		STEWART & HEATON CLOTHING CO.PTY LTD	BFB - UNIFORMS	1	227.80	
EFT54738	27/06/2025	SUPAGAS PTY LTD	KILLARA - MTCE	1		1,281.19

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INV 7006384831/03/2025		SUPAGAS PTY LTD	KILLARA - MTCE	1	1,281.19	
EFT54739	27/06/2025	SYNERGY	361669310 RECREATION PRECINCT - 14/05/2025 to 10/06/2025	1		33,600.45
INV 9356001410/06/2025		SYNERGY	935600140 NORTHAM VISITORS CENTRE - 09/04/2025 to 05/06/2025		267.27	
INV 3614739610/06/2025		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 01/04/2025 to 09/06/2025		692.74	
INV 7968413410/06/2025		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 01/04/2025 to 09/06/2025		3,055.01	
INV 3355969210/06/2025		SYNERGY	335596920 NORTHAM VISITORS CENTRE - 05/04/2025 to 09/06/2025		525.01	
INV 3577000210/06/2025		SYNERGY	357700020 KILLARA DAYCARE CENTRE - 05/04/2025 to 09/06/2025		926.76	
INV 3575475210/06/2025		SYNERGY	357547520 BERNARD PARK BBQ PUMP LIGHTS - 05/04/2025 to 09/06/2025		1,709.16	
INV 3577039911/06/2025		SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 14/05/2025 to 10/06/2025		700.52	
INV 3575483211/06/2025		SYNERGY	357548320 BERNARD PARK TOILETS - 11/04/2025 to 06/06/2025		208.00	
INV 3577047911/06/2025		SYNERGY	357704790 STAGE LIGHTS - SOUNDSHELL - 11/04/2025 to 06/06/2025		1,923.24	
INV 3575481311/06/2025		SYNERGY	357548130 MEMORIAL HALL - 08/04/2025 to 10/06/2025		810.84	
INV 3616693111/06/2025		SYNERGY	361669310 RECREATION PRECINCT - 14/05/2025 to 10/06/2025		17,827.34	
INV 3749669511/06/2025		SYNERGY	374966950 BEAVIS PLACE OPEN SPACE - 08/04/2025 to 10/06/2025		188.89	
INV 3577050611/06/2025		SYNERGY	357705060 GREY ST AVON DESCENT POOL AERATORS - 11/04/2025 to 06/06/2025		115.21	
INV 3577034211/06/2025		SYNERGY	357703420 PURSLOWE PARK - 11/04/2025 to 06/06/2025		115.84	
INV 1127695012/06/2025		SYNERGY	112769500 MEN'S SHED / OLD FIRE STATION - 08/04/2025 to 10/06/2025		390.05	
INV 3575487012/06/2025		SYNERGY	357548700 TOWN HALL & LESSER HALL - 09/04/2025 to 11/06/2025		872.45	
INV 2361098016/06/2025		SYNERGY	236109800 RAP PARK - 15/04/2025 to 12/06/2025		119.26	

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INV 3575480816/06/2025		SYNERGY	357548080 DOG POUND COLEBATCH RD - 29/03/2025 to 04/06/2025		803.15	
INV 3577051117/06/2025		SYNERGY	357705110 RAILWAY MUSEUM - 12/04/2025 to 16/06/2025		391.14	
INV 3575496919/06/2025		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 15/05/2025 to 18/06/2025		1,958.57	
EFT54740	27/06/2025	T-QUIP	PN2003 - PLANT PARTS	1		844.80
INV 139926 #023/06/2025		T-QUIP	PN2003 - PLANT PARTS	1	844.80	
EFT54741	27/06/2025	TALITHA HUSTON	VISITORS CENTRE - STOCK	1		288.00
INV 0000090516/01/2025		TALITHA HUSTON	VISITORS CENTRE - STOCK	1	96.00	
INV 0000096112/06/2025		TALITHA HUSTON	VISITORS CENTRE - STOCK	1	192.00	
EFT54742	27/06/2025	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1		104.50
INV 0683-S3015/06/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1	71.60	
INV 0684-S3025/06/2025		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - JUN 2025	1	32.90	
EFT54743	27/06/2025	TELSTRA LIMITED	TELSTRA CHARGES - MAY 2025	1		4,058.68
INV 2726009427/04/2025		TELSTRA LIMITED	TELSTRA CHARGES - APR 2025	1	157.51	
INV 2726009427/04/2025		TELSTRA LIMITED	TELSTRA CHARGES - APRIL 2025	1	87.32	
INV 2726009427/05/2025		TELSTRA LIMITED	TELSTRA CHARGES - MAY 2025	1	108.42	
INV 2726009427/05/2025		TELSTRA LIMITED	TELSTRA CHARGES - MAY 2025	1	51.30	
INV 2726008910/06/2025		TELSTRA LIMITED	TELSTRA CHARGES - MAY 2025	1	3,654.13	
EFT54744	27/06/2025	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	VARIOUS LOCATIONS - MTCE	1		1,968.89
INV 5123	24/06/2025	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	REC CENTRE - MTCE	1	891.00	
INV 4320	24/06/2025	THE LINEKING GRASS LINEMARKING - MITCHELL HANSON T/AS	VARIOUS LOCATIONS - MTCE	1	1,077.89	
EFT54745	27/06/2025	TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PLANT MTCE	1		347.51

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INV 0084936418/06/2025		TUTT BRYANT EQUIPMENT PTY LTD	PN1608 - PLANT MTCE	1	347.51	
EFT54746	27/06/2025	VINCELEC	CREATE 298 - MTCE	1		1,364.36
INV IV2596	17/06/2025	VINCELEC	CREATE 298 - MTCE	1	700.43	
INV IV2601	23/06/2025	VINCELEC	KILLARA - MTCE	1	663.93	
EFT54747	27/06/2025	WARRICKS NEWSAGENCY	KILLARA - SUPPLIES	1		215.31
INV 79673	13/03/2025	WARRICKS NEWSAGENCY	KILLARA - SUPPLIES	1	215.31	
EFT54748	27/06/2025	WEST COAST COWBOYS INCORPORATED	GRANT - VARIOUS UPGRADES	1		600.00
INV 23	17/06/2025	WEST COAST COWBOYS INCORPORATED	GRANT - VARIOUS UPGRADES	1	600.00	
EFT54749	27/06/2025	WESTWATER ENTERPRISES PTY LTD	WWTP - MTCE	1		1,188.00
INV WS1161	10/06/2025	WESTWATER ENTERPRISES PTY LTD	WWTP - MTCE	1	1,188.00	
EFT54750	27/06/2025	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1912 - PLANT MTCE	1		6,887.65
INV INV-200806/03/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BFB - VEHICLE MTCE	1	1,432.50	
INV INV-200806/03/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BFB - VEHICLE MTCE	1	657.50	
INV INV-207821/05/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1912 - PLANT MTCE	1	3,262.40	
INV INV-208226/05/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1006 - PLANT MTCE	1	1,169.50	
INV INV-210120/06/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2302 - VEHICLE MTCE	1	283.25	
INV INV-210020/06/2025		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1908 - VEHICLE MTCE	1	82.50	
EFT54751	27/06/2025	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	WHEATBELT NRM - MTCE	1		778.80
INV 0030172620/06/2025		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	WHEATBELT NRM - MTCE	1	778.80	

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EFT54752	27/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1		67.20
INV 33113	18/06/2025	WHEATBELT OFFICE BM & COUNTRY COPIERS	IT - SUPPLIES	1	67.20	
EFT54753	27/06/2025	WILD WAVE FIRST AID	ENGINEERING & CORPORATE SERVICES - TRAINING	1		1,680.00
INV TDDBB7.25/06/2025		WILD WAVE FIRST AID	ENGINEERING & CORPORATE SERVICES - TRAINING	1	1,680.00	
EFT54754	27/06/2025	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - MAY 2025	1		3,424.18
INV ST-0413101/06/2025		WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS PURCHASES - MAY 2025	1	3,424.18	
EFT54755	27/06/2025	ZANADOO	THROSSELL & CHIDLOW ST - MTCE	1		5,940.00
INV 1015	05/06/2025	ZANADOO	THROSSELL & CHIDLOW ST - MTCE	1	5,940.00	
DD22031.1	03/06/2025	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE - CLEANING EQUIPMENT JUNE 2025	1		573.75
INV RECREA03/06/2025		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE - CLEANING EQUIPMENT JUNE 2025	1	573.75	
DD22032.1	03/06/2025	COMMONWEALTH BANK OF AUSTRALIA	VICTORIA WILLIAMS-CORPORATE CHARGE CARD-30/04/2025 to 29/05/2025	1		9,424.42
INV ALEX ES03/06/2025		COMMONWEALTH BANK OF AUSTRALIA	ALEX ESPEY-CORPORATE CHARGE CARD-30/04/2025 to 29/05/2025	1	270.60	
INV COLIN Y03/06/2025		COMMONWEALTH BANK OF AUSTRALIA	COLIN YOUNG-CORPORATE CHARGE CARD-30/04/2025 to 29/05/2025	1	3,798.08	
INV PAUL DE03/06/2025		COMMONWEALTH BANK OF AUSTRALIA	PAUL DEVCIC-CORPORATE CHARGE CARD-30/04/2025 TO 29/05/2025	1	189.65	
INV DEBORA03/06/2025		COMMONWEALTH BANK OF AUSTRALIA	DEBORAH TERELINCK-CORPORATE CHARGE CARD-30/04/2025 to 29/05/2025	1	3,253.60	
INV VICTORI03/06/2025		COMMONWEALTH BANK OF AUSTRALIA	VICTORIA WILLIAMS-CORPORATE CHARGE CARD-30/04/2025 to 29/05/2025	1	1,912.49	
DD22049.1	05/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1		12,302.77
INV 219A	05/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 219A Interest payment - BOWLING CLUB DEVELOPMENT 2016	1	12,302.77	

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DD22135.1	30/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 229 Interest payment -	1		80,114.94
INV 229	30/06/2025	WESTERN AUSTRALIAN TREASURY CORPORATION	Loan No. 229 Interest payment -	1	80,114.94	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,929,491.37
TOTAL		1,929,491.37

13.4.5 Financial Statements for the period ending 30 June 2025

File Reference:	13.4.3
Reporting Officer:	Colin Young (Executive Manager Corporate Services)
Responsible Officer:	Colin Young (Executive Manager Corporate Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Communication Required:	No

BRIEF

For Council to receive the Financial Statement for the period ending 30 June 2025.

ATTACHMENTS

1. Statement of Financial Activity June 2025 [**13.4.5.1** - 20 pages]

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 30 June 2025 is included as Attachment 13.4.2.1 and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Graphs
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Cash Flow Information

The report includes a summary of the financial position along with comments relating to the statements.

Operating Revenue

- **Operating Grants are over budget by 86%, this is predominantly due to the pre-payment of the Federal Assistance Grants of \$2,291,961 and additional grant funding received for the Elevate Festival of \$50,000.**
- **Other Revenue is over budget due to workers compensation reimbursements of \$167,713 and long service leave reimbursements of \$76,240.**

Operating Expenditure

- Material expenditure is under budget by 15% predominantly due to the items that will carry forward to the 2025/26 financial year.
- Utilities over budget by 17% due to additional expenditure for water usage that was required due to the unavailability of waste reuse water during the summer period; this was combined with a drier than usual summer.
- Depreciation expenditure is 11% over budget due to increased asset values from the recent infrastructure revaluations (non-cash).

Capital Grants

- Capital grants are under budget 70% due to the timing of receipt of road grants, ESL BFB capital grant, and recreation grants. These grants will be received in the 2025/26 financial year.

Asset Disposal

- Profit and loss on asset disposal is under budget 89% and 89% respectively due to timing of disposal of the budgeted assets.

Capital Expenditure

- **Capital expenditure is under budget due to the timing of the delivery of projects that will be carried forward to the 2025/26 financial year. A full list will be provided as part of the report for Adoption of the 2025/26 Budget.**

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 Shire's 2024/25 Budget review.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION

That Council RECEIVES the Financial Statements, prepared in accordance with the *Local Government (Financial Management) Regulations*, for the period ending 30 June 2025.



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

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SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 2025

	NOTE			Variations	Variations
	2024/25	Ytd	2024/25	Actuals to	Actuals to
	Revised	Revised	Ytd Actual	Budget	Budget
	Budget	Budget			
OPERATING REVENUE					
Rates	12,653,964	12,653,964	12,621,774	(32,190)	0%
Operating Grants Subsidies and Contributions	2,925,281	2,925,281	5,427,836	2,502,555	86%
Fees and Charges	5,034,283	5,034,283	5,171,456	137,174	3%
Interest Revenue	627,685	627,685	689,372	61,687	10%
Other Revenue	999,472	999,472	1,243,655	244,183	24%
TOTAL OPERATING REVENUE	22,240,685	22,240,685	25,154,093	2,913,408	13%
OPERATING EXPENSES					
Employee Costs	(10,844,039)	(10,844,039)	(10,889,362)	(45,323)	0%
Materials and Contracts	(9,915,839)	(9,915,839)	(8,451,923)	1,463,916	-15%
Utility Charges	(1,170,337)	(1,170,337)	(1,367,563)	(197,226)	17%
Depreciation of Non Current Assets	(5,426,168)	(5,426,168)	(6,034,074)	(607,906)	11%
Finance Costs	(214,242)	(214,242)	(226,261)	(12,019)	6%
Insurance Expenses	(602,759)	(602,759)	(645,980)	(43,221)	7%
Other Expenditure	(331,341)	(331,341)	(350,692)	(19,351)	6%
TOTAL OPERATING EXPENSE	(28,504,725)	(28,504,725)	(27,965,855)	538,870	-2%
Capital Grants Subsidies and Contributions	5,021,202	5,021,202	1,494,558	(3,526,644)	-70%
Profit on Asset Disposals	448,664	448,664	49,777	(398,887)	-89%
Loss on Asset Disposals	(34,627)	(34,627)	(3,764)	30,863	-89%
RESULTING FROM OPERATIONS	(828,801)	(828,801)	(1,271,191)	(442,390)	53.38%
Removal of Non-Cash Items					
(Profit)/Loss on Asset Disposals	(414,037)	(414,037)	(46,013)	368,024	
Depreciation on Assets	5,426,168	5,426,168	6,034,074	607,906	
Non Operating Items					
Purchase Land and Buildings	(1,870,321)	(1,870,321)	(426,028)	1,444,294	
Purchase Plant and Equipment	(2,092,350)	(2,092,350)	(525,607)	1,566,743	
Purchase Infrastructure Assets - Roads	(3,754,005)	(3,754,005)	(1,998,797)	1,755,208	
Purchase Infrastructure Assets - Bridges	(643,238)	(643,238)	0	643,238	
Purchase Infrastructure Assets - Footpaths	(602,000)	(602,000)	(139,104)	462,896	
Purchase Infrastructure Assets - Drainage	(509,561)	(509,561)	(11,474)	498,087	
Purchase Infrastructure Assets - Parks & Ovals	(1,968,649)	(1,968,649)	(574,023)	1,394,626	
Purchase Infrastructure Assets - Other	(872,330)	(872,330)	(215,234)	657,096	
Proceeds from Disposal of Assets	1,206,000	1,206,000	179,527	(1,026,473)	
Repayment of Debentures	(477,583)	(477,583)	(477,583)	0	
Self-Supporting Loan Principal Income	22,920	22,920	14,369	(8,551)	
Transfers to Restricted Assets (Reserves)	(554,962)	(554,962)	(599,154)	(44,192)	
Transfers from Restricted Asset (Reserves)	1,210,852	1,210,852	1,210,852	0	
Net Current Assets July 1 B/Fwd	6,721,897	6,721,897	6,730,459	8,562	
Net Current Assets Year to Date	-	0	9,532,536	9,532,536	
Surplus/Deficit	(0)	(0)	(1,647,462)	(1,647,462)	

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



SHIRE OF NORTHAM
STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM
FOR THE PERIOD ENDING 30 JUNE 2025

	NOTE			Variances	Variances
	24/25	Ytd	24/25	Actuals to	Actuals to
	Revised	Revised			
	Budget	Budget	Ytd Actual	Budget	Budget
	\$	\$	\$	\$	%
<u>Operating</u>					
Revenues					
Governance	1,300	1,300	1,884	584	45%
General Purpose Funding	14,111,549	14,111,549	16,441,993	2,330,444	17%
Law, Order, Public Safety	1,796,052	1,796,052	1,064,787	(731,265)	(41%)
Health	72,500	72,500	58,328	(14,172)	(20%)
Education and Welfare	1,516,229	1,516,229	1,539,175	22,946	2%
Housing	57,129	57,129	50,003	(7,126)	(12%)
Community Amenities	3,590,554	3,590,554	3,792,817	202,263	6%
Recreation and Culture	1,464,672	1,464,672	837,940	(626,732)	(43%)
Transport	4,027,737	4,027,737	2,043,296	(1,984,441)	(49%)
Economic Services	967,798	967,798	511,593	(456,205)	(47%)
Other Property and Services	105,031	105,031	356,612	251,581	240%
Total Operating Revenue	27,710,551	27,710,551	26,698,428	(1,012,123)	(4%)
Expenses					
Governance	(1,249,019)	(1,249,019)	(1,356,779)	(107,760)	(9%)
General Purpose Funding	(480,703)	(480,703)	(425,047)	55,656	12%
Law, Order, Public Safety	(2,269,393)	(2,269,393)	(2,652,290)	(382,897)	(17%)
Health	(358,741)	(358,741)	(338,723)	20,018	6%
Education and Welfare	(1,439,836)	(1,439,836)	(1,350,781)	89,055	6%
Housing	(120,036)	(120,036)	(69,158)	50,878	42%
Community Amenities	(5,006,524)	(5,006,524)	(4,152,695)	853,829	17%
Recreation & Culture	(6,355,694)	(6,355,694)	(6,550,533)	(194,839)	(3%)
Transport	(8,487,083)	(8,487,083)	(8,007,133)	479,950	6%
Economic Services	(2,580,542)	(2,580,542)	(2,597,265)	(16,723)	(1%)
Other Property and Services	(191,781)	(191,781)	(469,215)	(277,434)	(145%)
Total Operating Expenses	(28,539,352)	(28,539,352)	(27,969,619)	569,733	2.00%
NET RESULT	-828,801	-828,801	-1,271,191	-442,390	53.38%

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



SHIRE OF NORTHAM

FOR THE PERIOD ENDING 30 JUNE 2025

2. BALANCE SHEET

	24/25	23/24
	YTD Actual	Actual
	\$	\$
CURRENT ASSETS		
Cash Assets	11,153,965	11,320,876
Receivables	3,982,785	3,810,977
Inventories & Other Assets	137,942	294,790
TOTAL CURRENT ASSETS	15,274,692	15,426,642
NON-CURRENT ASSETS		
Receivables	536,419	536,419
Inventories	0	0
Land and Buildings	58,766,948	59,787,227
Property, Plant and Equipment	5,637,977	6,686,341
Infrastructure	329,086,262	328,440,993
Financial & Other Assets	321,277	321,277
TOTAL NON-CURRENT ASSETS	394,348,883	395,772,258
TOTAL ASSETS	409,623,575	411,198,900
CURRENT LIABILITIES		
Payables	1,978,244	4,374,534
Interest-bearing Liabilities	253,686	490,342
Provisions	1,428,715	1,428,714
TOTAL CURRENT LIABILITIES	3,660,644	6,293,590
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	10,090,091	12,723,037
NET ASSETS	399,533,483	398,475,863
EQUITY		
Retained Surplus	119,419,697	117,724,210
Reserves - Cash Backed	3,254,815	3,892,682
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	399,533,483	398,475,863



SHIRE OF NORTHAM

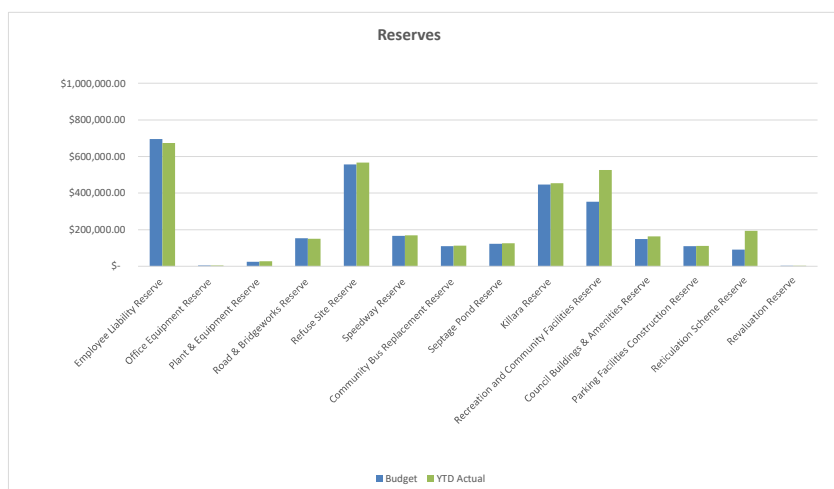
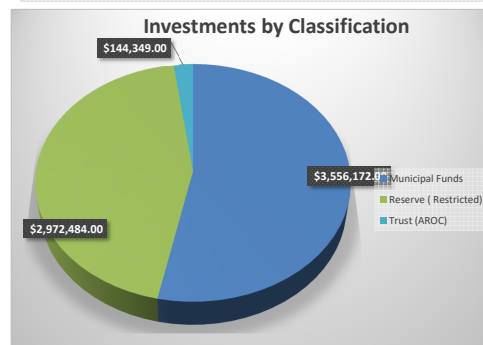
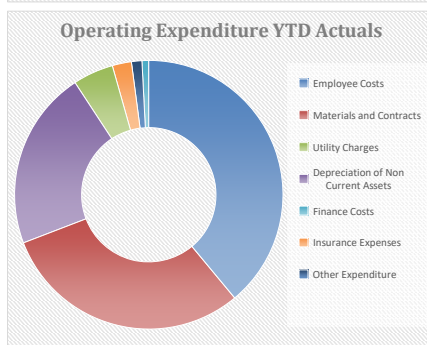
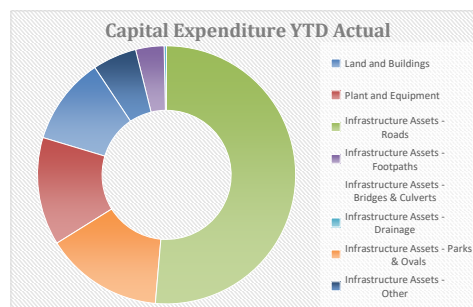
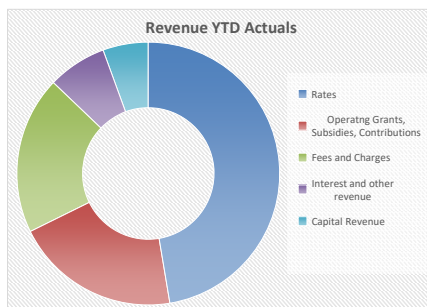
Year to Date Key Information- Graphical
FOR THE PERIOD ENDING 30 JUNE 2025

Summary

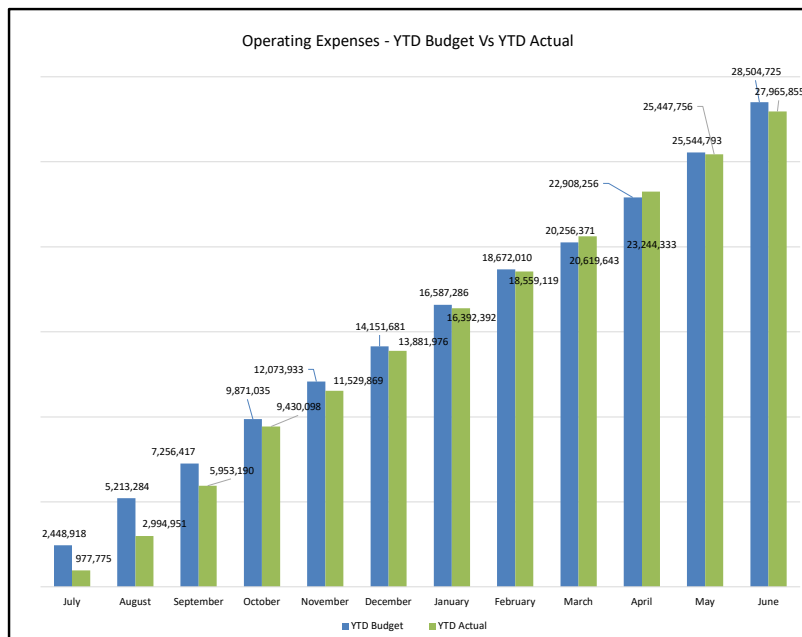
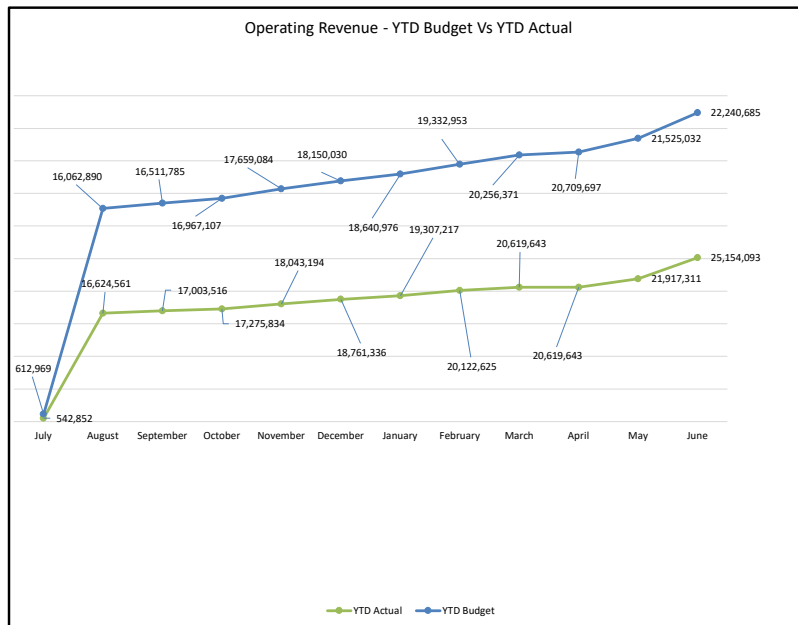
Actual Rates Raised	\$	12,511,932.00
Actual Rates Received	\$	11,647,371.00
Actual Operating Revenue	\$	25,203,869.95
Actual Capital Grants	\$	1,494,558.00
Actual Operating Expenditure	\$	27,962,091.00
Actual Capital Expenditure	\$	3,890,266.94
Actual Proceeds from Sale of Assets	\$	179,527.18

Loans

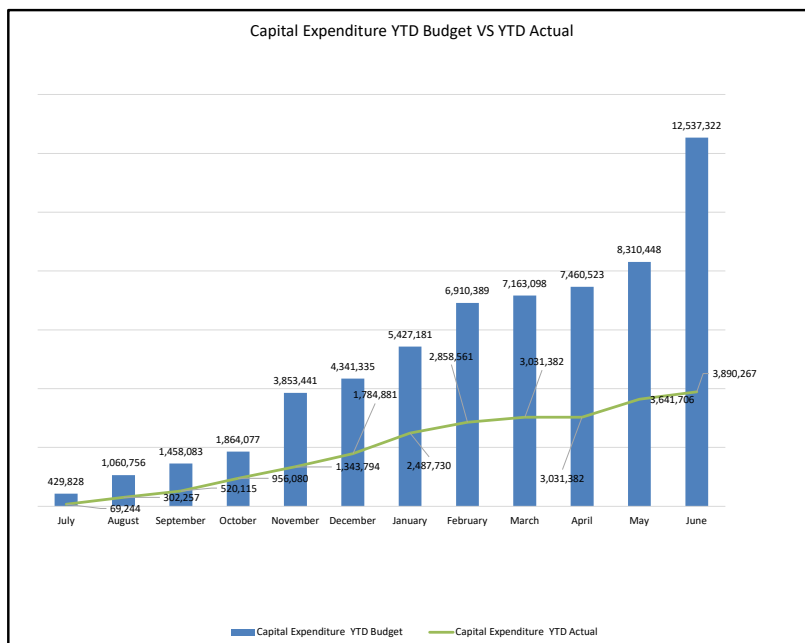
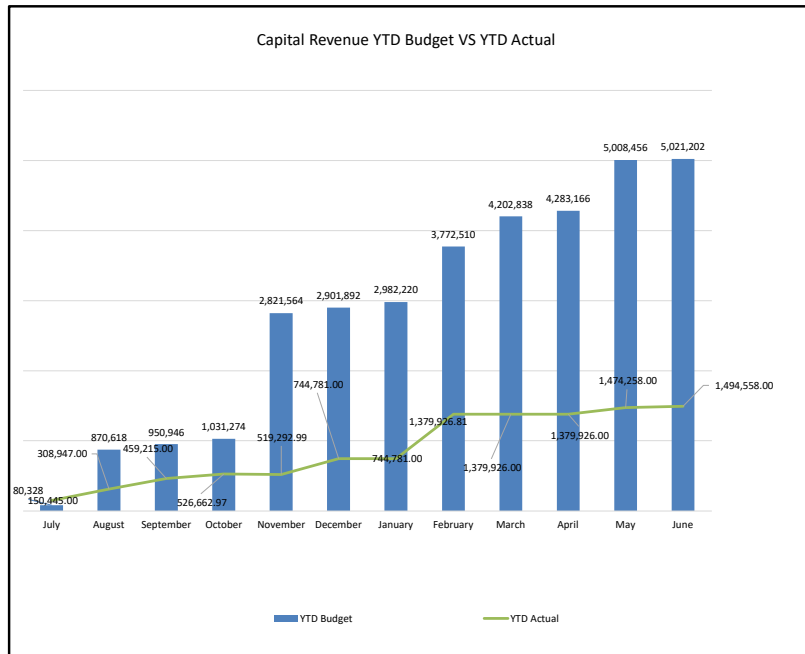
Actual Principal Outstanding	\$	6,093,610.00
Actual Principal Paid YTD	\$	477,583.00
Actual Interest Paid YTD	\$	226,260.60



OPERATING ACTIVITIES



INVESTING ACTIVITIES



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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

		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	24,557
Upgrade Stock Pound & CCTV System		45,000	7,086
CCTV Upgrades		100,000	32,153
BBF Light Tanker and Urban Tanker		862,300	0
Northam SES Accessibility Upgrades		60,935	20,750
CESM Vehicale		121,000	0
Health			
Mitsubishi Outlander Hybrid		58,000	
Rav 4 Hybrid & Mitsubishi Plug In		46,000	29,751
Education & Welfare			
Killara Building Upgrades		47,600	49,766
Community Amenities			
Pooled Plug in Hybrid		58,000	53,475
RAV 4 Hybrid & Plug in Hybrid		46,500	32,454
Inkpen Sheds		8,139	0
Youth Precinct Toliets Painting		7,700	2,920
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 30 JUNE 2025

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget \$	24/25 Ytd Actual \$
<u>By Program (Continued)</u>			
Recreation And Culture			
Structural Repairs Memorial Hall		2,000	0
Brick Pointing Southern Brook Hall		7,000	0
Lesser Hall Upgrade		609,820	66,504
Swimming Infrastructure Upgrades and Wundowie Pool A		163,500	141,073
Bert Hawke Pavillion Carpet and Vinyl Replacement		25,000	21,342
Recreation Centre Upgrades		37,835	9,835
Bernard Park charging Station Infrastructure		194,277	195,175
Bakers Hill Precinct Upgrades		25,000	0
Bret Hawke Lighting and hockey Dugouts Water		768,800	38,800
Lions Park - Clackline		10,000	8,150
Landscaping Old Pool		501,042	1,040
Long Jump Pit Upgrades		17,500	13,437
Bakers Hill RV		129,972	0
BMX Upgrades		332,058	317,422
Library Building Upgrades		49,500	30,391
Morby Cottage, Replacement of Floor		70,000	0
External Painting Vintage Vehicle Association Building		9,000	0
Railway Museum Works		440,000	0
Entry Light Industrial and CBD		250,000	0

SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 2025

3 ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget	24/25 Ytd Actual
Transport			
Northam Depot		133,400	108,619
Linley Valley Road		22,248	0
Kerb Renewal		84,238	33,696
Lunt Street SLK 0.0-0.70		133,050	28,356
Gillet Road SLK 0.0-0.52		99,999	0
Peacock Road SLK 0.0-2.19		151,023	151,024
Crorkan Road SLK 0.0-0.04		61,829	0
Meenar South Road SLK1.0-1.63		181,798	47,848
Meenar North road SLK 0.0-2.0		210,000	8,895
Parker road SLK0.0-1.0		189,861	104,422
Quamkadne Road SLK 0.0-1.0		136,361	96,177
Jennapullin Road SLK 6.56-7.9		535,287	345,148
Jennapullin Road 2.58-3.19		198,080	99,242
Jennapullin Road SLK12.76-1370		177,206	94,800
Jennapullin Road 5.05-6.19		409,608	183,079
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	23,743
Storm Damage		749,922	747,718
Drainage Built Up Area		128,669	11,474
Drainage Rural		380,892	0
Bridges and Culverts		643,238	0
Minson Ave Footpath		355,800	5,800
Hitt Street		17,600	17,600
Killick Street Footpath		37,000	0
Wundowie Townsite Footpaths		37,000	17,484
St George Street Footpath		93,000	98,220
Gillet Road Footpath		58,000	0
Plant Purchases Parks and Works		900,550	409,928
Airport Toilet Block Mesh and Light Sensors		5,450	5,301
Airport Infrastructure Upgrades		154,900	17,450

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

3. ACQUISITION OF ASSETS (Continued)	Note	24/25 Revised Budget \$	24/25 Ytd Actual \$
<u>By Program (Continued)</u>			
Economic Services			
Visitor Centre Upgrades		23,500	0
Create 298, upgrade Lighting & Aircon Repairs		16,000	0
Old Northam Fire Station, Drainage and Motar Repairs		30,000	0
Waste Reuse Water Upgrades		185,000	0
BKB Façade Works		20,000	6,430
Other Property & Services			
Purchase Land		55,000	32,358
Admin Building Minor Works & Charging Station		14,900	24,725
		<u>12,537,322</u>	<u>3,890,267</u>

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

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		1,821,289	426,028
Plant and Equipment		2,092,350	525,607
Infrastructure Assets - Roads		4,000,505	1,998,797
Infrastructure Assets - Footpaths		598,400	139,104
Infrastructure Assets - Bridges & Culverts		643,238	0
Infrastructure Assets - Drainage		509,561	11,474
Infrastructure Assets - Parks & Ovals		1,978,649	574,023
Infrastructure Assets - Other		893,330	215,234
		<u>12,537,322</u>	<u>3,890,267</u>



SHIRE OF NORTHAM
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 2025

4. DISPOSALS OF ASSETS

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

	Note	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	3,271.00	16,000	11,818.18	10,500.00	8,547.18
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	66,374.79	100,800.00	101,818.00	17.00	35,443.21
PN1905 Mitsubishi Outlander		20,000.00	13,653.11	17,000.00	19,001.91	(3,000.00)	5,348.80
Northam Depot Land Peel Terrace		702,000.00		1,100,000.00		398,000	-
Other			34,563.00		35,000.00		437.00
		1,012,963	133,514.82	1,427,000.00	179,527.18	381,464.00	46,012.36



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 30 JUNE 2025

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	3,271.00	16,000.00	11,818.18	10,500	8,547.18
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	66,374.79	100,800.00	101,818.00	32,590	35,443.21
Land/Buildings						
Northam Depot Land Peel Terrace	702,000.00		1,100,000.00		398,000	
Other		34,562.24		35,000.00		437.76
	1,012,963.00	133,514.06	1,427,000.00	179,527.18	414,037.00	46,013.12
Summary					22/23 Budget \$	Ytd Actual \$
Profit on Asset Disposals					448,664	49,777
Loss on Asset Disposals					(34,627)	(3,764)
					414,037	46,013



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-24	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$	24/25 Budget \$	24/25 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	58,686	0	22,920	22,920	35,766	35,766	1,685	2,028
Loan 224 - Recreation Facilities	6.48%	549,682	0	64,328	64,328	485,354	485,354	34,594	45,230
Loan 227 - Youth Space	2.26%	264,032	0	50,460	50,460	213,572	213,572	5,684	8,898
Loan 228 - Swimming Pool	1.88%	3,628,715	0	203,716	203,716	3,424,999	3,424,999	67,273	68,565
Loan 229- Depot	4.74%	1,620,338	0	83,527	83,527	1,536,811	1,536,811	76,703	64,252
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	449,740	0	52,632	52,632	397,108	397,108	28,304	37,288
		6,571,193	0	477,583	477,583.00	6,093,610	6,093,610	214,242	226,261

Note: ** indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

	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	32,988	(30,000)	673,093
Office Equipment Reserve	3,828	235	-	4,063	3,828	204	-	4,032
Plant & Equipment Reserve	124,348	891	(100,000)	25,239	124,348	2,995	(100,000)	27,343
Road & Bridgeworks Reserve	536,005	16,786	(400,000)	152,791	536,005	13,961	(400,000)	149,966
Refuse Site Reserve	419,946	136,049	-	555,995	419,946	147,346	-	567,292
Speedway Reserve	160,800	5,146	-	165,946	160,800	8,004	-	168,804
Community Bus Replacement Reserve	106,892	3,417	-	110,309	106,892	5,321	-	112,213
Septage Pond Reserve	88,075	35,012	-	123,087	88,075	37,402	-	125,477
Killara Reserve	432,910	13,876	-	446,786	432,910	21,552	-	454,462
Recreation and Community Facilities Reserve	905,918	28,381	(580,852)	353,447	905,918	201,006	(580,852)	526,072
Council Buildings & Amenities Reserve	246,631	3,006	(100,000)	149,637	246,631	17,360	(100,000)	163,991
Parking Facilities Construction Reserve	106,788	3,413	-	110,201	106,788	5,277	-	112,065
Reticulation Scheme Reserve	87,603	2,982	-	90,585	87,603	105,594	-	193,197
Revaluation Reserve	2,834	93	-	2,927	2,834	142	-	2,976
Unspent Grants Reserve	-	-	-	-	-	-	-	-
Total Cash Backed Reserves	3,892,683	274,542	(1,180,852)	2,986,373	3,892,683	599,154	(1,210,852)	3,280,985

Total Interest & Transfers

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 30 JUNE 2025

	24/25 Budget	24/25 Ytd Actual	23/24 Actual Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	185,317	7,899,150	7,428,194
Cash - Restricted Reserves	2,986,373	3,254,815	3,892,682
Self Supporting Loan	22,920	14,551	15,261
Receivables	623,000	173,613	1,097,372
Rates - Current	2,431,239	3,850,683	2,740,747
Provision for Doubtful Debts	(70,000)	(56,062)	(56,062)
GST Receivables	0	59	294,790
	6,178,849	15,136,809	15,412,984
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,516,891)	(16,020)	(1,737,614)
Rates Income in Advance	(489,000)	(292,510)	(465,236)
GST Payable	0	(78,213)	(40,369)
Accrued Salaries & Wages	0	0	(204,803)
Accrued Interest on Debentures	0	(64,308)	(98,766)
Accrued Expenditure	0	0	(85,725)
Bond Liability	(900,000)	(864,996)	(823,193)
Loan Liability	(477,583)	(253,686)	(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	(625,999)	(936,364)
	(4,728,178)	(3,624,445)	(6,281,647)
NET CURRENT ASSET POSITION	1,450,671	11,512,364	9,131,338
Less Cash - Reserves- Restricted	(2,986,373)	(3,254,815)	(3,892,682)
Current Portion of Lease Liabilities	12,759	12,759	10,818
Less: Loans receivable - clubs/institutions	0	(14,551)	0
Add: Current Loan Liability	477,583	253,686	460,880
Add: Leave Liability Reserve	695,360	673,093	670,105
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	0	9,532,536	6,730,459

SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 30 JUNE 2025

Key Rating Dates

RATES ISSUED

RATES DUE

2nd INSTALMENT DUE

3rd INSTALMENT DUE

4th INSTALMENT DUE

Outstanding 1st July

Rates Levied

Interest, Ex gratia, interim and
back rates less writeoffs

Rates paid by month

1 July

2 August

3 September

4 October

5 November

6 December

7 January

8 February

9 March

10 April

11 May

12 June

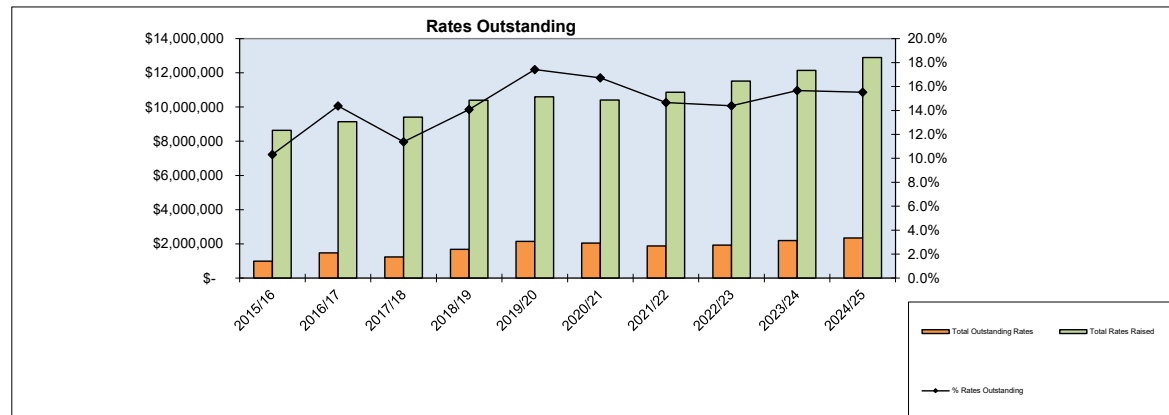
Total YTD

% Ytd Rates Outstanding

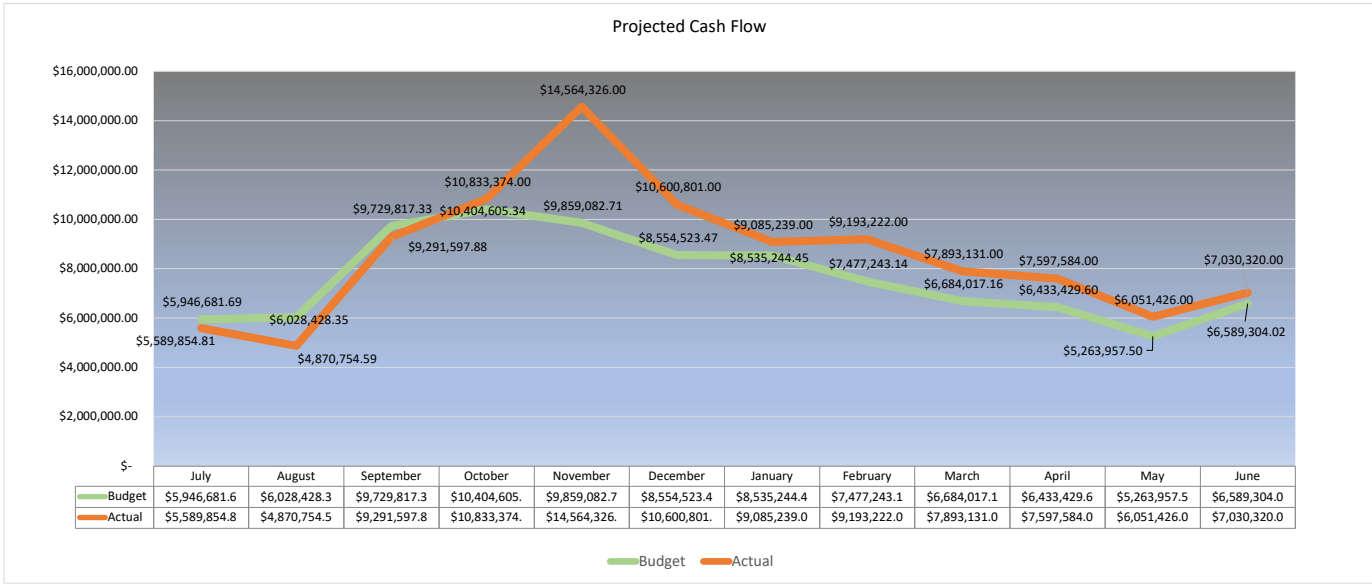
Ytd Outstanding

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
14/08/2015	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023	26/08/2024	
25/09/2015	30/09/2016	14/09/2017	19/09/2018	9/10/2019	11/09/2020	29/09/2021	7/10/2022	2/10/2023	2/10/2024	
25/11/2015	30/11/2016	14/11/2017	19/11/2018	9/12/2019	11/11/2020	29/11/2021	7/12/2022	4/12/2023	4/12/2024	
25/01/2016	30/01/2017	15/01/2018	21/01/2018	10/02/2020	11/01/2021	31/01/2022	7/02/2023	5/02/2024	5/02/2025	
28/03/2016	30/03/2017	15/03/2018	21/03/2018	14/04/2020	11/03/2021	31/03/2022	12/04/2023	8/04/2024	9/04/2025	
Outstanding 1st July	\$873,686	\$1,116,220	\$1,483,688	\$1,535,793	\$1,737,187	\$1,842,862	\$1,911,223	\$1,882,648	\$1,883,329	\$2,196,643
Rates Levied	\$8,552,189	\$8,931,257	\$9,564,551	\$9,925,046	\$10,342,585	\$10,381,252	\$10,676,737	\$11,272,726	\$11,856,419	\$12,511,932
Interest, Ex gratia, interim and back rates less writeoffs	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$284,033	\$380,874
Rates paid by month										
1 July	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295	136,493
2 August	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332	371,229	997,645
3 September	4,519,842	4,243,288	3,764,731	4,014,835	2,829,221	4,326,537	5,819,112	3,666,388	4,272,603	4,206,795
4 October	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258	2,925,852	3,130,812
5 November	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389	495,891	670,154
6 December	214,507	336,154	189,794	239,893	724,440	437,028	465,088	655,106	934,587	645,170
7 January	441,681	464,526	637,664	861,146	427,789	643,946	794,760	570,266	401,031	680,346
8 February	148,327	260,963	258,355	174,143	576,493	323,242	316,347	713,091	724,593	799,421
9 March	601,416	589,684	670,462	821,970	476,994	558,147	674,247	314,494	527,711	380,534
10 April	166,567	182,282	164,940	230,157	680,168	127,599	218,728	619,363	751,500	711,518
11 May	115,947	109,069	165,995	209,350	199,792	184,893	131,689	150,194	199,703	225,360
12 June	115,947	109,069	165,995	209,350	138,298	162,996	129,065	95,174	155,012	162,782
Total YTD	8,527,280	8,781,122	9,653,867	10,255,977	10,183,109	10,204,956	10,905,156	11,470,418	11,827,008	12,747,030
% Ytd Rates Outstanding	10.3%	14.4%	11.4%	14.1%	17.4%	16.7%	14.7%	14.4%	15.7%	15.5%

Ytd Outstanding 981,767 1,474,433 1,239,093 1,679,646 2,147,687 2,049,147 1,873,459 1,927,008 2,196,773 2,342,420



SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 30 JUNE 2025



INVESTMENT REGISTER

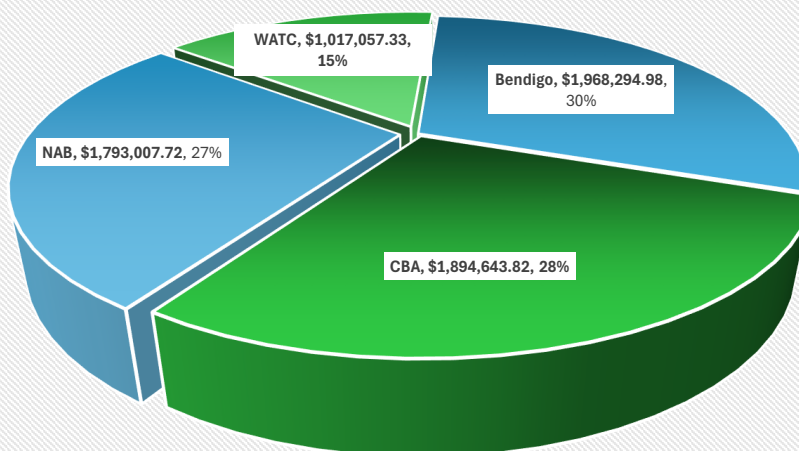
Investor: SHIRE OF NORTHAM

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	24/06/25	21/11/25	\$609,485.13	4.25%	5
Bendigo	11/06/25	10/11/25	\$358,809.85	4.25%	5
Bendigo	04/04/25	04/07/25	\$1,000,000.00	4.55%	3
CBA	28/01/25	28/07/25	\$1,228,783.88	4.71%	6
CBA	27/06/25	25/09/25	\$521,511.32	4.04%	3
CBA	19/06/25	21/07/25	\$144,348.62	3.89%	1
Nab	13/03/25	13/09/25	\$775,404.70	4.78%	6
Nab	27/06/25	25/09/25	\$1,017,603.02	4.20%	3
WATC	13/06/25	14/07/25	\$1,017,057.33	3.89%	1
Total			\$6,673,003.85		

DISTRIBUTION OF INVESTMENTS 30/06/2025



14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION

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

- 14.1 - Application under CP. 29 Rates Hardship, as this relates to the personal affairs of any person.
- 14.2 - Chief Executive Officer Review & Selection Committee Meeting held 01 July 2025, as this relates to a matter affecting an employee or employees.

14.1 APPLICATION UNDER CP.29 RATES HARDSHIP

14.2 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 01 JULY 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