



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Ordinary Council Meeting

17 April 2024



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

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1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 5:30 pm.

2 OPENING PROCEDURES

2.1 ACKNOWLEDGEMENT OF COUNTRY

The Shire President, C R Antonio, acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid 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

C R Antonio

Deputy Shire President

A J Mencshelyi

Councillors

J E G Williams

M P Ryan

L C Biglin

D A Hughes

C M Poulton

H J Appleton

Staff:

Chief Executive Officer

D Terelinck

Executive Manager Engineering Services

P Devcic

Acting Executive Manager Development Services

J Jurmann

Executive Manager Corporate Services

C J Young

Acting Executive Manager Community Services

J R Byers

Governance Coordinator

B J Hadlow

Governance Officer

T P Van Beek

Gallery:

S Hart
A Quin

3.2 APOLOGIES

Council:

Councillor

M I Girak

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTERESTS

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

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

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

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

As defined in clause 22 of the Local Government (Model Code of Conduct) Regulations 2021, an **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 26 March 2024	12.1	President C R Antonio	Impartiality	Recommended Bush Fire Control Officers listed in report are known to President Antonio, including his brother Paul Antonio.
		Cr H J Appleton	Impartiality	Members of the group are known to Cr Appleton.
		Cr D A Hughes	Impartiality	Some of the Bush Fire Officers are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Members of the Bush Fire Advisory

				Committee are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Members of brigades nominated as Bush Fire Control Officers are known to Cr Williams.
Request for Fee Waiver – Wheatbelt Futures Forum	13.1.3	President C R Antonio	Impartiality	Members of the Northam Chamber of Commerce who are requesting the fee waiver are known to President Antonio.
		Cr H J Appleton	Impartiality	Members of the "Northam Chamber of Commerce" are known to Cr Appleton.
		Cr M I Girak	Impartiality	Members of the Northam Chamber of Commerce and the Wheatbelt Business Network are known to Cr Girak.
		Cr A J Mencshelyi	Impartiality	Minimal - Some Chambers members are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Members of the Chamber of Commerce are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is the Shire Elected Member representative on the Northam Chamber of Commerce Board. The Chamber is requesting the waiver.
		Cr M P Ryan	Impartiality	Cr Ryan is a member of the Chamber of Commerce and has been the president of the Chamber of Commerce.
Review of Health & Building Policies	13.3.1	Cr D A Hughes	Impartiality	Policy H6.9 Trading on Thoroughfares & Public Places. Cr Hughes' daughter has a coffee van and trades at events throughout the Shire of Northam.
		Cr H J Appleton	Impartiality	An operator of a number of mobile food vendors are known to Cr Appleton.

A72 - Unauthorised Group Dwelling	14.1	Cr L C Biglin	Impartiality	The person is known to Cr Biglin.
		Cr J E G Williams	Proximity	Cr Williams and her husband jointly own property in the direct vicinity of the subject property.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Visitations and Consultations	
21/03/2024	Wheatbelt Development Commission – Shire of Northam Meeting
21/03/2024	Carers WA – Shire of Northam Meeting
25/03/2024	Northam Women in Business Breakfast Meeting
26/03/2024	Triple M Weekly Radio Interview - Northam
27/03/2024	WA Tree Festival – Launch Event – Kings Park
27/03/2024	Living Well in the Wheatbelt Online Meeting
29/03/2024	Good Friday
31/03/2024	Easter Sunday
01/04/2024	Easter Monday
02/04/2024	Meeting with current District Emergency Management Coordinator - Northam
03/04/2024	Meeting with new Owners Northam Caravan Park
04/04/2024	Official opening – Northam Bowling Club Women's championships
06/04/2024	Lions Community Markets - Northam
06/04/2024	Official Opening Stargazing event - Northam
09/04/2024	Triple M Weekly Radio Interview - Northam
16/04/2024	Commissioner Klem Visit to Grass Valley Bushfire Brigade
16/04/2024	Triple M Weekly Radio Interview - Northam
Upcoming Events	
19/04/2024	Regional Capitals WA – Online Meeting
19/04/2024	Avon-Midland Country Zone Meeting - Toodyay
19/04/2024	Citizenship Ceremony - Northam
20/04/2024	Northam Netball Association 75 th Anniversary Morning Tea event
23/04/2024	Triple M Weekly Radio Interview
24/04/2024	Bilya Koort Boodja your with City of Cockburn guests
25/04/2024	Anzac Day Dawn Service - Northam
25/04/2024	Anzac Day Service – Grass Valley
25/04/2024	Anzac Day March and Service - Northam
27/04/2024	Northam Motorsport Festival – Hill Climb
28/04/2024	Northam Motorsport Festival – Flying 50's
29/04/2024	Triple M Weekly Radio Interview
29/04/2024	WALGA Zone Chairperson Induction - Perth
01/05/2024	Wheatbelt Futures Forum - Northam

03/05/2024	Avon Valley Arts Society Fred Killick Awards Opening Night - Northam
04/05/2024	Lions Community Markets - Northam
07/05/2024	Triple M Weekly Radio Interview
07/05/2024	International Firefighters Day Memorial
08/05/2024	Waterwise Recognition Awards - Perth
09/05/2024	Triple M Weekly Radio Interview

Operational Matters:

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

https://app.smartsheet.com/b/form/854cad31a1d14b52af141d64e7d51c26?fbclid=IwAR3TgkyG2sGyum0TA2_okIjETJqJ6KrHe1syQSxAKYRrh2QpVgn4HWEEVc4

Events Calendar:

Apart from the ever important to remember ANZAC Memorial Services, "Lest We Forget", there continue to be many events being held across the Shire of Northam. The Shire of Northam's Events Calendar lists many upcoming events. As an example, across the Shire are: The Volunteering and Emergency Preparedness Day At Bakers Hill, the annual Northam Motorsport Festival, Paint and Sip at Grass Valley Tavern, and the Wheatbelt Futures Forum.

I have kept the following two links in for anyone interested in either; registering an event, or how to be notified about upcoming events..

If you would like to be notified of new events, follow this link: [Website Notifications » Shire of Northam](#)

If you would like your event to be advertised by the Shire of Northam, follow this link: [Submit Event » Shire of Northam](#)

Strategic Matters:

The Shire of Northam and WALGA have announced a groundbreaking project to transition 21 Local Governments in WA to Electric Vehicles (EVs). The initiative involves a \$12.26M investment, with 21 Local Governments committing \$7.68M for 129 Battery Electric Vehicles. Additional funding includes \$3.51M from the Australian Renewable Energy Agency (ARENA) and \$1M from the WA State Government for charging infrastructure. The initiative is expected to provide cost-effective solutions, particularly benefiting non-metropolitan Local Governments by funding power infrastructure upgrades.

6 PUBLIC QUESTIONS

Nil.

7 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

9 APPLICATIONS FOR LEAVE OF ABSENCE

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4987

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

That Council GRANTS Cr D A Hughes leave of absence from 22 April to 2 May 2024 (inclusive).

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

BACKGROUND:

- Leave is sought from 22 April 2024 to 2 May 2024 (inclusive).
- The reason for leave is for a holiday.
- There are no Council meetings scheduled in this timeframe.

10 CONFIRMATION OF MINUTES

**10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING
HELD ON 20 MARCH 2024**

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4988

**Moved: Cr D A Hughes
Seconded: Cr A J Mencshelyi**

**That the minutes of the Ordinary Council meeting held on Wednesday, 20
March 2024 be confirmed as a true and correct record of that meeting.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin,
Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 10 APRIL 2024

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4989

**Moved: Cr H J Appleton
Seconded: Cr J E G Williams**

**That Council receive the notes from the Council Forum meeting held on
Wednesday, 10 April 2024.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin,
Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Notes

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**Council Forum Meeting Notes
10 April 2024**

Preface

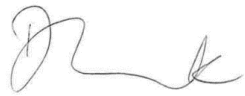
When the Chief Executive Officer approves these Notes for distribution they are in essence "informal notes."

At the next Ordinary Meeting of Council the Notes will be received, subject to any amendments made by the Council. The "Received" Notes are then signed off by the Presiding Person.

Please refer to the Ordinary Council meeting agenda and minutes for further information and details in relation to the matters and items discussed at the Forum meeting.

Unconfirmed Notes

These notes were approved for distribution on 12 April 2024.



**DEBBIE TERELINCK
CHIEF EXECUTIVE OFFICER**

Received Notes

These notes were received at an Ordinary Meeting of Council held on 17 April 2024.

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.



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13.2.1	Commemorative Memorials & Plaques in Reserves Policy	15



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10 April 2024



1 DECLARATION OF OPENING

The Shire President, C R Antonio, declared the meeting open at 5:30pm.

2 ACKNOWLEDGEMENT OF COUNTRY

2.1 ACKNOWLEDGEMENT OF COUNTRY

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

2.2 RECORDING OF COUNCIL MEETINGS

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

3 ATTENDANCE

3.1 ATTENDEES

Council:

Shire President	C R Antonio
Deputy Shire President	A J Mencshelyi
Councillors	J E G Williams
	L C Biglin
	D A Hughes
	C M Poulton
	H J Appleton

Staff:

Chief Executive Officer	D Terelinck
Executive Manager Engineering Services	P D Devcic
Executive Manager Development Services	C B Hunt
Executive Manager Corporate Services	C J Young
Acting Executive Manager Community Services	J R Byers
Governance Coordinator	B Hadlow
Governance Officer	T P Van Beek

Gallery:

Northam Chamber of Commerce	T Lee
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Council Forum Meeting Notes
10 April 2024



3.2 APOLOGIES

Councillors

M I Girak
M P Ryan

3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Nil.

4 DISCLOSURE OF INTEREST

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.



Council Forum Meeting Notes
10 April 2024

Item Name	Item No.	Name	Type of Interest	Nature of Interest
Bush Fire Advisory Committee Meeting held on 26 March 2024	12.1	President C R Antonio	Impartiality	Recommended Bush Fire Control Officers listed in report are known to President Antonio, including his brother Paul Antonio.
		Cr H J Appleton	Impartiality	Members of the group are known to Cr Appleton.
		Cr D A Hughes	Impartiality	Some of the Bush Fire Officers are known to Cr Hughes.
		Cr C M Poulton	Impartiality	Members of the Bush Fire Advisory Committee are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Members of brigades nominated as Bush Fire Control Officers are known to Cr Williams.
Request for Fee Waiver – Wheatbelt Futures Forum	13.1.3	President C R Antonio	Impartiality	Members of the Northam Chamber of Commerce who are requesting the fee waiver are known to President Antonio.
		Cr H J Appleton	Impartiality	Members of the "Northam Chamber of Commerce" are known to Cr Appleton.
		Cr M I Girak	Impartiality	Members of the Northam Chamber of Commerce and the Wheatbelt Business Network are known to Cr Girak.
		Cr A J Mencshelyi	Impartiality	Minimal - Some Chambers members are known to Cr Mencshelyi.
		Cr C M Poulton	Impartiality	Members of the Chamber of Commerce are known to Cr Poulton.
		Cr J E G Williams	Impartiality	Cr Williams is the Shire Elected Member representative on the Northam Chamber of Commerce Board. The Chamber is requesting the waiver.
Review of Health & Building Policies	13.3.1	Cr D A Hughes	Impartiality	Policy H6.9 Trading on Thoroughfares & Public



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				Places. Cr Hughes' daughter has a coffee van and trades at events throughout the Shire of Northam.
A72 - Unauthorised Group Dwelling	14.1	Cr L C Biglin	Impartiality	The person is known to Cr Biglin.
		Cr J E G Williams	Proximity	Cr Williams and her husband jointly own property in the direct vicinity of the subject property.

Council Forum Meeting Notes
10 April 2024



5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil.

6 PUBLIC QUESTIONS

- Name:** Ms. Teresa Lee – Northam Chamber of Commerce
- Item Name:** 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum
- Question:** When will Council's decision on this item be available?
- Response:** Council will form a decision on this item at the Ordinary Council Meeting on 17 April 2024, so attendees will be aware of the decision at the meeting, or the Chamber of Commerce will be notified the following day.

7 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

8.1 PETITIONS

Nil.

8.2 PRESENTATIONS

Nil.

8.3 DEPUTATIONS

Nil.

9 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

Council Forum Meeting Notes
10 April 2024



10 CONFIRMATION OF MINUTES

10.1 CONFIRMATION OF MINUTES FROM THE ORDINARY COUNCIL MEETING HELD ON 20 MARCH 2024

Nil.

10.2 NOTES FROM THE COUNCIL FORUM MEETING HELD ON 10 APRIL 2024

Nil.

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

The Shire President, C R Antonio, advised that the following agenda item would be brought forward:

- 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum.

12 REPORTS OF COMMITTEE MEETINGS

President C R Antonio declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as recommended Bush Fire Control Officers listed in report are known to President Antonio, including his brother Paul Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of the group are known to Cr Appleton.

Cr D A Hughes declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as some of the Bush Fire Officers are known to Cr Hughes.

Cr C M Poulton declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of the Duch Fire Advisory Committee are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of brigades nominated as Bush Fire Control Officers are known to Cr Williams.

Council Forum Meeting Notes
10 April 2024



12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 26 MARCH 2024

Clarification was sought in relation to:

- As the first motion in the committee regarding the amended minutes was queried and resolved to come back to the next Bush Fire Advisory Committee meeting, should we consider recording the committee meetings to ensure accuracy?

The Chief Executive Officer advised that the reason the minutes need to go back to the next committee meeting is due to adjustments that had been requested and made, however the updated version of the minutes was not re-distributed to the committee. It is possible to consider recording the committee meetings in the future, noting that we do not take the minutes verbatim.

- Is the QR code that has been provided in one of the reports for brigade and officers use only, or is it available to the public too?

The Executive Manager Development Services advised that the QR code is only for the Brigades and Bush Fire Officers use, at this time.

- What was the problem that was discussed relating to the Fire Danger Rating signs?

The Executive Manager Development Services advised that the problem is that the publicly available information provided on Emergency WA shows the ratings for the Avon fire district, which covers the surrounding areas too. However, there is also access to fire ratings for the individual local government areas, which can sometimes differ. It was agreed by the committee to continue with using the information for the Avon fire district.

- The Bush Fire Risk Management Coordinator report states that vegetation spraying should have been done, but was not, does this need to be communicated to the public?

The Executive Manager Development Services advised that the Shire does minimal spraying during the summer months. Most of the report is related to fire breaks and the spraying is typically done in the winter months.

Council Forum Meeting Notes
10 April 2024



13 OFFICERS REPORTS

13.1 CEO'S OFFICE

13.1.1 Governance/Office of the CEO Policy Review

Clarification was sought in relation to:

- In the policy relating to Elected Member professional development it mentions that each Elected Member has a budget allocation for professional development, can you confirm if this is correct or if the budget is a pool for all Elected Members?

The Chief Executive Officer confirmed that the budget is a pool for all Elected Members and advised that the policy will be amended to reflect this.

13.1.2 Disposal of 116 (Lot 255) Peel Terrace, Northam

Clarification was sought in relation to:

- Is this for only one property title?

The Executive Manager Corporate Services confirmed that this is correct.

- What is the proposed timeline for this process?

The Governance Coordinator advised that the intention is to have the tender advertised in late April. It is anticipated the process should be completed within the next 6 months, subject to market interest.

- Who will make the decision on the successful tender?

The Chief Executive Officer advised that a report will come to Council to make a decision.

- Has Council considered trying to lease the property instead of selling it?

The Executive Manager Corporate Services advised that the intention has been to sell the property and the anticipated funds from the sale were included in the 2023/24 budget.

**Council Forum Meeting Notes
10 April 2024**



President C R Antonio declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Northam Chamber of Commerce who are requesting the fee waiver are known to President Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the "Northam Chamber of Commerce" are known to Cr Appleton.

Cr M I Girak declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Northam Chamber of Commerce and the Wheatbelt Business Network are known to Cr Girak.

Cr A J Mencshelyi declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as some Chambers members are known to Cr Mencshelyi.

Cr C M Poulton declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Chamber of Commerce are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as Cr Williams is the Shire Elected Member representative on the Northam Chamber of Commerce Board. The Chamber is requesting the waiver.

13.1.3 Request for Fee Waiver – Wheatbelt Futures Forum

Clarification was sought in relation to:

- Are we aware if the Wheatbelt Futures Forum intends to continue to use Council facilities in the future, and if so, can they apply for a community grant, or the like, in the future?

The Chief Executive Officer advised that it is understood that there is the intention to hold the Wheatbelt Futures Forum in a Shire facility in future and options can be explored for a sponsorship or fee waiver in future years.

- Can this be treated like the other community events that receive a reoccurring fee waiver?

The Chief Executive Officer advised it is possible to investigate whether provision can be made in future years for a facility hire fee waiver.

**Council Forum Meeting Notes
10 April 2024**



One member of the Public Gallery, Ms T Lee, left the meeting at 5:40 pm.

13.2 ENGINEERING SERVICES

13.2.1 Commemorative Memorials & Plaques in Reserves Policy

Clarification was sought in relation to:

- The policy states that if staff are busy, we may engage a contractor to plant the tree, would this be much variation to the cost?

The Executive Manager Engineering Services advised that there would be a variation to the cost if a contractor was engaged however in most instances every endeavour would be made to ensure that staff are available to plant the trees. This clause was included to allow for an alternative if the request cannot be accommodated in a timely manner.

13.3 DEVELOPMENT SERVICES

Cr D A Hughes declared an "Impartiality" interest in item 13.3.1 – Review of Health & Building Policies, regarding policy H 6.9 Trading on Thoroughfares & Public Places, as Cr Hughes' daughter has a coffee van and trades at events throughout the Shire of Northam.

13.3.1 Review of Health & Building Policies

Nil.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statements of Accounts – March 2024

Clarification was sought in relation to:

- What is the payment to Azility for?

The Executive Manager Corporate Services advised that Azility is the Shire's utilities payment system and an environmental monitoring tool.

13.4.2 Financial Statements for the period ending 31 March 2024

Nil.

Council Forum Meeting Notes
10 April 2024



13.5 COMMUNITY SERVICES

13.5.1 Avon Tourism Alliance MOU

Clarification was sought in relation to:

- The previous collaborative group, Avon Tourism Inc., had a number of resources, including strategy plans and a website, has any of this been retained?

The Acting Executive Manager Community Services advised that this will need to be investigated and a response provided.

- To confirm, MOU refers to a Memorandum of Understanding?

This was confirmed to be correct.

13.5.2 Recognition of High Achievers Policy

Nil.

14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION / COUNCIL DECISION

Minutes No: C.4985

Moved: Cr D A Hughes

Seconded: Cr H J Appleton

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

- 14.1 - A72 – Unauthorised Group Dwelling, as the item relates to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- 14.2 - Chief Executive Officer Review & Selection Committee Meeting held 16 April 2024, as the item relates to a matter affecting an employee or employees.

CARRIED 7/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr J E G Williams.

Council Forum Meeting Notes
10 April 2024



Against: Nil.

Cr L C Biglin declared an "Impartiality" interest in item 14.1 – A72 – Unauthorised Grouped Dwelling, as the person is known to Cr Biglin.

Cr J E G Williams declared a "Proximity" interest in item 14.1 – A72 – Unauthorised Grouped Dwelling, as Cr Williams and her husband jointly own property in the direct vicinity of the subject property.

Cr J E G Williams left the meeting at 5:57 pm.

14.1 A72 – Unauthorised Grouped Dwelling

Refer to the Confidential Addendum.

Cr J E G Williams returned to the meeting at 6:11 pm.

**14.2 Chief Executive Officer Review & Selection Committee Meeting held on
16 April 2024**

Refer to the Confidential Addendum.

RECOMMENDATION / COUNCIL DECISION

Minutes No: C.4986

Moved: Cr H J Appleton

Seconded: Cr A J Mencshelyi

That Council move out from behind closed doors.

CARRIED 7/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin,
Cr D A Hughes, Cr C M Poulton, Cr J E G Williams.

Against: Nil.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

**Council Forum Meeting Notes
10 April 2024**



16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 6:13 pm.

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

The Shire President, C R Antonio, advised that the following agenda item would be brought forward:

- 13.5.2 - Recognition of High Achievers Policy

12 REPORTS OF COMMITTEE MEETINGS

12.1 BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 26 MARCH 2024

President C R Antonio declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as recommended Bush Fire Control Officers listed in report are known to President Antonio, including his brother Paul Antonio.

Cr H J Appleton declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of the group are known to Cr Appleton.

Cr D A Hughes declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as some of the Bush Fire Officers are known to Cr Hughes.

Cr C M Poulton declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of the Duch Fire Advisory Committee are known to Cr Poulton.

Cr J E G Williams declared an "Impartiality" interest in item 12.1 – Bush Fire Advisory Committee Meeting held on 26 March 2024, as members of brigades nominated as Bush Fire Control Officers are known to Cr Williams.

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4991

Moved: Cr D A Hughes

Seconded: Cr A J Mencshelyi

That Council receive the minutes from the Bush Fire Advisory Committee meeting held on 26 March 2024.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4992

Moved: Cr M P Ryan

Seconded: Cr C M Poulton

That Council:

- 1. NOTE the Community Emergency Services Manager Report.**
- 2. NOTE the Shire of Northam Fire Danger Rating signs will continue to display the rating of the Avon Fire Weather District.**
- 3. APPOINT the following individuals as Bush Fire Control Officers for the Shire of Northam for the 2024/25 and 2025/26 Bush Fire Seasons:**
 - a. Simon Peters**
 - b. Tristan Davey**
 - c. Kristofer Brown**
 - d. Blair Wilding**
 - e. Justin Fox**
 - f. Matthew Letch**
 - g. Christopher Marris**
 - h. Paul Reynolds**
 - i. Phillip Lloyd**
 - j. Nic Dewar**
 - k. Robert Herzer**
 - l. Aaron Smith**
 - m. Gregory Montgomery**
 - n. Paul Antonio**
 - o. Matthew MacQueen**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



Shire of Northam
Heritage, Commerce and Lifestyle

Shire of Northam

Minutes

Bush Fire Advisory
Committee

26 March 2024

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26 March 2024**



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1 DECLARATION OF OPENING

The Presiding Member, Mr C Marris, declared the meeting open at 5:31 pm.

2 ACKNOWLEDGEMENT OF COUNTRY

The Presiding Member, Mr C Marris, acknowledged the Traditional Owners of the land on which we meet, the Ballardong and Whadjuk people of the Nyoongar nation and paid our respects to Elders, past present and emerging.

3 ATTENDANCE

3.1 ATTENDEES

Voting Committee:

Chief Bush Fire Control Officer
Councillor – Shire of Northam
Councillor – Shire of Northam
Bakers Hill Bush Fire Brigade
Clackline Muresk Bush Fire Brigade
Inkpen Bush Fire Brigade
Irishtown Bush Fire Brigade
Jennapullin Bush Fire Brigade
Southern Brook Bush Fire Brigade

Chris Marris
Maria Girak
Attila Mencshelyi
Carla Millar
Blair Wilding
Soren Nielsen
Rob Herzer
Aaron Smith
Paul Antonio

Staff:

Chief Executive Officer
Executive Manager Development Services
Community Emergency Services Manager
Bush Fire Mitigation Coordinator
Governance Officer

Debbie Terelinck
Chadd Hunt
Alex Espey
Siobhan Bishop
Tamika Van Beek

Gallery:

Avon & Districts ICV Unit
Irishtown Bush Fire Brigade
Wundowie Bush Fire Brigade

Ulo Rumjantsen
Digby Hasson
Chris Hudson

3.2 APOLOGIES

Voting Committee:

Deputy Bush Fire Control Officer
Inkpen Bush Fire Brigade

Kris Brown
Nic Dewar

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3.3 APPROVED LEAVE OF ABSENCE

Nil.

3.4 ABSENT

Voting Committee:

Deputy Bush Fire Control Officer
Grass Valley Bush Fire Brigade
Northam Central Bush Fire Brigade
Wundowie Bush Fire Brigade
District Officer Northam - DFES

Simon Peters
Bruce Devereoux
Jamie Wilkerson
Mathew Macqueen
Drew Graham

Non-Voting Committee:

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

Jeffery Roberts
Greg Montgomery
Graeme Keals
Michael Pasotti

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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
Fire Control Officer Nominations	6.4	Aaron Smith	Impartiality	Mr Smith is a current Fire Control Officer.
		Blair Wilding	Impartiality	Mr Wilding is the voting member for Clackline Bush Fire Brigade and is currently a Fire Control Officer.
		Chris Marris	Impartiality	Mr Marris is nominated as one of the Bush Fire Control Officers.
		Paul Antonio	Impartiality	Mr Antonio is currently a Fire Control Officer.
		Robert Herzer	Impartiality	Mr Herzer is a Fire Control Officer being nominated in item 6.4.

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5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF MINUTES FROM THE BUSH FIRE ADVISORY COMMITTEE MEETING HELD 14 NOVEMBER 2023

RECOMMENDATION

Moved: Mr R Herzer

Seconded: Ms C Millar

That the minutes of the Bush Fire Advisory Committee Meeting held on 14 November 2023 be confirmed as a true and correct record of that meeting.

LOST 0/9

For: Nil.

Against: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Two members of the gallery, Mr D Hasson and Mr C Hudson, entered the meeting at 5:37pm.

ALTERNATIVE MOTION / COMMITTEE DECISION

Minute No: BFAC.319

Moved: Mr C Marris

Seconded: Mr A Smith

That the minutes of the Bush Fire Advisory Committee Meeting held on 14 November 2023 be brought back to the next Bush Fire Advisory Committee meeting.

CARRIED 9/0

Reason for change to the Officer's Recommendation

The committee formed the view that the minutes from the Bush Fire Advisory Committee Meeting held on 14 November 2023 could not be confirmed as the amended version of the minutes had not been redistributed to the committee.

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For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

6 OFFICER REPORTS

6.1 Community Emergency Services Manager Report

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

BRIEF

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

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

Priority Action: Nil.



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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	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service Interruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

Fire Danger Rating Signs

To provide community clarity following some confusion and after consulting with the Department of Fire and Emergency Services – Rural Fire Division it is the officers recommendation that, until otherwise advised, the Digital and Analogue Fire Danger Rating (FDR) signs will display the rating published on the publicly available media such as Emergencywa.gov.au

In the case of the Shire of Northam this remains the "Avon Fire Weather District".

Whilst staff support the notion of utilising sub weather fire districts within the FDR signs as this gives a more accurate local weather description, until this

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system is changed with the main publicly available information, staff believe the current situation should remain.

HVMB/TFB Breach Online Reporting

An instrument has been implemented allowing personnel to report activities in breach of an imposed Harvest, Vehicle, Movement and Hot Works Ban.

On submission it will automatically advise a suite of personnel who will respond to the alert. It will also be logged against a property forming an ongoing history and provide the person submitting an opportunity to be provided with feedback in relation to the submission.

The form can be located at the below QR code.



Adjustments to Prohibited and Restricted Burning Periods

The Shire of Northam reminds the committee that any change to the Restricted Burning Periods or Prohibited Burning Periods requires the joint approval of the Shire of Northam President and the Chief Bush Fire Control Officer as outlined in the Shire of Northam's Delegated Authority Register.

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.320

Moved: Mr B Wilding

Seconded: Mr A Smith

That the Bush Fire Advisory Committee endorse the following recommendations being presented to Council:

- 1. That Council note the Community Emergency Services Manager Report**
- 2. That Council note the Shire of Northam Fire Danger Rating signs will continue to display the rating of the Avon Fire Weather District**

CARRIED 9/0

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For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

Discussion:

The Community Emergency Services Manager, Mr A Espey, spoke towards the provided report.

Discussion was held surrounding the information that should be publicly provided on the fire danger rating signs and the reasons for this remaining the "Avon Fire Weather District".

The Community Emergency Services Manager also spoke towards the implementation of a QR Code linked to a submission form that will allow personnel to report any breach of an imposed Harvest, Vehicle, Movement and Hot Works Ban.

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6.2 Bush Fire Risk Mitigation Coordinator Report

File Reference:	5.1.3.1
Reporting Officer:	Siobhan Bishop (Bush Fire Risk Management Coordinator)
Responsible Officer:	Chadd Hunt (Executive Manager Development Services)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

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

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

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

B.2 Financial / Resource Implications

Works are being undertaken with funding from the Department of Fire and Emergency Services Mitigation Activity Funding (MAF).

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

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N/A

B.5 Stakeholder Engagement / Consultation

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

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Value of works exceed funding	Insignificant (1) x Unlikely (2) = Low (2)	Contractor works are to be managed to ensure minimal variations
Health & Safety	N/A		
Reputation	N/A		
Service Interruption	N/A		
Compliance	N/A		
Property	Damage to adjoining private properties by contractor	Medium (3) x Possible(3) = Moderate (9)	Contractors are required to demonstrate experience in working in similar work as part of tender assessment process. Monitoring of work by staff.
Environment	Damage to natural environment by inappropriate treatments/methodology	Medium (3) x Possible(3) = Moderate (9)	All works are approved by staff after reviewing environmental factors. Contractors are required to conform with works specification in the contract.

B.7 Natural Environment Considerations

Approved works have considered impact on the natural environment as part of the approved works when applying for the funding round.

C. OFFICER'S COMMENT

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

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

Listed below are the treatment types and locations. The highlighted works have been completed.

Treatment ID	Treatment Type	Treatment Objective	Primary Asset Name
2970	Chemical Works	Apply chemical treatment 3m off existing fire break to reduce the infestation of evasive weeds to minimise the availability of flash fuels	Trimmer Rd
2994	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Carter St Grass Valley
23220	Mechanical Works	Remove the flash fuels along Railway rd to allow for safe access and egress for the resident and firefighting activity Fuel load to be below 2t per ha	Railway Rd Clackline
23221	Mechanical Works	Remove fuels around timber bridge to below 2t per Ha	Eadine Road Clackline
25280	Chemical Works	Apply chemical treatment to reduce the infestation of evasive weeds to minimise the availability of flash fuels.	Clarke St Northam
25286	Chemical Works	Chemical spray the fire access track to reduce the availability of flash fuels which mainly consist of invasive weeds. All spraying to be done prior to October	Benrua Rd Clackline



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25316	Mechanical Works	install a 20m low fuel buffer to the assets. mulch /slash to remove the fuel to below 2t per Ha. All trees to be undercut to 2m.	Purkiss Drive Northam
25319	Mechanical Works	Mulch - Slash area to reduce the fuels available to below 2t per ha allowing safe access and exit to fire fighters using the water source	Chitty Rd Bakers Hill
25320	Fire Access Road / Track(s)	Install a fire access track to allow for two point of entry / exit to emergency water supply for the safety of fire fighters	Chitty Rd Bakers Hill
25421	Mechanical Works	Reduce fuel loads along river to below 2t per ha by creating a 20m low fuel buffer by mechanical means on the boundary of the adjoining properties	Industrial Area Cnr Yilgarn & Old York Rd Northam
25443	Mechanical Works	Install a 20m low fuel buffer to residential property including aged housing units	Jarah Rd Wundowie
25462	Access - Install Fencing	Install a stock fence of ring lock and star pickets to allow for the use of livestock to maintain a low fuel buffer with minimal ongoing cost	Old Quarry Rd (Pound) Northam
25503	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley



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25504	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation within 15m of boundary of a joining properties All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25505	Mechanical Works	Reduce the availability of flash fuel mainly grasses to below 75mm leaving only natural vegetation All works to be done by hand with no ground disturbance	Wilson Street Grass Valley
25506	Mechanical Works	Reduce fuel loads below 2t per ha to provide a low fuel buffer to adjacent properties	Carter St Grass Valley
25507	Chemical Works	Chemical spray to reduce the return of invasive weed to the area after mulching was completed. spraying to be done prior to seed set from these weeds.	Bakers Hill Town Site South West
25543	Chemical Works	Chemical treat area of previous mulching to prevent the return of invasive weeds and flash fuels prior to the weeds setting seed.	4943-5113 Great Eastern Hwy
25544	Access - Install Gates	install fire access gates to allow controlled entry and exit to reserve.	Wilson Street Grass Valley
25594	Mechanical Works	install a 5m wide bare earth fire access tracks suitable to be used by 4.4 fire trucks including removing the steep incline at entry point and installing turn around point prior to steep decent	Old Quarry Rd Waste Management Facility



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25596	Chemical Works	Chemical spray 3m both sides of new access track to proved fire fighters safety prior to the fire season. Spray a 10m wide break in the inaccessible area due to the steep incline and may need to be done by hand	Old Quarry Rd Waste Management Facility
25597	Access - Install Gates	Install a fence and gate to prevent fire appliance access to steep and dangerous terrain for the safety of fire fighters. this is to be sign posted as well	Old Quarry Rd Waste Management Facility
25598	Mechanical Works	Reinstall fire breaks and widen to 4m bare earth and suitable for a 4.4 appliance with passing areas where possible. Install a turnaround area to enable emergency retreat on dead end track	Old Quarry Rd Waste Management Facility
25599	Chemical Works	Chemical treatment of the weeds 3m both sides of the new access track to be installed for a low fuel buffer both sides of the access track	Old Quarry Rd Waste Management Facility
25600	Access - Install Gates	Installation of gate to prevent unauthorized access to the waste facility and to prevent illegally dump of rubbish along track	Old Quarry Rd Waste Management Facility

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.321

Moved: Cr A J Mencshelyi

Seconded: Ms C Millar

That the Committee notes the Bushfire Risk Mitigation Coordinator Report as provided.

CARRIED 9/0

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For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

Discussion:

The Bush Fire Risk Mitigation Coordinator, Ms S Bishop, spoke towards to provided report.

Discussion was held regarding the current mitigation funding programs being yearly and an upcoming Department of Fire & Emergency Services trail for a 3 year funding program, noting potential benefits and risks of this program.

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6.3 Chief Bush Fire Control Officer Report

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

BRIEF

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

ATTACHMENTS

1. BFAC CBFCO Report March 2024 [6.3.1 - 3 pages]

A. BACKGROUND / DETAILS

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

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation



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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	Nil.		
Property	Nil.		
Environment	Nil.		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

<p>RECOMMENDATION / COMMITTEE DECISION</p> <p>Minute No: BFAC.322</p> <p>Moved: Mr P Antonio Seconded: Mr R Herzer</p> <p>That the Committee note the Chief Bush Fire Control Officer Report as provided.</p> <p style="text-align: right;">CARRIED 9/0</p>

For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

Discussion:

The Chief Bush Fire Control Officer, Mr C Marris, spoke to the provided report.

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A verbal updated was provided on outcomes from the District Operations Advisory Committee (DOAC) meeting that took place on 12 March 2024, including information around Shire of Northam requested agenda items; truck pumps cutting off at low fuel, telecommunication outages during power outages and the inconsistencies regarding information available for the fire danger ratings.

Further discussion was held by the committee regarding the issues surrounding the truck pumps cutting off and telecommunication outages during power cuts.

A question was asked in relation to what contingencies are in place regarding the WA Emergency Radio Network tower to ensure it works during power outages, i.e. generators. The Community Emergency Services Manager took this question on notice.

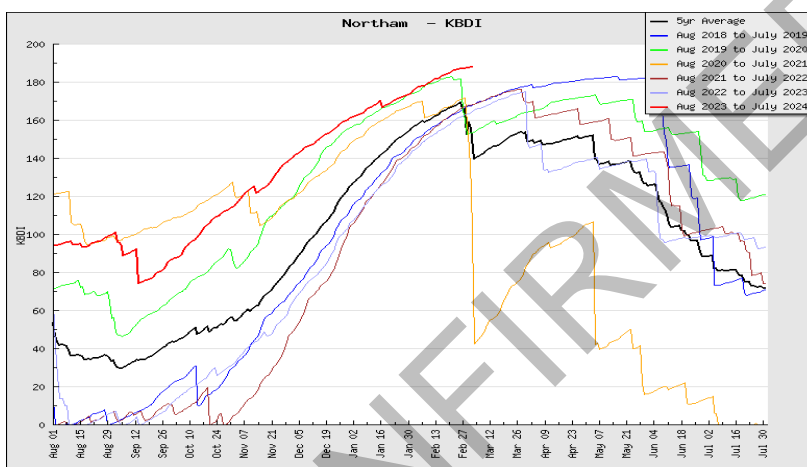
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Attachment 6.3.1

March 2024 CBFCO Report

The 2023/24 fire season has been a season of contrasts, with the first half being extremely busy and the back half being more settled (to date). This has been despite a continuing dry period through to February and some consistently high temperatures.

Considering this, the BFCOs recommended delaying the restricted burning period from 1 March to 15 March. As we head into the restricted period, extreme caution will still be required in areas adjoining bushland. The below gives an indication of the underlying dryness within Northam:



(retrieved 03/03/2024)

Work has been occurring behind the scenes to try to ensure that fuel loads in the State Fuel Editor, which drives localised fire behaviour index (FBIs) and fire danger ratings (FDRs) reflects conditions on the ground. It is disappointing to see, two years in, that the system and technology behind the Australian Fire Danger Rating System (AFDRS) are still not adjusting fuel loads as the season progresses, with it seemingly assuming that grassland fuel loads remain relatively static from December through to March in contrast to reality.

The Northam District Operations Advisory Committee (DOAC) is due to meet on 12 March 2024, with DCBFC1 Kris Brown scheduled to attend. The Shire of Northam has requested the following items to be added to the agenda:

- Pump cut off at low fuel
- Telecommunication outages during power cuts
- Total fire bans, FDRs and permit suspensions – inconsistency as to whether fire weather district (FWD) or local government district are used and the confusion this may create.

A verbal update on the outcome of the discussions will be provided at this BFAC meeting.

On 1 December 2023 DFES Wellness Branch did a formal visit to the Grass Valley BFB station, following the brigade's attendance to a local fatality, the recent loss of a valued member and other local challenges. All members are reminded of the free, confidential support that is provided by DFES to them and their families, and are encouraged to make use of the support as required.

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Attachment 6.3.1

On 20 December 2023 Northam Central 3.4U was involved in a roll over on route to an incident in Toodyay. All five occupants were conveyed to Northam Hospital, but thankfully no major physical injuries occurred. I would like to acknowledge all those who came to Northam Central's assistance, both in the immediate aftermath and since then. Thank you also to Northam Central members who supported each other during this challenging time. While a new permanent appliance is being sourced, DFES has kindly made available to Northam Central a high season 2.4.

Following raising concerns via email on 30 November 2023 regarding pumps on some appliances stopping without warning during incidents, a response was received from DFES on 21 December 2023. Despite it not being previously widely communicated, DFES confirmed that the pump on new appliances with an auxiliary diesel-powered pump will stop, without warning, when the appliance fuel level reaches $\frac{1}{4}$ with no ability to override. On that basis, the following was sent to all Captains also on 21 December and again included here given the significant risks posed by this specification:

"Afternoon Captains

As you can see from the email trail below, late last month, I wrote to Alex expressing my concern at reports of Shire of Northam appliances (those which are relatively new) having their pumps stop without warning, seemingly when their appliance fuel level reached approximately $\frac{1}{4}$ of a tank (which is impacted depending on influences of the terrain). This came about from some of our extended-duration incidents in November.

My concern around this is that a) I do not believe this specification is widely known/communicated, and b) there is no ability to override this, nor warnings, and as such, the pump may stop during active firefighting activities putting the crew in immediate danger.

As you can see by the response received this morning, DFES has confirmed this is the specification apparently for all tankers with pumps driven by auxiliary diesel engines.

I welcome feedback on this specification by impacted Brigades, as I think there may be merit in pursuing this matter further (i.e. DOAC).

In the interim, for those affected appliances, I think it would be appropriate to:

- Ensure fuel levels between incidents remain at or above $\frac{3}{4}$ of a tank, and*
- During an incident, prioritise the refuelling of the appliance once the appliance reaches $\frac{1}{2}$ tank.*

Can I request that you please make all crew, and particularly those who are appliance drivers, aware of this if your Brigade has one of the affected appliances.

*Regards
Chris"*

As noted already, this item is planned to be raised at the next DOAC. It also underpins the need to have diesel available on the fireground during extended duration incidents.

On 6 December 2023, I participated in a Local Emergency Management Committee scenario workshop on an ammonium nitrate incident within the Shire of Northam. This was a multi-agency scenario exploring, in particular, the evacuation aspects of such an incident. Again, this highlights the need for bush fire brigades with have access to a training course like "Hazmat and Hazard Identification and Initial Actions for BFB's" like discussed in my last CBFCA report.

Finally, I would like to acknowledge those who put their hand up to be involved in one of the three recently established BFAC working groups. Thank you also to Brigades, BFCOs and others who have contributed feedback to these working groups. The three working groups include:

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Attachment 6.3.1

- Rules and Regulations Working Group
- R2R Working Group
- Bush Fire Manual Training Working Group

The Bush Fire Manual Training Working Group will operate over 18 months to coincide with the implementation period of the new training requirements of the Bush Fire Manual adopted by the Council in December 2023.

The other two of these working groups had short durations, aimed at providing a report to this BFAC. However, considering the significant body of work and the magnitude of recommendations emanating from these two working groups, it was felt that their report and recommendations would be better considered at a special meeting of BFAC to occur in April. This would also enable additional communication and consultation within Brigades to occur.

Regards

Chris Marris

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Mr A Smith declared an "Impartiality" interest in item 6.4 Fire Control Officer Nominations, as Mr Smith is a current Fire Control Officer.

Mr B Wilding declared an "Impartiality" interest in item 6.4 Fire Control Officer Nominations, as Mr Wilding is the voting member for Clackline Bush Fire Brigade and is currently a Fire Control Officer.

Mr C Marris declared an "Impartiality" interest in item 6.4 Fire Control Officer Nominations, as Mr Marris is nominated as one of the Bush Fire Control Officers.

Mr P Antonio declared an "Impartiality" interest in item 6.4 Fire Control Officer Nominations, as Mr Antonio is currently a Fire Control Officer.

Mr R Herzer declared an "Impartiality" interest in item 6.4 Fire Control Officer Nominations, as Mr Herzer is a Fire Control Officer being nominated in item 6.4.

6.4 Fire Control Officer Nominations

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

BRIEF

For the committee to recommend to Council the appointment of Bushfire Control Officers (BFCO) for the 2-year term for the 2024/2025 and 2025/26 fire seasons.

ATTACHMENTS

1. CRITERIA [6.4.1 - 1 page]

A. BACKGROUND / DETAILS

Council resolved in its Ordinary Council Meeting held 20 December 2023 to adopt the revised versions of Part 4, and Part 5 of the Shire of Northam Bush Fire Manual to replace the previously adopted 2018 versions.

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Council also approved a transition target period of 18 months for the training requirements of roles specified within Section 4 and 5, to allow members currently holding these position to meet any training gaps while continuing to fill those roles. This includes those current FCO's not meeting the prescribed criteria for appointment as a Fire Control Officer. This relates primarily to one course being Sector Commander.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

Section 38 (1) Bush Fire Act 1954 which states as follows: 38. Local government may appoint Bush fire control officer (1) A local government may from time to time appoint such persons as it thinks necessary to be its Bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush fire Control Officer and the Deputy Chief Bush fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other Bush fire control officers appointed by it.

B.4 Policy Implications

The Shire of Northam Bush Fire Manual Part 5 reviewed 20 December 2023 and subsequently endorsed (Resolution C.4909) outlines all components of Fire Control Officer nomination, endorsement, appointment and criteria.

Section 5.5C states Council Reserves the right to endorse, adjust, or remove Bush Fire Control Officers as it deems necessary to effectively manage bush fires within the Shire.

Section 4.4G has subsequently been reviewed, adjusted and adopted by council indicating that Fire Control Officers will now sit a term of 2 years.

B.5 Stakeholder Engagement / Consultation

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Shire of Northam Bush Fire Brigades
The Department of Fire and Emergency Services

B.6

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A	N/A	N/A
Health & Safety	Appointing volunteers that do not meet the minimum training standards as identified in the Bushfire Service Training Program may result in significant health and safety issues for volunteers and the general public.	Likely (4) x Major (4) = High (16)	Officers recommend Council to appoint members who meet the minimum level of training qualifications as defined by the Bushfire Manual recognising the 18 month training requirement.
Reputation	BFCO's do not have the ability run incidents resulting in a loss of confidence by the public, community expectations for a critical emergency service not being met.	Likely (4) x Medium (3) = High (12)	Same as above.
Service Interruption	Inability to provide essential service at local level without external support.	Minor (2) x Likely (4) = Moderate (8)	Same as above.
Compliance	BFCO do not hold the required level of competency based training as identified in the Bushfire Service Training Program.	Major (4) x Likely (4) = High (16)	Same as above.
Property	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents.	Possible (3) x Major (4) = High (12)	Same as above.



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Environment	Significant risk to property could arise without having skilled and experienced BFCO's in controlling incidents	Possible (3) x Major (4) = High (12)	Same as above.
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B.7 Natural Environment Considerations
NIL

C. OFFICER'S COMMENT

The Shire of Northam Bushfire Brigades have submitted the following nominations for individuals who have met the prescribed prerequisites for appointment as a Fire Control Officer.

Noting Fire Control Officers will now hold a term of two years.

Bakers Hill

Simon Peters
Tristan Davey
Kristofer Brown

Clackline/Muresk

Blair Wilding
Justin Fox
Matthew Letch

Grass Valley

Christopher Marris
Paul Reynolds
Phillip Lloyd

Inkpen

Nic Dewar

Irishtown

Robert Herzer

Jennapullen

Aaron Smith

Northam Central

Nil

Northam VFRS

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Gregory Montgomery

Southern Brook

Paul Antonio

Wundowie

Matthew MacQueen

RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.323

Moved: Ms C Millar

Seconded: Mr S Neilsen

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

1. That Council appoints the following individuals as Bush Fire Control Officers for the Shire of Northam for the 2024/25 and 2025/26 Bush Fire Seasons:
 - a. Simon Peters
 - b. Tristan Davey
 - c. Kristafer Brown
 - d. Blair Wilding
 - e. Justin Fox
 - f. Matthew Letch
 - g. Christopher Marris
 - h. Paul Reynolds
 - i. Phillip Lloyd
 - j. Nic Dewar
 - k. Robert Herzer
 - l. Aaron Smith
 - m. Gregory Montgomery
 - n. Paul Antonio
 - o. Matthew MacQueen

CARRIED 9/0

For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

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RECOMMENDATION / COMMITTEE DECISION

Minute No: BFAC.324

Moved: Cr M I Girak
Seconded: Mr B Wilding

That the Committee notes the approval on 20 December 2023 for persons not meeting the prescribed criteria to have 18 months to meet any training gaps while continuing to fulfill these roles per Council decision C.4909.

CARRIED 9/0

For: Mr C Marris, Cr A J Mencshelyi, Cr M I Girak, Ms C Millar, Mr A Smith, Mr B Wilding, Mr P Antonio, Mr R Herzer and Mr S Nielsen.

Against: Nil.

Discussion:

It was noted that there will be an additional nomination of Bushfire Control Officer from Irishtown to be considered at the next Bush Fire Advisory Committee meeting.

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Attachment 6.4.1

Nominee	Fire Control Officer	Minimum 3 years experience	Bushfire Safety Awareness	Firefighting Skills	Advanced Bushfire	Crew Leader	Sector Commander
Simon Peters	✓	✓	✓	✓	✓	✓	✓
Tristan Davey	✓	✓	✓	✓	✓	✓	✓
Kristafer Brown	✓	✓	✓	✓	✓	✓	✓
Blair Wilding	✓	✓	✓	✓	✓	✓	✓
Justin Fox	✓	✓	✓	✓	✓	✓	✓
Christopher Marris	✓	✓	✓	✓	✓	✓	✓
Phillip Lloyd	✓	✓	✓	✓	✓	✓	✓
Paul Reynolds	✓	✓	✓	✓	✓	✓	✓
Nic Dewar	✓	✓	✓	✓	✓	✓	✓
Gregory Montgomery	✓	✓	✓	✓	✓	✓	✓
Matthew MacQueen	✓	✓	✓	✓	✓	✓	✓
Robert Herzer	✓	✓	✓	✓	✓	✓	✓
Paul Antonio	✓	✓	✓	✓	✓	✓	✓
Matthew Letch	✓	✓	✓	✓	✓	✓	✓
Aaron Smith	✓	✓	✓	✓	✓	✓	✓

UNCONFIRMED

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6.5 Bush Fire Advisory Committee Nominations

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

BRIEF

For the committee to recommend to Council the appointment of the nominated BFAC representatives listed below for the 2024/2025 Fire Season.

ATTACHMENTS

1. D S- T R-01 Bushfire Advisory Committee Terms of Reference 2023 - 2025 V 1 (002) [6.5.1 - 5 pages]

A. BACKGROUND / DETAILS

This report provides the details of the nominated individuals from each brigade, and where applicable a proxy nominee.

Bakers Hill Volunteer Bush Fire Brigade have advised they will submit their nominees at a later date.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Planet.

Outcome 5: A resilient community.

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Nil

B.3 Legislative Compliance

The Terms of Reference for the BFAC states the following -

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7. Tenure of Membership
Shall be in accordance with the Local Government Act 1995,
section 5.11.

The Local Government Act 1995 states the following at Clause 5.11 -

- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
- (a) the term of the person's appointment as a committee member expires; or
 - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or
 - (c) the committee is disbanded; or
 - (d) the next ordinary elections day,

whichever happens first.

B.4 Policy Implications

The recently adopted Section of the Bushfire Manual (4.2E) requires a Senior Brigade member to be nominated to BFAC at the AGM of the Brigade. An additional brigade member is also to be nominated as a proxy.

B.5 Stakeholder Engagement / Consultation

Nil

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

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The Bush Fire Advisory Committee (BFAC) maintains a membership composition of one senior member per brigade with a proxy. All nominated meet the prescribed criteria of senior membership.

The two DFES Nominees hold the rank of District Officer and represent the Northam Volunteer Fire and Rescue Service, and the Wundowie Volunteer Fire and Rescue Service.

Attachment 1 constitutes the brigade nominations for the 24/25 Financial year.

RECOMMENDATION / COMMITTEE DECISION		
Minute No: BFAC.325		
Moved: Mr A Smith		
Seconded: Mr P Antonio		
That the Committee appoint the following Brigade members as delegate and proxy representatives for the Bush Fire Advisory Committee for the remaining 2023/24 and 2024/25 Bush Fire Seasons:		
PRIMARY	PROXY	BRIGADE
1. Jamie Wilkinson	Glenn Hancock	Northam Central Bush Fire Brigade
2. Paul Antonio	John Denhollender	Southern Brook Bush Fire Brigade
3. Blair Wilding	Joe Marasco	Clackline/Muresk Bush Fire Brigade
4. Nic Dewar	Dan Wilson	Inkpen Bush Fire Brigade
5. Bruce Devereaux	Garry Shepherdson	Grass Valley Bush Fire Brigade
6. Matthew MacQueen	TBA	Wundowie Bush Fire Brigade
7. Robert Herzer	Digby Haddon	Irishtown Bush Fire Brigade
8. Aaron Smith	TBA	Jennapullin Bush Fire Brigade
9. TBA	TBA	Bakers Hill Bush Fire Brigade
10. Sydney Davies	Phillip Hay	Department of Fire and Emergency Services (DFES)
CARRIED 9/0		

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For: Mr C Marris, Cr A J MENCHSELYI, Cr M I GIRAK, Ms C MILLAR, Mr A SMITH, Mr B WILDING, Mr P ANTONIO, Mr R HERZER and Mr S NIELSEN.

Against: Nil.

UNCONFIRMED

Bush Fire Advisory Committee Terms of Reference 2023 - 2025

TERMS OF REFERENCE

SHIRE OF NORTHAM BUSH FIRE ADVISORY COMMITTEE

1. Objectives of Bush Fire Advisory Committee

Northam Bush Fire Advisory Committee is established pursuant to Section 5.8 of the Local Government Act 1995 and Section 67 of the Bush Fires Act 1954 within the local government boundaries of the Shire of Northam. The Committee's objective is to provide efficient and responsive fire service and as a Committee to advise the Council on matters relating to bush fire, make recommendations and advise Council on all matters relating to bush fire planning, control, management and rehabilitation.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Northam.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources.

2. Powers of the Bush Fire Advisory Committee

The Committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

3. Membership

3.1 Full voting members

- Chief Bush Fire Control Officer;
- Two (2) Deputy Chief Bush Fire Control Officers;
- Two (2) Shire of Northam Elected Members;
- One (1) delegate or proxy representative from each of the registered Shire of Northam Volunteer Bush Fire Brigades listed below:
 - Bakers Hill Bush Fire Brigade;
 - Clackline/Muresk Bush Fire Brigade;
 - Grass Valley Bush Fire Brigade;
 - Inkpen Bush Fire Brigade;
 - Irishtown Bush Fire Brigade;
 - Jennapullin Bush Fire Brigade;
 - Southern Brook Bush Fire Brigade;
 - Northam Central Bush Fire Brigade; and
 - Wundowie Bush Fire Brigade.

One (1) delegate or proxy Department of Fire and Emergency Service Northam District Officer

3.2 Non-voting

- Shire of Northam Community Emergency Services Manager
- One representative from Northam Volunteer Fire and Rescue Service; and
- One representative from Wundowie Volunteer Fire and Rescue Service and;
- Department of Biodiversity, Conservation and Attractions representative.

4. Meetings

The committee shall meet at least three times annually.

Additional meetings shall be convened at the discretion of the chairperson.

5. Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

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Attachment 6.5.1

Bush Fire Advisory Committee Terms of Reference 2023 - 2025

6. Duties and Responsibilities

The Committee is to facilitate:

- Preventing, controlling and extinguishing of bush fires;
- The planning of the layout of fire-breaks in the district;
- Prosecutions for breaches of the Bush Fire Act 1954;
- The formation of bush fire brigades;
- The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities;
- Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified;
- Provide guidance and advise to Council to the carrying out the functions of the local government in relation to bush fires; and
- Develop and recommend to Council appropriate processes for bush fires.

7. Tenure of Membership

Shall be in accordance with the Local Government Act 1995, section 5.11.

8. Authority

Bushfires Act 1954, Section 67, Advisory Committees

A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.

9. Committee

9.1 Chairperson

The Committee shall elect one of their number to be chairman thereof in accordance with the Local Government Act 1995, section 5.12.

9.2 Secretary

A Shire employee will fulfil the role of non-voting Secretary.

9.3 Quorum

The quorum at any meeting shall be half plus one of the number of offices.

9.4 Voting

Shall be in accordance with the Local Government Act, Section 5.21.

9.5 Minutes

Shall be in accordance with the Local Government Act, Section 5.22.

A copy of the unconfirmed minutes shall be forwarded to all members within fourteen (14) days of the meeting for endorsement at the next meeting.

Members are given at least 5 working days after the minutes of a BFAC meeting are circulated to comment or raise issues associated with the wording of the minutes, before the BFAC minutes are included in a Council agenda; and

Each draft document considered by BFAC is amended in accordance with BFAC resolutions and the amended version is circulated to BFAC members for at least 5 working days for comment before it is included in the Council agenda.

Recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

9.6 Who Acts If No Chairperson

Shall be in accordance with the Local Government Act, Section 5.14.

9.7 Meetings

Meetings shall be generally open to the public pursuant to Section 5.23 of the Local Government Act and include question time for members of the pursuant to Section 5.24 of the Local Government Act.

9.8 Members Interests to be Disclosed

Members of the Committee are bound by the provisions of the Local Government Act Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

9.9 Brigade Reports

Each member brigade may provide a brigade report to the meeting.

9.10 Working Groups

Bush Fire Advisory Committee Terms of Reference 2023 - 2025

A working group can be established to carry out specific tasks. A working group will undertake only those duties specified by the committee.

9.11 Deputations

A person or organisation maybe invited to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

UNCONFIRMED

**Bush Fire Advisory Committee Minutes
26 March 2024**



7 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

8 URGENT BUSINESS APPROVED BY DECISION

Nil.

9 GENERAL BUSINESS

1. Inkpen Bush Fire Brigade:

The Inkpen Bush Fire Brigade noted their gratitude in relation to the extensions to the fire shed, especially for the fact that the generator is no longer located inside the shed. The trucks are now in the shed and the brigade have commenced operating out of it.

2. Voting for Bush Fire Advisory Committee Members:

Discussion was held to seek clarification on the term for representation on the Bush Fire Advisory Committee. It was noted that the terms are in alignment with the Local Government election cycle as all Committees of Council end when a Local Government election is held and need to be reinstated by Council, in accordance with the Local Government Act. Nominations within the Brigades for their representatives to the Bushfire Advisory Committee will stand, however it is recommended that the Brigade representatives should be reconfirmed at the first Bushfire Advisory Committee meeting following the Local Government elections.

3. Fire Station Vegetation Requirements:

Discussion was held regarding concerns that the fire stations are not meeting our own requirements in relation to the Building Protection Zone. It was noted that the requirements are mainly in relation to the management of vegetation and not the removal, however through the Bush Fire Regulations it does allow retrospective clearing of up to 20 meters.

4. Working Groups:

Discussion was held in relation to the feedback provided through the working groups, it was noted that the feedback received was significant and would need additional consideration.

**Bush Fire Advisory Committee Minutes
26 March 2024**



10 DATE OF NEXT MEETING

Upcoming meetings:

- 28 May 2024 at 5:30 pm
- 08 October 2024 at 5:30 pm

11 DECLARATION OF CLOSURE

There being no further business, the Presiding Member, Mr C Marris, declared the meeting closed at 6:17 pm.

"I certify that the Minutes of the Bush Fire Advisory Committee Meeting held on 26 March 2024 have been confirmed as a true and correct record."

_____ Presiding Member

_____ Date

13 OFFICER REPORTS

13.1 CEO'S OFFICE

13.1.1 Governance/Office of the CEO Policy Review

File Reference:	2.3.1.2
Reporting Officer:	Britt Hadlow (Governance Coordinator), Joanne Griffiths (Safety Officer)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Policies may impact the Chief Executive Officer and employees.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to review new and updated Governance/Office of the CEO policies.

ATTACHMENTS

1. CE O- POLIC Y-19 G 1.22 Work Health Safety Policy V 2 - Tracked Changes [**13.1.1.1** - 3 pages]
2. CE O- POLIC Y-19 G 1.22 Work Health Safety Policy V 2 - Clean [**13.1.1.2** - 2 pages]
3. CE O- POLIC Y-19 G 1.28 Live Streaming and Recording of Council Meetings V 1 - NEW POLICY [**13.1.1.3** - 5 pages]
4. CE O- POLIC Y-19 G 1.1 Council Members – Training and Continuing Professional Development _ V 3 - Tr [**13.1.1.4** - 7 pages]
5. CE O- POLIC Y-19 G 1.1 Council Members – Training and Continuing Professional Development _ V 3 - Cl [**13.1.1.5** - 6 pages]

A. BACKGROUND / DETAILS

A Council Member workshop was held on 20 March 2024 to provide the opportunity for discussion and input into Council's existing and proposed Governance/Office of the CEO policies.

The following table details the policies to be reviewed and the proposed major changes being presented for consideration.

Policy No.	Policy Title	Comment / Changes	Attachment
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G 1.22	Work Health and Safety	The WHS Policy has been reviewed and updated to reflect feedback from a recent audit conducted by Local Government Insurance Services and input from the Council Member Workshop to ensure compliance with current WHS legislation.	13.1.1.1 & 13.1.1.2
G 1.28	Live Streaming and Recording of Council Meetings	New policy to guide new legislation for live streaming and recording meetings.	13.1.1.3
G 1.1	Council Members – Training and Continuing Professional Development	Changes made in line with the WA Local Government Association (WALGA) model template.	13.1.1.4 & 13.1.1.5

The new and updated Policies are included in the attachments in tracked changes and/or clear versions for ease of reference.

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

Work Health and Safety Act 2020

Local Government Act 1995

B.4 Policy Implications

Various.

B.5 Stakeholder Engagement / Consultation

A workshop was held with Council Members on 20 March 2024.

Amendments have been made to the policies since this workshop.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

Health & Safety	Council not adhering to WHS 2020 legislative changes.	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation
Reputation	Council not viewed as transparent as a result of inadequate policies.	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation
Service Interruption	N/A		
Compliance	Non-compliance with WHS 2020 legislation or LG Act.	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4993

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

That Council:

1. **ADOPT the following Governance/Office of the CEO policies as amended:**
 - a. **G 1.1 Council Members – Training and Continuing Professional Development.**
 - b. **G 1.22 Work Health and Safety.**
2. **ADOPT the following new Policies:**
 - c. **G 1.28 Live Streaming and Recording of Council Meetings.**
3. **AUTHORISE the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



GOVERNANCE

G 1.22 Work Health & Safety Policy

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	June 2023
<i>Next Scheduled Review</i>	June 2025
<i>Related Shire Documents</i>	WHS Management Plan 24/25
<i>Related Legislation</i>	WHS Act 2020 WHS (General) Regulations 2022

DEFINITIONS

The definition of a worker in Western Australia is any person who has entered into or works under contract of service or apprenticeship with an employer, whether by way of manual labour, clerical work, or otherwise and whether the contract is expressed or implied, is oral or in writing.

OBJECTIVE

To articulate the Shire of Northam's full commitment to work health and safety in ensuring a safe working environment.

SCOPE

The Work Health and Safety (WHS) Policy applies to all Shire of Northam workers. This Policy applies to all Shire of Northam controlled premises and any other areas in which workers may work. ~~Visitors to the Shire of Northam are also required to comply with this policy.~~

WHS RESPONSIBILITY DELEGATIONS

The Person conducting, a business or undertaking (PCBU) and officers are responsible for providing, maintaining and promoting a safe working environment to ensure that workers are not exposed to hazards within the workplace.

In accordance with the Work Health and Safety Act 2020 the role of officers is defined as:

Part 1, Division 3

Section 4A Meaning of Officer'(2)(a) in relation to the business or undertaking of a body corporate that is an agent of the crown, any person who makes, or participates

~~CEO-POLICY-19 G 1.22 Work Health Safety Policy_V2~~
~~CEO-POLICY-19 G 1.22 Work Health & Safety Policy_V2~~



in making decisions that affect the whole, or substantial part, of the business or undertaking;

POLICY STATEMENT

This policy determines how the Shire of Northam will implement its commitment to Work Health and Safety

The Shire of Northam is committed to establishing and maintaining the highest standards of work health and safety possible for all employees, and will:

- Ensure that all Guidelines and procedures are compliant with the WHS Act 2020 and the WHS Regulations 2022.
- Provide a workplace that is free from work related physical and psychological hazards as far as reasonably practicable.
- Identify, manage, and maintain any foreseeable risks associated with physical and psychosocial hazards as far as reasonably practicable.
- Maintain active and effective injury prevention programs aimed at protecting workers employees from work related injury and disease, as far as reasonably practicable. This will be achieved by ensuring that the appropriate resources will be are available and effectively applied through a consultative process, involving workers employees, Work, Health, and Safety Representatives, including Officers the Person Conduction Business Undertaking (PCBU).
- Ensure that work health and safety WHS is both an individual and shared responsibility.
- Every worker employee worker has an important role in injury prevention and hazard identification, and all workers are Encourage staff to participate as part of their due diligence and duty of care. Employees are encouraged to participate in continuously improving standards of workplace health and safety, as every worker has an important role in injury prevention and hazard identification. the work, health, and safety standards in the workplace.
- Engage work, Assist in the election of health and safety representatives and will recognise their legitimate role regarding safety and health in the workplace.

The election of Health and Safety Representatives will be conducted in accordance with section 50,60-67 of the WHS Act 2020.

A worker elected as a Health and Safety Representative hold office for two years.

Health and Safety Representatives may be disqualified if they fail to perform their functions under the Act or contravene their intended duties (refer to section 20 of the WHS Regulations 2021).

Ensure that the Health and Safety MANAGEMENT System remains effective in providing a safe and healthy work environment. The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of the individual elements of the process system, and will take in to account any the relevance of changes to Commonwealth and State Legislation or any other matter which may potentially have an impact on the system.

CEO-POLICY-19 G 1.22 Work Health Safety Policy_V2 CEO-POLICY-19 G 1.22 Work Health & Safety Policy_V2



Shire of Northam Planning Policy Manual (Section I)
Policy
G 1.22 Work Health & Safety Policy

~~Review the Health and Safety Management System to ensure it remains effective and current for a safe and healthy work environment, The Shire of Northam WHS Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of individual elements of the system and any relevant changes to Commonwealth and State WHS Legislation.~~

~~[CEO-POLICY-19 G 1.22 Work Health Safety Policy_V2](#)[CEO-POLICY-19 G 1.22 Work Health & Safety Policy_V2](#)~~



GOVERNANCE

G 1.22 Work Health & Safety Policy

<i>Responsible Department</i>	CEO Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	WHS Management Plan 24/25
<i>Related Legislation</i>	WHS Act 2020 WHS (General) Regulations 2022

DEFINITIONS

The definition of a worker in Western Australia is any person who has entered into or works under contract of service or apprenticeship with an employer, whether by way of manual labour, clerical work, or otherwise and whether the contract is expressed or implied, is oral or in writing.

OBJECTIVE

To articulate the Shire of Northam's full commitment to work health and safety in ensuring a safe working environment.

SCOPE

The Work Health and Safety (WHS) Policy applies to all Shire of Northam workers. This Policy applies to all Shire of Northam controlled premises and any other areas in which workers may work.

WHS RESPONSIBILITY

The Person conducting, a business or undertaking (PCBU) and officers are responsible for providing, maintaining and promoting a safe working environment to ensure that workers are not exposed to hazards within the workplace.

In accordance with the *Work Health and Safety Act 2020* the role of officers is defined as:

Part 1, Division 3

Section 4A Meaning of Officer'(2)(a) in relation to the business or undertaking of a body corporate that is an agent of the crown, any person who makes, or participates in making, decisions that affect the whole, or substantial part, of the business or undertaking

CEO-POLICY-19 G 1.22 Work Health Safety Policy_V2



POLICY STATEMENT

The Shire of Northam is committed to establishing and maintaining the highest standards of work health and safety possible for all employees, and will:

- Ensure that all Guidelines and procedures are compliant with the WHS Act 2020 and the WHS Regulations 2022.
- Provide a workplace that is free from work related physical and psychological hazards as far as reasonably practicable.
- Maintain active and effective injury prevention programs aimed at protecting workers from work related injury and disease. This will be achieved by ensuring that the appropriate resources are available and effectively applied through a consultative process.
- Ensure that work health and safety is both an individual and shared responsibility.
- Encourage staff to participate in continuously improving standards of workplace health and safety, as every worker has an important role in injury prevention and hazard identification.
- Assist in the election of health and safety representatives and will recognise their legitimate role regarding safety and health in the workplace.

The Shire of Northam Work Health and Safety Policy and Guidelines will be reviewed periodically. This review will focus on the effectiveness of the individual elements of the processes, and will take in to account any changes to Commonwealth and State Legislation or any other matter which may have an impact.



GOVERNANCE

G 1.27 Live Streaming and Recording of Council Meetings

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2026
<i>Related Shire Documents</i>	Shire of Northam Standing Orders Amendment Local Law 2018 Code of Conducts
<i>Related Legislation</i>	Local Government Act 1995 Local Government (Admin) Regulations 1996 State Records Act 2000 Freedom of Information Act 1992 Defamation Act 2005

OBJECTIVE

This Policy provides guidance in relation to the recording and live streaming of Council meetings of the Shire of Northam. This Policy is to ensure open and transparent governance and improve engagement with the community and accessibility to Council decision-making through the live streaming and recording of Council Meetings.

SCOPE

This Policy outlines guidelines for the live audio and video streaming of:

- Ordinary Council Meetings.
- Council Forum Meetings.
- Special Council Meetings.
- Any other Council or Committee Meeting as determined by Council.

This Policy extends to:

- Council Members.
- Council Officers; and
- Members of the public in attendance of Council meetings.



POLICY

1.1 Livestreaming & Recording Process

All meetings required or nominated by Council will be live streamed and be publicly available via the Shire's website, or appropriate social media platform. The live streaming will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason.

Meetings shall be live streamed in accordance with this Policy unless a motion to the contrary is passed by simple majority at the beginning or at any other time during the meeting.

Confidential Council meetings and confidential items of business in a Council meeting will not be streamed live or made available later as a recording.

Video recordings of a meeting will be available for viewing on the Shire's website or appropriate social media platform approximately two business days after the meeting.

The Shire will make every reasonable effort to ensure that a live stream and video recording is available, however, should any technical difficulties arise, the live stream and/or recording may be delayed, or not be available.

1.2 Council Members

It is intended that the standard camera positions will provide live and recorded vision and audio of the Chambers and when Council Members speak, for the duration of the meeting (other than for confidential items or meetings).

Council Members are required to act in accordance with the *Local Government Act 1995* (and relevant Regulations), *Shire of Northam Standing Orders Amendment Local Law 2018* and Code of Conduct for Councillors, Committee Members and Candidates.

1.3 Officers

It is intended that the standard camera positions will provide live and recorded vision of the Chambers, and live and recorded audio when Shire officers speak, for the duration of the meeting (other than for confidential items or meetings).

Due to the temporary nature of the current recording equipment used to record meetings, sometimes officers will not be captured on the live video recording, however, the live and recorded audio of Shire officers speaking will be available in both live streaming and recordings of the meetings.

This Policy recognises that there will be incidental capture of other Shire officers, due to the seating arrangements in the Council Chambers and their role in participating in or attending meetings.



Officers are required to act in accordance with the *Local Government Act 1995* (and relevant Regulations), *Shire of Northam Standing Orders Amendment Local Law 2018* and Code of Conduct Employees, Volunteers, Contractors and Agency Staff.

1.4 Public

It is intended that standard camera positions will provide live and recorded vision of all members of the public who address a Council meeting. Due to the temporary nature of the current recording equipment available, sometimes members of the public addressing Council will not be captured on the live video recording, however, the live and recorded audio when a member of the public speaks will be available in both live streaming and recordings of the meetings.

The Shire of Northam *Standing Orders Amendment Local Law 2018* provides an opportunity at an Ordinary or Special Council Meeting for a member of the public to ask up to two questions.

Those members of the public in attendance ~~and that~~ wish to participate in public question time or make a deputation to Council agree to being recorded. As far as practically possible, it is not intended that there be either live or recorded video footage or audio of those members of the public who do not address the meeting, however this Policy recognises that there might be incidental capture.

A statement on the Public Question Time submission form and a statement made by the Presiding Member at the commencement of each meeting, will inform the public that audio and video of the meeting will be streamed live on the internet and that the video recording will be made publicly available on the Shire's website or appropriate social media platform (other than for confidential items or meetings).

1.5 Meetings or Items of Business Closed to the Public

If Council resolves to close a meeting to the public in accordance with Section 5.23 of the *Local Government Act 1995*, live streaming and recording will cease.

Recording of confidential items is permitted for minute taking purposes but will not be released to the public or made available on the Shire's website.

Confidential recordings may be released, if requested, to the Local Government Standards Panel, the Department of Local Government, Sports and Cultural Industries, the Police or the Court.



1.6 Access and Record Keeping

Council meetings that are live streamed on the internet will be made available for viewing on the Shire's website or appropriate social media platform, approximately two business days after the meeting. Officers have up to 14 days to post the recordings in the event there are technical difficulties that delay the ability to upload the recordings.

In accordance with the *Local Government (Administration) Regulations 1996*, meeting recordings will be accessible on the Shire's website, or appropriate social media platform for a period of 5 years. Recordings of meetings will be disposed of in accordance with the *State Records Act 2000*.

The official record of the meeting will be the written minutes kept in accordance with the *State Records Act 2000* and the *Local Government Act 1995*.

1.7 Risk

Under section 9.57A of the *Local Government Act 1995* the Shire is not liable for an action for defamation in relation to matters published on its official website as part of a broadcast, audio recording, or video recording, of Council proceedings:

- Council Members and Shire officers are not liable in defamation for any defamation statements made in good faith.
- Council Members, Shire officers and members of public are not liable in defamation for any statements to which a defence is available under the *Defamation Act 2005*.

The Presiding Member may rule at any time prior to or during a meeting that the live streaming and recording be stopped. The live streaming and recording will be stopped following such a ruling unless Council resolves to disagree with the ruling of the Presiding Member.

The Presiding Member may rule to recommence the live streaming and recording. The live streaming and recording will be recommenced following such a ruling unless Council resolves to disagree with the ruling of the Presiding Member.

Following any meeting, the Presiding Member or the Chief Executive Officer may exclude all or part of any meeting recording considered inappropriate to be published.

Material considered to be inappropriate may include, but is not limited to, material that may:

- Be defamatory.
- Infringe copyright.
- Breach the privacy of an individual or provide unauthorised disclosure of the personal information of an individual.
- Be offensive, abusive, or discriminatory.



- Constitute hatred or vilification of another person; and
- Disclose confidential or privileged information.

1.8 Disclaimers

The opinions or statements made during a recording of a Council meeting are those of the individuals, and not necessarily the opinions or statements of Council. Council does not necessarily endorse or support the views, opinions, standards or information contained in the live streaming and recording of meetings.

Shire of Northam does not accept any responsibility or liability for any loss, damage, cost or expense incurred as a result of the viewing, use or reliance on information or statements provided in the live streaming of meetings. Confirmed Council minutes provide the only definitive record of Council's decisions.

1.9 Licence and Use of Live Streams and Recordings

Access to live streams and recordings of Council meetings are provided on the Shire's website, or appropriate social media platform, and are for personal and non-commercial use.

Copying or distribution of any part of the live stream or recording is not permitted. The Shire reserves all rights in relation to its copyright. Video, images and audio contained in a live stream or recording must not be altered, reproduced or republished without the permission of the Shire.



GOVERNANCE

G 1.1 Council Members – Training and Continuing Professional Development

Responsible Department	Chief Executive Officer
Resolution Number	C.4691
Resolution Date	15/03/2023
Next Scheduled Review	2025
Related Shire Documents	
Related Legislation	Local Government Act 1995 s5.128

OBJECTIVE

To give effect to the Shire's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

~~The *Local Government Act 1995* requires all Council Members to undertake compulsory training within 12 months of being elected. The Shire of Northam is required under the *Local Government Act 1995* to adopt and report on compulsory training and continuing professional development for Council Members of the Shire of Northam.~~

SCOPE

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

~~This policy applies to Council Members of the Shire of Northam (Shire).~~

POLICY

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
~~CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2~~



The Policy consists of three parts which have distinct obligations.
'Part 1: Mandatory Council Member Training' sets out the legislative requirements that newly elected Council Members must undertake Compulsory Council Member Training. Newly elected Council Members who complete the Compulsory Council Member Training are deemed to have met their Continuing Professional Development (CPD) requirements under Part 2 for the first two years of their term.
'Part 2: Continuing Professional Development' requires Council Members to undertake CPD as determined by Council. This applies to all Council Members. However, newly elected Council Members who undertake the Compulsory Council Member Training under Part 1 are deemed to have met their Continuing Professional Development requirements for the first two years of their term.
'Part 3: Reporting' sets out the reporting requirements under the *Local Government Act 1995*.

Part 1 - Mandatory Council Member Training

Council Members of the Shire have significant and complex roles that require a diverse skillset.

Following each election, the Shire will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government.

Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

All Council Members elected to Council ~~following the 2019 election~~ are required ~~under the Local Government Act 1995~~ to complete the Council Member Essentials Course under the *Local Government Act 1995*. - The course must be completed within 12 months of appointment to Council. This course covers the following units:

- a. Understanding Local Government.
- b. Serving on Council.
- c. Meeting Procedures.
- d. Conflicts of Interest; and
- e. Understanding Financial Reports and Budgets.

A Council Member may be exempt from completing this training if they meet limited exemptions listed in the *Local Government (Admin) Regulations 1996 s.36(1)(a)*.

A Council Member is exempt from the requirement to complete mandatory training if said Council Member has passed the mandatory training or a Diploma of Local

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2



Government (Elected Member) in the period of 5 years ending immediately before the day on which the Council Member is elected.

Simply put, once a new Council Member has completed the mandatory training in the first 12 months of being elected, they will not be required to re-sit the course unless they are re-elected into a third term.

The training is valid for five years so a Council Member is only required to undertake the training following at every election for a second term election. The course must be completed within 12 months of appointment to Council.

The Council Member Essentials Course will be sourced and funded by the Shire of Northam at no cost to the individual Council Member. training allowance

1.1 Cost of Training

- a. The Council Member Essentials Course will be sourced by the Shire of Northam at no cost to Council Members.

Part 2 - Continuing Professional Development

The Shire is committed to the Continuing Professional Development of Council Members to benefit Council, the Shire and the community and: in accordance with section 5.128 of the Local Government Act 1995.

This includes Continuing Professional Development that:

- a. Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government:-
- b. Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire:-
- c. Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role: or
- d. Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire community.

Eligible Continuing Professional Development activities include:

- a. WA Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.
- b. Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- c. Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- d. Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2



- e. Training relevant to the outcomes listed above offered by accredited organisations.
- f. Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire's Plan for the Future or other strategic documents.

~~Continuing Professional Development (CPD) opportunities will be provided to the Shire of Northam Council Members.~~

~~The opportunities will be in line with the strategic direction of the Shire of Northam:~~

- ~~a. People;~~
 - ~~b. Planet;~~
 - ~~c. Place;~~
 - ~~d. Prosperity; and~~
- ~~Performance.~~

Council Members may attend professional development opportunities of their choice that supports their role as an Elected Member. Professional development can take several forms including formal qualifications, short-courses, seminars and conferences. ~~Only those CTraining paid for in accordance with this policy must have benefit to Council, the Shire and the community.~~ Continuing Professional Development opportunities will only be provided by industry recognised training providers, peak bodies or professional/reputable organisations will be supported.

In accordance with Section 5.90A of the *Local Government Act 1995*, the definition of an event includes conferences. Council ~~p~~olicy G 1.2 Attendance at Events – Council Members and the Chief Executive Officer governs attendance at conferences which may contribute to the professional development of a ~~n~~ Elected Council Member.

CPD Hours

Each Council Member ~~elected~~ must complete 10 CPD hours ~~every~~ within two years following an ~~from~~ ordinary election to ordinary election. Council Members are encouraged to identify their individual training needs to enhance their effectiveness and address ~~any~~ skill gaps. Assistance may be sought from the Shire President or Chief Executive Officer to identify any training that may be beneficial.

Part 3 – Cost of Training

In accordance with this policy, the Shire will fund training provided the training is in relation to a Council Member's role. This includes any costs associated with:

- a. Event registration and booking fees.
- b. Travel.
- c. Accommodation.

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2



Shire of Northam Policy Manual (Section I)
Policy

G 1.1 Council Members - Continuing Professional Development

d. Meals and incidentals (excluding alcohol).

Costs incurred for cancelling, changing or modifying a booking for registration, travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member;
- or
- b. A requirement or for the convenience of the Shire, are to be paid by the Shire.

The Shire will not reimburse any fees in relation to Council Member participation in Continuing Professional Development or mandatory training if the participation occurs during any of the following periods:

- a. The period of 3 months before the Council Member or Shire President's term ends.
- b. If the Shire President or Council Member provides a notice of resignation to the Chief Executive Officer and undergoes training between the date the resignation is received, and their actual end date or;
- c. If the Shire President or Council Member is in a period of suspension.

Any training/professional development proposal that exceeds the Council Member training/professional development budget allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall. Requests for considered by

Part 4 – Request for Approval

Council Members who wish to attend training or professional development may make application by providing the following details to the Chief Executive Officer in writing:

- a. Course or event title, provider or organiser name, location and date;
- b. Copy of, or link to program, course outline or other summary of content;
- c. An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d. Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

Approval

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2



Approval for Council Member attendance may be granted by:

- a. The Chief Executive Officer where the:
 - i. Application complies with this policy;
 - ii. Event is to be held within Australia or New Zealand; and
 - iii. There are sufficient funds available in the Council Member training/professional development budget allocation to meet costs of attendance.
- b. Resolution of Council where the:
 - i. Application has been refused by the Chief Executive Officer;
 - ii. Application does not comply with this policy;
 - iii. Estimated costs of attendance exceed the available balance of the Council Member annual training/professional development budget allocation; or
 - iv. Event is to be held outside of Australia or New Zealand.

2.1 CPD Hours

~~Each Council Member elected after 2019 must complete 10 CPD hours every two years from ordinary election to ordinary election.~~

~~The Shire of Northam will organise training sessions that meet the intent of the policy where all Council Members are invited to attend to meet their obligations as a Council group at the Shire of Northam.~~

~~All training will be funded by the Shire of Northam at no cost to Council Members.~~

Part 35 – Reporting

~~In accordance with s.5.127 of the Local Government Act 1995, the Shire is required to report annually on completed training completed by Council Members in the previous financial year and a completed training register this must be published on the Shire of Northam website for that financial year within 1 month after the end of the financial year. This will include the Council Member Essentials Course and any continuing professional development undertaken completed by Council Members.~~

Part 6 – Sharing of Knowledge

~~In order to realise the maximum benefit for the Shire, Council Members will provide a report on training undertaken (with the exception of mandatory training, unless otherwise requested) to Viva Engage, known as "Yammer".~~

~~The report should include:~~

- ~~a. Key features and benefits of the training or professional development.~~
- ~~b. Ideas or innovations identified through training or professional development that relate to the Shire's strategic objectives.~~

~~CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3~~
~~CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2~~



If further information is requested, time can be made prior to a Council Forum Meeting for a brief presentation.

Part 7 – Council Member Commitment

Council Members are committed to:

- a. Take a positive approach to identifying opportunities for improvement and professional development.
- b. Prepare for, participate in and complete professional development and training approved/booked under this policy.
- c. Apply the benefits of professional development to fulfilling their Council Member role, including by sharing their knowledge with other Council Members.
- d. Make reasonable efforts to confirm their availability, or otherwise, to the **Chief Executive Officer** before booking deadlines.
- e. When requested, advise the **Chief Executive** Officer of alternative dates / times that they would be available to facilitate their participation in training.
- f. Advise the Chief Executive Officer, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, the cost will be taken from the Council Member budget allocation for training/professional development.

Part 8 – Review of Policy

This Policy must be reviewed and adopted by absolute majority ~~after following~~ within 12 months after each election cycle, or at any other time as required. The Chief Executive Officer ~~EO~~ must publish the ~~reviewed Policy document~~ to the Shire's of ~~Northam~~ website.

CEO-POLICY-19 G 1.1 Council Members – Training and Continuing Professional Development_V3
CEO-POLICY-19 G 1.1 Council Members - Continuing Professional Development_V2



GOVERNANCE

G 1.1 Council Members – Training and Continuing Professional Development

<i>Responsible Department</i>	Chief Executive Officer
<i>Resolution Number</i>	C.4691
<i>Resolution Date</i>	15/03/2023
<i>Next Scheduled Review</i>	2025
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Local Government Act 1995 s5.128

OBJECTIVE

To give effect to the Shire's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

SCOPE

This policy applies to Council Member training and continuing professional development, including mandatory training required under s.5.126 of the Act.

POLICY

Part 1 - Mandatory Council Member Training

Council Members have significant and complex roles that require a diverse skillset.

Following each election, the Shire will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to



understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government.

Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

All Council Members elected to Council are required to complete the Council Member Essentials Course under the *Local Government Act 1995*. The course must be completed within 12 months of appointment to Council. This course covers the following units:

- a. Understanding Local Government
- b. Serving on Council
- c. Meeting Procedures
- d. Conflicts of Interest
- e. Understanding Financial Reports and Budgets.

A Council Member may be exempt from completing this training if they meet limited exemptions listed in the *Local Government (Admin) Regulations 1996* s.36(1)(a).

A Council Member is exempt from the requirement to complete mandatory training if said Council Member has passed the mandatory training or a Diploma of Local Government (Elected Member) in the period of 5 years ending immediately before the day on which the Council Member is elected.

Simply put, once a new Council Member has completed the mandatory training in the first 12 months of being elected, they will not be required to re-sit the course unless they are re-elected into a third term.

The Council Member Essentials Course will be sourced and funded by the Shire at no cost to the individual Council Member.

Part 2 - Continuing Professional Development

The Shire is committed to the Continuing Professional Development of Council Members to benefit Council, the Shire and the community and in accordance with section 5.128 of the *Local Government Act 1995*.

This includes Continuing Professional Development that:

- a. Enhances the understanding of Council Member roles and responsibilities, and/or the role and function of Local Government;
- b. Assists Council Members to develop knowledge and skills in relation to the strategic objectives of the Shire;



- c. Enables Council Members to further develop personal and professional skills necessary for excellence in performance of the Council Member role; or
- d. Supports Council Members in developing and maintaining positive and healthy communication, team culture and relationships, to facilitate excellent teamwork to achieve outcomes that deliver good government for the Shire community.

Eligible Continuing Professional Development activities include:

- a. WA Local Government Association (WALGA) and Australian Local Government Association (ALGA) conferences.
- b. Special 'one off' conferences called for or sponsored by WALGA and/or ALGA on important Local Government issues.
- c. Annual conferences of the major professions in Local Government and other institutions of relevance to Local Government activities.
- d. Other Local Government-specific training courses, workshops and forums, relating to the outcomes listed above.
- e. Training relevant to the outcomes listed above offered by accredited organisations.
- f. Conferences, training, workshops or seminars that address the initiatives and projects identified in the Shire's Plan for the Future or other strategic documents.

Council Members may attend professional development opportunities of their choice that supports their role as an Elected Member. Professional development can take several forms including formal qualifications, short-courses, seminars and conferences. Only those Continuing Professional Development opportunities provided by industry recognised training providers, peak bodies or professional/reputable organisations will be supported.

In accordance with Section 5.90A of the *Local Government Act 1995*, the definition of an event includes conferences. Council Policy G 1.2 Attendance at Events – Council Members and the Chief Executive Officer governs attendance at conferences which may contribute to the professional development of a Council Member.

CPD Hours

Each Council Member must complete 10 CPD hours within two years following an ordinary election. Council Members are encouraged to identify their individual training needs to enhance their effectiveness and address any skill gaps. Assistance may be sought from the Shire President or Chief Executive Officer to identify any training that may be beneficial.



Part 3 – Cost of Training

In accordance with this policy, the Shire will fund training provided the training is in relation to a Council Member's role. This includes any costs associated with:

- a. Event registration and booking fees.
- b. Travel.
- c. Accommodation.
- d. Meals and incidentals (excluding alcohol).

Costs incurred for cancelling, changing or modifying a booking for registration, travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member;
or
- b. A requirement or for the convenience of the Shire, are to be paid by the Shire.

The Shire will not reimburse any fees in relation to Council Member participation in Continuing Professional Development or mandatory training if the participation occurs during any of the following periods:

- a. The period of 3 months before the Council Member or Shire President's term ends.
- b. If the Shire President or Council Member provides a notice of resignation to the **Chief Executive Officer** and undergoes training between the date the resignation is received, and their actual end date or;
- c. If the Shire President or Council Member is in a period of suspension.

Any training/professional development proposal that exceeds the Council Member training/professional development budget allocation will be referred for Council decision. Alternatively, the Council Member may choose to privately fund any shortfall.

Part 4 – Request for Approval

Council Members who wish to attend training or professional development may make application by providing the following details to the Chief Executive Officer in writing:

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Part 5 – Reporting

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- f. **Advise the Chief Executive Officer, at the earliest opportunity, if they are unable to attend planned / booked training. Where training costs are unable to be refunded, the cost will be taken from the Council Member budget allocation for training/professional development.**

Part 8 – Review of Policy

This Policy must be reviewed and adopted by absolute majority within 12 months after each election cycle, or at any other time as required. The Chief Executive Officer must publish the Policy to the Shire's website.

13.1.2 Disposal of 116 (Lot 255) Peel Terrace, Northam

File Reference:	A13092
Reporting Officer:	Britt Hadlow (Governance Coordinator), Kristy Hopkins (Procurement Coordinator)
Responsible Officer:	Debbie Terelinck (Chief Executive Officer)
Officer Declaration of Interest:	Nil.
Voting Requirement:	Simple Majority
Press release to be issued:	Public Notice

BRIEF

Preparations are underway for the sale of 116 (Lot 255) Peel Terrace, Northam, commonly known as the old Shire Depot. The preferred method for disposal of the property is by public tender and Council approval is sought to proceed on this basis.

ATTACHMENTS

1. CONFIDENTIAL REDACTED - Valuation - 116 (Lot 255) Peel Terrace, Northam [13.1.2.1 - 47 pages]
2. Easement Locations - 116 (Lot 255) Peel Terrace, Northam [13.1.2.2 - 2 pages]
3. Contaminated Site Basic Summary of Records 116 (Lot 255) Peel Terrace Northam [13.1.2.3 - 3 pages]
4. Site Aerial View 116 (Lot 255) Peel Terrace Northam [13.1.2.4 - 1 page]

A. BACKGROUND / DETAILS

Since the new Shire Depot has been built, officers have been preparing and investigating the most appropriate course of action for the disposal of the old Shire Depot.

The old Shire Depot has been subject to a valuation that is detailed in confidential Attachment 13.1.2.1. The valuation details what the premises is worth, the improvements that have been made to the property and the industry that would be most suited to the area.

An application for an easement has been lodged with Landgate as there is currently drainage and access issues. A copy of this application has been included in Attachment 13.1.2.2.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity.

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

Objective 10.1: Pursue economic growth, innovation and diversification.

Priority Action: Nil.

Performance Area: Prosperity.

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

Objective 10.2: Promote industrial development with a focus on the Avon Industrial Park and Avon Logistics Hub.

Priority Action: Nil.

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

A public tender process is considered the most cost effective means of disposing of the site, noting there will be costs associated with advertising rather than undertaking the disposal by public auction.

It is anticipated that there will be interest in the public tender. If, however the public tender process is unsuccessful, it is proposed that an agent be engaged to sell the property by public advertisement.

A Settlement Agent will be engaged to assist with finalising the sale and this will incur costs.

B.3 Legislative Compliance

Local Government Act 1995 s.3.58 - Disposing of property

This section outlines the requirements for disposal of property in accordance with the Act. Property can be disposed of by one of the following:

- (a) the highest bidder at a public auction
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (c) Local public notice of the proposed disposition.

Local Government Act 1995 s.3.59 - Commercial enterprises by local governments

A major land transaction is \$10,000,000 or 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year for a metropolitan council or major regional council and \$2,000,000 or 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year for any other local government.

Based on the current valuation, this disposal does not fall within these parameters and is not considered a major land transaction.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Officers have consulted with WALGA and other Local Governments to assist with the investigations into the most appropriate method of disposing of the property.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Property does not sell via public tender.	Possible (3) x Medium (3) = Moderate (9)	Enlist an agent to assist with selling via public advertisement at valuation cost (or similar).
Health & Safety	N/A		
Reputation	Local residents are not aware of the sale of the property and the property is sold to a non-local.	Possible (3) x Minor (2) = Moderate (6)	Ensure the public tender is advertised locally as well as Statewide.
Service Interruption	N/A		
Compliance	Non-compliance with the <i>Local Government Act 1995</i> .	Possible (3) x Medium (3) = Moderate (9)	The Act provisions have been reviewed, as well as advice being sought from WALGA and other Local Governments in relation to the disposal of property process.
Property	The easement is not approved through Landgate.	Unlikely (2) x Medium (3) = Moderate (6)	Propose alternate easement plan.
Environment	N/A		

B.7 Natural Environment Considerations

Since the enactment of the *Contaminated Sites Act 2003*, the Department of Environment Regulation maintains a public database in Western Australia of land that has been classified as contaminated. The property has been classified by the Department of Water & Environmental Regulation (DWER) as 'Remediated for Restricted Use'.

The property has been utilised as a municipal depot for an extended period of time including the storage of bulk petroleum fuels in underground fuel tanks. Remediation works have been completed.

The report confirms that there is previous contaminating use, ground water contamination and known past underground storage of contaminant materials.

The DWER Report can be found in Attachment 13.1.2.3.

C. OFFICER'S COMMENT

It has been determined that the most appropriate way to dispose of the property is by public tender. The Local Government Act 1995 stipulates that if the property is sold by auction it must go to the highest bidder, however, by selling via public tender, the Shire has some control over the successful buyer and may deem that a tender submission that is not necessarily the highest submission is the most appropriate and advantageous industry to move to the area.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4994

Moved: Cr D A Hughes

Seconded: Cr A J Mencshelyi

That Council AUTHORISES the Chief Executive Officer to issue a public tender for the disposal of 116 (Lot 255) Peel Terrace, Northam (the old Shire Depot).


CARRIED 8/0

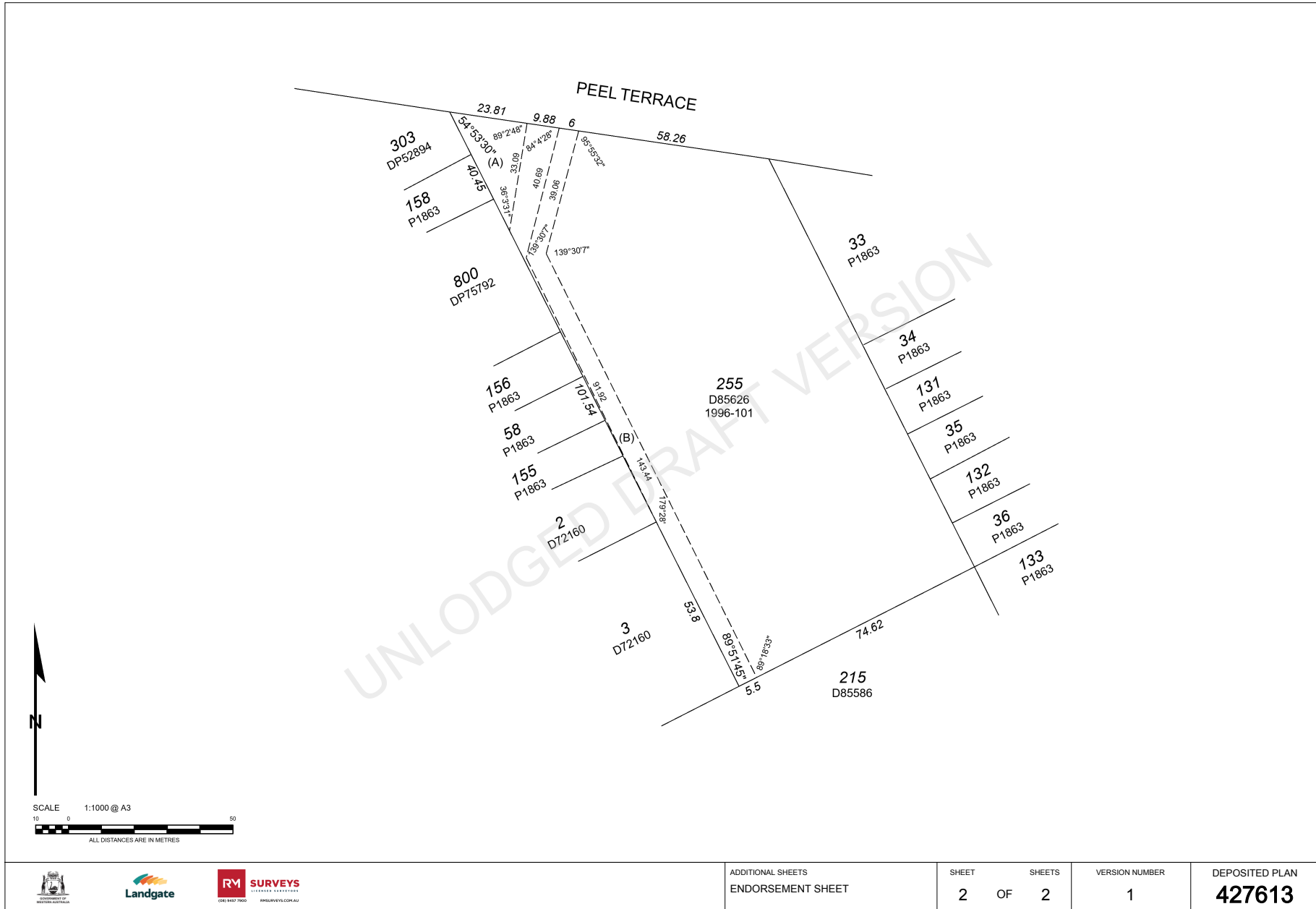
For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

<p>Plan Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Tenure Type</td> <td>Freehold</td> </tr> <tr> <td>Plan Type</td> <td>Deposited Plan</td> </tr> <tr> <td>Plan Purpose</td> <td>Interest Only</td> </tr> </table> <p>Plan Heading</p> <p>EASEMENTS OVER: 255/D85626</p> <p>Locality and Local Government</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Locality</td> <td>NORTHAM</td> </tr> <tr> <td>Local Government</td> <td>SHIRE OF NORTHAM</td> </tr> </table>	Tenure Type	Freehold	Plan Type	Deposited Plan	Plan Purpose	Interest Only	Locality	NORTHAM	Local Government	SHIRE OF NORTHAM	<p>Survey Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Survey Method</td> <td>Conventional Survey</td> </tr> <tr> <td>Field Records</td> <td></td> </tr> <tr> <td>Declared as Special Survey Area</td> <td>No</td> </tr> </table> <p>Survey Certificate - Regulation 54</p> <p>I hereby certify that this plan is accurate and is a correct representation of the ---- (a) * survey; and/or (b) * calculations from measurements recorded in the field records; [* delete if inapplicable] undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.</p> <p style="text-align: right;">_____ Date</p> <p>Licensed Surveyor</p> <p>Survey Organisation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name</td> <td>RM SURVEYS</td> </tr> <tr> <td>Address</td> <td>WILLETTON 6955</td> </tr> <tr> <td>Phone</td> <td>94577900</td> </tr> <tr> <td>Fax</td> <td>94577922</td> </tr> <tr> <td>Email</td> <td>cadastral@rmsurveys.com.au</td> </tr> <tr> <td>Reference</td> <td>NORTH-PEEL</td> </tr> </table>	Survey Method	Conventional Survey	Field Records		Declared as Special Survey Area	No	Name	RM SURVEYS	Address	WILLETTON 6955	Phone	94577900	Fax	94577922	Email	cadastral@rmsurveys.com.au	Reference	NORTH-PEEL	<p>Affected Tenure</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Plan Number</th> <th>Lot Numbers</th> <th>Title Reference</th> <th>Subject Land Description</th> </tr> </thead> <tbody> <tr> <td>D85626</td> <td>LOT 255</td> <td>1996-101</td> <td></td> </tr> </tbody> </table> <p>New Interests</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>Purpose</th> <th>Statutory Reference</th> <th>Origin</th> <th>Land Burdened</th> <th>Benefit To</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>(B)</td> <td>EASEMENT</td> <td>SEC. 195 OF THE LAA 1997</td> <td>DOC</td> <td>D85626: 255</td> <td>SHIRE OF NORTHAM</td> <td>Drainage</td> </tr> <tr> <td>(A)</td> <td>EASEMENT</td> <td></td> <td>DOC</td> <td>D85626: 255</td> <td>P52894: 303 P1863: 158 P75792: 800</td> <td>Access Easement</td> </tr> </tbody> </table>	Plan Number	Lot Numbers	Title Reference	Subject Land Description	D85626	LOT 255	1996-101		Subject	Purpose	Statutory Reference	Origin	Land Burdened	Benefit To	Comments	(B)	EASEMENT	SEC. 195 OF THE LAA 1997	DOC	D85626: 255	SHIRE OF NORTHAM	Drainage	(A)	EASEMENT		DOC	D85626: 255	P52894: 303 P1863: 158 P75792: 800	Access Easement
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UNLOGGED DRAFT VERSION

	ADDITIONAL SHEETS ENDORSEMENT SHEET	SHEET 1 OF 2	SHEETS	VERSION NUMBER 1	DEPOSITED PLAN 427613
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Government of Western Australia
Department of Water and Environmental Regulation

Page 1 of 3

Contaminated Sites Act 2003
Basic Summary of Records Search Response

Report generated at 10:10:43AM, 05/02/2024

Receipt No:

ID No: 14007

Search Results

This response relates to a search request received for:

116 Peel Tce
Northam, WA, 6401

This parcel belongs to a site that contains 2 parcel(s).

According to Department of Water and Environmental Regulation records, this land has been reported as a known or suspected contaminated site.

Address	116 Peel Tce Northam, WA, 6401
Lot on Plan Address	Lot 255 On Diagram 85626
Parcel Status	<p>Classification: 08/01/2013 - Remediated for restricted use</p> <p>Nature and Extent of Contamination:</p> <p>Following remediation in 2011, hydrocarbons remained in soils near former underground storage tanks at depths between 0.5 and 6 metres below ground level.</p> <p>Metals and the organochloride pesticide DDT are also present in soil at the site.</p> <p>Metals are present in groundwater beneath the site. The hydrocarbon benzene was detected in groundwater in the southern portion of the site.</p> <p>Restrictions on Use:</p> <p>Other than for analytical testing, groundwater abstraction is not permitted at this site because of the nature and extent of groundwater contamination.</p> <p>The land use of the site is restricted to commercial/industrial use. The site should not be developed for a more sensitive use such as recreational open space; residential use or childcare centres without further contamination assessment.</p> <p>Reason for Classification:</p> <p>This site was reported to the Department of Environment and Conservation (DEC) as per reporting obligations under section 11 of the 'Contaminated Sites Act 2003', which commenced on 1 December 2006. The site classification is based on information submitted to DEC by November 2012.</p> <p>This site has been used as a municipal depot for more than 20 years, including the storage of bulk petroleum fuels. This is a land use that has the potential to cause contamination, as specified in the guideline 'Potentially Contaminating Activities, Industries and Landuses' (Department of Environment, 2004).</p>

Disclaimer

This Summary of Records has been prepared by Department of Water and Environmental Regulation (DWER) as a requirement of the Contaminated Sites Act 2003. DWER makes every effort to ensure the accuracy, currency and reliability of this information at the time it was prepared, however advises that due to the ability of contamination to potentially change in nature and extent over time, circumstances may have changed since the information was originally provided. Users must exercise their own skill and care when interpreting the information contained within this Summary of Records and, where applicable, obtain independent professional advice appropriate to their circumstances. In no event will DWER, its agents or employees be held responsible for any loss or damage arising from any use of or reliance on this information. Additionally, the Summary of Records must not be reproduced or supplied to third parties except in full and unabridged form.



Contaminated Sites Act 2003 Basic Summary of Records Search Response

Report generated at 10:10:43AM, 05/02/2024

A limited contamination assessment was undertaken in 2011 during the removal of underground fuel storage tanks (USTs) from four separate locations at the site. The assessment was restricted to soil in the immediate area around the fuel storage and dispensing infrastructure. Field screening of soil samples indicated that soils across the site contained elevated levels of volatile organic compounds, indicating possible hydrocarbon (such as from petrol, diesel or oil) impacts at the site.

The soil sampling and analysis confirmed that hydrocarbons were present in soils at concentrations exceeding Ecological Investigation Levels and, in the absence of speciation analysis, potentially exceeding Health-based Investigation Levels for commercial and industrial sites, as published in 'Assessment Levels for Soil, Sediment and Water' (DEC, 2010).

The most severely impacted soils were removed off-site and disposed at a licensed landfill. Subsequent validation sampling in the excavation pits, along with further investigation of surrounding soils, confirmed that hydrocarbons remained in soil at depths between 0.5 and 6 metres below ground level, at concentrations exceeding Ecological Investigation Levels and Health-based Investigation levels for residential land use, but below Health-based Investigation Levels for commercial and industrial sites, as published in 'Assessment Levels for Soil, Sediment and Water' (DEC, 2010).

Further investigations conducted between July and October 2012 found that heavy metals and the organochloride DDT were present in soils at concentrations exceeding Ecological Investigation Levels, but below Health Investigation Levels for all landuses, as published in 'Assessment Levels for Soil, Sediment and Water' (DEC, 2010).

The hydrocarbon benzene and heavy metals were present in groundwater at concentrations exceeding Aquatic Ecosystems - Freshwater guidelines, Australian Drinking Water Guidelines and/or domestic non-potable groundwater use guidelines, as published in 'Assessment Levels for Soil, Sediment and Water' (DEC, 2010). The heavy metal concentrations are thought to reflect the background groundwater quality of the area.

As the site is contaminated and has been remediated such that it is suitable for the current commercial/industrial landuse, but may not be suitable for a more sensitive landuse, the site is classified as 'remediated for restricted use'.

A memorial stating the site's classification has been placed on the Certificate of Title, and will trigger the need for further investigations and risk assessment should the site be proposed for a more sensitive land use.

DEC, in consultation with the Department of Health, has classified this site based on the information available to DEC at the time of classification. It is acknowledged that the contamination status of the site may have changed since the information was collated and/or submitted to DEC, and as such, the usefulness of this information may be limited.

In accordance with Department of Health advice, if groundwater is being, or is proposed to be abstracted, DEC recommends that analytical testing should be carried out to determine whether the groundwater is suitable for its intended use.

Action Required

The land use of the site is restricted to commercial/industrial use. The site should not be developed

Disclaimer

This Summary of Records has been prepared by Department of Water and Environmental Regulation (DWER) as a requirement of the Contaminated Sites Act 2003. DWER makes every effort to ensure the accuracy, currency and reliability of this information at the time it was prepared, however advises that due to the ability of contamination to potentially change in nature and extent over time, circumstances may have changed since the information was originally provided. Users must exercise their own skill and care when interpreting the information contained within this Summary of Records and, where applicable, obtain independent professional advice appropriate to their circumstances. In no event will DWER, its agents or employees be held responsible for any loss or damage arising from any use of or reliance on this information. Additionally, the Summary of Records must not be reproduced or supplied to third parties except in full and unabridged form.



Contaminated Sites Act 2003
Basic Summary of Records Search Response

Report generated at 10:10:43AM, 05/02/2024

	for a more sensitive use such as recreational open space; residential use or childcare centres without further contamination assessment.
Certificate of Title Memorial	Under the Contaminated Sites Act 2003, this site has been classified as "remediated for restricted use". For further information on the contamination status of this site, please contact the Contaminated Sites Branch of the Department of Environment & Conservation.
Current Regulatory Notice Issued	Type of Regulatory Notice: <i>Nil</i> Date Issued: <i>Nil</i>
General	No other information relating to this parcel.

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President C R Antonio declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Northam Chamber of Commerce who are requesting the fee waiver are known to President Antonio.

Cr H J Appleton declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the “Northam Chamber of Commerce” are known to Cr Appleton.

Cr M I Girak declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Northam Chamber of Commerce and the Wheatbelt Business Network are known to Cr Girak.

Cr A J Mencshelyi declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as some Chambers members are known to Cr Mencshelyi.

Cr C M Poulton declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as members of the Chamber of Commerce are known to Cr Poulton.

Cr J E G Williams declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as Cr Williams is the Shire Elected Member representative on the Northam Chamber of Commerce Board. The Chamber is requesting the waiver.

Cr M P Ryan declared an “Impartiality” interest in item 13.1.3 – Request for Fee Waiver – Wheatbelt Futures Forum, as Cr Ryan is a member of the Chamber of Commerce and has been the President of the Chamber of Commerce.

13.1.3 Request for Fee Waiver - Wheatbelt Futures Forum

File Reference:	8.2.1.7
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

The Northam Chamber of Commerce has requested consideration for waiving of fees associated with hiring the Northam Town Hall and Lesser Hall on 30 April and 1 May 2024 for the Wheatbelt Futures Forum.

ATTACHMENTS

Nil

A. BACKGROUND / DETAILS

The Northam Chamber of Commerce, in conjunction with the Wheatbelt Business Network is holding the Wheatbelt Futures Forum on 1 May 2024 with registration fees ranging from \$225 to \$250.

The Forum was a concept borne from the Northam Chamber of Commerce, initially held at Muresk. The organising team has brought the event into the Northam CBD for 2024 to showcase the major service town and gateway to the Wheatbelt.

The Forum showcases the upcoming opportunities for economic growth across a range of industries in the Wheatbelt (from small business to agriculture, mining and tourism) and addresses the challenges that residents and business owners operating in our region are currently facing (including housing, power, communication).

The Wheatbelt Futures Forum brings with it a combined audience/speaker presence of approximately 200 from Perth and the greater Wheatbelt (and beyond) who will each share with their networks the insights gained from this event and be part of the growth that Northam will benefit from in the near future.

The Northam Chamber of Commerce and the Wheatbelt Business Network are non-profit organisations, managed by volunteer boards and as such, they are seeking a fee waiver from the Shire for the hire of the Northam Town Hall and Lesser Hall for 5 hours on 30 April 2024 to set up for the event and the day of 1 May 2024, for a total of \$727.00 plus GST.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity.

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

Objective 10.1: Pursue economic growth, innovation and diversification.

Priority Action: Nil.

B.2 Financial / Resource Implications

The Northam Chamber of Commerce is seeking a waiver for fees relating to hiring the Northam Town Hall and the Lessor Hall across 30 April 2024 and 1 May 2024 for a total of \$727.00 excl. GST.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

C 3.4 Write Off / Waive Fees or Debt

B.5 Stakeholder Engagement / Consultation

Nil.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

The request for a fee waiver for the Wheatbelt Futures Forum aligns with Council's Community Plan to encourage projects that showcase Northam as an attractive destination for investors, business and visitors; helping to grow the economy and local jobs.

The fee waiver request is not able to be approved by the Chief Executive Officer under Council Policy C 3.4 *Write Off / Waive Fees or Debts* as an entry fee is being charged (i.e. a registration fee ranging from \$225 to \$250 for the Forum) and as such the request requires consideration by Council.

If approved, the Northam Chamber of Commerce will be requested to acknowledge the Shire's support for and contribution to the event.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4995

Moved: Cr C M Poulton

Seconded: Cr L C Biglin

That Council APPROVES a fee waiver of \$727.00 (excl. GST) to the Northam Chamber of Commerce for the costs associated with hiring the Northam Town Hall and Lesser Hall on 30 April and 1 May 2024 for the Wheatbelt Futures Forum.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

13.2 ENGINEERING SERVICES

13.2.1 Commemorative Memorials & Plaques in Reserves Policy

File Reference:	2.3.1.2
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Paul Devcic (Executive Manager Engineering Services)
Officer Declaration of Interest:	Policies may impact the Chief Executive Officer and employees.
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to approve a proposed new Commemorative Memorials and Plaques in Reserves Policy.

ATTACHMENTS

1. E S- POLIC Y-08 W 5.8 Commemorative Memorials & Plaques in Reserves _ V 1 - Tracked Changes [**13.2.1.1** - 5 pages]
2. E S- POLIC Y-08 W 5.8 Commemorative Memorials & Plaques in Reserves _ V 1 - Clean Version [**13.2.1.2** - 5 pages]

A. BACKGROUND / DETAILS

A Council Member workshop was held on 20 March 2024 to allow discussion and input into a number of Council policies.

A new policy, Commemorative Memorials and Plaques in Reserves was considered. The purpose of the policy is to provide a transparent and consistent approach when a request for a memorial is received which includes who is responsible for arranging, maintaining and paying for the memorial, as well as what happens in the event that the memorial has to be moved.

The development of this new policy was triggered by a request to install a new memorial on a Shire reserve.

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 cost of the implementation of the Commemorative Memorials and Plaques in Reserves Policy is anticipated to be minimal with the Shire required to provide a tree if this is the chosen memorial. The cost of other memorials will be the responsibility of the applicant.

B.3 Legislative Compliance

N/A

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

A workshop was held with Council Members on 20 March 2024 and minor amendments have been to the Policy since the workshop.

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	Inconsistent approach when processing memorial applications.	Possible (3) x Minor (2) = Moderate (6)	Adopt policy as tabled to Council.
Service Interruption	Scheduling of the planting of a memorial tree falls in a busy period for the Parks & Garden team, and they are unable to plant the tree.	Possible (3) x Insignificant (1) = Low (3)	Inform the applicant that there will be a delay or organise an external contractor to carry out the work.
Compliance	N/A		
Property	Council Reserves become saturated with memorials.	Unlikely (2) x Minor (2) = Low (4)	Ensure the Policy is adhered to including maintaining record

			of existing memorials.
Environment	Invasive species are planted as a memorial.	Possible (3) x Major (4) = High (12)	Ensure the Parks & Gardens team are consulted prior to any trees being planted as per Policy.

B.7 Natural Environment Considerations

The policy ensures that in the event that a tree is planted as a memorial, the Shire is consulted to ensure the species is native to the area to minimise the risk of an invasive species being introduced.

C. OFFICER'S COMMENT

The proposed Commemorative Memorials and Plaques in Reserves Policy is attached in a tracked change and clear version for ease of reference.

It is recommended that the policy be adopted to manage matters of this nature in future and to enable a register to be maintained of the commemorative memorials and plaques placed on Shire-managed land.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4996

Moved: Cr M P Ryan
Seconded: Cr D A Hughes

That Council:

- 1. ADOPTS the Commemorative Memorials and Plaques in Reserves Policy included as Attachment 13.2.1.2; and**
- 2. AUTHORISES the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



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Engineering Department

WORKS

5.9 COMMEMORATIVE MEMORIALS & PLAQUES POLICY

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2026
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<u>Cemeteries Act 1986</u>

OBJECTIVE

To provide guidance for the consistent and effective administration of applications for the installation of commemorative memorials in public reserves and parks within the Shire of Northam (the Shire).

SCOPE

This policy applies to people and associations who wish to:

- Memorialise a deceased person who resided within the Shire and made a significant contribution to the Shire and its community.
- Memorialise a folded association or final event that was based/occurred within the Shire that has made a significant contribution to the Shire and its community.
- Memorialise a notable person, group of people or event that has significant relevance to the Shire or its community.
- Commemorate the anniversary of significant events unique to the Shire's history and development.
- Raise awareness in support of initiatives that recognise victims and specific social issues impacting the community.

POLICY

1. General memorials and plaques

The Shire acknowledges the use of memorials, by way of memorialisation, as a means of assisting people in grieving loved ones or acknowledging organisations, events and specific social issues that have made a significant social and/or cultural contribution towards or have had a significant impact on the community.



A memorial includes plaques, furniture, memorial trees and monuments. The Shire will consider other means of applicants commemorating their loved ones as required.

Applications will be considered on a case-by-case basis.

Disclaimers

- a. Any approval made cannot be taken as a precedent for future approvals.
- b. Any installed memorial that has not been approved by the Chief Executive Officer may result in removal of the memorial. The Shire will not accept liability for any costs associated with this.
- c. Any approved general memorials and plaques will be communicated to Council Members prior to installation.
- d. An applicant can request a specific location for a plaque and/or a tree. Every effort will be made to accommodate the request however, the final decision will be made by the Shire.
- e. The burial of a body or interment of ashes of a deceased person at a memorial site is not permitted on Shire owned or managed property will not be permitted. Specialised facilities are available at the Northam Cemetery where the burial/interment of ashes and memorialising of deceased persons is available, or otherwise approved under the Cemeteries Act 1986.
- f. No personal items are to be fixed on or near the commemorative plaque or tree.

Category 1 - Planting of a commemorative tree without a plaque

- a. The Shire of Northam Parks and Gardens staff will be responsible for the planting of the tree within the Shire's guidelines and in the preferred planting period.
- b. The Shire will be responsible for:
 - i. Costs associated with purchasing and installing the tree;
 - ii. The selection of the most appropriate size and type of tree(s) for the area; and
 - iii. The selection of the most appropriate position and area on the commemoration site.
- c. The applicant will be provided with the opportunity to choose the type of tree if more than one variety is deemed appropriate for the location.
- d. Trees can only be planted on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- e. Where an unauthorised tree planting is identified, the Shire shall determine whether the planting will be retained, relocated or removed.
- f. Should, for any reason, the commemorative tree be required to be removed for works being carried out either by the Shire or external contractors, the tree shall be removed at the expense of the party undertaking the works. Subject to the approval of the Chief Executive Officer, the same tree may be planted either at the cost of the party undertaking the works or the Shire, if appropriate, in the same location or another location nearby.

Category 2 - Installation of a commemorative plaque, or furniture/a monument with an attached plaque



- a. All costs associated with the manufacturing and installation of the furniture, monument or plaque will be met by the applicant. Payment is required before the commencement of any work.
- b. The Shire will only approve any furniture, monument or plaques that meet certain criteria including size, design and wording.
- c. The furniture, monument or plaque will be manufactured by a preferred supplier of the Shire and installed by the Shire.
- d. The Chief Executive Officer must approve the final design and wording of any furniture, monument or plaque before being sent for manufacturing.
- e. The applicant will be responsible for any ongoing or replacement costs including vandalism and/or theft, unless otherwise agreed to by the Shire.
- f. Furniture, monuments or plaques may only be placed on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- g. If the applicant requires a plaque only, it must be contained within an existing garden bed area or integrated with an existing tree.
- h. Should, for any reason, installed furniture, monuments or plaques become disturbed through works either by the Shire or by external contractors, the plaque shall be removed at the expense of the party undertaking the works, and returned to the applicant. Subject to the approval of the Chief Executive Officer, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.

Category 3 - Planting of a commemorative tree with a plaque

- a. All items in Category 1.
- b. All items in Category 2 pertaining to plaques only.

2. Public amenity considerations and exclusions

Whilst the installation of commemorative plaques may serve as appropriate recognition, applications must be carefully considered to ensure they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular park or area does not reach saturation point.

To ensure this does not occur, the following restrictions apply:

- a. Only one memorial will be considered per person, event or occasion unless there are exceptional circumstances and there is a demonstrated justification and need.
- b. No memorials or commemorative infrastructure will be considered on a reserve, facility or location where a memorial already exists, unless there is a justification and need.
- c. Any request for additional memorials must take into consideration the size of the facility or location, existing amenity provision, its purpose and public benefit to the community.
- d. If an application is considered eligible for a location which already has a memorial on it, ~~written permission must be obtained from the existing memorial applicant/family or appropriate guardian before approval can be granted the Shire reserves the right to approve the application without consultation with the family or contact for the existing memorial.~~



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Engineering Department

- e. A commemorative plaque will not be approved where it is for a religious or political affiliation or if in the opinion of the Shire that the commemorative memorial is considered offensive or has the potential to offend.

3. Commemorative memorials, monuments and plaques eligibility criteria and application process

All applications must be made in writing ~~to the Chief Executive Officer~~ and in the form provided in Appendix 1 of this document to the Chief Executive Officer who will make the final determination on the application.

The established assessment criteria provide the basis for determining the eligibility of memorialisation and commemoration of significant events:

- a. The person, organisation or event resided/was based in the Shire for greater than 10 years.
- b. The person, organisation or event has demonstrated evidence of outstanding achievements and significant contributions and/or had a long-standing history with the development of the Shire or the community.
- c. The person, organisation or event contributed ~~to 3 or more~~ significantly to one or more sector within the Shires e.g. sport, education, arts, culture, youth, aged care etc.
- d. The person, organisation or event has a relevant relationship to the proposed site and has a proven longstanding association with that area.
- e. The event or specific social issue must demonstrate significant relevance to the local community.

All applications will be assessed in accordance with the eligibility criteria and must demonstrate details and provide evidence of the eligibility criteria.

The Shire will consider commemorative memorial requests for applications made due to extenuating circumstances, which may not meet the criteria above. These requests will be assessed on a case-by-case basis; however, applications of this nature are still required to have a significant relationship to or impact on the local area and/or local community.

4. Record Management of Memorials and Plaques

A record of all memorials and plaques within the Shire of Northam will be maintained by Engineering Services in the "Commemorative Memorials & Plaques Register" to ensure the area is adequately documented and not accidentally removed in the course of works being carried out by Shire workers or external contractors.



APPENDIX 1

SHIRE OF NORTHAM REQUEST FOR MEMORIAL IN PUBLIC PARK OR RESERVE

Name of Applicant		<u>Address</u>	
Phone No.		<u>Email</u>	
<u>Alternate contact for memorial</u>		<u>Phone No.</u>	
		<u>Email</u>	

Name of nominee
Did the nominee reside/was the nominee based in the Shire of Northam for more than 10 years. Please provide the dates and the area the nominee lived.
Yes / No Dates: _____ Location: _____
Type of memorial being requested, and location.
Please provide details of the outstanding achievements and significant contributions and/or had a long-standing history with the development of the Shire or the community.
What 3 (or more) sectors did the nominee contribute to?
What long standing/ relevant relationship/association does the nominee have to the proposed location.
Please detail the demonstrated significant relevance this commemoration has to the local community.



WORKS

5.9 COMMEMORATIVE MEMORIALS & PLAQUES POLICY

<i>Responsible Department</i>	Engineering Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	2026
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	Cemeteries Act 1986

OBJECTIVE

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- Commemorate the anniversary of significant events unique to the Shire's history and development.
- Raise awareness in support of initiatives that recognise victims and specific social issues impacting the community.

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1. General memorials and plaques

The Shire acknowledges the use of memorials, by way of memorialisation, as a means of assisting people in grieving loved ones or acknowledging organisations, events and specific social issues that have made a significant social and/or cultural contribution towards or have had a significant impact on the community.



A memorial includes plaques, furniture, memorial trees and monuments. The Shire will consider other means of applicants commemorating their loved ones as required.

Applications will be considered on a case-by-case basis.

Disclaimers

- a. Any approval made cannot be taken as a precedent for future approvals.
- b. Any installed memorial that has not been approved by the Chief Executive Officer may result in removal of the memorial. The Shire will not accept liability for any costs associated with this.
- c. Any approved general memorials and plaques will be communicated to Council Members prior to installation.
- d. An applicant can request a specific location for a plaque and/or a tree. Every effort will be made to accommodate the request however, the final decision will be made by the Shire.
- e. The burial of a body or interment of ashes of a deceased person at a memorial site is not permitted. Specialised facilities are available at the Northam Cemetery where the burial/interment and memorialising of deceased persons is available, or otherwise approved under the *Cemeteries Act 1986*.
- f. No personal items are to be fixed on or near the commemorative plaque or tree.

Category 1 - Planting of a commemorative tree without a plaque

- a. The Shire of Northam Parks and Gardens staff will be responsible for the planting of the tree within the Shire's guidelines and in the preferred planting period.
- b. The Shire will be responsible for:
 - i. Costs associated with purchasing and installing the tree;
 - ii. The selection of the most appropriate size and type of tree(s) for the area; and
 - iii. The selection of the most appropriate position and area on the commemoration site.
- c. The applicant will be provided with the opportunity to choose the type of tree if more than one variety is deemed appropriate for the location.
- d. Trees can only be planted on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- e. Where an unauthorised tree planting is identified, the Shire shall determine whether the planting will be retained, relocated or removed.
- f. Should, for any reason, the commemorative tree be required to be removed for works being carried out either by the Shire or external contractors, the tree shall be removed at the expense of the party undertaking the works. Subject to the approval of the Chief Executive Officer, the same tree may be planted either at the cost of the party undertaking the works or the Shire, if appropriate, in the same location or another location nearby.

Category 2 - Installation of a commemorative plaque, or furniture/a monument with an attached plaque

- a. All costs associated with the manufacturing and installation of the furniture, monument or plaque will be met by the applicant. Payment is required before the commencement of any work.



- b. The Shire will only approve any furniture, monument or plaques that meet certain criteria including size, design and wording.
- c. The furniture, monument or plaque will be manufactured by a preferred supplier of the Shire and installed by the Shire.
- d. The Chief Executive Officer must approve the final design and wording of any furniture, monument or plaque before being sent for manufacturing.
- e. The applicant will be responsible for any ongoing or replacement costs including vandalism and/or theft, unless otherwise agreed to by the Shire.
- f. Furniture, monuments or plaques may only be placed on Crown Land in public parks or reserves under the jurisdiction of the Shire, where there is minimal impact.
- g. If the applicant requires a plaque only, it must be contained within an existing garden bed area or integrated with an existing tree.
- h. Should, for any reason, installed furniture, monuments or plaques become disturbed through works either by the Shire or by external contractors, the plaque shall be removed at the expense of the party undertaking the works, and returned to the applicant. Subject to the approval of the Chief Executive Officer, the memorial may be reinstalled, if appropriate, in the same location or installed in another location nearby.

Category 3 - Planting of a commemorative tree with a plaque

- a. All items in Category 1.
- b. All items in Category 2 pertaining to plaques only.

2. Public amenity considerations and exclusions

Whilst the installation of commemorative plaques may serve as appropriate recognition, applications must be carefully considered to ensure they do not negatively impact on the greater good of the community and need to be carefully monitored so that a particular park or area does not reach saturation point.

To ensure this does not occur, the following restrictions apply:

- a. Only one memorial will be considered per person, event or occasion unless there are exceptional circumstances and there is a demonstrated justification and need.
- b. No memorials or commemorative infrastructure will be considered on a reserve, facility or location where a memorial already exists, unless there is a justification and need.
- c. Any request for additional memorials must take into consideration the size of the facility or location, existing amenity provision, its purpose and public benefit to the community.
- d. If an application is considered eligible for a location which already has a memorial on it, the Shire reserves the right to approve the application without consultation with the family or contact for the existing memorial.
- e. A commemorative plaque will not be approved where it is for a religious or political affiliation or if in the opinion of the Shire that the commemorative memorial is considered offensive or has the potential to offend.



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Commemorative Memorials & Plaques Policy
Engineering Department*

3. Commemorative memorials, monuments and plaques eligibility criteria and application process

All applications must be made in writing and in the form provided in Appendix 1 of this document to the Chief Executive Officer who will make the final determination on the application.

The established assessment criteria provide the basis for determining the eligibility of memorialisation and commemoration of significant events:

- a. The person, organisation or event resided/was based in the Shire for greater than 10 years.
- b. The person, organisation or event has demonstrated evidence of outstanding achievements and significant contributions and/or had a long-standing history with the development of the Shire or the community.
- c. The person, organisation or event contributed significantly to one or more sector within the Shire e.g. sport, education, arts, culture, youth, aged care etc.
- d. The person, organisation or event has a relevant relationship to the proposed site and has a proven longstanding association with that area.
- e. The event or specific social issue must demonstrate significant relevance to the local community.

All applications will be assessed in accordance with the eligibility criteria and must demonstrate details and provide evidence of the eligibility criteria.

The Shire will consider commemorative memorial requests for applications made due to extenuating circumstances, which may not meet the criteria above. These requests will be assessed on a case-by-case basis; however, applications of this nature are still required to have a significant relationship to or impact on the local area and/or local community.

4. Record Management of Memorials and Plaques

A record of all memorials and plaques within the Shire of Northam will be maintained by Engineering Services in the “Commemorative Memorials & Plaques Register” to ensure the area is adequately documented and not accidentally removed in the course of works being carried out by Shire workers or external contractors.

13.3 DEVELOPMENT SERVICES

Cr D A Hughes declared an “Impartiality” interest in item 13.3.1 – Review of Health & Building Policies, regarding policy H 6.9 Trading on Thoroughfares & Public Places, as Cr Hughes’ daughter has a coffee van and trades at events throughout the Shire of Northam.

Cr H J Appleton declared an “Impartiality” interest in item 13.3.1 – Review of Health & Building Policies, regarding policy H 6.9 Trading on Thoroughfares & Public Places, as an operator of a number of mobile food vendors are known to Cr Appleton.

13.3.1 Review of Health & Building Policies

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

BRIEF

For Council to review a number of Health and Building policies.

ATTACHMENTS

1. D S- POLIC Y-06 H 6.10 Designated Aerobic Treatment Unit Area - DRAFT [13.3.1.1 - 2 pages]
2. D S- POLIC Y-09 H 6.9 Trading on Thoroughfares & Public Places V 2 - Unmarked [13.3.1.2 - 4 pages]
3. D S- POLIC Y-09 H 6.9 Trading on Thoroughfares & Public Places V 2 - Marked [13.3.1.3 - 4 pages]
4. D S- POLIC Y-10 B 7.1 Amalgamation of Lots for Building Sites V 2 Unmarked [13.3.1.4 - 2 pages]
5. D S- POLIC Y-10 B 7.1 Amalgamation of Lots for Building Sites V 2 Marked [13.3.1.5 - 2 pages]
6. D S- POLIC Y-03 H 6.3 Genetically Modified Crops V 1 TO BE REVOKED [13.3.1.6 - 1 page]
7. D S- POLIC Y-14 B 7.5 Water Tanks Installation V 1 TO BE REVOKED [13.3.1.7 - 1 page]

A. BACKGROUND / DETAILS

A Council Member workshop was held on 20 March 2024 to provide opportunity for input into a number of Council's existing and proposed health and building policies. The following table details the policies to be reviewed and the proposed major changes being presented to Council for consideration.

Policy No.	Policy Title	Comment / Changes	Attachment
H 6.10	Designated Aerobic Treatment Unit Area	Proposed new policy to address the issue of potential significant increase in the number of on-site effluent areas in close proximity to the Avon River.	13.3.1.1
H6.9	Trading on Thoroughfares and Public Places	Minor typographical and local law updates.	13.3.1.2 & 13.3.1.3
B7.1	Amalgamation of Lot for Building Site	Minor typographical changes.	13.3.1.4 & 13.3.1.5
H6.3	Genetically Modified Crops	Proposed to be revoked as previously Council was required to provide comment on proposed genetically modified crop trials and this is no longer the case.	13.3.1.6
B 7.5	Water Tanks Installation	Proposed to be revoked as covered by existing legislation.	13.3.1.7

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

Building Act 2011

Health (Miscellaneous Provisions) Act 1911

Trading on Thoroughfares and Public Places Local Law 2018

B.4 Policy Implications

Various.

B.5 Stakeholder Engagement / Consultation

At the workshop held with Council Members, no significant issues were identified with the proposed new, revised or revoked policies.

B.6 Risk Implications

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	N/A		
Health & Safety	N/A		
Reputation	Council not viewed as being transparent as a result of inadequate policies	Possible (3) x Minor (2) = Moderate (6)	Adopt policies as per recommendation. Publish policy manual on Council website.
Service Interruption	N/A		
Compliance	Non-compliance with LG Act requirements	Possible (3) x Minor (2) = Moderate (6)	Adopt policies referenced in section B.3 of officer report.
Property	N/A		
Environment	N/A		

B.7 Natural Environment Considerations

Proposed new Health Policy H 6.10 is based on the need to consider the ongoing and potential impacts of conventional septic tank and leach drain configurations on the Avon River.

C. OFFICER'S COMMENT

The majority of the policies that have been reviewed require only minor amendments. The policies to be revoked are either no longer relevant or the intent is covered by existing legislation.

The proposed new health policy has been developed to address the ongoing development of existing zoned residential properties in close proximity to the Avon River. These properties are not serviced by reticulated sewer and hence require on-site effluent disposal. There has not been any indication from the Water Corporation that the sewer will be extended to serve this area in the short to medium term.

RECOMMENDATION

That Council:

1. **ADOPTS** the following polices as amended:
 - a. H 6.9 Trading on Thoroughfares and Public Places;
 - b. B 7.10 Amalgamation of Lots for Building Sites;
2. **REVOKES** the following Policies:
 - a. H 6.3 Genetically Modified Crops
 - b. B 7.5 Water Tanks Installation;
3. **ADOPTS** the new Policy H 6.10 Designated Aerobic Treatment Unit Area;
and
4. **AUTHORISES** the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual.

AMENDMENT TO MOTION / COUNCIL DECISION

Minute No: C.4997

Moved: Cr H J Appleton

Seconded: Cr J E G Williams

That Council:

1. **AMEND** recommendation 1(a) to include the below additional amendments to the Policy:
 - a. Under the section on Consideration of Application on Page 4 of Attachment 13.3.1.3 , the second sentence be amended to read "However if you believe there are extenuating or compelling circumstances that the Shire should be made aware of, the Chief Executive Officer will consider an application and make a determination."
 - b. Under the section Definitions on Page 3 of Attachment 13.3.1.3, reference to Food on the Move being removed from the Policy.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

SUBSTANTIVE MOTION / COUNCIL DECISION

Minute No: C.4998

Moved: Cr D A Hughes

Seconded: Cr M P Ryan

That Council:

- 1. ADOPTS the following polices as amended:**
 - a. H 6.9 Trading on Thoroughfares and Public Places with additional amendments to the Policy;**
 - i. Under the section on Consideration of Application on Page 4 of Attachment 13.3.1.3, the second sentence be amended to read "However if you believe there are extenuating or compelling circumstances that the Shire should be made aware of, the Chief Executive Officer will consider an application and make a determination."**
 - ii. Under the section Definitions on Page 3 of Attachment 13.3.1.3, reference to Food on the Move being removed from the Policy.**
 - b. B 7.10 Amalgamation of Lots for Building Sites;**
- 2. REVOKES the following Policies:**
 - a. H 6.3 Genetically Modified Crops**
 - b. B 7.5 Water Tanks Installation;**
- 3. ADOPTS the new Policy H 6.10 Designated Aerobic Treatment Unit Area; and**
- 4. AUTHORISES the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual.**

CARRIED 8/0

Reason for change to the Officer's Recommendation

Currently there are use cases that fall outside of the scope of this policy. These businesses should have the opportunity to be measured on their merit in a timely fashion. Delegating the authority to the Chief Executive Officer allows for this to occur.

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



HEALTH

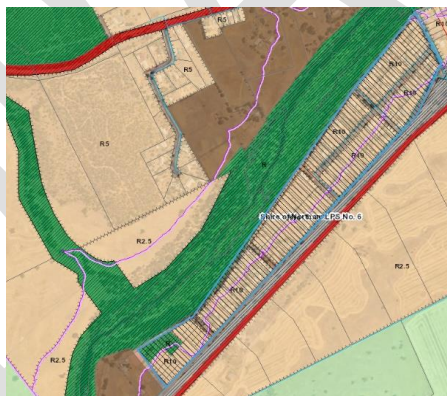
6.10 Designated Aerobic Treatment Unit Area

<i>Responsible Department</i>	Development Services - Health
<i>Resolution Number</i>	TBC
<i>Resolution Date</i>	TBC
<i>Next Scheduled Review</i>	TBC
<i>Related Shire Documents</i>	Local Planning Scheme 6
<i>Related Legislation</i>	Health (Miscellaneous Provisions) Act 1911

OBJECTIVE

To minimise pollution from unsewered development concentrated on flood prone land adjacent the Avon River West of the Northam Townsite.

SCOPE



This policy applies to the portion of land bordered by Burn, Burlong, Tankard and Jelling Streets, Northam located west of the Northam townsite.

POLICY

All applications for approval of onsite effluent disposal for all new development in the area the subject of this policy are required to install a secondary treatment system with nutrient removal that are approved by the WA Department of Health.

DS-POLICY-06 H 6.10 Designated Aerobic Treatment Unit Area - DRAFT



*Shire of Northam Planning Policy Manual (Section I)
Policy
6.10 Designated Aerobic Treatment Unit Area*

A site and soil evaluation may be required to accompany any applications for on-site sewage disposal.

DRAFT

DS-POLICY-06 H 6.10 Designated Aerobic Treatment Unit Area - DRAFT



HEALTH

H 6.9 Trading on Thoroughfares & Public Places

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	
<i>Resolution Date</i>	
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	<i>Thoroughfares and Public Places and Trading Local Law 2018</i>

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.

SCOPE

This policy applies to all stallholders and 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 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.

POLICY

STALLHOLDERS

Definitions

Stall: As defined by the Local Law

Stallholder: As defined by the Local Law



- Community:** As defined as “charitable organisation” by the local law –
Footnote :For the purposes of this policy a Community Organisation is required to be based primarily or have local representation within the Shire of Northam.
- Commercial:** As defined as a “commercial participant” by the local law –
- Public Place:** As defined by the Local Law
- Local Government Property:** As defined by the Local Law
- General Stall:** Is any stall other than a Food Stall.

Types of Stalls

A stall is operated either for COMMUNITY or COMMERCIAL purposes.
A stall is defined as either a FOOD or GENERAL STALL.

Location of Stalls

A COMMERCIAL FOOD OR GENERAL STALL permit will be issued only if the stall is part of a registered event, approved markets or at a sporting event that the organisers have agreed upon the applicant’s inclusion.

Areas where a commercial stall 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);

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

STREET TRADING

DS-POLICY-09 H 6.9 Trading on Thoroughfares & Public Places_V2 - Marked Page
2 of 4



Definitions

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

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

Public Place: As defined by the Local Law

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

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

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. Food on the Move, which is a mobile food business selling food for morning tea & lunch in the Industrial Areas in Northam is an example as well as Snap-on-Tools selling tools from a mobile showroom in Commercial and Industrial areas.

Types of Street Traders

A street trader is either an ITINERANT or REGULAR trader.

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

Location of Traders

Itinerant Food Trader

Areas where an itinerant food 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;



*Shire of Northam Policy Manual (Section I)
Policy
H 6.9 Trading on Thoroughfares & Public Places*

- in road reserves unless the site has a formal parking area (such as rest areas);

Itinerant Non-Food Trader

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

Regular Food Trader

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

Regular Non-Food Trader

No restriction

Consideration of Application

Generally street trading is not supported by the Shire where there are potential conflicts with existing businesses. However if you believe there are extenuating or compelling circumstances that the Council should be made aware of the Council will consider an application and make a determination by resolution at a Council Meeting. In determining an application the Shire will take into consideration, the following:

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

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



HEALTH

H 6.9 Trading on Thoroughfares & Public Places

<i>Responsible Department</i>	Development Services
<i>Resolution Number</i>	G-2877
<i>Resolution Date</i>	16/11/2016
<i>Next Scheduled Review</i>	2018
<i>Related Shire Documents</i>	N/A
<i>Related Legislation</i>	Thoroughfares and Public Places and Trading Local Law 2008 2018

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.

SCOPE

This policy applies to all stallholders and 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 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.

POLICY

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Community: As defined as “charitable organisation” by the local law – 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.

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Public Place: As defined by the Local Law

Local Government Property: As defined by the Local Law

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

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A stall is operated either for COMMUNITY or COMMERCIAL purposes.

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- within the view of road users from any Highway or Freeway;
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- 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);

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

STREET TRADING

~~DS-POLICY-09 H 6.9 Trading on Thoroughfares & Public Places V2 - Marked~~
~~POLICY-09 H 6.9 Trading on Thoroughfares & Public Places_V4~~



Definitions

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

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

Public Place: As defined by the Local Law

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

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

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. Food on the Move, which is a mobile food business selling food for morning tea & lunch in the Industrial Areas in Northam is an example as well as Snap-on-Tools selling tools from a mobile showroom in Commercial and Industrial areas.

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- 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);

Itinerant Non-Food Trader

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

Regular Food Trader

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

Regular Non-Food Trader

No restriction

Consideration of Application

Generally street trading is not supported by the Shire where there are potential conflicts with existing businesses. However if you believe there are extenuating or compelling circumstances that the Council should be made aware of the Council will consider an application and make a determination by resolution at a Council Meeting. In determining an application the Shire will take into consideration, the following:

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

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



BUILDING

B7.1 Amalgamation of Lot for Building Sites

<i>Responsible Department</i>	Executive Manager Development Services
<i>Resolution Number</i>	C.3392
<i>Resolution Date</i>	20/06/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	National Construction Code Series, Building Act 2011

OBJECTIVE

To prevent building over boundaries unless amalgamation has occurred or is imminent.

SCOPE

Applies to all proposed buildings/structures to be built over a lot boundary.

POLICY

1. A Building Permit will only be issued for a proposed building/structure that extends over more than one surveyed allotment (i.e. a building/structure crossing over a boundary) if;
 - a) The Building Surveyor is satisfied that an approved Diagram of Survey has been lodged at the Titles Office and an application for a Certificate of Title for the amalgamated allotments has been registered and accepted; or
 - b) A legal agreement has been entered into and signed by all parties to allow the owners twelve (12) months to amalgamate the allotments & provide a registered Certificate of Title to the Shire & evidence that the amalgamation process has commenced is provided to the Shire.
2. An Occupancy Permit will not be issued until a registered Certificate of Title is provided to the Shire.

Part 1

Exemptions for the requirement to amalgamate shall be applied to:

1. Attached additions under the same ownership that “straddle the internal boundary” and meet the requirements of the National Construction Code;



*Shire of Northam Policy Manual (Section I)
Policy
B 7.1 Amalgamation of Lots for Building Sites*

2. Detached additions/new buildings on the second lot that meet the requirements of the National Construction Code. Note- Formal subdivision of the two lots would be required should the owner sell the property.

Part 2

Occupancy Permits are only required for Class 2-9 Buildings (Commercial) A Registered Certificate of Title demonstrating amalgamation has occurred, will only be required if the Fire Separation requirements of the National Construction Code have not been satisfied.



BUILDING

B7.1 Amalgamation of Lot for Building Sites

<i>Responsible Department</i>	Executive Manager Development Services
<i>Resolution Number</i>	C.3392
<i>Resolution Date</i>	20/06/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	National Construction Code Series, Building Act 2011

OBJECTIVE

To prevent building over boundaries unless amalgamation has occurred or is imminent.

SCOPE

Applies to all proposed buildings/structures to be built over a lot boundary.

POLICY

1. A Building Permit will only be issued for a proposed building/structure that extends over more than one surveyed allotment (i.e. a building/structure crossing over a boundary) if;
 - a) The Building Surveyor is satisfied that an approved Diagram of Survey has been lodged at the Titles Office and an application for a Certificate of Title for the amalgamated allotments has been registered and accepted; or
 - b) A legal agreement has been entered into and signed by all parties to allow the owners twelve (12) months to amalgamate the allotments & provide a registered Certificate of Title to the Shire & evidence that the amalgamation process has commenced is provided to the Shire.
2. An Occupancy Permit will not be issued until a registered Certificate of Title is provided to the Shire.

Part 1

Exemptions for the requirement to amalgamate shall be applied to:

1. Attached additions under the same ownership that “straddle the internal boundary” and meet the requirements of the National Construction Code;



*Shire of Northam Policy Manual (Section I)
Policy
B 7.1 Amalgamation of Lots for Building Sites*

2. Detached additions/new buildings on the second lot that meet the requirements of the National Construction Code. Note- Formal subdivision of the two lots would be required should the owner sell the property.

Part 2

Occupancy Permits are only required for Class 2-9 Buildings (Commercial) A Registered Certificate of Title demonstrating -amalgamation has occurred, will only be required if the Fire Separation requirements of the National Construction Code have not been satisfied.



HEALTH

H 6.3 Genetically Modified Crops

TO BE

<i>Responsible Department</i>	Executive Manager Development Services
<i>Resolution Number</i>	C.2967
<i>Resolution Date</i>	15 March 2017
<i>Next Scheduled Review</i>	
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	

OBJECTIVE

To identify Council's position on Genetically Modified Products to be reviewed whenever further information is forthcoming which may result in Council reviewing and modifying this policy.

SCOPE

Policy gives direction for staff to respond to requests for comment on risk assessment and risk management plans for supply or trials of GM Crops from the Office of Gene Technology Regulator.

POLICY

The Shire of Northam does support the use and development of Genetically Modified Crops in the Shire.



BUILDING

~~B 7.5 Water Tank Installations~~ TO BE REVOKED

<i>Responsible Department</i>	Executive Manager Development Services
<i>Resolution Number</i>	C.3392
<i>Resolution Date</i>	20/06/2018
<i>Next Scheduled Review</i>	2020
<i>Related Shire Documents</i>	
<i>Related Legislation</i>	<i>Building Act 2011 & Building Regulations 2012</i>

OBJECTIVE

To allow for the installation of water tanks.

SCOPE

Applies to all proposed Water Tank Installations.

POLICY

Schedule 4 (Item 8) of the Building Regulations 2012 states that “a building permit is not required for the construction, erection, assembly or placement of a water storage tank with a capacity of 5000 litres or less”.

Any water tank exceeding that capacity will require a Building Permit.

13.4 CORPORATE SERVICES

13.4.1 Accounts & Statement of Accounts - March 2024

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

BRIEF

For Council to receive the accounts for the period of 1 to 31 March 2024.

ATTACHMENTS

1. Accounts & Statement of Accounts - March 2024 [**13.4.1.1** - 45 pages]
2. Declaration March 2024 (1) [**13.4.1.2** - 7 pages]

A. BACKGROUND / DETAILS

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

Pursuant to Financial Management Regulation 13, a list of payments made from Municipal and Trust accounts is required to be presented to Council on a periodical basis. These details are included as Attachment 1. In accordance with Financial Management Regulation 12, the Chief Executive Officer has delegated authority to make these payments.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Payments of accounts are in accordance with Council's 2023/24 Budget.

B.3 Legislative Compliance

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

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Not applicable.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

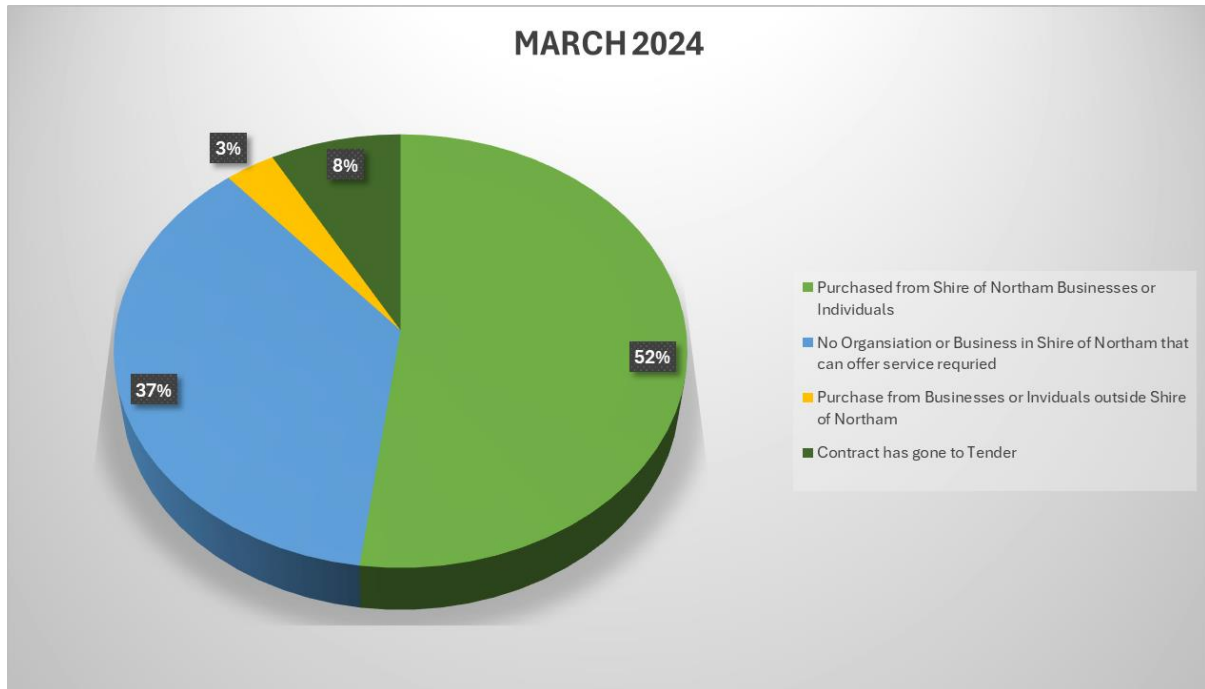
Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service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

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

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



RECOMMENDATION / COUNCIL DECISION

Minute No: C.4999

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

That Council RECEIVES the payments for the period 1 March to 31 March 2024 as listed:

- Municipal Fund payment cheque numbers 35629 to 25633 Total \$88,957.52.
- Municipal Fund EFT50181 to EFT50441 Total \$1,498,485.18.
- Direct Debits Total \$106,590.97.
- Payroll Total \$527,928.18

TOTAL: \$2,221,961.85

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

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

Ordinary Council Meeting Minutes
17 April 2024

Date: 02/04/2024
Time: 5:07:15PM

Shire of Northam

USER: Kristy Hopkins
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
35629	05/03/2024	SHIRE OF NORTHAM	C.202021-08 - 50% RETENTION HELD FOR 12MTHS DEFECT LIABILITY EXP 30/10/2024	1		16,868.36
INV 3603	06/12/2023	SHIRE OF NORTHAM	C.202021-08 - 50% RETENTION HELD FOR 12MTHS DEFECT LIABILITY EXP 30/10/2024	1	9,230.88	
INV RET90131/01/2024		SHIRE OF NORTHAM	C.202324-03 - 50 % RETENTION HELD	1	7,018.74	
INV RET90131/01/2024		SHIRE OF NORTHAM	C.202324-06 - 50 % RETENTION HELD	1	618.74	
35630	05/03/2024	WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 29/11/2023 to 04/02/2024	1		37,716.67
INV 900790902/02/2024		WATER CORPORATION	9007909787 JUBILEE OVAL - 11/01/2024 to 01/02/2024		2.87	
INV 900793806/02/2024		WATER CORPORATION	9007938748 STANDPIPE - LOCKYER RD CLACKLINE - 29/11/2023 to 04/02/2024		22,670.08	
INV 902316406/02/2024		WATER CORPORATION	9023164076 CLACKLINE POST OFFICE - 29/11/2023 to 04/02/2024		68.81	
INV 900793807/02/2024		WATER CORPORATION	9007938967 STANDPIPE - BODEGUERO WAY WUNDOWIE - 27/11/2023 to 05/02/2024		307.69	
INV 900789109/02/2024		WATER CORPORATION	9007891775 HOOPER PARK - 30/11/2023 to 07/02/2024		398.51	
INV 900789109/02/2024		WATER CORPORATION	9007891839 STANDPIPE - KEANE ST BAKERS HILL - 30/11/2023 to 07/02/2024		11,941.88	
INV 900789209/02/2024		WATER CORPORATION	9007892057 BAKERS HILL OLD BFB FIRE SHED - 30/11/2023 to 07/02/2024		246.56	
INV 900784014/02/2024		WATER CORPORATION	9007840281 GRASS VALLEY HALL - 05/12/2023 to 12/02/2024		1,504.68	
INV 900784014/02/2024		WATER CORPORATION	9007840919 GRASS VALLEY MUSEUM - 05/12/2023 to 12/02/2024		57.34	
INV 900784014/02/2024		WATER CORPORATION	9007840214 STANDPIPE - KEANE ST GRASS VALLEY - 05/12/2023 to 12/02/2024		475.24	
INV 900784014/02/2024		WATER CORPORATION	9007840302 GRASS VALLEY BFB FIRE SHED - 05/12/2023 to 12/02/2024		43.01	
35631	14/03/2024	SHIRE OF NORTHAM	BERT HAWKE - BA23253 - PERMIT FEES	1		372.65
INV EO 29.029/02/2024		SHIRE OF NORTHAM	BERT HAWKE - BA23253 - PERMIT FEES	1	171.65	
INV T1079	11/03/2024	SHIRE OF NORTHAM	BCITF COMMISSION - NOVEMBER 2023	1	16.50	
INV T1080	11/03/2024	SHIRE OF NORTHAM	BSL COMMISSION - NOVEMBER 2023	1	135.00	

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INV T1079	11/03/2024	SHIRE OF NORTHAM	BCITF COMMISSION - DECEMBER 2023	1	24.75	
INV T1079	11/03/2024	SHIRE OF NORTHAM	BCITF COMMISSION - JANUARY 2024	1	24.75	
35632	14/03/2024	WATER CORPORATION	9007907431 BERNARD PARK - 10/01/2024 to 07/03/2024	1		21,322.61
INV 900789209/02/2024		WATER CORPORATION	9007892559 BAKERS HILL REC CENTRE - 30/11/2023 to 07/02/2024		1,241.90	
INV 900786829/02/2024		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 01/01/2024 to 28/02/2024		168.39	
INV 900786829/02/2024		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 01/01/2024 to 28/02/2024		137.02	
INV 900786929/02/2024		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 01/01/2024 to 28/02/2024		71.49	
INV 900786929/02/2024		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 01/01/2024 to 28/02/2024		95.95	
INV 900786929/02/2024		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 01/01/2024 to 28/02/2024		202.55	
INV 900787129/02/2024		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 01/01/2024 to 28/02/2024		224.39	
INV 900787229/02/2024		WATER CORPORATION	9007872232 KURINGAL VILLAGE - SERVICE - 01/01/2024 to 28/02/2024		46.33	
INV 900786805/03/2024		WATER CORPORATION	9007868997 WUNDOWIE PUBLIC TOILETS - 14/12/2023 to 22/02/2024		126.15	
INV 900786905/03/2024		WATER CORPORATION	9007869105 R.E.E.D. WUNDOWIE (FLUFFLY DUCKS) - 14/12/2023 to 22/02/2024		493.12	
INV 900786905/03/2024		WATER CORPORATION	9007869121 WUNDOWIE LIBRARY & GARDENS - 14/12/2023 to 22/02/2024		885.90	
INV 900786905/03/2024		WATER CORPORATION	9007869148 WUNDOWIE TOWN HALL - 14/12/2023 to 22/02/2024		280.97	
INV 900787105/03/2024		WATER CORPORATION	9007871918 WUNDOWIE OVAL - 14/12/2023 to 22/02/2024		2,517.23	
INV 900787105/03/2024		WATER CORPORATION	9007871993 WUNDOWIE DEPOT - LESCHENAULTIA - 14/12/2023 to 23/02/2024		120.41	
INV 900790905/03/2024		WATER CORPORATION	9007909787 JUBILEE OVAL - 01/03/2024 to 29/04/2024		694.47	
INV 900786805/03/2024		WATER CORPORATION	9007868583 WUNDOWIE SWIMMING POOL - 14/12/2023 to 23/02/2024		1,711.60	
INV 900790107/03/2024		WATER CORPORATION	9007901603 RAILWAY MUSEUM - 03/11/2023 to 03/01/2024	1	109.90	

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INV 900789907/03/2024		WATER CORPORATION	9007899961 GIRL GUIDES HALL - 08/01/2024 to 05/03/2024		72.68	
INV 900790107/03/2024		WATER CORPORATION	9007901750 PURSLOWE PARK - 08/01/2024 to 05/03/2024		1,066.52	
INV 900794507/03/2024		WATER CORPORATION	9007945104 KATRINE TOILETS - 04/01/2024 to 05/03/2024		14.34	
INV 900872907/03/2024		WATER CORPORATION	9008729788 SHIRE ADMINISTRATION BUILDING - 04/01/2024 to 05/03/2024		946.96	
INV 901115407/03/2024		WATER CORPORATION	9011154743 COMMONAGE - 02/01/2024 to 05/03/2024		808.49	
INV 900790311/03/2024		WATER CORPORATION	9007903991 ST JOHNS HALL - 10/01/2024 to 07/03/2024		160.10	
INV 900790411/03/2024		WATER CORPORATION	9007904062 OLD TOWN BUILDING - 09/01/2024 to 07/03/2024		1,389.37	
INV 900790411/03/2024		WATER CORPORATION	9007904089 NORTHAM LIBRARY - 09/01/2024 to 07/03/2024		594.47	
INV 900790711/03/2024		WATER CORPORATION	9007907431 BERNARD PARK - 10/01/2024 to 07/03/2024		4,627.47	
INV 900792911/03/2024		WATER CORPORATION	9007929497 AVON MALL - 09/01/2024 to 07/03/2024		1,003.45	
INV 900872911/03/2024		WATER CORPORATION	9008729809 NORTHAM VISITORS CENTRE - 10/01/2024 to 07/03/2024		1,510.99	
35633	14/03/2024	SHIRE OF NORTHAM	AROC - GST BALANCE PAYABLE	1		12,677.23
INV 058	15/12/2023	SHIRE OF NORTHAM	AROC CORELLA PROJECT 2024	1	5,500.00	
INV CY 20.020/02/2024		SHIRE OF NORTHAM	AROC - GST BALANCE PAYABLE	1	7,177.23	
EFT50181	08/03/2024	ATTILA JOHN MENCSHELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		3,290.19
INV FEBRU.29/02/2024		ATTILA JOHN MENCSHELYI	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	3,290.19	
EFT50182	08/03/2024	BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		500.00
INV FEBRU.29/02/2024		BROOKLANDS SUPER PTY LTD	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	500.00	
EFT50183	08/03/2024	CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		6,408.97
INV FEBRU.29/02/2024		CHRISTOPHER ANTONIO	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	6,408.97	
EFT50184	08/03/2024	CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		2,099.90
INV FEBRU.29/02/2024		CHRISTOPHER POULTON	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	2,099.90	

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EFT50185	08/03/2024	DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		1,905.73
INV FEBRU29/02/2024		DESMOND ARNOLD HUGHES	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	1,905.73	
EFT50186	08/03/2024	HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		1,905.73
INV FEBRU29/02/2024		HAYDEN JOHN APPLETON	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	1,905.73	
EFT50187	08/03/2024	JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		1,905.73
INV FEBRU29/02/2024		JULIE ELLEN GREENFIELD WILLIAMS	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	1,905.73	
EFT50188	08/03/2024	LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		2,168.87
INV FEBRU29/02/2024		LISA CHARMAINE BIGLIN	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	2,168.87	
EFT50189	08/03/2024	MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		1,905.73
INV FEBRU29/02/2024		MARIA IRENE GIRAK	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	1,905.73	
EFT50190	08/03/2024	MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1		1,905.73
INV FEBRU29/02/2024		MICHAEL PATRICK RYAN	COUNCILLOR PAYMENTS FOR FEBRUARY 2024	1	1,905.73	
EFT50191	12/03/2024	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	BADGES & NAME PLAQUES	1		415.31
INV 103944	05/03/2024	AGENCY HOLDINGS PTY LTD T/AS COOPER ENGRAVING	BADGES & NAME PLAQUES	1	415.31	
EFT50192	12/03/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1		283.95
INV 366742	31/01/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SUPPLIES	1	283.95	
EFT50193	12/03/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		506.17
INV SI-000106/03/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	243.84	
INV SI-000107/03/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	262.33	
EFT50194	12/03/2024	ANDY'S PLUMBING SERVICE	DEPOT - MAINTENANCE	1		3,993.00

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INV A19734	21/02/2024	ANDY'S PLUMBING SERVICE	CLACKLINE & KATRINE TOILETS - MAINTENANCE	1	1,215.50	
INV A19735	01/03/2024	ANDY'S PLUMBING SERVICE	DEPOT - MAINTENANCE	1	1,578.50	
INV A19737	05/03/2024	ANDY'S PLUMBING SERVICE	REC CENTRE - MAINTENANCE	1	676.50	
INV A19738	05/03/2024	ANDY'S PLUMBING SERVICE	WUNDOWIE SKATE PARK - MAINTENANCE	1	522.50	
EFT50195	12/03/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2104 - PLANT PARTS	1		335.79
INV 725588427	11/2023	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2104 - PLANT PARTS	1	335.79	
EFT50196	12/03/2024	AUTOPRO NORTHAM	REC CENTRE - SUPPLIES	1		431.54
INV 111716129	01/2024	AUTOPRO NORTHAM	DEPOT - SUPPLIES	1	144.99	
INV 111827602	02/2024	AUTOPRO NORTHAM	ESL BFB - MAINTENANCE	1	116.05	
INV 112437106	03/2024	AUTOPRO NORTHAM	REC CENTRE - SUPPLIES	1	170.50	
EFT50197	12/03/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2205 - VEHICLE MAINTENANCE	1		499.00
INV 355237	06/12/2023	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2205 - VEHICLE MAINTENANCE	1	499.00	
EFT50198	12/03/2024	AVON VALLEY TOYOTA	PN2023 - VEHICLE MTCE	1		334.75
INV JC1401419	02/2024	AVON VALLEY TOYOTA	PN2023 - VEHICLE MTCE	1	334.75	
EFT50199	12/03/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION - 09/02/2024	1		42,711.05
INV 61153	09/02/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION - 09/02/2024	1	42,711.05	
EFT50200	12/03/2024	AZILITY	AZILITY FEES 01/01/2024 - 31/12/2024	1		24,457.62
INV INV-14910	01/2024	AZILITY	AZILITY FEES 01/01/2024 - 31/12/2024	1	24,457.62	
EFT50201	12/03/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE- MAINTENANCE	1		2,145.00
INV INV-30128	02/2024	BLACKWELL PLUMBING AND GAS PTY LTD	REC CENTRE- MAINTENANCE	1	2,145.00	

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EFT50202	12/03/2024	BOC LIMITED	SON VARIOUS LOCATIONS - EQUIPMENT HIRE - 29/01/2024 - 26/02/2024	1		71.17
INV 403605327/02/2024		BOC LIMITED	SON VARIOUS LOCATIONS - EQUIPMENT HIRE - 29/01/2024 - 26/02/2024	1	71.17	
EFT50203	12/03/2024	BOFFINS BOOKS	BKB - STOCK	1		224.82
INV INV018.06/11/2023		BOFFINS BOOKS	BKB - STOCK	1	224.82	
EFT50204	12/03/2024	BOOKTOPIA PTY LTD	LIBRARY - STOCK	1		295.93
INV 210083401/03/2024		BOOKTOPIA PTY LTD	LIBRARY - STOCK	1	295.93	
EFT50205	12/03/2024	BUILDING & ENERGY	BSL PAYMENT - NOVEMBER 2023	1		5,704.23
INV T1080	11/03/2024	BUILDING & ENERGY	BSL PAYMENT - NOVEMBER 2023	1	5,704.23	
EFT50206	12/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - JANUARY 2024	1		10,810.45
INV T1079	11/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - NOVEMBER 2023	1	2,583.50	
INV T1079	11/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - DECEMBER 2023	1	1,047.70	
INV T1079	11/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF PAYMENT - JANUARY 2024	1	7,179.25	
EFT50207	12/03/2024	BUNNINGS BUILDING SUPPLIES P/L	WELLINGTON STREET - MATERIALS	1		472.50
INV 2182/00.19/09/2023		BUNNINGS BUILDING SUPPLIES P/L	CREDIT - PARKS & GARDEN SUPPLIES	1	-66.48	
INV 2182/00.16/01/2024		BUNNINGS BUILDING SUPPLIES P/L	WELLINGTON STREET - MATERIALS	1	322.24	
INV 2182/00.16/01/2024		BUNNINGS BUILDING SUPPLIES P/L	WUNDOWIE OVAL - SUPPLIES	1	16.89	
INV 2182/00.17/01/2024		BUNNINGS BUILDING SUPPLIES P/L	WELLINGTON STREET - MATERIALS	1	80.54	
INV 2182/00.18/01/2024		BUNNINGS BUILDING SUPPLIES P/L	AIRPORT - PARTS	1	119.31	
EFT50208	12/03/2024	CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM LIBRARY - SANITATION - 08/02/2024 - 31/03/2024	1		33.83
INV 979086915/02/2024		CANNON HYGIENE AUSTRALIA PTY LTD	NORTHAM LIBRARY - SANITATION - 08/02/2024 - 31/03/2024	1	33.83	

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EFT50209	12/03/2024	CHRISTMAS 360	CHRISTMAS EVENTS - SUPPLIES	1		3,080.00
INV 202325210/02/2024		CHRISTMAS 360	CHRISTMAS EVENTS - SUPPLIES	1	3,080.00	
EFT50210	12/03/2024	CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILET - SANITATION - 12/02/2024	1		124.08
INV 226333229/02/2024		CLEANAWAY DANIELS SERVICES PTY LTD	WUNDOWIE PUBLIC TOILET - SANITATION - 12/02/2024	1	124.08	
EFT50211	12/03/2024	COMBINED TYRES PTY LTD	PN1003 - PLANT MTCE	1		324.50
INV INV-44405/03/2024		COMBINED TYRES PTY LTD	PN1003 - PLANT MTCE	1	324.50	
EFT50212	12/03/2024	COMMON GROUND TRAILS PTY LTD	MT OMMANNEY - MTCE	1		1,870.00
INV INV-18122/02/2024		COMMON GROUND TRAILS PTY LTD	MT OMMANNEY - MTCE	1	1,870.00	
EFT50213	12/03/2024	COUNTRY COMFORTSTYLE NORTHAM	ADMIN - SUPPLIES	1		3,431.00
INV 20779	04/10/2023	COUNTRY COMFORTSTYLE NORTHAM	ADMIN - SUPPLIES	1	2,196.00	
INV 20876	18/10/2023	COUNTRY COMFORTSTYLE NORTHAM	ADMIN - SUPPLIES	1	1,098.00	
INV 21367	11/12/2023	COUNTRY COMFORTSTYLE NORTHAM	ADMIN - OFFICE SUPPLIES	1	137.00	
EFT50214	12/03/2024	COUNTRYWIDE GROUP	WWTP - SUPPLIES	1		210.00
INV ACC00229/02/2024		COUNTRYWIDE GROUP	WWTP - SUPPLIES	1	210.00	
EFT50215	12/03/2024	DAMIAN'S PLUMBING	WWTP - MAINTENANCE	1		1,603.80
INV 9957	28/02/2024	DAMIAN'S PLUMBING	JUBILEE OVAL - MAINTENANCE	1	591.80	
INV 9989	06/03/2024	DAMIAN'S PLUMBING	WWTP - MAINTENANCE	1	1,012.00	
EFT50216	12/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK - MAINTENANCE	1		4,785.00
INV 1116	05/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	APEX PARK - MAINTENANCE	1	3,817.00	
INV 1118	05/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MAINTENANCE	1	968.00	
EFT50217	12/03/2024	DMC CLEANING	C.202021-05 - CLEANING - FEBRUARY 2024	1		12,917.47

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INV SON21501/03/2024		DMC CLEANING	C.202021-05 - CLEANING - FEBRUARY 2024	1	10,727.57	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 24/01/2024	1	85.07	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 09/01/2024	1	1,268.26	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 25/01/2024	1	78.96	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 01/02/2024	1	22.47	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 19/02/2024	1	319.09	
INV SON21502/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 29/02/2024	1	66.88	
INV SON21507/03/2024		DMC CLEANING	C.202021-05 - CLEANING CONSUMABLES - 07/03/2024	1	349.17	
EFT50218	12/03/2024	DNA TYRE RECOVERY	WASTE COLLECTION - FEB 2024	1		1,815.95
INV 0780	15/02/2024	DNA TYRE RECOVERY	WASTE COLLECTION - FEB 2024	1	1,815.95	
EFT50219	12/03/2024	DRACO AIR PTY LTD	REC CENTRE - MAINTENANCE	1		788.41
INV 16473	04/03/2024	DRACO AIR PTY LTD	REC CENTRE - MAINTENANCE	1	788.41	
EFT50220	12/03/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - FEB 2024	1		67.05
INV 6637	29/02/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - FEB 2024	1	34.16	
INV 6637	29/02/2024	E & J LOGISTIC PTY LTD T/AS FLAT OUT FREIGHT	FREIGHT CHARGES - FEB 2024	1	32.89	
EFT50221	12/03/2024	E FIRE & SAFETY	REC CENTRE - MAINTENANCE	1		4,489.65
INV 600797	20/12/2023	E FIRE & SAFETY	NORTHAM TOWN/LESSER HALL - MAINTENANCE	1	162.80	
INV 603094	31/01/2024	E FIRE & SAFETY	REC CENTRE - MAINTENANCE	1	2,337.50	
INV 603469	13/02/2024	E FIRE & SAFETY	REC CENTRE - MAINTENANCE	1	1,149.50	
INV 604853	29/02/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1	422.40	
INV 604813	29/02/2024	E FIRE & SAFETY	REC CENTRE - MAINTENANCE	1	162.80	
INV 604851	29/02/2024	E FIRE & SAFETY	KILLARA - MAINTENANCE	1	254.65	

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EFT50222	12/03/2024	EXTREME AMUSEMENTS CO	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1		1,225.00
INV 000011621	02/2024	EXTREME AMUSEMENTS CO	NORTHAM MOTOR SPORT FESTIVAL - 28/04/2024	1	1,225.00	
EFT50223	12/03/2024	FLOWGEN PTY LTD	REC CENTRE - MAINTENANCE	1		1,056.00
INV INV-98831	01/2024	FLOWGEN PTY LTD	REC CENTRE - MAINTENANCE	1	1,056.00	
EFT50224	12/03/2024	FM SURVEYS	JENNAPULLIN RESERVE - MAINTENANCE	1		2,200.00
INV INV-21729	02/2024	FM SURVEYS	JENNAPULLIN RESERVE - MAINTENANCE	1	2,200.00	
EFT50225	12/03/2024	GRAFTON ELECTRICS	WUNDOWIE POOL - MAINTENANCE	1		4,628.09
INV A114	22/02/2024	GRAFTON ELECTRICS	WUNDOWIE POOL - MAINTENANCE	1	2,154.30	
INV A129	24/02/2024	GRAFTON ELECTRICS	NORTHAM POOL - MAINTENANCE	1	1,054.79	
INV A130	28/02/2024	GRAFTON ELECTRICS	WWTP - MAINTENANCE	1	1,166.00	
INV A148	08/03/2024	GRAFTON ELECTRICS	NORTHAM POOL - MAINTENANCE	1	253.00	
EFT50226	12/03/2024	JB HI-FI GROUP PTY LTD	ADMIN - OFFICE SUPPLIES	1		51.68
INV BD136501	02/2024	JB HI-FI GROUP PTY LTD	ADMIN - OFFICE SUPPLIES	1	51.68	
EFT50227	12/03/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	NORTHAM POOL - SUPPLIES	1		180.00
INV INV-13523	02/2024	JSM GROUP WA PTY LTD T/AS NORTHAM AUTO ELECTRICS & TYRE SERVICE	NORTHAM POOL - SUPPLIES	1	180.00	
EFT50228	12/03/2024	KATHERINE STEWART	SCHOOL HOLIDAY WORKSHOP - 24/01/2024	1		500.00
INV 022401	12/02/2024	KATHERINE STEWART	SCHOOL HOLIDAY WORKSHOP - 24/01/2024	1	500.00	
EFT50229	12/03/2024	LGIS WA	PROPERTY ADJUSTMENT - INSURANCE - 2022/2023	1		1,233.25
INV 100-15509	08/2023	LGIS WA	PROPERTY ADJUSTMENT - INSURANCE - 2022/2023	1	1,233.25	
EFT50230	12/03/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY SERVICES - TRAINING	1		880.00
INV 38225	19/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY SERVICES - TRAINING	1	880.00	

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EFT50231	12/03/2024	MASTER BUILDING INSPECTORS	WUNDOWIE PAVILION & FOOTBALL CHANGE ROOMS - MAINTENANCE	1		1,650.00
INV 100068122	01/2024	MASTER BUILDING INSPECTORS	WUNDOWIE PAVILION & FOOTBALL CHANGE ROOMS - MAINTENANCE	1	1,650.00	
EFT50232	12/03/2024	MORRIS PEST & WEED CONTROL	SON BUILDINGS - MAINTENANCE	1		10,593.00
INV INV-37927	02/2024	MORRIS PEST & WEED CONTROL	SON BUILDINGS - MAINTENANCE	1	10,235.50	
INV INV_2028	02/2024	MORRIS PEST & WEED CONTROL	BAKERS HILL OVAL - MAINTENANCE	1	357.50	
EFT50233	12/03/2024	NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1		340.73
INV 930148405	03/2024	NAVMAN WIRELESS PTY LTD	SOFTWARE SUBSCRIPTION	1	340.73	
EFT50234	12/03/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1		751.00
INV 1572	30/06/2023	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	CBD CONECTIVITY MEETING - 30/06/2023	1	267.00	
INV 2248	28/02/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1	484.00	
EFT50235	12/03/2024	NORTHAM FLORIST	FLOWER ARRANGERMENT AS PER COUNCIL POLICY	1		100.00
INV 28494	26/02/2024	NORTHAM FLORIST	FLOWER ARRANGERMENT AS PER COUNCIL POLICY	1	100.00	
EFT50236	12/03/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT X 5	1		500.00
INV 050320205	03/2024	NORTHAM SENIOR CITIZENS SOCIAL CLUB INC	SENIOR SPORT X 5	1	500.00	
EFT50237	12/03/2024	NUTRIEN AG SOLUTIONS LIMITED	WWTP - SUPPLIES	1		1,606.99
INV 910295605	02/2024	NUTRIEN AG SOLUTIONS LIMITED	WWTP - SUPPLIES	1	726.00	
INV 910314308	02/2024	NUTRIEN AG SOLUTIONS LIMITED	HENRY ST OVAL - MTCE	1	258.50	
INV 910319009	02/2024	NUTRIEN AG SOLUTIONS LIMITED	DOUGLAS ROAD - MTCE	1	266.09	
INV 910394526	02/2024	NUTRIEN AG SOLUTIONS LIMITED	HENRY ST OVAL - MTCE	1	356.40	
EFT50238	12/03/2024	OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - OFFICE SUPPLIES	1		2,594.27

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INV 612494031/01/2024		OFFICEWORKS SUPERSTORES PTY LTD	DEPOT - OFFICE SUPPLIES	1	418.50	
INV 612636505/02/2024		OFFICEWORKS SUPERSTORES PTY LTD	ADMIN - OFFICE SUPPLIES	1	1,104.95	
INV 612857816/02/2024		OFFICEWORKS SUPERSTORES PTY LTD	KILLARA - OFFICE SUPPLIES	1	947.95	
INV 612953821/02/2024		OFFICEWORKS SUPERSTORES PTY LTD	ADMIN / BKB - OFFICE SUPPLIES	1	122.87	
EFT50239	12/03/2024	OXTER SERVICES	C.202223-13 - BURIAL 29/01/2024	1		1,518.00
INV 28401	29/01/2024	OXTER SERVICES	C.202223-13 - BURIAL 29/01/2024	1	1,518.00	
EFT50240	12/03/2024	P&M HODGSON STEEL FABRICATION	PN2017 - PLANT MAINTENANCE	1		308.00
INV 6030	29/02/2024	P&M HODGSON STEEL FABRICATION	PN2017 - PLANT MAINTENANCE	1	308.00	
EFT50241	12/03/2024	PERTH BOUNCY CASTLE HIRE - KGO ENTERPRISES PL T/AS	AUSTRALIA DAY - 26/01/2024	1		6,518.16
INV 33433	26/01/2024	PERTH BOUNCY CASTLE HIRE - KGO ENTERPRISES PL T/AS	AUSTRALIA DAY - 26/01/2024	1	4,986.96	
INV 33433	26/01/2024	PERTH BOUNCY CASTLE HIRE - KGO ENTERPRISES PL T/AS	AUSTRALIA DAY - 26/1/24	1	1,531.20	
EFT50242	12/03/2024	PROFESSIONAL LOCKSERVICE	SON VARIOUS LOCATIONS - MTCE	1		2,425.50
INV 001098422/02/2024		PROFESSIONAL LOCKSERVICE	WUNDOWIE DAY CARE - MTCE	1	904.75	
INV 001098122/02/2024		PROFESSIONAL LOCKSERVICE	SON VARIOUS LOCATIONS - MTCE	1	1,520.75	
EFT50243	12/03/2024	R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	WWTP - FREIGHT	1		1,442.10
INV 000341618/12/2023		R&L HIAB TRANSPORT PL T/AS R&L HIAB SERVICES	WWTP - FREIGHT	1	1,442.10	
EFT50244	12/03/2024	RYAN'S PLUMBING AND GAS PTY LTD	SON - VARIOUS LOCATIONS - BUILDING MTCE	1		1,694.00
INV INV-02827/02/2024		RYAN'S PLUMBING AND GAS PTY LTD	SON - VARIOUS LOCATIONS - BUILDING MTCE	1	1,694.00	
EFT50245	12/03/2024	SACHA LOUISE CAPORN	RATES CREDIT REFUND FOR ASSESSMENT A13068	1		722.18
INV A13068	12/03/2024	SACHA LOUISE CAPORN	RATES CREDIT REFUND FOR ASSESSMENT A13068		722.18	

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EFT50246	12/03/2024	SAPIO PTY LTD	WUNDOWIE MENS SHED - BUILDING REPAIRS	1		350.35
INV 250228	25/10/2023	SAPIO PTY LTD	WUNDOWIE MENS SHED - BUILDING REPAIRS	1	350.35	
EFT50247	12/03/2024	SIGMA CHEMICALS - CROMAG PL T/AS	HEALTH - SUPPLIES	1		137.50
INV 180330/15/02/2024	15/02/2024	SIGMA CHEMICALS - CROMAG PL T/AS	HEALTH - SUPPLIES	1	137.50	
EFT50248	12/03/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1		1,501.50
INV 716054929/02/2024	02/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	1,501.50	
EFT50249	12/03/2024	SPECIALE SMASH REPAIRS	PN2312 - INSURANCE EXCESS	1		1,000.00
INV 22148/215/02/2024	21/05/2024	SPECIALE SMASH REPAIRS	PN2312 - INSURANCE EXCESS	1	1,000.00	
EFT50250	12/03/2024	SPECIALISED TREE SERVICE	WILSON ST - MTCE	1		534.60
INV 4278	05/03/2024	SPECIALISED TREE SERVICE	WILSON ST - MTCE	1	534.60	
EFT50251	12/03/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11- CLAIM 4	1		99,194.93
INV 2399	26/02/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11- CLAIM 4	1	70,623.53	
INV 2399	26/02/2024	STALLION BUILDING CO PTY LTD T/A STALLION HOMES / MULTICON COMMERCIAL CONSTRUCTIONS	C.202223-11- VO-02	1	28,571.40	
EFT50252	12/03/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1		1,085.38
INV 132461420/02/2024	02/2024	SUN ROAD FOOD & BEVERAGE	KIOSK - STOCK	1	1,085.38	
EFT50253	12/03/2024	SYNERGY	168614990 STREETLIGHTING - 25/11/2023 to 24/12/2023	1		107,955.42
INV 915241601/02/2024	02/2024	SYNERGY	915241640 AUXILLARY LIGHTING - 28/12/2023 to 27/01/2024	1	154.94	
INV 168614908/02/2024	02/2024	SYNERGY	168614990 STREETLIGHTING - 25/11/2023 to 24/12/2023		79,621.45	
INV 357703915/02/2024	02/2024	SYNERGY	357703990 BERT HAWKE PAVILION & LIGHTS - 11/01/2024 to 14/02/2024		526.34	

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INV 357548016/02/2024		SYNERGY	357548080 DOG POUND COLEBATCH RD - 23/11/2023 to 24/01/2024		751.04	
INV 153902516/02/2024		SYNERGY	153902510 OLD NORTHAM DEPOT - 11/01/2024 to 14/02/2024		1,069.16	
INV 361669321/02/2024		SYNERGY	361669310 RECREATION PRECINCT - 11/01/2024 to 14/02/2024		13,329.37	
INV 361670222/02/2024		SYNERGY	361670250 NORTHAM LIBRARY - 19/01/2024 to 15/02/2024		451.13	
INV 357549622/02/2024		SYNERGY	357549690 KILLARA DAYCARE CENTRE - 19/01/2024 to 15/02/2024	1	1,003.70	
INV 136537722/02/2024		SYNERGY	136537740 AIRPORT - 19/01/2024 to 15/02/2024	1	1,299.78	
INV 811029422/02/2024		SYNERGY	811029470 WUNDOWIE SWIMMING POOL - 19/01/2024 to 15/02/2024		1,251.83	
INV 361473922/02/2024		SYNERGY	361473960 OLD NORTHAM POOL - GREAT EASTERN HIGHWAY - 19/01/2024 to 15/02/2024		270.77	
INV 361669527/02/2024		SYNERGY	361669500 OXIDATION PONDS - 17/01/2024 to 20/02/2024	1	1,899.15	
INV 357705328/02/2024		SYNERGY	357705300 MORRELL PARK - 05/12/2023 to 06/02/2024		698.55	
INV 164007729/02/2024		SYNERGY	164007710 WUNDOWIE DEPOT - 29/12/2023 to 28/02/2024		279.99	
INV 142275929/02/2024		SYNERGY	142275950 WUNDOWIE OVAL - 29/12/2023 to 28/02/2024		575.65	
INV 160396129/02/2024		SYNERGY	160396120 CLACKLINE FIRE SHED - 28/12/2023 to 28/02/2024		252.91	
INV 335820929/02/2024		SYNERGY	335820940 CREATE 298 - 18/01/2024 to 21/02/2024		968.62	
INV 288626729/02/2024		SYNERGY	288626740 CLACKLINE HALL - 29/12/2023 to 27/02/2024		123.08	
INV 981292501/03/2024		SYNERGY	981292570 BAKERS HILL REC CENTRE - 29/12/2023 to 29/02/2024		1,346.25	
INV 158509701/03/2024		SYNERGY	158509760 BAKERS HILL OLD BFB FIRE SHED - 29/12/2023 to 27/02/2024		120.30	
INV 796841301/03/2024		SYNERGY	796841340 SHIRE ADMINISTRATION BUILDING - 19/01/2024 to 14/02/2024		798.02	
INV 962642905/03/2024		SYNERGY	962642990 WUNDOWIE MEDICAL CENTRE - 03/01/2024 to 01/03/2024		116.35	
INV 305307605/03/2024		SYNERGY	305307610 AGED ACCOMMODATION WUNDOWIE - 03/01/2024 to 01/03/2024		100.91	
INV 370639205/03/2024		SYNERGY	370639230 WUNDOWIE TOWN HALL - 03/01/2024 to 01/03/2024		351.42	

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INV 300677005/03/2024		SYNERGY	300677070 WUNDOWIE FOOTBALL PAVILLION - 03/01/2024 to 01/03/2024		410.64	
INV 353464106/03/2024		SYNERGY	035346410 HOOPER PARK - 03/01/2024 to 05/03/2024		184.07	
EFT50254	12/03/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - STOCK	1		492.80
INV INV-45329/02/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - STOCK	1	492.80	
EFT50255	12/03/2024	TUTT BRYANT EQUIPMENT PTY LTD	PN1502 - PLANT PART	1		195.87
INV 008484126/02/2024		TUTT BRYANT EQUIPMENT PTY LTD	PN1502 - PLANT PART	1	195.87	
EFT50256	12/03/2024	VINCELEC	ADMIN BUILDING - MTCE	1		595.00
INV IV2059	19/02/2024	VINCELEC	ADMIN BUILDING - MTCE	1	595.00	
EFT50257	12/03/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1		475.05
INV 933018	22/02/2024	WA DISTRIBUTORS PTY LTD	KIOSK - STOCK	1	475.05	
EFT50258	12/03/2024	WARRICKS NEWSAGENCY	ADMIN - OFFICE SUPPLIES	1		79.17
INV 74345	13/02/2024	WARRICKS NEWSAGENCY	ADMIN - OFFICE SUPPLIES	1	79.17	
EFT50259	12/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1		35,076.73
INV T1756	11/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1	2,919.64	
INV T1756	11/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1	5,898.68	
INV T1756	11/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1	11,560.11	
INV T1756	11/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1	1,147.28	
INV T1756	11/03/2024	WCP CIVIL PTY LTD	C.202122-06 - FINAL RETENTION RELEASE	1	13,551.02	
EFT50260	12/03/2024	WDNWPT ABORIGINAL CORPORATION	BKB - STOCK	1		195.00
INV 166	29/11/2023	WDNWPT ABORIGINAL CORPORATION	BKB - STOCK	1	195.00	
EFT50261	12/03/2024	WESTWATER ENTERPRISES PTY LTD	BAKERS HILL OVAL - MAINTENANCE	1		1,190.10

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INV WS088402/10/2023		WESTWATER ENTERPRISES PTY LTD	BAKERS HILL OVAL - MAINTENANCE	1	1,190.10	
EFT50262	12/03/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2310 - VEHICLE MTCE	1		2,394.45
INV INV-16419/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INKPEN 3.4U - VEHICLE MTCE	1	273.75	
INV INV-16419/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	INKPEN LT - VEHICLE MTCE	1	442.50	
INV INV-16812/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2310 - VEHICLE MTCE	1	1,492.70	
INV INV-16801/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2007 - VEHICLE MTCE	1	185.50	
EFT50263	12/03/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 CEMETERY MTCE - 10/02/2023 - 23/02/2024	1		3,772.22
INV 003015723/02/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 CEMETERY MTCE - 10/02/2023 - 23/02/2024	1	3,772.22	
EFT50264	12/03/2024	WHEATBELT HEALTH CENTRE PHARMACY	KILLARA SUPPLIES	1		23.96
INV 271210	23/02/2024	WHEATBELT HEALTH CENTRE PHARMACY	KILLARA SUPPLIES	1	23.96	
EFT50265	12/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM POOL - OFFICE SUPPLIES	1		85.20
INV 12002	14/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM POOL - OFFICE SUPPLIES	1	56.80	
INV 12152	19/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	NORTHAM POOL - OFFICE SUPPLIES	1	28.40	
EFT50266	14/03/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - FEBRUARY 2024	1		11,298.09
INV 104580	29/02/2024	AMPAC DEBT RECOVERY (WA) P/L	DEBT COLLECTION - FEBRUARY 2024	1	11,298.09	
EFT50267	14/03/2024	AURORA ENVIRONMENTAL	JENNAPULLIN ROAD - MAINTENANCE	1		10,196.51
INV 21582	29/02/2024	AURORA ENVIRONMENTAL	JENNAPULLIN ROAD - MAINTENANCE	1	10,196.51	
EFT50268	14/03/2024	AUSTRALIA POST	AUSTRALIA POST CHARGES - FEBRUARY 2024	1		1,194.35
INV 101308303/03/2024		AUSTRALIA POST	AUSTRALIA POST CHARGES - FEBRUARY 2024	1	1,194.35	

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EFT50269	14/03/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 27/02/2024	1		72,876.00
INV PAYG 2'11/03/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 27/02/2024	1	72,876.00	
EFT50270	14/03/2024	AVON VALLEY BAKERY	KILLARA - KITCHEN SUPPLIES	1		21.00
INV INV-14812/10/2023		AVON VALLEY BAKERY	KILLARA - KITCHEN SUPPLIES	1	21.00	
EFT50271	14/03/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	WUNDOWIE SWIMMING POOL - MAINTENANCE	1		9,900.00
INV I04798	29/02/2024	BUILT ENVIRONMENT COLLECTIVE PTY LTD	WUNDOWIE SWIMMING POOL - MAINTENANCE	1	9,900.00	
EFT50272	14/03/2024	BUNNINGS BUILDING SUPPLIES P/L	ADMIN - OFFICE SUPPLIES	1		25.69
INV 2182/00:15/01/2024		BUNNINGS BUILDING SUPPLIES P/L	ADMIN - OFFICE SUPPLIES	1	25.69	
EFT50273	14/03/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR FEBRUARY 2024	1		625.65
INV 111	29/02/2024	CALTEX STARCARD - WEX AUSTRALIA PTY LTD	FUEL CHARGES FOR FEBRUARY 2024	1	625.65	
EFT50274	14/03/2024	CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT - FEBRUARY 2024	1		833.37
INV AE 12.0:12/03/2024		CHRISTOPHER JOHN MARRIS	CBFCO HONORARIUM PAYMENT - FEBRUARY 2024	1	833.37	
EFT50275	14/03/2024	DAMIEN BERNARD READ	RATES CREDIT REFUND FOR ASSESSMENT A16679	1		1,519.04
INV A16679	13/03/2024	DAMIEN BERNARD READ	RATES CREDIT REFUND FOR ASSESSMENT A16679		1,519.04	
EFT50276	14/03/2024	DANTHONIA DESIGNS - CHURCH COMMUNITIES AUST T/AS	HENRY ST OVAL - CAPITAL WORKS	1		50,067.00
INV I18886-:14/02/2024		DANTHONIA DESIGNS - CHURCH COMMUNITIES AUST T/AS	HENRY ST OVAL - CAPITAL WORKS	1	50,067.00	
EFT50277	14/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1		341.00
INV 1119	05/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1	341.00	
EFT50278	14/03/2024	DUN DIRECT PTY LTD	FUEL CHARGES FOR FEBRUARY 2024	1		35,454.05

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INV FEB 20229/02/2024		DUN DIRECT PTY LTD	FUEL CHARGES FOR FEBRUARY 2024	1	35,454.05	
EFT50279	14/03/2024	FOOD SAFETY WA - LAUBER FAMILY TRUST	KILLARA - AUDIT FEES	1		935.00
INV 001070	15/11/2023	FOOD SAFETY WA - LAUBER FAMILY TRUST	KILLARA - AUDIT FEES	1	935.00	
EFT50280	14/03/2024	GHD PTY LTD	C.202122-10 - CLAIM 7	1		24,946.90
INV 112-01821/12/2023		GHD PTY LTD	C.202122-10 - CLAIM 7	1	24,946.90	
EFT50281	14/03/2024	HEALTH & SAFETY MARKETPLACE PTY LTD	KILLARA - TRAINING	1		594.00
INV 2113	28/02/2024	HEALTH & SAFETY MARKETPLACE PTY LTD	KILLARA - TRAINING	1	594.00	
EFT50282	14/03/2024	INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE - SUPPLIES	1		1,650.00
INV SINV-1512/01/2024		INDUSTRIAL AUTOMATION GROUP PTY LTD	STANDPIPE - SUPPLIES	1	1,650.00	
EFT50283	14/03/2024	KALINA ANNETTE PETTITT	RATES CREDIT REFUND FOR ASSESSMENT A10594	1		653.49
INV A10594	13/03/2024	KALINA ANNETTE PETTITT	RATES CREDIT REFUND FOR ASSESSMENT A10594		653.49	
EFT50284	14/03/2024	KASSIDY EMERY	STAFF - FUEL REIMBURSEMENT	1		102.35
INV ML 19.019/01/2024		KASSIDY EMERY	STAFF - FUEL REIMBURSEMENT	1	102.35	
EFT50285	14/03/2024	KLEENHEAT GAS	POOL HEATERS - GAS - MARCH 2024	1		4,650.60
INV 222372907/03/2024		KLEENHEAT GAS	POOL HEATERS - GAS - MARCH 2024	1	4,650.60	
EFT50286	14/03/2024	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1		484.00
INV 1691	02/08/2023	NORTHAM CHAMBER OF COMMERCE T/A THE NORTHAM ADVERTISER	ADVERTISEMENT	1	484.00	
EFT50287	14/03/2024	NORTHAM MOTORS PTY LTD	PN2016 - VEHICLE MTCE	1		400.00
INV 143640605/03/2024		NORTHAM MOTORS PTY LTD	PN2016 - VEHICLE MTCE	1	400.00	
EFT50288	14/03/2024	SHERWOOD FLOORING WA PTY LTD	TOWN/LESSOR HALL - MAINTENANCE	1		16,970.80
INV INV-25118/02/2024		SHERWOOD FLOORING WA PTY LTD	TOWN/LESSOR HALL - MAINTENANCE	1	16,970.80	

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EFT50289	14/03/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - FEB 2024	1		130.00
INV 33	16/02/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - FEB 2024	1	80.00	
INV 34	14/03/2024	TREVOR EASTWELL	COMMUNITY TRANSPORT - MARCH 2024	1	50.00	
EFT50290	21/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PARTS	1		212.59
INV 281462916/02/2024		AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PARTS	1	212.59	
EFT50291	21/03/2024	ALEXANDER COOMBES	BAKERS HILL FUN DAY - 17.03.2024	1		1,902.30
INV 000122	05/03/2024	ALEXANDER COOMBES	BAKERS HILL FUN DAY - 17.03.2024	1	1,902.30	
EFT50292	21/03/2024	ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1		83.93
INV SI-000108/03/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	DEPOT - SUPPLIES	1	78.94	
INV SI-000116/03/2024		ALL PARTS WA - RONLIEEH PTY LTD T/AS	PN2316 - PARTS	1	4.99	
EFT50293	21/03/2024	ANDY'S PLUMBING SERVICE	VISITORS CENTRE - MAINTENANCE	1		1,144.00
INV A19740	11/03/2024	ANDY'S PLUMBING SERVICE	VISITORS CENTRE - MAINTENANCE	1	814.00	
INV A19741	13/03/2024	ANDY'S PLUMBING SERVICE	BERNARD PARK TOILETS - MAINTENANCE	1	330.00	
EFT50294	21/03/2024	ANNA LOUISE OMAN-SALISBURY	P24016 - PLANNING REIMBURSTMENT	1		147.00
INV 172966	15/03/2024	ANNA LOUISE OMAN-SALISBURY	P24016 - PLANNING REIMBURSTMENT	1	147.00	
EFT50295	21/03/2024	APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2104 - MAINTENANCE	1		551.21
INV 731127215/03/2024		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN2104 - MAINTENANCE	1	486.93	
INV 731222218/03/2024		APPLIED INDUSTRIAL TECHNOLOGIES T/A NORTHAM BEARINGS	PN1003 - PARTS	1	64.28	
EFT50296	21/03/2024	AUSTRALIAN AUDIT PTY LTD	GOVERNANCE - FEES	1		6,050.00
INV A69817	09/02/2024	AUSTRALIAN AUDIT PTY LTD	GOVERNANCE - FEES	1	6,050.00	
EFT50297	21/03/2024	AUSTRALIAN SAFETY ENGINEERS (WA)	POOL - SUPPLIES	1		49.50

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INV 016122929/02/2024		AUSTRALIAN SAFETY ENGINEERS (WA)	POOL - SUPPLIES	1	33.00	
INV 016134008/03/2024		AUSTRALIAN SAFETY ENGINEERS (WA)	DEPOT - SUPPLIES	1	16.50	
EFT50298	21/03/2024	AUSTRALIAN SERVICES UNION	Payroll deductions	1		159.00
INV DEDUC12/03/2024		AUSTRALIAN SERVICES UNION	Payroll deductions		159.00	
EFT50299	21/03/2024	AUTOPRO NORTHAM	PN1005 - PARTS	1		16.73
INV 111935008/02/2024		AUTOPRO NORTHAM	PN1005 - PARTS	1	16.73	
EFT50300	21/03/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1		768.06
INV 1082	13/03/2024	AVON VALLEY ARTS SOCIETY (INC)	VISITORS CENTRE - STOCK	1	768.06	
EFT50301	21/03/2024	AVON VALLEY BAKERY	CATERING	1		76.80
INV INV-16227/02/2024		AVON VALLEY BAKERY	CATERING	1	76.80	
EFT50302	21/03/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	GRANTS/SPONSORSHIP - AVON VALLEY ENVIRONEMNTAL SOCIETY	1		990.00
INV 38	10/03/2024	AVON VALLEY ENVIRONMENTAL SOCIETY	GRANTS/SPONSORSHIP - AVON VALLEY ENVIRONEMNTAL SOCIETY	1	990.00	
EFT50303	21/03/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2310 - MAINTENANCE	1		556.67
INV 355956	21/02/2024	AVON VALLEY NISSAN & MITSUBISHI AVN NORTHAM PTY LTD T/AS	PN2310 - MAINTENANCE	1	556.67	
EFT50304	21/03/2024	AVON WASTE	C.202122-04 - WASTE MANAGMENT FEB 2024	1		144,635.76
INV 000611823/02/2024		AVON WASTE	C.202122-04 - WASTE MANAGMENT FEB 2024	1	103,727.84	
INV 61185	23/02/2024	AVON WASTE	C.2020-01 - WASTE COLLECTION FEB 2024	1	40,907.92	
EFT50305	21/03/2024	BGC RESIDENTIAL PTY LTD	BA21110 - INFRASTRUCTURE BOND REFUND - T1492	1		2,000.00
INV T1492	20/03/2024	BGC RESIDENTIAL PTY LTD	BA21110 - INFRASTRUCTURE BOND REFUND - T1492	1	1,000.00	
INV T1496	20/03/2024	BGC RESIDENTIAL PTY LTD	BA21082 - INFRASTURE BOND REFUND - T1496	1	1,000.00	

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EFT50306	21/03/2024	BOEKEMAN MACHINERY (WA) PTY LTD	PN1213 - REPAIRS	1		3,053.82
INV 387791	18/03/2024	BOEKEMAN MACHINERY (WA) PTY LTD	PN1213 - REPAIRS	1	3,053.82	
EFT50307	21/03/2024	BUILDING & ENERGY	BSL - PAYMENT - FEBRUARY 2024	1		1,930.01
INV T1080	20/03/2024	BUILDING & ENERGY	BSL - PAYMENT - FEBRUARY 2024	1	1,930.01	
EFT50308	21/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - FEBRUARY 2024	1		819.32
INV T1079	20/03/2024	BUILDING AND CONSTRUCTION INDUSTRY TRAINING FUND	BCITF - PAYMENT - FEBRUARY 2024	1	819.32	
EFT50309	21/03/2024	BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1		669.12
INV 2182/9927/10/2023		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	15.49	
INV 2182/0025/01/2024		BUNNINGS BUILDING SUPPLIES P/L	DEVELOPMENT SERVICES - SUPPLIES	1	127.57	
INV 2182/0021/02/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	27.32	
INV 2182/0021/02/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	15.88	
INV 2182/0022/02/2024		BUNNINGS BUILDING SUPPLIES P/L	PN1805 - PARTS	1	10.56	
INV 2182/0023/02/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT SUPPLIES	1	76.48	
INV 2182/0023/02/2024		BUNNINGS BUILDING SUPPLIES P/L	LIBRARY - SUPPLIES	1	48.50	
INV 2182/0028/02/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	25.94	
INV 2182/0028/02/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	133.87	
INV 2182/0007/03/2024		BUNNINGS BUILDING SUPPLIES P/L	HEALTH - SUPPLIES	1	62.63	
INV 2182/0008/03/2024		BUNNINGS BUILDING SUPPLIES P/L	DEPOT - SUPPLIES	1	76.38	
INV 2182/0008/03/2024		BUNNINGS BUILDING SUPPLIES P/L	LIBRARY - SUPPLIES	1	48.50	
EFT50310	21/03/2024	CADD'S FASHIONS	VISITORS CENTRE - UNIFORMS	1		286.90
INV 24-000001/03/2024		CADD'S FASHIONS	VISITORS CENTRE - UNIFORMS	1	286.90	
EFT50311	21/03/2024	CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATIONS - SANITATION - 01/04/2024 - 30/06/2024	1		1,639.40

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INV 979250814/03/2024		CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATION - SANITATION - 01/04/2024 - 30/6/2024	1	676.23	
INV 979335414/03/2024		CANNON HYGIENE AUSTRALIA PTY LTD	SON VARIOUS LOCATIONS - SANITATION - 01/04/2024 - 30/06/2024	1	931.59	
INV 979335414/03/2024		CANNON HYGIENE AUSTRALIA PTY LTD	AERODROME - SANITATION - 01/04/2024 - 30/06/2024	1	31.58	
EFT50312	21/03/2024	CENTRAL REGIONAL TAFE	SPONSORSHIP - CENTRAL REGIONAL TAFE	1		1,100.00
INV I00261212/02/2024		CENTRAL REGIONAL TAFE	SPONSORSHIP - CENTRAL REGIONAL TAFE	1	1,100.00	
EFT50313	21/03/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING CONSUMABLES - 17/02/2024	1		1,113.17
INV 000366220/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING JAN 24	1	451.00	
INV 000366621/02/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING CONSUMABLES - 17/02/2024	1	662.17	
EFT50314	21/03/2024	CHILD SUPPORT AGENCY	Payroll deductions	1		361.95
INV DEDUC12/03/2024		CHILD SUPPORT AGENCY	Payroll deductions		361.95	
EFT50315	21/03/2024	CHRISTMAS 360	COMMUNITY SERVICES - SUPPLIES	1		2,163.00
INV 202325310/02/2024		CHRISTMAS 360	COMMUNITY SERVICES - SUPPLIES	1	2,163.00	
EFT50316	21/03/2024	CITY OF STIRLING	PLANNING - STAFF COSTS	1		2,307.70
INV 1116	20/02/2024	CITY OF STIRLING	PLANNING - STAFF COSTS	1	2,307.70	
EFT50317	21/03/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - FEBRUARY 2024	1		3,938.38
INV 200	29/02/2024	COLES - WEX AUSTRALIA PTY LTD	COLES - FEBRUARY 2024	1	3,938.38	
EFT50318	21/03/2024	COMBINED TYRES PTY LTD	PN2105 - REPAIR	1		104.50
INV INV-44422/02/2024		COMBINED TYRES PTY LTD	PN2105 - REPAIR	1	104.50	
EFT50319	21/03/2024	COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION	1		3,480.80
INV INV83929/02/2024		COMMUNITY RESOURCES LIMITED T/AS SOFT LANDING	WASTE COLLECTION	1	3,480.80	

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EFT50320	21/03/2024	COUNTRYWIDE GROUP	DEPOT - SMALL PLANT PURCHASE	1		1,543.99
INV ACC00222/02/2024		COUNTRYWIDE GROUP	DEPOT - SMALL PLANT PURCHASE	1	1,025.00	
INV ACC00206/03/2024		COUNTRYWIDE GROUP	P100 - REPAIRS	1	73.98	
INV ACC00208/03/2024		COUNTRYWIDE GROUP	DEPOT - SUPPLIES	1	175.00	
INV ACC00211/03/2024		COUNTRYWIDE GROUP	WWTP - SUPPLIES	1	210.00	
INV ACC00212/03/2024		COUNTRYWIDE GROUP	P100 - REPAIR	1	60.01	
EFT50321	21/03/2024	CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - APRIL 2024	1		687.69
INV CINS3114/03/2024		CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - APRIL 2024	1	49.82	
INV CINS3114/03/2024		CTI SECURITY SERVICES PTY LTD	SON FACILITIES - ALARM MONITORING - APRIL 2024	1	637.87	
EFT50322	21/03/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL - MAINTENANCE	1		55.00
INV 133575	14/02/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	MEMORIAL HALL - MAINTENANCE	1	55.00	
EFT50323	21/03/2024	DAMIAN'S PLUMBING	BERT HAWK DAM - REPAIRS	1		760.98
INV 9998	08/03/2024	DAMIAN'S PLUMBING	BERT HAWK DAM - REPAIRS	1	760.98	
EFT50324	21/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MAINTENANCE	1		308.00
INV 1120	05/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	REC CENTRE - MAINTENANCE	1	308.00	
EFT50325	21/03/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 3	1		200,757.54
INV 156995	21/02/2024	DEPARTMENT OF FIRE & EMERGENCY SERVICE (DFES)	EMERGENCY SERVICES LEVY - QUARTER 3	1	200,757.54	
EFT50326	21/03/2024	DMC CLEANING	C.202021-05 - NORTHAM LIBRARY CONSUMABLES MARCH 2024	1		76.95
INV SON21512/03/2024		DMC CLEANING	C.202021-05 - NORTHAM LIBRARY CONSUMABLES MARCH 2024	1	76.95	
EFT50327	21/03/2024	DRACO AIR PTY LTD	ADMIN BUILDING - MAINTENANCE	1		154.00

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INV 16204	13/12/2023	DRACO AIR PTY LTD	ADMIN BUILDING - MAINTENANCE	1	154.00	
EFT50328	21/03/2024	E FIRE & SAFETY	DEPOT - SUPPLIES	1		314.00
INV 601124	07/01/2024	E FIRE & SAFETY	INKPEN WASTE FACILITY - MAINTENANCE	1	50.00	
INV 601584	13/01/2024	E FIRE & SAFETY	DEPOT - SUPPLIES	1	264.00	
EFT50329	21/03/2024	EASIFLEET	Payroll deductions	1		619.53
INV DEDUC12/03/2024		EASIFLEET	Payroll deductions		320.53	
INV DEDUC12/03/2024		EASIFLEET	Payroll deductions		299.00	
EFT50330	21/03/2024	GECKO CLEANTECH	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1		2,915.00
INV 102402015/01/2024		GECKO CLEANTECH	OLD QUARRY ROAD WASTE FACILITY - MAINTENANCE	1	2,915.00	
EFT50331	21/03/2024	GLOBAL SPILL CONTROL PTY LTD (GLOBAL SPILL & SAFETY)	OLD QUARRY ROAD, WASTE FACILITY - SUPPLIES	1		534.75
INV 208541	05/01/2024	GLOBAL SPILL CONTROL PTY LTD (GLOBAL SPILL & SAFETY)	OLD QUARRY ROAD, WASTE FACILITY - SUPPLIES	1	391.80	
INV 208543	05/01/2024	GLOBAL SPILL CONTROL PTY LTD (GLOBAL SPILL & SAFETY)	OLD QUARRY ROAD - WASTE FACILITY - FREIGHT	1	142.95	
EFT50332	21/03/2024	GRAFTON ELECTRICS	WATER PARK - MAINTENANCE	1		246.84
INV A154	08/03/2024	GRAFTON ELECTRICS	WATER PARK - MAINTENANCE	1	147.84	
INV A174	18/03/2024	GRAFTON ELECTRICS	CLARK STREET PUMP - REPAIRS	1	99.00	
EFT50333	21/03/2024	GRANNY'S GUNS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1		152.00
INV INV-56027/02/2024		GRANNY'S GUNS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1	152.00	
EFT50334	21/03/2024	IN PHASE TEST & TAG	NORTHAM / WUNDOWIE DEPOT - MAINTENANCE	1		402.00
INV 000068208/03/2024		IN PHASE TEST & TAG	NORTHAM / WUNDOWIE DEPOT - MAINTENANCE	1	402.00	
EFT50335	21/03/2024	INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER T/AS	BAKERS HILL FAMILY FAIR - 17/03/2024	1		850.00

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INV 80	17/03/2024	INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER T/AS	BAKERS HILL FAMILY FAIR - 17/03/2024	1	850.00	
EFT50336	21/03/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1		762.30
INV 36570	14/03/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1	762.30	
EFT50337	21/03/2024	JB HI-FI GROUP PTY LTD	COMMUNITY SERVICES - SUPPLIES	1		1,698.93
INV BD137715/02/2024		JB HI-FI GROUP PTY LTD	COMMUNITY SERVICES - SUPPLIES	1	1,597.51	
INV BD139607/03/2024		JB HI-FI GROUP PTY LTD	DEPOT - SUPPLIES	1	101.42	
EFT50338	21/03/2024	JCORP PTY LTD T/A HOMESTART	BA20275 - INFRASTRUCTURE BOND REFUND - T1384	1		1,000.00
INV T1384	20/03/2024	JCORP PTY LTD T/A HOMESTART	BA20275 - INFRASTRUCTURE BOND REFUND - T1384	1	1,000.00	
EFT50339	21/03/2024	JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1		8,304.45
INV 002257-29/02/2024		JH COMPUTER SERVICES WA PTY LTD	SOFTWARE SUBSCRIPTION	1	8,304.45	
EFT50340	21/03/2024	JS TECHNOLOGY & DIGITAL PTY LTD	KILLARA - SUPPLIES	1		70.00
INV INV22022/02/2024		JS TECHNOLOGY & DIGITAL PTY LTD	KILLARA - SUPPLIES	1	70.00	
EFT50341	21/03/2024	KLEENHEAT GAS	POOL HEATERS - GAS - 29/01/2024	1		7,422.59
INV 222238329/01/2024		KLEENHEAT GAS	POOL HEATERS - GAS - 29/01/2024	1	7,422.59	
EFT50342	21/03/2024	LFA FIRST RESPONSE	NORTHAM / WUNDOWIE POOL - SUPPLIES	1		470.31
INV IN3773008/03/2024		LFA FIRST RESPONSE	NORTHAM / WUNDOWIE POOL - SUPPLIES	1	470.31	
EFT50343	21/03/2024	MARGARET JOAN SERMON	VISITORS CENTRE - SUPPLIES	1		150.00
INV 74959	13/03/2024	MARGARET JOAN SERMON	VISITORS CENTRE - SUPPLIES	1	150.00	
EFT50344	21/03/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - FEB 2024	1		561.55
INV 134224	28/02/2024	MCLEODS BARRISTERS & SOLICITORS	LEGAL COSTS - FEB 2024	1	561.55	
EFT50345	21/03/2024	MICHAEL JOHN MARTIN	BA20225 - INFRASTRUCTURE BOND REFUND - T1359	1		1,000.00

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INV T1359	20/03/2024	MICHAEL JOHN MARTIN	BA20225 - INFRASTRUCTURE BOND REFUND - T1359	1	1,000.00	
EFT50346	21/03/2024	NAVMAN WIRELESS PTY LTD	DEPOT - SUBSCRIPTION 15/03/2024-14/04/2024	1		761.92
INV 930188515/03/2024		NAVMAN WIRELESS PTY LTD	DEPOT - SUBSCRIPTION 15/03/2024-14/04/2024	1	761.92	
EFT50347	21/03/2024	NIKITA JAMES	STAFF - REIMBURSEMENT	1		54.90
INV 140123423/01/2024		NIKITA JAMES	STAFF - REIMBURSEMENT	1	54.90	
EFT50348	21/03/2024	NOISENET OPERATIONS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1		847.00
INV 1630	21/02/2024	NOISENET OPERATIONS PTY LTD	DEVELOPMENT SERVICES - SUPPLIES	1	847.00	
EFT50349	21/03/2024	NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORT X 1	1		181.82
INV 080324108/03/2024		NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORT X 1	1	90.91	
INV 080324108/03/2024		NORTHAM AND DISTRICTS GUN CLUB / CLAY TARGET CLUB	SENIOR SPORT X 1	1	90.91	
EFT50350	21/03/2024	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	GRANTS/SPONSERHIP - MULTICULTURAL FESTIVAL	1		1,100.00
INV 026	22/10/2023	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	GRANTS/SPONSERHIP - MULTICULTURAL FESTIVAL	1	1,100.00	
EFT50351	21/03/2024	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PN2015 - MAINTENANCE	1		604.24
INV 144126	28/02/2024	NORTHAM AUTOS PTY LTD T/AS NORTHAM MAZDA / HOLDEN / SUZUKI	PN2015 - MAINTENANCE	1	604.24	
EFT50352	21/03/2024	NORTHAM BETTA HOME LIVING	RECREATION & YOUTH SERVICES - SUPPLIES	1		99.95
INV 200100613/03/2024		NORTHAM BETTA HOME LIVING	RECREATION & YOUTH SERVICES - SUPPLIES	1	99.95	
EFT50353	21/03/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 4	1		400.00
INV 5504	14/03/2024	NORTHAM COUNTRY CLUB INC	SENIOR SPORTS X 4	1	400.00	
EFT50354	21/03/2024	NORTHAM DISTRICTS GLASS PTY LTD	BAKERS HILL TENNIS CLUB - MAINTENANCE	1		670.00

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INV INV-74812/03/2024		NORTHAM DISTRICTS GLASS PTY LTD	BAKERS HILL TENNIS CLUB - MAINTENANCE	1	670.00	
EFT50355	21/03/2024	NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1		413.50
INV 000052410/01/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - JANUARY 2024	1	65.50	
INV 000053128/02/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - FEB 2024	1	48.00	
INV 000053101/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	25.00	
INV 000053105/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	83.00	
INV 000053208/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	48.00	
INV 000053211/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	48.00	
INV 000053313/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	48.00	
INV 000053315/03/2024		NORTHAM FEED & HIRE	ANIMAL SUPPLIES - MARCH 2024	1	48.00	
EFT50356	21/03/2024	NORTHAM THEATRE GROUP INC	GRANTS/SPONSORSHIP - NORTHAM THEATRE GROUP	1		2,700.00
INV 032024	17/03/2024	NORTHAM THEATRE GROUP INC	GRANTS/SPONSORSHIP - NORTHAM THEATRE GROUP	1	2,700.00	
EFT50357	21/03/2024	NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1		1,232.00
INV 910402927/02/2024		NUTRIEN AG SOLUTIONS LIMITED	DEPOT - SUPPLIES	1	1,232.00	
EFT50358	21/03/2024	OFFICEWORKS SUPERSTORES PTY LTD	HR - OFFICE SUPPLIES	1		1,981.95
INV 612857516/02/2024		OFFICEWORKS SUPERSTORES PTY LTD	HR - OFFICE SUPPLIES	1	1,981.95	
EFT50359	21/03/2024	P&M HODGSON STEEL FABRICATION	PN2206 - REPAIRS	1		440.00
INV 6023	31/01/2024	P&M HODGSON STEEL FABRICATION	PN2206 - REPAIRS	1	308.00	
INV 6040	15/03/2024	P&M HODGSON STEEL FABRICATION	PN1414 - REPAIRS	1	132.00	
EFT50360	21/03/2024	PFD FOOD SERVICES PTY LTD	KIOSK - SUPPLIES	1		443.80
INV LK722913/03/2024		PFD FOOD SERVICES PTY LTD	KIOSK - SUPPLIES	1	443.80	
EFT50361	21/03/2024	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE POOL - MAINTENANCE	1		936.25

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INV PPS0131	17/03/2024	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE POOL - MAINTENANCE	1	936.25	
EFT50362	21/03/2024	PREMIER ENVELOPES AUSTRALIA PTY LTD	ADMIN OFFICE - SUPPLIES	1		168.37
INV 000010612	12/2023	PREMIER ENVELOPES AUSTRALIA PTY LTD	ADMIN OFFICE - SUPPLIES	1	168.37	
EFT50363	21/03/2024	PRIME MEAT HOLDINGS PTY LTD	BUILDING APP - FEE BA23246	1		1,144.50
INV GT 29.129	11/2023	PRIME MEAT HOLDINGS PTY LTD	BUILDING APP - FEE BA23246	1	665.00	
INV T1080	20/03/2024	PRIME MEAT HOLDINGS PTY LTD	BUILDING APP - FEE BA23246	1	479.50	
EFT50364	21/03/2024	READSPEAKER PTY LTD	SOFTWARE SUBSCRIPTION	1		847.00
INV 112587	05/03/2024	READSPEAKER PTY LTD	SOFTWARE SUBSCRIPTION	1	847.00	
EFT50365	21/03/2024	RED DOT STORE	KILLARA - SUPPLIES	1		25.00
INV 130176828	02/2024	RED DOT STORE	KILLARA - SUPPLIES	1	25.00	
EFT50366	21/03/2024	ROGER WILFRED HOATH	RATES CREDIT REFUND FOR ASSESSMENT A2644	1		799.00
INV A2644	20/03/2024	ROGER WILFRED HOATH	RATES CREDIT REFUND FOR ASSESSMENT A2644		799.00	
EFT50367	21/03/2024	SHANNON LOUISE CROSBY	STAFF - REIMBURSEMENT	1		20.00
INV 149856011	03/2024	SHANNON LOUISE CROSBY	STAFF - REIMBURSEMENT	1	20.00	
EFT50368	21/03/2024	SHARON D'SOUZA	RATES CREDIT REFUND FOR ASSESSMENT A11449	1		799.00
INV A11449	20/03/2024	SHARON D'SOUZA	RATES CREDIT REFUND FOR ASSESSMENT A11449		799.00	
EFT50369	21/03/2024	SHOP FOR SHOPS	BKB - SUPPLIES	1		266.98
INV INV102019	12/2023	SHOP FOR SHOPS	BKB - SUPPLIES	1	266.98	
EFT50370	21/03/2024	SHRED-X PTY LTD	OFFICE SUPPLIES	1		1,157.23
INV 021889229	02/2024	SHRED-X PTY LTD	OFFICE SUPPLIES	1	1,001.44	
INV 021889229	02/2024	SHRED-X PTY LTD	OFFICE SUPPLIES	1	129.79	
INV 021889229	02/2024	SHRED-X PTY LTD	OFFICE SUPPLIES	1	26.00	

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EFT50371	21/03/2024	SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1		1,996.50
INV 715940731/01/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	198.00	
INV 715940731/01/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	1,435.50	
INV 715940731/01/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	165.00	
INV 716054929/02/2024		SOUTHERN CROSS AUSTEREO PTY LTD	ADVERTISEMENT	1	198.00	
EFT50372	21/03/2024	SPECIALISED TREE SERVICE	FLYING 50 - 27/04/2024	1		790.00
INV 4293	19/03/2024	SPECIALISED TREE SERVICE	FLYING 50 - 27/04/2024	1	790.00	
EFT50373	21/03/2024	ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	KILLARA - SUPPLIES	1		600.00
INV STKIN\23/02/2024		ST JOHN AMBULANCE AUSTRALIA (WA) INC. (KIT SERVICING)	KILLARA - SUPPLIES	1	600.00	
EFT50374	21/03/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - FEB 2024	1		307.44
INV 0622-S318/02/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - FEB 2024	1	161.93	
INV 0623-S325/02/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - FEB 2024	1	79.93	
INV 0624-S305/03/2024		TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - FEB 2024	1	65.58	
EFT50375	21/03/2024	TELSTRA LIMITED	TELSTRA - FEBRUARY 2024	1		3,956.00
INV 272600810/03/2024		TELSTRA LIMITED	TELSTRA - FEBRUARY 2024	1	2,973.49	
INV 272600810/03/2024		TELSTRA LIMITED	TELSTRA - FEBRUARY 2024	1	767.84	
INV 272600910/03/2024		TELSTRA LIMITED	TELSTRA - FEBRUARY 2024	1	214.67	
EFT50376	21/03/2024	TENNANT AUSTRALIA	REC CENTRE - MAINTENANCE	1		1,065.90
INV 920283513/03/2024		TENNANT AUSTRALIA	REC CENTRE - MAINTENANCE	1	608.30	
INV 920283513/03/2024		TENNANT AUSTRALIA	REC CENTRE - MAINTENANCE	1	457.60	
EFT50377	21/03/2024	THE DOG LINE PTY LTD	ANIMAL SUPPLIES - DECEMBER 2023	1		308.10
INV S-2378313/12/2023		THE DOG LINE PTY LTD	ANIMAL SUPPLIES - DECEMBER 2023	1	308.10	

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EFT50378	21/03/2024	THE PRINT SHOP BUNBURY	PRINTING	1		1,203.40
INV 163700513/03/2024		THE PRINT SHOP BUNBURY	PRINTING	1	1,203.40	
EFT50379	21/03/2024	TOTAL INSTALL SOLUTIONS AUST PTY LTD	GRASS VALLEY BFB - MAINTENANCE	1		363.00
INV 0503	05/03/2024	TOTAL INSTALL SOLUTIONS AUST PTY LTD	GRASS VALLEY BFB - MAINTENANCE	1	363.00	
EFT50380	21/03/2024	TPG NETWORK PTY LTD	TPG - FEBRUARY 2024	1		13,805.77
INV INV03929/02/2024		TPG NETWORK PTY LTD	TPG - FEBRUARY 2024	1	13,805.77	
EFT50381	21/03/2024	TPG TELECOM - ACCOUNT 2000050690	TPG - FEBRUARY 2024	1		5,959.60
INV 202307801/03/2024		TPG TELECOM - ACCOUNT 2000050690	TPG - FEBRUARY 2024	1	5,959.60	
EFT50382	21/03/2024	TPG TELECOM - ACCOUNT 2000054211	TPG - FEBRUARY 2024	1		705.52
INV 202157401/03/2024		TPG TELECOM - ACCOUNT 2000054211	TPG - FEBRUARY 2024	1	705.52	
EFT50383	21/03/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	WASTE FACILITY - MATERIALS	1		9,007.01
INV INV-45229/02/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	WASTE FACILITY - MATERIALS	1	9,007.01	
EFT50384	21/03/2024	TYREPOWER LTD	PN2311 - REPAIRS	1		35.20
INV 8828.1506/03/2024		TYREPOWER LTD	PN2311 - REPAIRS	1	35.20	
EFT50385	21/03/2024	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	DEPOT - REPAIRS	1		647.35
INV 98675	29/01/2024	VERLINDEN'S ELECTRICAL SERVICE PTY LTD	DEPOT - REPAIRS	1	647.35	
EFT50386	21/03/2024	VINCELEC	CREATE 298 - MAINTENANCE	1		1,662.81
INV IV2034	01/02/2024	VINCELEC	ADMIN OFFICE - REPAIR	1	170.00	
INV IV2070	22/02/2024	VINCELEC	CREATE 298 - MAINTENANCE	1	549.60	
INV IV2095	11/03/2024	VINCELEC	CCTV - MAINTENANCE	1	245.05	

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INV IV2101	12/03/2024	VINCELEC	VISITORS CENTRE - REPAIRS	1	518.38	
INV IV2118	18/03/2024	VINCELEC	VISITORS CENTRE - REPAIRS	1	179.78	
EFT50387	21/03/2024	WA DISTRIBUTORS PTY LTD	KIOSK - SUPPLIES	1		949.40
INV 927743	08/02/2024	WA DISTRIBUTORS PTY LTD	KIOSK - SUPPLIES	1	274.45	
INV 938349	14/03/2024	WA DISTRIBUTORS PTY LTD	KIOSK - SUPPLIES	1	674.95	
EFT50388	21/03/2024	WA HINO SALES & SERVICES	PN2316 - REPAIRS	1		567.65
INV 305136	13/03/2024	WA HINO SALES & SERVICES	PN2316 - REPAIRS	1	567.65	
EFT50389	21/03/2024	WARREN REYNOLDS	RATES CREDIT REFUND FOR ASSESSMENT A15615	1		540.20
INV A15615	20/03/2024	WARREN REYNOLDS	RATES CREDIT REFUND FOR ASSESSMENT A15615		540.20	
EFT50390	21/03/2024	WARRICKS NEWSAGENCY	LIBRARY - OFFICE SUPPLIES	1		486.97
INV I00000023	01/2024	WARRICKS NEWSAGENCY	KILLARA - OFFICE SUPPLIES	1	28.75	
INV SN00	0129/02/2024	WARRICKS NEWSAGENCY	LIBRARY - OFFICE SUPPLIES	1	274.47	
INV 74946	11/03/2024	WARRICKS NEWSAGENCY	ADMIN - OFFICE SUPPLIES	1	183.75	
EFT50391	21/03/2024	WATTLEUP TRACTORS	DEPOT - SMALL PLANT PURCHASE	1		31,977.00
INV 22509	28/02/2024	WATTLEUP TRACTORS	DEPOT - SMALL PLANT PURCHASE	1	31,977.00	
EFT50392	21/03/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILOR - TRAINING	1		385.00
INV SI-0095027	02/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	COUNCILOR - TRAINING	1	385.00	
EFT50393	21/03/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1310 - PLANT REPAIRS	1		6,445.39
INV INV-15919	01/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	GRASS VALLEY 4.4 - PLANT REPAIRS	1	796.94	
INV INV-16619	01/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CENTRAL 3.4 - PLANT REPAIRS	1	1,459.50	

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INV INV-16619/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	CLACKLINE 2.4 - PLANT REPAIRS	1	807.50	
INV INV-16719/01/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	BAKERS HILL 3.4 - PLANT REPAIRS	1	595.00	
INV INV-15916/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	EMERGENCY SERVICES - SUPPLIES	1	592.50	
INV INV-16922/02/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN1310 - PLANT REPAIRS	1	1,601.82	
INV INV-16408/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	REC CENTRE - REPAIRS	1	592.13	
EFT50394	21/03/2024	WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 01/02/2024-08/02/2024	1		8,506.28
INV 003015609/02/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 - CEMETERY MAINTENANCE 01/02/2024-08/02/2024	1	4,869.32	
INV 003015708/03/2024		WHEATBELT (NRM) NATURAL RESOURCE MANAGEMENT	C.202223-14 CEMETERY MAINTENANCE 27/02/2024 - 06/03/2024	1	3,636.96	
EFT50395	21/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE / METER READING	1		2,786.76
INV 217410	07/09/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE / METER READING	1	129.50	
INV 218492	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER SERVICE / METER READING	1	72.86	
INV 218494	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER SERVICE / METER READING	1	254.47	
INV 218501	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER SERVICE / METER READING	1	628.60	
INV 218496	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER / SERVICE METER READING	1	35.97	
INV 218495	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES - COPIER / SERVICE METER READING	1	53.13	
INV 218498	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	LIBRARY - COPIER/SERVICE METER READING	1	116.97	
INV 218493	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER/SERVICE METER READING	1	16.86	
INV 218774	08/01/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	CREATE 298 - COPIER SERVICE / METER READING	1	6.18	

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INV 219399	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	BKB - COPIER / SERVICE METER READING	1	39.75	
INV 219400	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE - COPIER / SERVICE METER READING	1	130.75	
INV 219404	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN - COPIER / SERVICE METER READING	1	600.09	
INV 219395	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	ADMIN DONGA - COPIER / SERVICE METER READING	1	49.47	
INV 219397	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	DEPOT - COPIER / SERVICE METER READING	1	244.36	
INV 219398	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	EMERGENCY SERVICES - COPIER / SERVICE METER READING	1	113.70	
INV 219401	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	LIBRARY - COPIER/SERVICE METER READING	1	108.16	
INV 219396	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	WUNDOWIE LIBRARY - COPIER/SERVICE METER READING	1	19.14	
INV 218497	05/12/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	VISITORS CENTRE -COPIER / SERVICE METER READING	1	166.80	
EFT50396	21/03/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - FEBRUARY 2024	1		2,886.18
INV ST-041301	03/2024	WOOLWORTHS GROUP LIMITED (WOOLWORTHS GROUP)	WOOLWORTHS - FEBRUARY 2024	1	2,886.18	
EFT50397	21/03/2024	WUNDOWIE & DISTRICTS MENS SHED INC	PN1220 - MAINTENANCE	1		1,500.00
INV 6391	16/01/2024	WUNDOWIE & DISTRICTS MENS SHED INC	PN1220 - MAINTENANCE	1	1,500.00	
EFT50398	21/03/2024	ZENIEN	CCTV - REPAIRS	1		1,608.75
INV I11747	08/01/2024	ZENIEN	CCTV - MAINTENANCE	1	90.75	
INV I11839	19/02/2024	ZENIEN	CCTV - REPAIRS	1	1,518.00	
EFT50399	27/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PARTS	1		172.95
INV 281600121	02/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PN1706 - PARTS	1	172.95	
EFT50400	27/03/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SMALL PLANT PURCHASE	1		28,600.00

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INV 20882	26/02/2024	AGWEST MACHINERY - GREYMACH PTY LTD T/AS	DEPOT - SMALL PLANT PURCHASE	1	28,600.00	
EFT50401	27/03/2024	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - MAINTENANCE	1		2,946.90
INV A19747	13/03/2024	ANDY'S PLUMBING SERVICE	REC CENTRE - MAINTENANCE	1	539.00	
INV A19749	15/03/2024	ANDY'S PLUMBING SERVICE	MEMORIAL HALL - MAINTENANCE	1	1,681.90	
INV A19750	18/03/2024	ANDY'S PLUMBING SERVICE	NORTHAM SKATE PARK & BKB - REPAIRS	1	726.00	
EFT50402	27/03/2024	AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 12/03/2024	1		73,124.00
INV CY270327/03/2024		AUSTRALIAN TAXATION OFFICE - PAYG	PAYG FOR PAY WEEK ENDING 12/03/2024	1	73,124.00	
EFT50403	27/03/2024	AVON WASTE	C.2020-01 WASTE COLLECTION 08/03/2024	1		41,181.45
INV 61682	08/03/2024	AVON WASTE	C.2020-01 WASTE COLLECTION 08/03/2024	1	41,181.45	
EFT50404	27/03/2024	BLACKWELL PLUMBING AND GAS PTY LTD	AQUATIC FACILITY - MAINTENANCE	1		121.00
INV INV-30220/03/2024		BLACKWELL PLUMBING AND GAS PTY LTD	AQUATIC FACILITY - MAINTENANCE	1	121.00	
EFT50405	27/03/2024	BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	AQUATIC FACILITY - SUPPLIES	1		761.05
INV 935551622/02/2024		BRADY AUSTRALIA PTY LTD T/A SETON AUSTRALIA	AQUATIC FACILITY - SUPPLIES	1	761.05	
EFT50406	27/03/2024	BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1		70.95
INV 2182/0028/02/2024		BUNNINGS BUILDING SUPPLIES P/L	KILLARA - SUPPLIES	1	70.95	
EFT50407	27/03/2024	CADD'S FASHIONS	COMMUNITY SERVICES - UNIFORMS	1		238.80
INV 24-000018/03/2024		CADD'S FASHIONS	COMMUNITY SERVICES - UNIFORMS	1	238.80	
EFT50408	27/03/2024	CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - 19/02/2024 TO 17/03/2024	1		11,939.75
INV 000367020/03/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - 06/03/2024	1	451.00	
INV 000366920/03/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING - 19/02/2024 TO 17/03/2024	1	9,754.58	
INV 000366920/03/2024		CHARLES SERVICE COMPANY	C.202021-04 - CLEANING 19/02/2024 TO 17/03/2024	1	1,734.17	

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EFT50409	27/03/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SECURITY - MAINTENANCE	1		1,054.65
INV 133576	14/02/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SECURITY - MAINTENANCE	1	462.30	
INV 133761	06/03/2024	CTI SECURITY SYSTEMS PTY LTD T/AS SECURUS	SECURITY - MAINTENANCE	1	592.35	
EFT50410	27/03/2024	CULBURRA DOWNS FARM - IRVIN MUIR T/AS	DEPOT - SUPPLIES	1		792.00
INV 24120	09/02/2024	CULBURRA DOWNS FARM - IRVIN MUIR T/AS	DEPOT - SUPPLIES	1	792.00	
EFT50411	27/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1		1,628.00
INV 1121	08/03/2024	DCM CARPENTRY AND MAINTENANCE PTY LTD	NORTHAM POOL - MAINTENANCE	1	1,628.00	
EFT50412	27/03/2024	DRACO AIR PTY LTD	VISITORS CENTRE - MAINTENANCE	1		646.25
INV 16103	14/11/2023	DRACO AIR PTY LTD	VISITORS CENTRE - MAINTENANCE	1	646.25	
EFT50413	27/03/2024	ESTATE OF THE LATE ALLAN BRUCE MUNRO - C-/LUANA MARTIN	RATES CREDIT REFUND FOR ASSESSMENT A10601	1		777.14
INV A10601	27/03/2024	ESTATE OF THE LATE ALLAN BRUCE MUNRO - C-/LUANA MARTIN	RATES CREDIT REFUND FOR ASSESSMENT A10601		777.14	
EFT50414	27/03/2024	FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 4	1		45,755.60
INV 000008527	02/2024	FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 4	1	44,611.60	
INV 000008612	03/2024	FIRE MITIGATION SERVICES	C.202324-04 - CLAIM 5	1	1,144.00	
EFT50415	27/03/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL LIGHT TANKER - PARTS	1		104.50
INV 81050	25/01/2024	FRONTLINE FIRE & RESCUE EQUIPMENT	BAKERS HILL LIGHT TANKER - PARTS	1	104.50	
EFT50416	27/03/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - SUPPLIES	1		1,135.20
INV 187933813	03/2024	FULTON HOGAN INDUSTRIES PTY LTD	DEPOT - SUPPLIES	1	1,135.20	
EFT50417	27/03/2024	GLOBAL INDUSTRIAL PTY LTD	PN1908 - PARTS	1		1,540.00

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INV 001930322/03/2024		GLOBAL INDUSTRIAL PTY LTD	PN1908 - PARTS	1	1,540.00	
EFT50418	27/03/2024	HAZEL KING	RATES CREDIT REFUND FOR ASSESSMENT A11470	1		799.00
INV A11470	22/03/2024	HAZEL KING	RATES CREDIT REFUND FOR ASSESSMENT A11470		799.00	
EFT50419	27/03/2024	HILLS CONCRETE PTY LTD	DEPOT - SUPPLIES	1		2,640.00
INV 1682	27/02/2024	HILLS CONCRETE PTY LTD	DEPOT - SUPPLIES	1	2,640.00	
EFT50420	27/03/2024	IXOM OPERATIONS PTY LTD	WWTP & POOL - SUPPLIES	1		483.41
INV 678436029/02/2024		IXOM OPERATIONS PTY LTD	WWTP & POOL - SUPPLIES	1	483.41	
EFT50421	27/03/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1		842.78
INV 36630	18/03/2024	JASON SIGNMAKERS	DEPOT - SUPPLIES	1	842.78	
EFT50422	27/03/2024	JLT RISK SOLUTIONS PTY LTD - (LGIS)	INSURANCE - REGIONAL RISK COORDINATOR INT 1	1		8,498.22
INV 062-21510/12/2023		JLT RISK SOLUTIONS PTY LTD - (LGIS)	INSURANCE - REGIONAL RISK COORDINATOR INT 1	1	8,498.22	
EFT50423	27/03/2024	KARIN LAW	RATES CREDIT REFUND FOR ASSESSMENT A11989	1		708.45
INV A11989	27/03/2024	KARIN LAW	RATES CREDIT REFUND FOR ASSESSMENT A11989		708.45	
EFT50424	27/03/2024	KLEENWEST	AQUATIC FACILITY - SUPPLIES	1		183.70
INV 000921420/03/2024		KLEENWEST	AQUATIC FACILITY - SUPPLIES	1	183.70	
EFT50425	27/03/2024	KOMATSU AUSTRALIA PTY LTD	PN1003 & PN2308 - PARTS	1		1,636.80
INV 003626914/03/2024		KOMATSU AUSTRALIA PTY LTD	PN1003 & PN2308 - PARTS	1	1,636.80	
EFT50426	27/03/2024	MADELEINE CORP PTY LTD T/AS SAFER SANDS	DEPOT - SUPPLIES	1		8,146.55
INV 000273107/12/2023		MADELEINE CORP PTY LTD T/AS SAFER SANDS	DEPOT - SUPPLIES	1	8,146.55	
EFT50427	27/03/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1		9,240.00

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INV 84875	29/02/2024	MAYDAY EARTHMOVING / RENTAL - CHIVAS ENTERPRISES T-AS	ENGINEERING - EQUIPMENT HIRE	1	9,240.00	
EFT50428	27/03/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 26/2/2024 to 03/03/2024	1		3,440.80
INV N 0285	11/03/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 04/03/2024 -10/03/2024	1	607.20	
INV N 0283	11/03/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 19/02/2024 to 25/02/2024	1	1,012.00	
INV N 0284	11/03/2024	MINT SWEEPING PTY LTD T/AS IMMACU SWEEP	C.201819-12 STREET SWEEPING 26/2/2024 to 03/03/2024	1	1,821.60	
EFT50429	27/03/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MAINTENANCE	1		990.00
INV 2377	18/03/2024	MITCHELL'S BOILER SERVICE PTY LTD	NORTHAM POOL - MAINTENANCE	1	990.00	
EFT50430	27/03/2024	MODERN TEACHING AIDS PTY LTD	LIBRARY - SUPPLIES	1		948.70
INV 458431929	02/2024	MODERN TEACHING AIDS PTY LTD	LIBRARY - SUPPLIES	1	948.70	
EFT50431	27/03/2024	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	SPONSORSHIP - NORTHAM MULTICULTURAL FESTIVAL 2023	1		1,100.00
INV 026	22/09/2023	NORTHAM ARMY CAMP HERITAGE ASSOCIATION (INC)	SPONSORSHIP - NORTHAM MULTICULTURAL FESTIVAL 2023	1	1,100.00	
EFT50432	27/03/2024	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE POOL - PARTS	1		3,159.34
INV PPS013028	02/2024	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE POOL - PARTS	1	2,845.84	
INV PPS01317	03/2024	POOL AND PUMP SERVICE AND REPAIRS	WUNDOWIE POOL - MAINTENANCE	1	313.50	
EFT50433	27/03/2024	PROGRAMME ELECTRICAL MAINTENANCE	UNIT 7 KURINGAL VILLAGE - MAINTENANCE	1		167.20
INV INV-00021	03/2024	PROGRAMME ELECTRICAL MAINTENANCE	UNIT 7 KURINGAL VILLAGE - MAINTENANCE	1	167.20	
EFT50434	27/03/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A15296	1		799.00
INV A15296	22/03/2024	PUBLIC TRUSTEE WA	RATES CREDIT REFUND FOR ASSESSMENT A15296		799.00	
EFT50435	27/03/2024	ROSEMARY ANN LUKIN	RATES CREDIT REFUND FOR ASSESSMENT A2291	1		763.40
INV A2291	27/03/2024	ROSEMARY ANN LUKIN	RATES CREDIT REFUND FOR ASSESSMENT A2291		763.40	

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EFT50436	27/03/2024	ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	KILLARA - TRAINING	1		170.00
INV FAINV014/03/2024		ST JOHN AMBULANCE AUSTRALIA (FIRST AID COURSE)	KILLARA - TRAINING	1	170.00	
EFT50437	27/03/2024	STEWARTS GOOD PRICE PHARMACY WAREHOUSE	DEPOT - SUPPLIES	1		27.98
INV 121168-25/03/2024		STEWARTS GOOD PRICE PHARMACY WAREHOUSE	DEPOT - SUPPLIES	1	27.98	
EFT50438	27/03/2024	TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - SUPPLIES	1		3,302.90
INV INV-44829/02/2024		TRANSWEST WA AUSTRALIAN STONE COMPANY PTY LTD	DEPOT - SUPPLIES	1	3,302.90	
EFT50439	27/03/2024	WARRICKS NEWSAGENCY	KILLARA - SUPPLIES	1		48.36
INV SN001729/02/2024		WARRICKS NEWSAGENCY	KILLARA - SUPPLIES	1	48.36	
EFT50440	27/03/2024	WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - REPAIRS	1		3,486.50
INV INV-16901/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2205 - MAINTENANCE	1	890.00	
INV INV-16811/03/2024		WESTWIDE AUTO ELECTRICS AND AIR CONDITIONING	PN2104 - REPAIRS	1	2,596.50	
EFT50441	27/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - PRINTER SERVICE & METER READING	1		882.62
INV 218499	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - PRINTER SERVICE & METER READING	1	239.88	
INV 218500	05/12/2023	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE / METER READING	1	163.86	
INV 219402	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE -COPIER SERVICE/METER READING	1	158.51	
INV 219403	05/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	KILLARA - COPIER SERVICE/METER READING	1	192.37	
INV 14240	08/03/2024	WHEATBELT OFFICE BM & COUNTRY COPIERS	REC CENTRE - SUPPLIES	1	128.00	

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DD20350.1	01/03/2024	TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MARCH 2024	1		573.75
INV MARCH01/03/2024		TENNANT AUSTRALIA	RECREATION CENTRE LEASE FEE CLEANING EQUIPMENT MARCH 2024	1	573.75	
DD20385.1	12/03/2024	AWARE SUPER	Payroll deductions	1		29,011.35
INV SUPER 12/03/2024		AWARE SUPER	Superannuation contributions	1	24,799.95	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	2,935.19	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	34.81	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	34.81	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	700.00	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	110.94	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	217.20	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	70.88	
INV DEDUC12/03/2024		AWARE SUPER	Payroll deductions	1	107.57	
DD20385.2	12/03/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		129.71
INV SUPER 12/03/2024		THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	129.71	
DD20385.3	12/03/2024	PLUM SUPERANNUATION FUND	Payroll deductions	1		590.27
INV SUPER 12/03/2024		PLUM SUPERANNUATION FUND	Superannuation contributions	1	449.73	
INV DEDUC12/03/2024		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.54	
DD20385.4	12/03/2024	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		611.53
INV SUPER 12/03/2024		COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	611.53	
DD20385.5	12/03/2024	HESTA SUPER FUND	Superannuation contributions	1		1,154.29
INV SUPER 12/03/2024		HESTA SUPER FUND	Superannuation contributions	1	1,154.29	

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DD20385.6	12/03/2024	QSUPER	Payroll deductions	1		779.93
INV SUPER	12/03/2024	QSUPER	Superannuation contributions	1	608.24	
INV DEDUC	12/03/2024	QSUPER	Payroll deductions	1	171.69	
DD20385.7	12/03/2024	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		183.10
INV SUPER	12/03/2024	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	183.10	
DD20385.8	12/03/2024	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER	12/03/2024	YKC SUPERFUND	Superannuation contributions	1	700.40	
INV DEDUC	12/03/2024	YKC SUPERFUND	Payroll deductions	1	247.20	
DD20385.9	12/03/2024	MACQUARIE SUPER CONSOLIDATOR	Payroll deductions	1		594.82
INV SUPER	12/03/2024	MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	439.65	
INV DEDUC	12/03/2024	MACQUARIE SUPER CONSOLIDATOR	Payroll deductions	1	155.17	
DD20387.1	12/03/2024	BANKWEST	ALEX ESPEY MASTERCARD-23/01/2024- 21/02/2024	1		7,936.15
INV COLIN	12/03/2024	BANKWEST	COLIN YOUNG MASTERCARD-23/01/24 TO 21/02/24	1	997.63	
INV CHADD	12/03/2024	BANKWEST	CHADD HUNT MASTERCARD 23/01/2024-21/02/2024	1	2,585.34	
INV PAUL	12/03/2024	BANKWEST	PAUL DEVCIC MASTERCARD 23/01/2024-21/02/2024	1	431.42	
INV DAVID	12/03/2024	BANKWEST	DAVID EMERY-MASTERCARD 23/01/2024-21/02/2024	1	143.00	
INV DEBBIE	12/03/2024	BANKWEST	DEBBIE TERELINCK MASTERCARD 23/01/2024-21/02/2024	1	3,513.05	
INV ALEX	12/03/2024	BANKWEST	ALEX ESPEY MASTERCARD-23/01/2024- 21/02/2024	1	265.71	
DD20431.1	26/03/2024	AWARE SUPER	Payroll deductions	1		29,064.07
INV SUPER	26/03/2024	AWARE SUPER	Superannuation contributions	1	24,898.94	
INV DEDUC	26/03/2024	AWARE SUPER	Payroll deductions	1	2,947.45	
INV DEDUC	26/03/2024	AWARE SUPER	Payroll deductions	1	36.35	
INV DEDUC	26/03/2024	AWARE SUPER	Payroll deductions	1	36.35	

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INV DEDUC26/03/2024		AWARE SUPER	Payroll deductions	1	700.00	
INV DEDUC26/03/2024		AWARE SUPER	Payroll deductions	1	113.67	
INV DEDUC26/03/2024		AWARE SUPER	Payroll deductions	1	158.75	
INV DEDUC26/03/2024		AWARE SUPER	Payroll deductions	1	63.56	
INV DEDUC26/03/2024		AWARE SUPER	Payroll deductions	1	109.00	
DD20431.2	26/03/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1		133.50
INV SUPER	26/03/2024	THE TRUSTEE FOR A E & DL WILLIAMS SUPER FUND	Superannuation contributions	1	133.50	
DD20431.3	26/03/2024	PLUM SUPERANNUATION FUND	Payroll deductions	1		591.91
INV SUPER	26/03/2024	PLUM SUPERANNUATION FUND	Superannuation contributions	1	450.98	
INV DEDUC26/03/2024		PLUM SUPERANNUATION FUND	Payroll deductions	1	140.93	
DD20431.4	26/03/2024	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1		611.53
INV SUPER	26/03/2024	COLONIAL FIRST STATE SUPERANNUATION	Superannuation contributions	1	611.53	
DD20431.5	26/03/2024	HESTA SUPER FUND	Superannuation contributions	1		1,049.92
INV SUPER	26/03/2024	HESTA SUPER FUND	Superannuation contributions	1	1,049.92	
DD20431.6	26/03/2024	QSUPER	Payroll deductions	1		870.81
INV SUPER	26/03/2024	QSUPER	Superannuation contributions	1	676.37	
INV DEDUC26/03/2024		QSUPER	Payroll deductions	1	194.44	
DD20431.7	26/03/2024	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1		133.24
INV SUPER	26/03/2024	LGIASUPER T/A BRIGHTER SUPER	Superannuation contributions	1	133.24	
DD20431.8	26/03/2024	HOSTPLUS SUPER	Payroll deductions	1		1,463.08
INV SUPER	26/03/2024	HOSTPLUS SUPER	Superannuation contributions	1	1,177.70	
INV DEDUC26/03/2024		HOSTPLUS SUPER	Payroll deductions	1	50.00	

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INV DEDUC26/03/2024		HOSTPLUS SUPER	Payroll deductions	1	235.38	
DD20431.9	26/03/2024	YKC SUPERFUND	Payroll deductions	1		947.60
INV SUPER 26/03/2024		YKC SUPERFUND	Superannuation contributions	1	700.40	
INV DEDUC26/03/2024		YKC SUPERFUND	Payroll deductions	1	247.20	
DD20385.10	12/03/2024	MTAA SUPERFUND	Superannuation contributions	1		263.68
INV SUPER 12/03/2024		MTAA SUPERFUND	Superannuation contributions	1	263.68	
DD20385.11	12/03/2024	VANGUARD SUPER PTY LTD	Superannuation contributions	1		128.23
INV SUPER 12/03/2024		VANGUARD SUPER PTY LTD	Superannuation contributions	1	128.23	
DD20385.12	12/03/2024	AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		4,855.24
INV SUPER 12/03/2024		AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,465.71	
INV DEDUC12/03/2024		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
INV DEDUC12/03/2024		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	239.53	
DD20385.13	12/03/2024	MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER 12/03/2024		MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD20385.14	12/03/2024	FIRST SUPER	Superannuation contributions	1		127.12
INV SUPER 12/03/2024		FIRST SUPER	Superannuation contributions	1	127.12	
DD20385.15	12/03/2024	HOSTPLUS SUPER	Payroll deductions	1		1,018.06
INV SUPER 12/03/2024		HOSTPLUS SUPER	Superannuation contributions	1	782.68	
INV DEDUC12/03/2024		HOSTPLUS SUPER	Payroll deductions	1	235.38	
DD20385.16	12/03/2024	TWUSUPER	Superannuation contributions	1		270.66
INV SUPER 12/03/2024		TWUSUPER	Superannuation contributions	1	270.66	
DD20385.17	12/03/2024	MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 12/03/2024	12/03/2024	MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD20385.18	12/03/2024	SLATE SUPER	Superannuation contributions	1		268.99
INV SUPER 12/03/2024	12/03/2024	SLATE SUPER	Superannuation contributions	1	268.99	
DD20385.19	12/03/2024	CBUS	Superannuation contributions	1		256.02
INV SUPER 12/03/2024	12/03/2024	CBUS	Superannuation contributions	1	256.02	
DD20385.20	12/03/2024	ZURICH AUSTRALIA LIMITED	Payroll deductions	1		698.13
INV SUPER 12/03/2024	12/03/2024	ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	516.01	
INV DEDUC12/03/2024	12/03/2024	ZURICH AUSTRALIA LIMITED	Payroll deductions	1	182.12	
DD20385.21	12/03/2024	REST INDUSTRY SUPER	Superannuation contributions	1		3,127.19
INV DEDUC12/03/2024	12/03/2024	REST INDUSTRY SUPER	Payroll deductions	1	349.63	
INV SUPER 12/03/2024	12/03/2024	REST INDUSTRY SUPER	Superannuation contributions	1	2,777.56	
DD20385.22	12/03/2024	UNISUPER	Superannuation contributions	1		1,111.48
INV DEDUC12/03/2024	12/03/2024	UNISUPER	Payroll deductions	1	140.88	
INV DEDUC12/03/2024	12/03/2024	UNISUPER	Payroll deductions	1	460.00	
INV SUPER 12/03/2024	12/03/2024	UNISUPER	Superannuation contributions	1	510.60	
DD20385.23	12/03/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		96.20
INV SUPER 12/03/2024	12/03/2024	IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	96.20	
DD20385.24	12/03/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,009.48
INV DEDUC12/03/2024	12/03/2024	AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1	139.36	
INV SUPER 12/03/2024	12/03/2024	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	870.12	
DD20385.25	12/03/2024	AMP LIFE LIMITED	Superannuation contributions	1		258.44

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INV SUPER 12/03/2024		AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD20385.26 12/03/2024		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		309.19
INV SUPER 12/03/2024		ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	309.19	
DD20431.10 26/03/2024		MACQUARIE SUPER CONSOLIDATOR	Payroll deductions	1		594.82
INV SUPER 26/03/2024		MACQUARIE SUPER CONSOLIDATOR	Superannuation contributions	1	439.65	
INV DEDUC26/03/2024		MACQUARIE SUPER CONSOLIDATOR	Payroll deductions	1	155.17	
DD20431.11 26/03/2024		MTAA SUPERFUND	Superannuation contributions	1		207.23
INV SUPER 26/03/2024		MTAA SUPERFUND	Superannuation contributions	1	207.23	
DD20431.12 26/03/2024		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1		5,032.76
INV SUPER 26/03/2024		AUSTRALIAN SUPER PTY LTD	Superannuation contributions	1	4,643.23	
INV DEDUC26/03/2024		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	150.00	
INV DEDUC26/03/2024		AUSTRALIAN SUPER PTY LTD	Payroll deductions	1	239.53	
DD20431.13 26/03/2024		VANGUARD SUPER PTY LTD	Superannuation contributions	1		96.87
INV SUPER 26/03/2024		VANGUARD SUPER PTY LTD	Superannuation contributions	1	96.87	
DD20431.14 26/03/2024		MERCER SUPERANNUATION PLAN	Superannuation contributions	1		350.82
INV SUPER 26/03/2024		MERCER SUPERANNUATION PLAN	Superannuation contributions	1	350.82	
DD20431.15 26/03/2024		FIRST SUPER	Superannuation contributions	1		142.88
INV SUPER 26/03/2024		FIRST SUPER	Superannuation contributions	1	142.88	
DD20431.16 26/03/2024		TWUSUPER	Superannuation contributions	1		333.16
INV SUPER 26/03/2024		TWUSUPER	Superannuation contributions	1	333.16	
DD20431.17 26/03/2024		MLC NOMINEES PTY LTD	Superannuation contributions	1		350.82

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 26/03/2024		MLC NOMINEES PTY LTD	Superannuation contributions	1	350.82	
DD20431.18 26/03/2024		SLATE SUPER	Superannuation contributions	1		148.38
INV SUPER 26/03/2024		SLATE SUPER	Superannuation contributions	1	148.38	
DD20431.19 26/03/2024		CBUS	Superannuation contributions	1		219.13
INV SUPER 26/03/2024		CBUS	Superannuation contributions	1	219.13	
DD20431.20 26/03/2024		ZURICH AUSTRALIA LIMITED	Payroll deductions	1		725.46
INV SUPER 26/03/2024		ZURICH AUSTRALIA LIMITED	Superannuation contributions	1	536.21	
INV DEDUC26/03/2024		ZURICH AUSTRALIA LIMITED	Payroll deductions	1	189.25	
DD20431.21 26/03/2024		REST INDUSTRY SUPER	Superannuation contributions	1		3,659.60
INV DEDUC26/03/2024		REST INDUSTRY SUPER	Payroll deductions	1	456.67	
INV SUPER 26/03/2024		REST INDUSTRY SUPER	Superannuation contributions	1	3,202.93	
DD20431.22 26/03/2024		UNISUPER	Superannuation contributions	1		1,176.96
INV DEDUC26/03/2024		UNISUPER	Payroll deductions	1	143.33	
INV DEDUC26/03/2024		UNISUPER	Payroll deductions	1	460.00	
INV SUPER 26/03/2024		UNISUPER	Superannuation contributions	1	573.63	
DD20431.23 26/03/2024		IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1		96.20
INV SUPER 26/03/2024		IOOF PORTFOLIO SERVICE SUPERANNUATION FUND	Superannuation contributions	1	96.20	
DD20431.24 26/03/2024		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1		1,009.48
INV DEDUC26/03/2024		AUSTRALIAN RETIREMENT TRUST	Payroll deductions	1	139.36	
INV SUPER 26/03/2024		AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	1	870.12	
DD20431.25 26/03/2024		AMP LIFE LIMITED	Superannuation contributions	1		258.44

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER 26/03/2024	26/03/2024	AMP LIFE LIMITED	Superannuation contributions	1	258.44	
DD20431.26	26/03/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1		310.05
INV SUPER 26/03/2024	26/03/2024	ANZ SMART CHOICE SUPER (ONEPATH MASTERFUND)	Superannuation contributions	1	310.05	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNI FUND	1,694,033.67
TOTAL		1,694,033.67

Payment dates 1st March 2024 – 31st March 2024

- Municipal Fund payment cheque numbers 35629 to 25633 Total \$88,957.52.

Electronic Funds Transfer

- Municipal Fund EFT50181 to EFT50441 Total \$1,498,485.18
- Direct Debits Total \$106,590.97

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

Month	Cheques 2023/2024	EFT Payments 2023/2024	Direct Debits 2023/2024	Payroll 2023/2024	Total Payments 2023/2024
July	\$ 31,823.37	\$ 1,139,770.48	\$ 88,946.08	\$ 472,296.12	\$ 1,732,836.05
August	\$ 21,279.17	\$ 2,223,525.24	\$ 148,550.54	\$ 758,309.11	\$ 3,151,664.06
September	\$ 12,934.99	\$ 1,993,268.12	\$ 102,751.41	\$ 583,310.22	\$ 2,692,264.74
October	\$ 174,102.94	\$ 2,106,936.68	\$ 107,815.93	\$ 557,118.03	\$ 2,945,973.58
November	\$ 48,195.42	\$ 2,507,365.26	\$ 106,162.63	\$ 570,488.72	\$ 3,232,212.03
December	\$ 42,666.80	\$ 1,213,764.33	\$ 109,576.57	\$ 532,089.10	\$ 1,898,096.80
January	\$ 31,374.58	\$ 1,523,645.99	\$ 102,574.96	\$ 526,785.60	\$ 2,184,381.13
February	\$ 26,343.13	\$ 2,199,787.75	\$ 101,158.05	\$ 798,809.10	\$ 3,126,098.03
March	\$ 88,957.52	\$ 1,498,485.18	\$ 106,590.97	\$ 527,928.18	\$ 2,221,961.85
April					\$ -
May					\$ -
June					\$ -
Total	\$ 477,677.92	\$ 16,406,549.03	\$ 974,127.14	\$ 5,327,134.18	\$ 23,185,488.27

The following table presents all payments made for the month from Council credit cards paid by direct debit on DD20387.1 - \$7,936.15

Summary Credit Card Payments	\$	Total
Chief Executive Officer		
8/02/2024 -WOOLWORTHS-GIFT CARDS	226.66	
8/02/2024 -WOOLWORTHS-GIFT CARDS	226.66	
8/02/2024 -WOOLWORTHS-GIFT CARDS	226.66	
8/02/2024 -WOOLWORTHS-GIFT CARDS	226.66	
8/02/2024 -WOOLWORTHS-GIFT CARDS	226.66	
8/02/2024 -COLES-GIFT CARDS	308.46	
8/02/2024 -COLES-GIFT CARDS	308.46	

8/02/2024 -COLES-GIFT CARDS	308.46	
8/02/2024 -COLES-GIFT CARDS	308.46	
8/02/2024 -COLES-GIFT CARDS	308.46	
12/02/2024-WOOLWORTHS-GIFT CARDS	160.71	
12/02/2024-WOOLWORTHS-GIFT CARDS	160.71	
12/02/2024-WOOLWORTHS-GIFT CARDS	160.71	
12/02/2024-WOOLWORTHS-GIFT CARDS	160.71	
12/02/2024-WOOLWORTHS-GIFT CARDS	160.71	
14/02/2024-RED ROOSTER-CATERING	33.90	
		\$ 3,513.05
Executive Manager of Corporate Services		
25/01/2024-BEYOND POWER-FUEL FOR PN2004	50.01	
25/01/2024-FARMERS HOME HOTEL-ACCOMMODATION	475.00	
31/01/2024-DOT-RENEW REGO N40157	25.30	
31/01/2024-DOT-RENEW REGO 1TYZ259	25.30	
9/02/2024-AMAYSIM MOBILE PTY LTD-LICENCE	10.00	
11/02/2024-STARLINK AUSTRALIA-LICENCE	174.00	
14/02/2024-ADOBE SYSTEMS PTY LTD LICENCE	225.96	
31/12/2023- FEES	12.06	
		\$ 997.63
Executive Manager of Development Services		
2/02/2024-WESTERN AUSTRALIAN POLICE (EAST PERTH)- CORPORATE FIREARMS LICENCE	166.00	
9/02/2024--IMPROVED LANDFILL MANAGEMENT- STAFF TRAINING	2144.35	
9/02/2024-RMS BUSSELTON - STAFF ACCOMODATION	160.00	
16/02/2024-VISTAPRINT AUSTRALIA-COURTESY CARDS	114.99	
		\$ 2,585.34
Community Emergency Services Manager		
26/01/2024-STICKER MULE	126.00	
31/01/2024-FORMSTACK-SOFTWARE	89.76	
12/02/2024-RING - YEARLY PLAN	49.95	
		\$ 265.71
Executive Manager Engineering Services		
24/01/2024-TURFMATE-DEPOT SUPPLIES	431.42	
		\$ 431.42

Acting Executive Manager Community Services	
09/02/2024-FACEBOOK ADVERTISEMENT	143.00
	\$ 143.00
Total Credit Card Expenditure	\$ 7,936.15

The following table presents payment made by Council for the Coles Card Account – February 2024. Paid on 21st March 2024 by EFT50317 - \$3,938.38

DATE	SUMMARY COLES CARD PAYMENTS	\$	TOTAL
	HR ASSISTANT		
31/01/2024	GIFT CARDS YEARS OF SERVICE	500.00	
31/01/2024	GIFT CARDS YEARS OF SERVICE	250.00	
31/01/2024	GIFT CARDS YEARS OF SERVICE	500.00	
1/02/2024	KITCHEN SUPPLIES	20.25	
5/02/2024	GIFT CARDS YEARS OF SERVICE	450.00	
5/02/2024	GIFT CARDS YEARS OF SERVICE	120.00	
5/02/2024	GIFT CARDS YEARS OF SERVICE	15.00	
6/02/2024	GIFT CARDS YEARS OF SERVICE	257.50	
6/02/2024	GIFT CARDS YEARS OF SERVICE	257.50	
6/02/2024	GIFT CARDS YEARS OF SERVICE	257.50	
6/02/2024	GIFT CARDS YEARS OF SERVICE	257.50	
6/02/2024	GIFT CARDS YEARS OF SERVICE	54.95	
12/02/2024	GIFT CARDS YEARS OF SERVICE	86.85	
12/02/2024	GIFT CARDS YEARS OF SERVICE	30.00	
13/02/2024	GIFT CARDS YEARS OF SERVICE	25.00	
20/02/2024	CATERING	36.45	
27/02/2024	CATERING	22.00	
			\$ 3,140.50
	ACTING KILLARA COORDINATOR		
7/02/2024	KITCHEN SUPPLIES	46.75	
			\$ 46.75
	ENGINEERING - ADMIN OFFICER		
2/02/2024	KITCHEN SUPPLIES	11.95	
8/02/2024	KITCHEN SUPPLIES	76.30	
16/02/2024	KITCHEN SUPPLIES	11.10	
			\$ 99.35
	ENGINEERING - ADMIN COORDINATOR		
22/02/2024	KITCHEN SUPPLIES	4.50	
28/02/2024	KITCHEN SUPPLIES	7.60	

28/02/2024	KITCHEN SUPPLIES	35.00	
			\$ 47.10
	MANAGER COMMUNITY DEVELOPMENT & TOURISM		
15/02/2024	TOURISM COUNCIL MEETING	7.00	
20/02/2024	TOURISM COUNCIL MEETING	48.43	
			\$ 55.43
	RECREATIONAL SERVICES COORDINATOR		
15/02/2024	NORTHAM AQUATIC CENTRE - STOCK	291.00	
			\$ 291.00
	GOVERNANCE OFFICER		
14/02/2024	COUNCIL SUPPLIES	152.90	
14/02/2024	COUNCIL SUPPLIES	25.40	
			\$ 178.30
	COMMUNITY SERVICES - ADMINISTRATION & PROJECTS		
7/02/2024	KITCHEN SUPPLIES	49.25	
20/02/2024	KITCHEN SUPPLIES	30.70	
			\$ 79.95
Total Coles Card Expenditure			\$ 3,938.38

The following table presents payment made by Council for the Woolworths Card Account – February 2024. Paid on 21st March 2024 by EFT50396 - \$2,886.18.

DATE	SUMMARY WOOLWORTHS CARD	\$	TOTAL
	MANAGER COMMUNITY DEVELOPMENT & TOURISM		
5/02/2024	KITCHEN SUPPLIES	13.45	
12/02/2024	KITCHEN SUPPLIES	2.95	
21/02/2024	KITCHEN SUPPLIES	2.95	
29/02/2024	KITCHEN SUPPLIES	12.30	
	KITCHEN SUPPLIES		
			\$ 31.65
	KILLARA CLIENT CARE OFFICER		
14/02/2024	MEALS FOR CLIENTS	27.00	
			\$ 27.00
	KILLARA ADMIN OFFICER		

1/02/2024	MEALS FOR CLIENTS	12.40	
2/02/2024	MEALS FOR CLIENTS	28.50	
6/02/2024	MEALS FOR CLIENTS	52.08	
7/02/2024	MEALS FOR CLIENTS	217.21	
14/02/2024	MEALS FOR CLIENTS	352.94	
21/02/2024	MEALS FOR CLIENTS	398.06	
22/02/2024	MEALS FOR CLIENTS	1.00	
27/02/2024	MEALS FOR CLIENTS	431.83	
			\$ 1,494.02
	RECREATION SERVICES COORDINATOR		
6/02/2024	KIOSK STOCK	534.28	
7/02/2024	KITCHEN SUPPLIES	19.20	
8/02/2024	KITCHEN SUPPLIES	13.33	
12/02/2024	KIOSK STOCK	364.70	
20/02/2024	KITCHEN SUPPLIES	6.40	
28/02/2024	OFFICE SUPPLIES	29.50	
			\$ 967.41
	ADMINISTRATION COORDINATOR		
7/02/2024	KITCHEN SUPPLIES	9.00	
12/02/2024	KITCHEN SUPPLIES	9.00	
14/02/2024	OFFICE SUPPLIES	113.30	
19/02/2024	KITCHEN SUPPLIES	9.00	
23/02/2024	KITCHEN SUPPLIES	19.00	
29/02/2024	OFFICE SUPPLIES	121.95	
			\$ 281.25
	LIBRARY MANAGER		
2/02/2024	KITCHEN SUPPLIES	37.10	
21/02/2024	KITCHEN SUPPLIES	18.60	
27/02/2024	KITCHEN SUPPLIES	29.15	
			\$ 84.85
Total Woolworths Card Expenditure			\$ 2,886.18

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

Payment to Dun Direct on 14th March 2024 by EFT50278- \$35,454.05

Payment to Caltex Starcard on 14th March 2024 by EFT50273 - \$625.65

Payment to Business Fuel Card on 15th February 2024 by EFT49663 - \$300.84

Total Fuel Payment - \$36,380.54

DATE	SUMMARY OF FUEL PURCHASES / PRODUCTS	TYPE	\$
NON OPERATIONAL - LIGHT VEHICLES			
Feb-24	PN1901	FUEL PURCHASES	\$205.42
Feb-24	PN1906	FUEL PURCHASES	\$66.74
Feb-24	PN1907	FUEL PURCHASES	\$86.86
Feb-24	PN2004	FUEL PURCHASES	\$202.03
Feb-24	PN2005	FUEL PURCHASES	\$90.54
Feb-24	PN2006	FUEL PURCHASES	\$298.73
Feb-24	PN2013	FUEL PURCHASES	\$119.58
Feb-24	PN2015	FUEL PURCHASES	\$401.72
Feb-24	PN2016	FUEL PURCHASES	\$392.69
Feb-24	PN2019	FUEL PURCHASES	\$49.31
Feb-24	PN2101	FUEL PURCHASES	\$446.75
Feb-24	PN2105	FUEL PURCHASES	\$462.52
Feb-24	PN2311	FUEL PURCHASES	\$408.59
Feb-24	PN2312	FUEL PURCHASES	\$239.90
Feb-24	PN1310	FUEL PURCHASES	\$170.90
Feb-24	PN1905	FUEL PURCHASES	\$195.15
Feb-24	PN1607	FUEL PURCHASES	\$226.62
Feb-24		CARD FEES ONLY	\$34.05
		TOTAL	\$4,098.10
OPERATIONAL - LIGHT VEHICLES / MACHINERY / PLANT			
DEPOT VEHICLES			
Feb-24	LIGHT VEHICLES	FUEL PURCHASES	\$4,807.03
Feb-24	MACHINERY / PLANT	FUEL PURCHASES	\$24,776.00
Feb-24		CARD FEES ONLY	\$110.61
		TOTAL	\$29,693.64
CESM			
Feb-24	CESM VEHICLES	FUEL PURCHASES	\$1,057.16
Feb-24	BUSFIRE BRIGADE VEHICLES	FUEL PURCHASES	\$172.29
Feb-24		CARD FEE ONLY	\$128.55
		TOTAL	\$1,358.00
RANGERS			
Feb-24	RANGER VEHICLES	FUEL PURCHASES	\$1,230.80
		TOTAL	\$1,230.80
TOTAL FUEL PURCHASES			\$36,380.54

CERTIFICATION OF THE PRESIDENT

I hereby certify that this schedule of account covering vouchers and electronic fund transfer payments as per above and totalling \$2,221,961.85 was submitted to the Ordinary Meeting of Council on Wednesday, 17th April 2024.

_____ CERTIFICATION OF THE PRESIDENT

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts paid covering vouchers \$2,221,961.85 was submitted to each member of the Council on Wednesday, 17th April 2024, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and casting and the amounts shown are due for payment.

_____ CHIEF EXECUTIVE OFFICER

13.4.2 Financial Report For The Period Ending 31 March 2024

File Reference:	2.1.3.4
Reporting Officer:	Kudzai Matanga (Finance Manager), Mia Miller (Management Accountant), Tamara Brough (Senior 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

For Council to receive the Statement of Financial Activity for the period ending 31 March 2024.

ATTACHMENTS

1. Statement Of Financial Activity March 2024 [**13.4.2.1** - 13 pages]

A. BACKGROUND / DETAILS

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

The Statement of Financial Activity for the period ending 31 March is detailed in Attachment 1 and includes the following reports:

- Statement of Financial Activity
- Operating Statements
- Balance Sheet
- Acquisition of Assets
- Disposal of Assets
- Information on Borrowings
- Reserves
- Net Current Assets
- Cash Position
- Rating Information
- Investment Register

The report includes a summary of the financial position along with comments relating to the statements.

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

Operating Revenue

1. Interest revenue over budget by 13% because of the timing of interest being brought to account. It is expected to finish the year on par with the budget.

Capital Revenue

2. Non-operating grants are under budget due to timing of the grants which are predominantly tied to the timing of the associated projects 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

The Financial Statements have been prepared in accordance with Council's 2023/2024 Budget.

B.3 Legislative Compliance

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

Local Government (Financial Management) Regulations 1996.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

N/A

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Figures not reflecting the true financial situation	Rare (2) x Medium (3) = Low (3)	There are processes in place to show compliance with relevant legislation
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A

Service Interruption	N/A	N/A	N/A
Compliance	Report not being accepted by Council	Rare (2) x Medium (3) = Low (3)	There are processes in place to ensure compliance with relevant legislation
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

Nil.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5000

Moved: Cr M P Ryan

Seconded: Cr L C Biglin

That Council RECEIVES the Statement of Financial Activity prepared in accordance with the Local Government (Financial Management) Regulations, for the period ending 31 March 2024.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



Shire of Northam

SHIRE OF NORTHAM

MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

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SHIRE OF NORTHAM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDING 31 MARCH 2024

	NOTE	2023/24	Ytd	2023/24	Variances	Variances
		Revised	Budget	Ytd Actual	Actuals to	Actuals to
		Budget	Budget	Budget	Budget	Budget
OPERATING REVENUE						
Rates		11,945,146	11,978,220	11,892,976	(85,244)	-1%
Operating Grants Subsidies and Contributions		2,689,455	1,797,492	1,804,644	7,152	0%
Fees and Charges		4,581,312	3,892,212	4,036,477	144,265	4%
Interest Revenue	1	572,035	391,870	441,370	49,500	13%
Other Revenue		1,115,053	779,614	777,658	(1,956)	0%
TOTAL OPERATING REVENUE		20,903,001	18,839,408	18,953,125	113,717	1%
OPERATING EXPENSES						
Employee Costs		(10,677,504)	(7,873,073)	(8,061,331)	(188,258)	2%
Materials and Contracts		(8,242,975)	(5,916,509)	(5,629,374)	287,135	-5%
Utility Charges		(938,637)	(698,536)	(733,424)	(34,888)	5%
Depreciation of Non Current Assets		(5,164,280)	(3,874,410)	(3,673,474)	200,936	-5%
Finance Costs		(279,554)	(186,557)	(186,373)	184	0%
Insurance Expenses		(652,838)	(560,237)	(599,700)	(39,463)	7%
Other Expenditure		(385,413)	(288,909)	(274,076)	14,833	-5%
TOTAL OPERATING EXPENSE		(26,341,201)	(19,398,231)	(19,157,752)	240,479	-1%
Capital Grants Subsidies and Contributions	2	4,693,101	2,761,861	1,308,350	(1,453,511)	-53%
Profit on Asset Disposals		867,450	29,258	40,927	11,669	40%
Loss on Asset Disposals		(213,764)	(160,317)	(61,654)	98,663	-62%
RESULTING FROM OPERATIONS		(91,413)	2,071,979	1,082,995	(988,984)	-47.73%
Removal of Non-Cash Items						
(Profit)/Loss on Asset Disposals		(653,686)	131,059	(20,728)	(151,787)	
Movement Provisions		0	0	0	0	
Depreciation on Assets		5,164,280	3,874,410	3,673,474	(200,936)	
Non Operating Items						
Purchase Land and Buildings		(2,753,163)	(2,188,570)	(1,341,427)	847,143	
Purchase Plant and Equipment		(1,676,932)	(1,316,154)	(903,949)	412,205	
Purchase Furniture and Equipment		(381,756)	(286,308)	0	286,308	
Purchase Infrastructure Assets - Roads		(4,145,323)	(3,588,672)	(1,126,308)	2,462,364	
Purchase Infrastructure Assets - Bridges		(400,000)	(75,667)	(36,437)	39,230	
Purchase Infrastructure Assets - Footpaths		(1,007,665)	(574,450)	(419,460)	154,990	
Purchase Infrastructure Assets - Drainage		(960,031)	(264,654)	(110,658)	153,996	
Purchase Infrastructure Assets - Parks & Ovals		(2,128,919)	(938,518)	(407,575)	530,943	
Purchase Infrastructure Assets - Other		(779,220)	(777,567)	(204,020)	573,547	
Proceeds from Disposal of Assets		1,595,882	1,211,057	238,209	(972,848)	
Repayment of Debentures		(460,849)	(328,837)	(328,837)	0	
Self-Supporting Loan Principal Income		22,208	11,017	11,017	(0)	
Transfers to Restricted Assets (Reserves)		(1,448,605)	(1,186,045)	(1,186,045)	0	
Transfers from Restricted Asset (Reserves)		638,288	520,703	520,703	0	
Net Current Assets July 1 B/Fwd		9,466,904	9,466,903	9,466,903	0	
Net Current Assets Year to Date		-	5,761,686	8,946,079	3,184,393	
Surplus/Deficit		0	(0)	(38,223)	(38,223)	

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



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

	23/24 Revised Budget \$	Ytd Budget \$	23/24 Ytd Actual \$	Variations Actuals to Budget \$	Variations Actuals to Budget %
Operating					
Revenues					
Governance	33,096	1,116	32,258	31,142	2791%
General Purpose Funding Other	12,855,230	12,521,384	12,555,566	34,182	0%
Law, Order, Public Safety	1,392,381	1,170,027	607,290	(562,737)	(48%)
Health	61,000	40,664	54,478	13,814	34%
Education and Welfare	1,486,699	1,058,161	1,137,729	79,568	8%
Housing	128,176	80,379	38,594	(41,785)	(52%)
Community Amenities	3,420,667	3,028,975	2,968,808	(60,167)	(2%)
Recreation and Culture	2,032,749	1,492,587	466,991	(1,025,596)	(69%)
Transport	3,439,932	1,605,272	1,878,359	273,087	17%
Economic Services	1,531,422	555,984	379,485	(176,499)	(32%)
Other Property and Services	82,200	75,978	182,843	106,865	141%
Total Operating Revenue	26,463,552	21,630,527	20,302,401	(1,328,126)	(6%)
Expenses					0.00%
Governance	(1,707,912)	(1,273,781)	(1,254,025)	19,756	2%
General Purpose Funding	(381,627)	(288,212)	(276,478)	11,734	4%
Law, Order, Public Safety	(2,157,357)	(1,607,908)	(1,614,823)	(6,915)	(0%)
Health	(502,120)	(388,239)	(379,257)	8,982	2%
Education and Welfare	(1,392,513)	(1,060,204)	(940,743)	119,461	11%
Housing	(117,312)	(87,644)	(47,017)	40,627	46%
Community Amenities	(4,420,760)	(3,276,603)	(2,930,055)	346,548	11%
Recreation & Culture	(5,941,898)	(4,417,034)	(4,163,214)	253,820	6%
Transport	(7,461,378)	(5,292,233)	(5,370,561)	(78,328)	(1%)
Economic Services	(2,410,179)	(1,838,700)	(1,629,668)	209,032	11%
Other Property and Services	(61,909)	(27,990)	(613,565)	(585,575)	(2092%)
Total Operating Expenses	(26,554,965)	(19,558,548)	(19,219,406)	339,142	1.73%
NET RESULT	-91,413	2,071,979	1,082,995	-988,984	-47.73%

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

2. BALANCE SHEET

	23/24 YTD Actual \$	22/23 Actual \$
CURRENT ASSETS		
Cash Assets	7,358,048	7,438,135
Receivables	4,157,736	2,882,499
Inventories & Other Assets	3,849,352	5,804,676
TOTAL CURRENT ASSETS	15,365,136	16,125,310
NON-CURRENT ASSETS		
Receivables	577,625	476,940
Inventories	0	0
Land and Buildings	59,761,564	59,015,974
Property, Plant and Equipment	5,931,030	6,101,034
Infrastructure	327,796,289	327,810,305
Financial & Other Assets	244,469	345,155
TOTAL NON-CURRENT ASSETS	394,310,977	393,749,408
TOTAL ASSETS	409,676,113	409,874,718
CURRENT LIABILITIES		
Payables	2,333,004	2,073,911
Interest-bearing Liabilities	193,544	1,690,236
Provisions	1,454,704	1,454,704
TOTAL CURRENT LIABILITIES	3,981,252	5,218,851
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	6,597,517	6,597,518
Provisions	276,326	276,326
Payables	0	0
TOTAL NON-CURRENT LIABILITIES	6,873,843	6,873,844
TOTAL LIABILITIES	10,855,095	12,092,695
NET ASSETS	398,821,018	397,782,023
EQUITY		
Retained Surplus	118,263,695	117,890,042
Reserves - Cash Backed	3,698,352	3,033,010
Reserves - Asset Revaluation	276,858,971	276,858,971
TOTAL EQUITY	398,821,018	397,782,023

SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

3. ACQUISITION OF ASSETS (Continued)	Note	23/24 Budget \$	23/24 Ytd Actual \$
<u>By Class</u>			
Land Held for Resale		0	0
Land and Buildings		2,753,163	1,341,427
Plant and Equipment		1,629,382	903,949
Furniture and Equipment		381,756	0
Infrastructure Assets - Roads		4,145,323	1,126,308
Infrastructure Assets - Footpaths		1,007,665	419,460
Infrastructure Assets - Bridges & Culverts		400,000	36,437
Infrastructure Assets - Drainage		960,031	110,658
Infrastructure Assets - Parks & Ovals		2,128,919	407,575
Infrastructure Assets - Other		779,220	204,020
		14,185,459	4,549,834



SHIRE OF NORTHAM

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

4. DISPOSALS OF ASSETS

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

By Program	Note	Written Down Value		Sale Proceeds		Profit(Loss)	
		23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
Governance							
PN1915 Ford Ranger Ute 4X4		12,949.00	8,404.25	44,545.00	40,000.00	31,596.00	31,595.75
Law Order & Public Safety							
CESM Vehicle PN1710 c/fwd		7,356.00	15,000.00	27,273.00	13,636.36	19,917.00	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd		27,552.00	24,870.00	16,700.00	20,909.09	(10,852.00)	(3,960.91)
PN1902 Mitsubishi Triton		27,860.46	-	10,909.00	-	(16,951.46)	-
Welfare							
Hyundai VF2 I40 2.O Auto Wagon		15,000	15,000.00	9,091	11,481.45	(5,909.00)	(3,518.55)
Community Amenities							
PN1907 Ford Escape		20,219.02	-	10,000.00	-	(10,219.02)	-
Transport							
N.002 volvo G930 2014 Grader c/fwd		139,845.00	119,608.53	80,000.00	67,545.45	(59,845.00)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd		10,960.00	-	1,500.00	-	(9,460.00)	-
Hino Dual Cab Truck 300 Series 921 Crew Diesel (N.003) c/fwd		39,617.00	35,501.39	40,455.00	40,454.55	838.00	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd		28,233.00	23,804.06	32,727.00	27,272.73	4,494.00	3,468.67
PN1905 Mitsubishi Outlander		19,017.00	-	20,000.00	-	983.00	-
PN1005 Kubota F3680 Mower GP1001		20,011.36	-	6,500.00	-	(13,511.36)	-
MV1405 Forklift		6,909.00	6,748.19	6,000.00	6,000.00	(909.00)	(748.19)
PN1502 Bomag Road Roller (N.4174)		87,400.00	-	35,000.00	-	(52,400.00)	-
PN1518 Flail Mower Trimax WS205		5,372.00	-	1,000.00	-	(4,372.00)	-
PN1603 MV1603 Sewell Road Broom		20,011.00	-	1,000.00	-	(19,011.00)	-
PN1622 - Fieldquip Major 3 Point Linkage Roller Mower		7,474.00	-	1,000.00	-	(6,474.00)	-
PN1804 Hino 500 Series Tipper (N10759)		82,942.00	-	80,182.00	-	(2,760.00)	-
Vermeer Stump Grinder MV1508		-	-	10,000.00	-	10,000.00	-
PN1623 Mitsubishi Triton Single Cab		10,000.00	-	12,000.00	-	2,000.00	-
PN1602 Mitsubishi Triton Ute GLX		10,000.00	10,000.00	12,000.00	10,909.09	2,000.00	909.09
MV1909 Mazda BT50 (N.4487)		13,378.00	-	19,000.00	-	5,622.00	-
PN2007 Mazda BT50 (N11084)		20,090.00	-	19,000.00	-	(1,090.00)	-
Other Property and Services							
Northam Depot Land Peel Terrace		310,000.00	-	1,100,000.00	-	790,000.00	-
		942,196	258,936.42	1,595,882.00	238,208.72	653,686.16	(20,727.70)



SHIRE OF NORTHAM

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

4. DISPOSALS OF ASSETS

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

4. DISPOSALS OF ASSETS CONTINUED

By Class	Written Down Value		Sale Proceeds		Profit(Loss)	
	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$	23/24 Budget \$	Ytd Actual \$
Plant & Equipment						
PN1915 Ford Ranger Ute 4X4	12,949.00	8,404.25	44,545.00	40,000.00	31,596	31,595.75
CESM Vehicle PN1710 c/fwd	7,356.00	15,000.00	27,273.00	13,636.36	19,917	(1,363.64)
PN 2012 Ford ranger N11n54 MV2007 C/fwd	27,552.00	24,870.00	16,700.00	20,909.09	(10,852)	(3,960.91)
PN1902 Mitsubishi Triton	27,860.46	-	10,909.00	-	(16,951)	-
Hyundai VF2 I40 2.O Auto Wagon	15,000.00	15,000.00	9,091.00	11,481.45	(5,909)	(3,518.55)
PN1907 Ford Escape	20,219.02	-	10,000.00	-	(10,219)	-
N.002 volvo G930 2014 Grader c/fwd	139,845.00	119,608.53	80,000.00	67,545.45	(59,845)	(52,063.08)
John Deere Z-track Ride on Mower-Z997 c/fwd (N.003) c/fwd	10,960.00	-	1,500.00	-	(9,460)	-
	39,617.00	35,501.39	40,455.00	40,454.55	838	4,953.16
Holden Colorado Crew Cab 4X4 LT2 Auto 2.8L c/fwd	28,233.00	23,804.06	32,727.00	27,272.73	4,494	3,468.67
PN1905 Mitsubishi Outlander	19,017.00	-	20,000.00	-	983	-
PN1005 Kubota F3680 Mower GP1001	20,011.36	-	6,500.00	-	(13,511)	-
MV1405 Forklift	6,909.00	6,748.19	6,000.00	6,000.00	(909)	(748.19)
PN1502 Bomag Road Roller (N.4174)	87,400.00	-	35,000.00	-	(52,400)	-
PN1518 Flail Mower Trimax WS205	5,372.00	-	1,000.00	-	(4,372)	-
PN1603 MV1603 Sewell Road Broom	20,011.00	-	1,000.00	-	(19,011)	-
Mower	7,474.00	-	1,000.00	-	(6,474)	-
PN1804 Hino 500 Series Tipper (N10759)	82,942.00	-	80,182.00	-	(2,760)	-
Vermeer Stump Grinder MV1508	-	-	10,000.00	-	10,000	-
PN1623 Mitsubishi Triton Single Cab	10,000.00	-	12,000.00	-	2,000	-
PN1602 Mitsubishi Triton Ute GLX	10,000.00	10,000.00	12,000.00	10,909.09	2,000	909.09
MV1909 Mazda BT50 (N.4487)	13,378.00	-	19,000.00	-	5,622	-
PN2007 Mazda BT50 (N11084)	20,090.00	-	19,000.00	-	(1,090)	-
Land/Buildings						
Northam Depot Land Peel Terrace	310,000.00	-	1,100,000.00	-	790,000	-
	942,195.84	258,936.42	1,595,882.00	238,208.72	653,686.16	(20,727.70)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

22/23 Budget \$	Ytd Actual \$
867,450	40,927
(213,764)	(61,654)
653,686	(20,728)



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-22	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		23/24 Budget \$	23/24 Ytd Actual \$	23/24 Budget \$	23/24 Ytd Actual \$	23/24 Budget \$	23/24 Ytd Actual \$	23/24 Budget \$	23/24 Ytd Actual \$
Recreation & Culture									
Loan 219A - Northam Bowling Club **	3.18%	80,894	0	22,208	11,017	58,686	69,877	2,955	1,992
Loan 224 - Recreation Facilities	6.48%	610,035	0	60,354	29,696	549,681	580,339	42,777	28,546
Loan 227 - Youth Space	2.26%	313,370	0	49,338	24,531	264,032	288,839	8,967	5,946
Loan 228 - Swimming Pool	1.88%	3,828,654	0	199,939	199,939	3,628,715	3,628,715	97,469	64,608
loan 229- Depot	4.74%	1,700,000	0	79,630	39,359	1,620,370	1,660,641	92,386	61,924
Economic Services									
Loan 225 - Victoria Oval Purchase	6.48%	499,120	0	49,380	24,296	449,740	474,824	35,000	23,356
		7,032,073	0	460,849	328,837	6,571,224	6,703,236	279,554	186,372

Note: ** indicates self - supporting loans

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



SHIRE OF NORTHAM

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

	23/24 Budget			Total	23/24 Ytd Actual			Total
	Opening Bal	Tfr To Reserve	Tfr From Reserve		Opening Bal	Tfr To Reserve	Tfr From Reserve	
6. RESERVES - CASH BACKED								
Employee Liability Reserve	815,323	20,978	(159,775)	676,526	796,706	22,819	(42,190)	777,335
Office Equipment Reserve	104,632	2,757	(100,000)	7,389	102,365	1,413	(100,000)	3,777
Plant & Equipment Reserve	124,738	103,287	(100,000)	128,025	122,035	1,993	(100,000)	24,028
Road & Bridgeworks Reserve	209,265	318,551		527,816	204,731	324,228		528,958
Refuse Site Reserve	300,694	124,029	-	424,723	293,334	121,092		414,426
Speedway Reserve	157,554	4,244		161,798	154,140	4,546		158,686
Community Bus Replacement Reserve	104,734	2,699		107,433	102,465	3,022		105,487
Septage Pond Reserve	207,809	5,422	(118,513)	94,718	201,395	4,036	(118,513)	86,917
Killara Reserve	409,874	26,432	-	436,306	399,788	27,431		427,219
Recreation and Community Facilities Reserve	231,820	660,597	-	892,417	228,578	665,431		894,008
Council Buildings & Amenities Reserve	86,846	170,326		257,172	80,505	2,374		82,879
Parking Facilities Construction Reserve	104,632	2,696		107,328	102,365	3,019		105,384
Reticulation Scheme Reserve	247,245	6,515	(160,000)	93,760	241,888	4,563	(160,000)	86,451
Revaluation Reserve	2,846	73	-	2,919	2,716	80		2,797
Unspent Grants Reserve		-		-	-			-
Total Cash Backed Reserves	3,108,010	1,448,606	(638,288)	3,918,328	3,033,010	1,186,045	(520,703)	3,698,352

Total Interest & Transfers

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



SHIRE OF NORTHAM

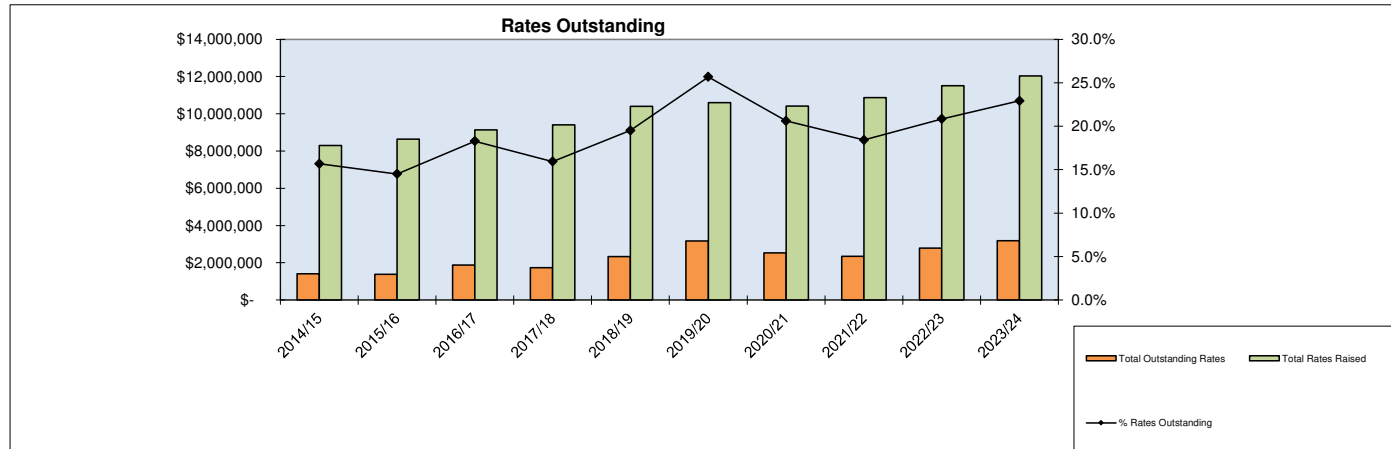
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31 MARCH 2024

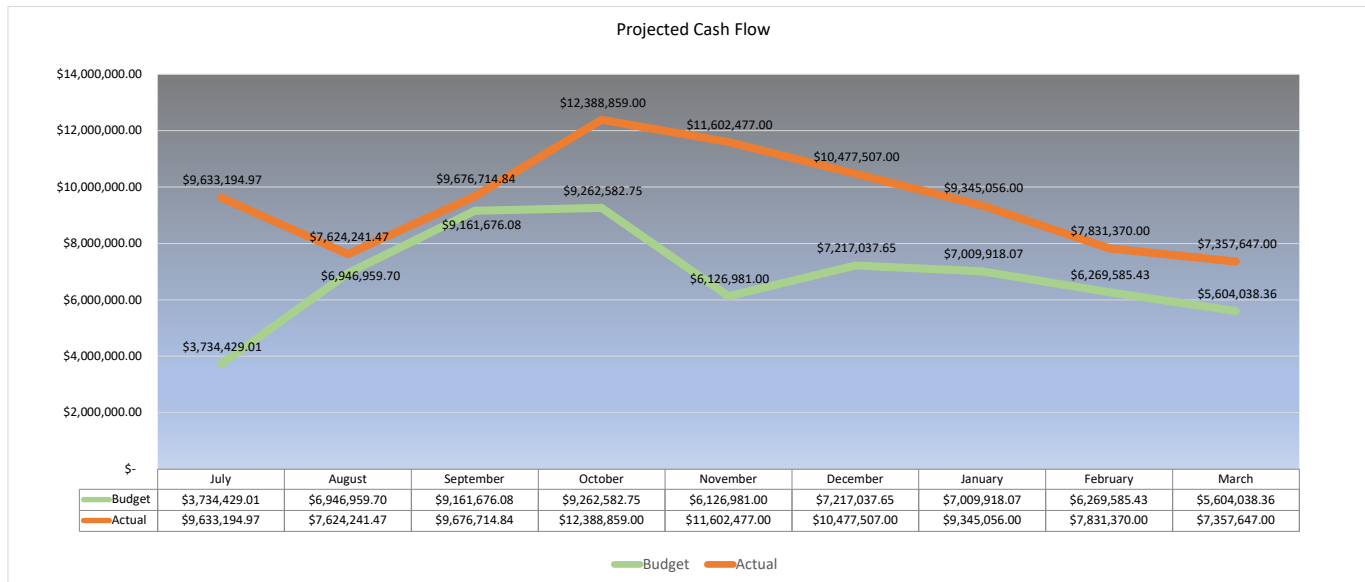
	23/24 Budget	23/24 Ytd Actual	22/23 Financial Report
	\$	\$	\$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	200,000	7,358,048	9,678,088
Cash - Restricted Reserves	3,773,263	3,698,352	3,033,010
Self Supporting Loan	0	12,906	28,208
Receivables	2,766,113	439,493	943,969
Rates - Current	0	3,816,980	2,403,661
Pensioners Rates Rebate	0	0	0
Provision for Doubtful Debts	0	(63,837)	(63,837)
GST Receivables	0	103,193	186,562
Inventories	0	0	0
	<u>6,739,376</u>	<u>15,365,135</u>	<u>16,209,660</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(1,238,130)	(155,237)	(780,143)
Rates Income in Advance	(469,461)	(357,089)	(391,910)
GST Payable	0	(26,063)	(48,772)
Accrued Salaries & Wages	0	0	(174,269)
Accrued Interest on Debentures	0	(47,425)	(57,106)
Accrued Expenditure	0	0	0
Bond Liability	(945,724)	(797,978)	(768,121)
Payg Payable	0	(72,862)	0
Loan Liability	(463,054)	(134,216)	(463,054)
Provision for Annual Leave	(709,390)	(709,390)	(709,390)
Provision for Long Service Leave	(745,314)	(745,314)	(745,314)
Other Payables	0	(935,677)	(1,165,121)
	<u>(4,571,073)</u>	<u>(3,981,251)</u>	<u>(5,303,200)</u>
NET CURRENT ASSET POSITION	2,168,303	11,383,884	10,906,460
Less: Cash - Reserves - Restricted	(3,773,263)	(3,698,352)	(3,033,010)
Current Portion of Lease Liabilities	0	11,903	11,902
Less: Loans receivable - clubs/institutions	0	(12,906)	(28,208)
Add: Current Loan Liability	460,849	134,216	463,054
Add: Leave Liability Reserve	794,111	777,335	796,705
Add: Budgeted Leave	350,000	350,000	350,000
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>0</u>	<u>8,946,079</u>	<u>9,466,903</u>

**SHIRE OF NORTHAM
RATING REPORT
FOR THE PERIOD ENDED 31 MARCH 2024**

	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
Key Rating Dates										
RATES ISSUED	14/08/14	14/08/15	19/08/2016	1/08/2017	15/08/2018	4/09/2019	7/08/2020	23/08/2021	2/09/2022	25/08/2023
RATES DUE	8/10/2014	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
2nd INSTALMENT DUE	8/12/2014	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
3rd INSTALMENT DUE	9/02/2015	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
4th INSTALMENT DUE	9/04/2015	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
<i>Outstanding 1st July</i>	\$716,120	\$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
<i>Rates Levied</i>	\$8,222,616	\$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
<i>Interest, Ex gratia, interim and back rates less writeoff's</i>	\$80,154	\$83,173	\$208,077	-\$155,280	\$474,784	\$251,025	\$29,990	\$190,654	\$242,052	\$171,390
Rates paid by month										
1 July	62,554	29,105	43,333	60,002	94,638	87,543	307,979	94,808	90,363	67,295
2 August	119,840	700,198	367,776	2,054,983	1,856,869	213,195	2,343,849	462,892	397,332	371,229
3 September	2,650,420	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 October	2,550,091	630,886	1,166,136	484,607	590,724	3,255,037	208,486	756,888	3,478,258	2,925,852
5 November	506,022	842,856	908,844	1,036,340	952,902	574,138	580,253	1,041,532	720,389	495,891
6 December	654,900	214,507	336,154	189,794	239,893	724,440	437,028	465,088	655,106	934,587
7 January	295,629	441,681	464,526	637,664	861,146	427,789	643,946	794,760	570,266	401,031
8 February	508,828	148,327	260,963	258,355	174,143	576,493	323,242	316,347	713,091	724,593
9 March	256,379	601,416	589,684	670,462	821,970	476,994	558,147	674,247	314,494	527,711
10 April										
11 May										
12 June										
Total YTD	7,604,663	8,128,819	8,380,703	9,156,938	9,607,120	9,164,851	9,729,468	10,425,674	10,605,687	10,720,793
% Ytd Rates Outstanding	15.7%	14.5%	18.3%	15.9%	19.5%	25.7%	20.6%	18.4%	20.8%	22.9%
Ytd Outstanding	1,414,226	1,380,228	1,874,852	1,736,022	2,328,503	3,165,946	2,524,635	2,352,941	2,791,739	3,190,345



**SHIRE OF NORTHAM
CASH FLOW REPORT
FOR THE PERIOD ENDED 21 MARCH 2024**



INVESTMENT REGISTER

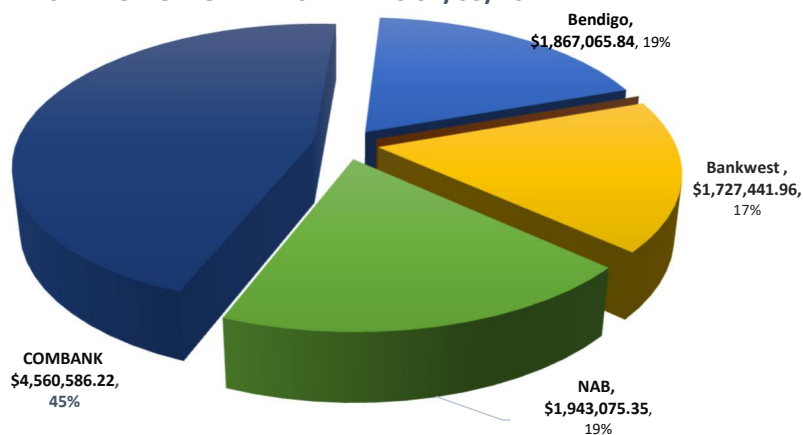
Investor: SHIRE OF NORTHAM

Starting Log Date: 01/07/23

Current Date: 31/03/24

Bank	INVESTING TERM		AMOUNT INVESTED	INTEREST RATE P.A	TERM TO MATURITY MONTHS
	Start	End			
Bendigo- Ref 3834911	28/02/24	28/11/24	\$1,300,278.84	5.03%	9
Bendigo	04/01/24	04/04/24	\$566,787.00	4.81%	3
Bankwest- Ref 412001820-2	19/01/24	19/05/24	\$1,569,289.96	4.55%	4
Bankwest TRUST ARDC	13/03/24	13/04/24	\$158,152.00	1.25%	1
Combank	27/03/24	26/06/24	\$1,037,859.00	4.73%	3
Combank	06/03/24	06/05/24	\$516,747.77	4.58%	2
Combank	11/02/24	11/06/24	\$500,000.00	4.91%	4
Combank	03/10/23	03/04/24	\$505,979.45	4.92%	6
Combank	04/10/23	04/04/24	\$2,000,000.00	4.96%	6
Nab	13/03/24	13/09/24	\$743,075.35	5.00%	6
Nab	13/03/24	13/06/24	\$1,200,000.00	4.95%	3
Total			\$10,098,169.37		

DISTRIBUTION OF INVESTMENTS 31/03/2024



13.5 COMMUNITY SERVICES

13.5.1 Avon Tourism Alliance MOU

File Reference:	1.3.13
Reporting Officer:	Jaime Hawkins (Manager Community Development & Tourism)
Responsible Officer:	Janice Byers (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

To present the Avon Valley Alliance Memorandum of Understanding (MOU) 2024 - 2027 for Council's consideration and support. The MOU is an agreement between the Shires of Northam, York, Toodyay, Goomalling and Beverley.

ATTACHMENTS

- 20231208 DRAFT MOU Avon Valley Region [**13.5.1.1** - 6 pages]

A. BACKGROUND / DETAILS

The Shires of Northam, York, Toodyay, Goomalling and Beverley have been working in collaboration for the development of the Avon Valley tourism region since Avon Tourism Inc. folded in 2019. The Avon Valley is a sub region of Destination Perth, which is the Regional Tourism Organisation (RTO). The collapse of Avon Valley Tourism Inc. resulted in the region being solely marketed by Destination Perth.

To keep the Avon Valley region on the map, representatives of the five Shires, including officers from the Shire of Northam, started meeting as an informal working group. The officers met and worked on projects including trails, brochures, and a stand at the Caravan & Camping Show in 2020. In our efforts to keep the Avon Valley as a tourism sub region the Shire were able to obtain a corporate partnership package with Destination Perth which includes all Shires paying 1/5 of the membership. As part of this membership, the Shire has over the last few years achieved many things including new branding, booklets and many marketing activities and administration. This has resulted in a suite of photographs and many social media mentions from

industry. This partnership is limited in the activities that can be progressed without a formal agreement in place. Destination Perth is the sole marketing organisation and the Avon Valley do not have a designated website or social media accounts.

B. CONSIDERATIONS

B.1 Strategic Community / Corporate Business Plan

Performance Area: Prosperity.

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

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

Priority Action: Nil.

B.2 Financial / Resource Implications

Commitment to the Avon Valley Alliance will require a maximum ongoing budgetary allocation of \$2,500 per financial year for the life of the MOU.

Any changes to the expected financial commitment will be communicated by March each year to allow budgetary considerations.

B.3 Legislative Compliance

Nil.

B.4 Policy Implications

Nil.

B.5 Stakeholder Engagement / Consultation

Consultation with the Shires of Northam, York, Toodyay, Goomalling, Beverley, and Destination Perth have been conducted to inform the development of this MOU.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Projects arising from the Alliance could require a Council budgetary allocation in addition to the \$2,500 maximum specified in the MOU, especially if the Alliance moved towards the	Possible (3) x Minor (2) = Moderate (6)	Any increases to the financial contribution require the unanimous approval of all 5 member Councils of the Alliance.

	employment of a paid officer.		
Health & Safety	Nil.		
Reputation	In the event Council chose not to support the MOU, there could be reputational implications from reduced tourism opportunity, not only for the Shire but also for local businesses.	Unlikely (2) x Minor (2) = Low (4)	Clear communication of reasons for decision and consistent messaging.
Service Interruption	Projects arising from the Avon Valley Alliance could require an increased commitment of Shire staff.	Unlikely (2) x Minor (2) = Low (4)	A small amount of time is already being invested into the Alliance, there is unlikely to be a significant increase in this. With a formal agreement the Alliance will have a higher chance of obtaining external funding to outsource some projects.
Compliance	Nil.		
Property	Nil.		
Environment	Ni.		

B.7 Natural Environment Considerations

Nil

C. OFFICER'S COMMENT

The five collaborating Shires have identified that an initial objective to progress tourism in the region is to develop a strategic plan. This would identify steps forward in a coordinated approach. It is anticipated that an administration role would be needed to coordinate marketing and a website. Currently, there is no official Avon Valley website or social media platforms to promote the region. The partnership forged with Destination Perth two years ago between the Shires has provided a landing page on the Destination Perth website and the RTO continues to work with the group to promote the region through the corporate partnership.

This formal partnership alliance in the form of a MOU will allow the group to access grants and funding for activities including the development of a Strategic Plan. The agreement by the participating Shires allows for budgeting and planning allocations for the 2024/25 financial year.

The proposed MOU has been endorsed by the Councils of the Shires of Beverly, York and Goomalling and was presented to the Toodyay Council at their meeting on 27 March 2024.

Given the value in a collaborative partnership for promoting the tourism potential of the Avon Valley, it is recommended that the Shire of Northam becomes an alliance partner through the MOU.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5001

Moved: Cr C M Poulton

Seconded: Cr M P Ryan

That Council:

- 1. APPROVES the Avon Valley Alliance Memorandum of Understanding 2024 - 2027, as attached.**
- 2. CONSIDERS as part of the 2024/25 budget an allocation of \$2,500 as the Shire of Northam's annual contribution to the Avon Valley Alliance.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil



MEMORANDUM OF UNDERSTANDING

2024 -2027

FOR: AVON VALLEY TOURISM REGION

BETWEEN: SHIRE OF BEVERLEY

SHIRE OF GOOMALLING

SHIRE OF NORTHAM

SHIRE OF TOODYAY

SHIRE OF YORK



1. PARTIES TO THE AGREEMENT

This document represents an agreement between the following parties (to be known as Member Councils):

- SHIRE OF BEVERLEY
- SHIRE OF GOOMALLING
- SHIRE OF NORTHAM
- SHIRE OF TOODYAY
- SHIRE OF YORK

2. PREAMBLE

- 2.1 Memorandum of Understanding (MOU) covering the period of 1 July 2024 – 30 June 2027, in place to provide funding to continue to collaboratively develop tourism in the region through the development, promotion and marketing of the Avon Valley as a sub region of Destination Perth.
- 2.2 The alliance between the five (5) partner organisations are all Local Government Authorities under the Local Government Act 1995 (as amended). Governed by the RTA Constitution, adopted on 15 October 2018.
- 2.3 The parties of this MOU understand and acknowledge the strategic nature of this MOU.
- 2.4 This MOU may be renegotiated or renewed by further agreement between the parties to this MOU.
- 2.5 The parties to this MOU have recorded their understandings and obligations and as signatories to this document agree to the following as outlined in this document.

3. AVON VALLEY REGION MEMBER COUNCIL REPRESENTATIVES

- 3.1 To be an independent advisory body for the Member Councils served by the Avon Valley Region.
- 3.2 To maximise the economic return from the visitor economy through promoting and developing the tourism industry of the region.
- 3.3 To implement Strategic Plans and Marketing Plans for the region.

4. AVON VALLEY REGION MEMBER COUNCIL REPRESENTATIVES' ROLE

- 4.1 The role of the Avon Valley Region Representatives for the duration of this MOU will be to:
 - I. Develop and oversee a Strategic Plan.
 - II. Develop and oversee the delivery of the yearly activity and Marketing Plan for the Avon Valley Region.
 - III. Ensure that industry relationships are nurtured and developed through communication channels, activities, events, professional development, and other appropriate mechanisms.
 - IV. Ensure regular and formal communication with key stakeholders including Member Councils, Local Tourism Associations, peak industry bodies and relevant government agencies.

5. MEMBER COUNCILS

- 5.1 The role of the Member Council for the duration of the MOU will be to
- I. Acknowledge the role of the representatives and actively promote the Avon Valley Region
 - II. Annually nominate a staff member to be Member Council Representative
 - III. Work collaboratively on projects.
 - IV. Support the involvement of representatives in projects and promotions.
 - V. Work with stakeholders to develop tourism at a local level.

6. FINANCIAL CONTRIBUTIONS

- 6.1 Member Councils are required to make financial contributions that are equal between each Shire with the intention of the contribution to be towards specified projects or initiatives for the group.
- 6.2 External Funding may be sought for the group.
- 6.3 Annual financial contribution information is to be communicated to Member Councils in March each year for budgetary considerations.
- 6.4 In the event there is employment of an officer to coordinate and manage the marketing and development of the group there will be a revision of this MOU to include annual salary contributions.

7. WITHDRAWAL OF MEMBER COUNCILS

- 7.1 A member Council may at any time withdraw from the MOU upon giving twelve (12) months' written notice of its intention to withdraw.
- 7.2 The withdrawal of a Member Council shall take effect from the end of the financial year, in which the notice of withdrawal under 7.1 is given.
- 7.3 The Member Council shall still be liable for its financial contribution to full membership costs for the duration of the notice period.

8. ADMITTING NEW MEMBERS

- 8.1 Section 3.65 of the Local Government Act 1995 is to apply if a Regional Local Government is established.
- 8.2 Prospective new Member Councils shall be required to submit an application in writing to the alliance for full membership.
- 8.3 Prospective new Member Councils may be admitted to join, subject to unanimous agreement of the current members.
- 8.4 If a new member Council applies to join, the partner Member Councils shall determine and consider any additional 'entry' costs incurred for updating website, alterations to MOU, printing of promotional materials and any other associated costs.
- 8.5 On entry, a new Member Council shall be liable to pay the determined 'entry' cost, in addition to the annual Full member fee.

9. COMMUNICATION AND EXCHANGE OF INFORMATION

- 9.1 Information dissemination is largely via email. Records are to be retained as per the record keeping plan of the respective local government. Agendas and minutes are to be retained by each local government.
- 9.2 All member councils recognise the importance of regular communication – both formal and informal to the success of the tourism region and commit to open and regular dialogue.
- 9.3 Member councils will ensure that delegates attend all meetings or nominate a proxy as necessary.

10. INTELLECTUAL PROPERTY

- 10.1 Rights of the intellectual property produced will be retained by the group.

11. DISPUTE RESOLUTION

- 11.1 If any dispute arises between the parties carrying out the principles of the MOU, the parties will seek genuine resolution to resolve the difference or dispute between them.

12. TERMS OF THE MOU

- 12.1 The Memorandum of Understanding lapses on the 30 June 2027.
- 12.2 The agreement may be extended upon mutual agreement of all signatories.

The Parties to this Memorandum of Understanding are:

SHIRE OF BEVERLEY

Chief Executive Officer _____
Print Full Name of Authorised Person Signature

Shire President _____
Print Full Name of Authorised Person Signature

SHIRE OF GOOMALLING

Chief Executive Officer _____
Print Full Name of Authorised Person Signature

Shire President _____
Print Full Name of Authorised Person Signature

SHIRE OF NORTHAM

Chief Executive Officer _____
Print Full Name of Authorised Person Signature

Shire President _____
Print Full Name of Authorised Person Signature

SHIRE OF TOODYAY

Chief Executive Officer _____
Print Full Name of Authorised Person Signature

Shire President _____
Print Full Name of Authorised Person Signature

SHIRE OF YORK

Chief Executive Officer _____
Print Full Name of Authorised Person Signature

Shire President _____
Print Full Name of Authorised Person Signature

SCHEDULE A: 2024- 2027 PERFORMANCE INDICATORS

Areas of priority for the Avon Valley Region for the life of this MOU are:

- Developing and maintaining a website
- Developing tourism products
- Marketing our region and products

The strategic priorities will be outlined in further detail in the proposed Strategic Plan.

SCHEDULE B: MEMBER COUNCIL INVESTMENT

The annual investment by Member Councils for the life of this MOU is set out below. It is noted that all amounts are exclusive of GST.

- The Financial commitment of \$2,500 per annum is the maximum requested on any given year unless unanimously agreed upon by parties. Investment will be contributed on a per project basis, with no monies held on account.
- Any changes to the expected financial commitment are to be communicated by March each year to allow budgetary considerations at Member Councils.

SCHEDULE C: IN KIND SUPPORT

- Meeting space and catering as required.
- Support for the delivery of key activities through communication channels, utilising existing staffing, participation in meetings and appropriate activities.
- Assistance with staffing regional tourism promotions and events i.e. annual Caravan & Camping Expo.

Additional in-kind support may be sought over the life of the MOU. Requests can be accepted or rejected by member councils.

SCHEDULE D: TERMS OF REFERENCE, MEMBER COUNCIL REPRESENTATIVES

Member Council Representative will commit to:

- Attend all meetings, and if necessary, nominate a proxy to attend.
- Share all communications with all representatives, in an open and honest manner.
- Make timely decisions and undertake required actions accurately and meaningfully to not hold up the implementation of activities.
- Any financial decisions that exceed or are beyond the agreed Member council investment are to be taken back to Member Councils for approval before proceeding.
- Notify Members as soon as practical, if any matter arises which may be deemed to affect the alliance and the projects outlined in this MOU.
- A meeting quorum will be three (3) member representatives. Decisions will be made by consensus.
- There will be a minimum of 3 meetings per year for 2 hours hosted on rotation by each member council.
- The host of the meeting will provide the Agenda and provide minutes post meeting to all members in a timely manner.
- Additional meetings may be called during project planning and implementation. The arranged time will be convenient to all members.
- Order of meetings:
 - I. Goomalling
 - II. Northam
 - III. Toodyay
 - IV. York
 - V. Beverley

13.5.2 Recognition of High Achievers Policy

File Reference:	2.3.1.2
Reporting Officer:	Britt Hadlow (Governance Coordinator)
Responsible Officer:	Janice Byers (Acting Executive Manager Community Services)
Officer Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Press release to be issued:	No

BRIEF

For Council to review and endorse the proposed Recognition of High Achievers Policy.

ATTACHMENTS

1. C 3.5 High Achievers V 1 - Tracked Changes [**13.5.2.1** - 3 pages]
2. C 3.5 High Achievers V 1 - Clean [**13.5.2.2** - 3 pages]

A. BACKGROUND / DETAILS

A motion, for which previous notice was given, was presented to Council on 18 October 2023, which resulted in the following resolution:

MOTION / COUNCIL DECISION

Minutes No: C.4873

Moved: Cr C R Antonio

Seconded: Cr D A Hughes

That Council request the Chief Executive Officer to investigate options for honoring high achievers within the community and report back to Council by January 2024.

CARRIED 10/0

On 24 January 2024, an agenda item was presented to Council where four options for recognition were provided for consideration. Council supported two options for further consideration as per the following resolution:

RECOMMENDATION / COUNCIL DECISION

Minutes No: C.4937

Moved: Cr A J Mencshelyi

Seconded: Cr D A Hughes

That Council:

- 1. Notes the research undertaken on options for introducing an initiative to recognise high achievers within the Shire of Northam.**
- 2. Request the Chief Executive Officer to develop a Policy for Recognition of High Achievers for consideration by Council Members by April 2024.**
- 3. Request the Chief Executive Officer to consider the following recognition approaches in the development of the Policy:**
 - a. Recognition Approach – Option 3 – Walk of Fame**
 - b. Recognition Approach – Option 2 – Digital Touchscreen Kiosk.**

CARRIED 9/0

A Council Member workshop was held on 20 March 2024 to provide the opportunity for discussion and input into Council's proposed Recognition of High Achievers Policy. This Policy has been developed to recognise individuals or groups who are high achievers in their field, in the areas of Sport, Business and/or Professional and Community.

The Policy is included in Attachments 13.5.2.1 & 13.5.2.2 in tracked changes and clear versions for ease of reference.

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

In relation to the Walk of Fame, the plaques and pavers are similar in price, approximately \$80 - \$180 each. Whilst these will only hold a small amount of information it may encourage readers to explore further. The cost of installation is estimated at between \$400 - \$500 for each of the pavers. Plaques will be dependent upon location and additional resources required, such as stands etc. However, it is not anticipated to exceed \$500 per plaque.

In relation to the digital kiosk, the cost for a kiosk that is vandal proof and weather resistant and can hold a significant amount of data is estimated at \$10,000 to \$15,000 each including installation. This is dependent upon the amount of data and input required from the providers. There may be some minor ongoing costs relating to software updates etc.

There is currently no allocation within the 2023/24 budget for the Walk of Fame or the digital kiosks and should the Recognition of High Achievers Policy be adopted by Council, this expenditure will need to be considered as part of the 2024/25 budget.

B.3 Legislative Compliance

Nil

B.4 Policy Implications

Nil

B.5 Stakeholder Engagement / Consultation

A workshop was held with Council Members on 20 March 2024. Amendments have been made to the Policy since this workshop, in addition to further amendments following input from staff.

B.6 Risk Implications

Refer to Risk Matrix [here](#).

Risk Category	Description	Rating (likelihood x consequence)	Mitigation Action
Financial	Cost of a digital kiosk	Moderate	Consider the cost as part of the 2024/25 budget deliberations
Health & Safety	Nil		
Reputation	Failure to update the selected recognition models, i.e. Walk of Fame and/or digital kiosk	Low	Regular reviews and updates conducted
Service Interruption	Failure of technology if digital kiosks are installed	Low	Regular services of the system
Compliance	Nil		
Property	Nil		
Environment	Nil		

B.7 Natural Environment Considerations

Nil.

C. OFFICER'S COMMENT

As requested by Council, a Policy has been developed for Recognition of High Achievers. The Policy is presented in the attachments for consideration.

The two options identified for the approach to recognising the awarded High Achievers, i.e. a Walk of Fame and a digital kiosk have been further investigated with estimated costs included in the Financial Implications section.

As a minimum, officers are recommending the installation of a Walk of Fame as the recognition approach for awarded High Achievers, with the location to be determined as part of the Policy implementation.

RECOMMENDATION / COUNCIL DECISION

Minute No: C.4990

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

That Council:

- 1. ADOPTS C 3.5 Recognition of High Achievers Policy;**
- 2. AUTHORISES the Chief Executive Officer to make the necessary adjustments to the Shire of Northam Policy Manual; and**
- 3. NOTES the costs associated with the implementation of the Recognition of High Achievers Policy will be considered as part of the 2024/25 budget deliberations.**

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

One member of the Public Gallery, Mr A Quin, left the meeting at 5:37pm



GOVERNANCE COMMUNITY

CG 3.51-27 Recognition of High Achievers

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	TBD
<i>Next Scheduled Review</i>	TBD
<i>Related Shire Documents</i>	High Achievers Procedure Streetscape Plan
<i>Related Legislation</i>	N/A

OBJECTIVE

The objectives of the Policy are to:

- Celebrate significant achievements of local community members.
- Provide inspiration and role models for residents.
- Create a valuable record of social history.
- Create a sense of pride within the community.
- Encourage tourists to the area to celebrate these achievements.

SCOPE

For the Shire of Northam to recognise the accomplishments and contributions of individuals, groups and organisations with strong ties to the Shire of Northam who have demonstrated success in the following three categories:

- Sport
- Business and/or Professional
- Community.

POLICY

The High Achievers Policy outlines how Council will celebrate and acknowledge those community members, volunteers, groups and organisations who:

1. Have a long history with the Shire of Northam.
2. Are celebrating milestones.
3. Are high achievers in their relevant fields.
4. Have provided outstanding service to the community.



Nominations

Nominations will be sought from the community on an annual basis. Posthumous nominations will be considered.

Selection Process

Robust criteria will be developed to support the High Achiever selection process to ensure transparency and consistency.

The selection process will include the following criteria:

- Demonstrate strong connection to the Shire of Northam.
- Detail the area of recognition i.e. Sports / Business or Professional / Community.
- Detail of achievement(s).
- Other awards held.
- Public profile.

Selection Panel

A selection panel will consider the annual nominations. The selection panel will comprise:

- Shire President (Deputy President in the absence of the President).
- Shire of Northam Chief Executive Officer.
- An independent community member, selected from a group of volunteers, [through and expression of interest \(EOI\), process, with final decision made by Council.](#)

Recognition Approach

There will be two ways in which the High Achievers will be recognised - via a digital kiosk and [/ or a](#) Walk of Fame.

Digital Kiosk

[Initially one](#) ~~The~~ digital kiosk will house information about the High Achievers and be available in [a](#) central locations [s with](#)-in the Shire. The digital kiosk will be interactive and designed to provide easy access to information in digital form related to the High Achievers.

Walk of Fame



In line with the Shire's Streetscape Plan, the Walk of Fame will typically consist of a plaque or paver, including a brief history which will be inserted within the path or wall to commemorate a high achiever.

Review Provisions

Council reserves the right to review the recognition of High Achievers should matters relating to criminal convictions or [other matters that could cause reputational damage to arise such as arise at any point in the future.](#)

[The principles applied to this review will be in line with the Shires Code of Conduct G1.4, which are:](#)

- [1\) Procedural Fairness](#)
- [2\) Consistency](#)
- [3\) Confidentiality](#)
- [4\) Accessibility](#)



COMMUNITY

C 3.5 Recognition of High Achievers

<i>Responsible Department</i>	Chief Executive Officer Office
<i>Resolution Number</i>	
<i>Resolution Date</i>	TBD
<i>Next Scheduled Review</i>	TBD
<i>Related Shire Documents</i>	High Achievers Procedure Streetscape Plan
<i>Related Legislation</i>	N/A

OBJECTIVE

The objectives of the Policy are to:

- Celebrate significant achievements of local community members.
- Provide inspiration and role models for residents.
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- Shire President (Deputy President in the absence of the President).
- Shire of Northam Chief Executive Officer.
- An independent community member, selected from a group of volunteers, through an expression of interest (EOI), process, with final decision made by Council.

Recognition Approach

There will be two ways in which the High Achievers will be recognised - via a digital kiosk and / or Walk of Fame.

Digital Kiosk

Initially one digital kiosk will house information about the High Achievers and be available in a central location within the Shire. The digital kiosk will be interactive and designed to provide easy access to information in digital form related to the High Achievers.

Walk of Fame

In line with the Shire's Streetscape Plan, the Walk of Fame will typically consist of a plaque or paver, including a brief history which will be inserted within the path or wall to commemorate a high achiever.



Review Provisions

Council reserves the right to review the recognition of High Achievers should matters relating to criminal convictions or other matters that could cause reputational damage to arise..

The principles applied to this review will be in line with the Shires Code of Conduct G1.4, which are:

- 1) Procedural Fairness
- 2) Consistency
- 3) Confidentiality
- 4) Accessibility

DRAFT

14 MATTERS BEHIND CLOSED DOORS

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5002

Moved: Cr M P Ryan

Seconded: Cr A J Mencshelyi

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

- 14.1 - A72 – Unauthorised Group Dwelling, as the item relates to legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- 14.2 - Chief Executive Officer Review & Selection Committee Meeting held 16 April 2024, as the item relates to a matter affecting an employee or employees.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

Members of the Gallery left the meeting at 5:49 pm.

Cr L C Biglin declared an "Impartiality" interest in item 14.1 – A72 – Unauthorised Grouped Dwelling, as the person is known to Cr Biglin.

Cr J E G Williams declared a "**Proximity**" interest in item 14.1 – A72 – Unauthorised Grouped Dwelling, as Cr Williams and her husband jointly own property in the direct vicinity of the subject property.

Cr J E G Williams declared a "Proximity" interest and left the meeting at 5:50pm.

14.1 A72 - UNAUTHORISED GROUPED DWELLING

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5003

Moved: Cr A J Mencshelyi

Seconded: Cr H J Appleton

That Council:

1. **AUTHORISES** the Chief Executive Officer to:
 - a. **Correspond with the landowner advising that if the unauthorised structure is not removed within 60 days that the Shire will enter the property and remove the structure.**
 - b. **Take appropriate action to remove the structure should the structure not be removed.**
2. **CONSIDER** an allocation of \$25,000 in the 2024/25 budget to take appropriate action to remove the structure.

CARRIED 5/2

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin and Cr M P Ryan

Against: Cr D A Hughes and Cr C M Poulton

Cr J E G Williams returned to the meeting at 5:59pm.

Members of Staff, excluding the Governance Officer, left the meeting at 5:59pm.

14.2 CHIEF EXECUTIVE OFFICER REVIEW & SELECTION COMMITTEE MEETING HELD 16 APRIL 2024

Receipt of Minutes:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5004

Moved: President C R Antonio

That Council receive the minutes from the Chief Executive Officer Review & Selection Committee meeting held on 16 April 2024.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

Adoption of Recommendations:

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5005

Moved: President C R Antonio

Seconded: Cr L C Biglin

That Council:

1. **ACCEPTS** the Chief Executive Officer Review & Selection Committee's assessment that the Chief Executive Officer has successfully completed the probationary period in accordance with s.2.2.4 of the CEO Employment Contract.
2. **REQUESTS** the Shire President to advise the Chief Executive Officer, in writing, of the outcome of the probationary period.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

RECOMMENDATION / COUNCIL DECISION

Minute No: C.5006

Moved: Cr M P Ryan

Seconded: Cr H J Appleton

That Council move out from behind closed doors.

CARRIED 8/0

For: President C R Antonio, Cr A J Mencshelyi, Cr H J Appleton, Cr L C Biglin, Cr D A Hughes, Cr C M Poulton, Cr M P Ryan and Cr J E G Williams

Against: Nil

Members of the Staff and Gallery returned to the meeting at 6:01 pm.

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

16 URGENT BUSINESS APPROVED BY DECISION

Nil.

17 DECLARATION OF CLOSURE

There being no further business, the Shire President, C R Antonio, declared the meeting closed at 6:04 pm.

"I certify that the Minutes of the Ordinary Meeting of Council held on 17 April 2024 have been confirmed as a true and correct record."

_____ President

_____ Date